



1600 HAMILTON PLACE COMMUNITY ASSOCIATION NEWSLETTER NOVEMBER 2014

www.1600hamiltonplace.org

Next Board of Directors Meeting

The next Board of Directors meeting is scheduled for Tuesday, December 9, 2014, in the clubhouse. Open Forum starts at 6:30PM and is the time set aside for homeowners to address the Board of Directors. The Board meeting starts promptly following Open Forum. An agenda for the meeting is posted by the clubhouse entry doors 5 days prior to the meeting date.

Email Communication

Reminder

Please remember that either "1600 Hamilton Place" or your specific unit address must be included in the SUBJECT BOX of all emails sent to Bill Hubbard at Community Management Services or they will not be opened.

Bill Hubbard, Association Manager
Community Management Services
1935 Dry Creek Rd, Suite 203
Campbell, CA 95008
(408) 559-1977 (24/7) / FAX (408) 559-1970

bhubbard@communitymanagement.com

(1600 Hamilton Place or your unit address must be included in SUBJECT BOX of all emails)

1600 Hamilton Place Security Office:
408-371-1715 (voicemail)

Board of Directors

President: Scott Smithwick
Vice President: Jeff Davis
Secretary: Kathleen Hawker
Treasurer: Brian Finerty

Vacancy on the Board

There is still a vacancy on the Board of Directors. Please contact Bill Hubbard or attend an upcoming Board meeting if interested in being considered for this vacancy.

Termites

If you see evidence of dry wood termites (usually small black granular powder on window sills or along bottom of walls) or subterranean termites (you will see a dry mud-like tube along the floor or up in a corner), please contact CMS so that a termite company can be contacted for an inspection of the specific location. Note: every once in a while you may see a swarm of termites flying soon after a rain or during hot weather. This is fairly common as termites are looking for new locations for nests. According to termite experts, 99% of these flying termites will perish before locating a nesting place and there is no preventative treatment for this activity. Therefore, it is imperative that you report specific evidence of infestations inside or on the exterior of the buildings immediately so that the specific location can be treated.

Recycling Cardboard Boxes

Green Team requests that you BREAK DOWN all cardboard boxes and place them INSIDE the white recycling dumpsters beside the trash dumpster. If the recycling dumpster is full, please take your items to the next closest dumpster which will be within a 1 minute walk from the full dumpster.

Plumbing Problems

Be sure to report all plumbing problems to CMS so that it can be determined whether the association will take responsibility to address the problem. Even if the problem is the responsibility of the unit owner to address, often times it is less expensive to have the association's plumbing contractor make the repair, even if it is at your cost, because they are more familiar with the plumbing layout within the complex than other plumbers.

Community Security -Mail Boxes

Contact the San Jose Police Dept non-emergency number 311 when seeing suspicious persons around mailbox kiosks or trash bins to help prevent mail theft. If you see someone trying to break into the mailboxes, call 911 immediately. It is also highly recommended that you use a shredder to dispose of any personal information and take any outgoing mail to an official US Post Office mail receptacle.

Vermin and Food

It is that time of year when animals such as rats, opossum, and raccoons seek sources for food and water. In order to help eliminate any potential problems with these animals, please make sure that you do not leave any water or pet food outside of your unit at any time.

Happy Holidays from the Board of Directors

The Board of Directors would like to wish all owners/residents of 1600 Hamilton Place a very Happy Holiday Season. Hopefully, the following holiday tips will make this time of year safe for you and your loved ones:

AROUND THE HOUSE

*When hanging indoor lights, be sure not to nail through electrical or security wires that may not be visible.

MANAGE YOUR EXTENSION CORDS

- *Don't use indoor extension cords outdoor
- *Don't run cords where people can trip on them
- *Don't overload too many plugs

LEAVING TOWN

- *Remember to notify neighbors when leaving town
- *Don't forget to stop newspaper and mail delivery

TREE LIGHTS

- *Midget lights produce less heat than standard lights. Use only UL-listed lights
- *Don't link too many strands of lights together. This will cause a fuse to blow
- *Check light sets for frayed wires. If damaged, throw them away
- *Always turn off the Holiday lights before you leave the house or before turning in for the night

TREE MAINTENANCE

- *Keep your tree in a stand that holds at least a gallon of water. Check that the stand is full on a daily basis
- *Keep your tree and garland away from fireplaces and heaters. Placing it too close dries it out and poses a severe fire hazard

NOTE: Please remove all visible holiday decorations by no later than January 30, 2015.

Winterize Your Home

With the rain and cold weather here, remember that a few maintenance items go along way in preventing damage to your home.

1. Change the filters in your furnace regularly and have furnace professionally inspected annually.
2. Trim trees on your property for building clearance and weight reduction.
3. Make sure that your attic is properly insulated and weather stripping around doors is in good condition.
4. Install double-paned windows. (Make sure that you submit an Architectural Change Application for the Committee's approval prior to making any changes to the exterior of your unit.)
5. Have your chimney inspected and cleaned by a professional chimney sweep/cleaning company.
6. Did you change your batteries in the smoke and carbon-monoxide detectors?

A little bit of preventative maintenance now will go a long way in preserving your real estate investment over the winter months!

Garage Doors

Please remember to keep garage doors down unless you are entering or exiting the garage. Also, it is recommended that you install a lock on the outside of the door to prevent break-ins. Please complete and submit an architectural change form with information on the proposed lock for the Architectural Committee's approval.

General Maintenance Recommendations to Owners within 1600 Hamilton Place

If you see any potential maintenance problem, report it to CMS immediately so that, if it is a potential safety or health related issue and is the responsibility of the association, it can be dealt with in a timely manner.

If you are leasing your unit, it is highly recommended that you make regular inspections of your unit to make sure that the tenants are in compliance with association rules and/or in compliance with any conditions that you may have established in your lease agreement. In addition, tenants are less likely to report potential maintenance issues that may affect your unit in the long run.

Gutter Cleaning

Four Seasons Roofing has completed the first go-through for gutter and downspout cleaning, with a second cleaning to follow in January, 2015. The cleaning carries a "no clog" warranty until May 1, 2015. If you see that your downspout has become CLOGGED after the initial cleaning, please contact the CMS customer service dept during normal business hours WITH THE EXACT LOCATION OF THE CLOG and they will arrange for Four Seasons Roofing to address the problem.

Landscape Committee Meeting

The next Landscape Committee meeting will be Wednesday, November 19, 2014, at 7:00pm in the Clubhouse. Please submit any landscaping requests, in writing, for the committee's consideration. Please remember that the Board of Directors provides a budget to the Committee, which determines the guidelines the Committee must adhere to in planning for landscaping maintenance and upgrade projects. In other words, the Committee will accommodate as many requests as possible, as long as they fit within budget constraints, as well as short-term and long-term landscaping plans.

1600 Hamilton Place Website

The most recently approved Board of Directors meeting minutes, as well as the most recent Landscape Committee meeting minutes are both available for review on the association's website at www.1600hamiltonplace.org.

Email Communication Reminder