



1600 HAMILTON PLACE COMMUNITY ASSOCIATION NEWSLETTER JANUARY 2015

www.1600hamiltonplace.org

Next Board of Directors Meeting

The next Board of Directors meeting is scheduled for Tuesday, February 10, 2015 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

Maintenance Reminder

During the heavy rains in December, several units experienced flooding due to clogged or covered drains in their balcony or patio areas. Please remember that the owner is responsible for making sure that all surface drains located in the restricted common area balconies or patios be kept free of debris.

RULES REMINDER

As owners or tenants we are each responsible for being aware of and complying with the rules governing the 1600 Hamilton Place community. These rules, as amended from time to time, can be found on the Association's web site at 1600hamiltonplace.org and are intended to maintain the integrity of the community and resale values of homes.

Please note that in addition to being responsible for your own actions you are responsible for the actions of third parties you engage to provide services on your behalf such as private gardeners or house cleaning services. Be sure they are aware of the governing rules such as those regarding parking and waste disposal.

Huxley Court Exterior Wood Repairs and Painting

All units on Huxley Court are scheduled to have any necessary exterior wood repairs done in the next several months, to be followed by painting of all exterior surfaces and patio fences sometime in April or May, weather permitting. Jay Johnson Construction will be doing the wood repairs. Notices will be posted in advance of the work on your area. If you have a specific issue that you would like inspected, please email Bill Hubbard with the location of concern. Include your name, address, and contact phone number.

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.

New Windows Installations and Other Exterior Upgrades

The governing documents require that ALL changes to the exterior of your unit, including the replacement of windows, have PRIOR approval by the Board of Directors. In the past, several units have had new windows improperly installed without prior approval and will need to have the new windows removed and properly reinstalled. This was a very costly omission as the owners had to have them reinstalled at their cost. Please make sure you submit an application (available on the 1600 Hamilton Place website or from Bill Hubbard) for permission to make any changes or upgrades to the exterior portion of your unit so that the Board or Architectural Committee can formally approve the work or tell you why the work cannot be approved.

1600 Hamilton Patrol Service

The Board of Directors would like to clarify the role of the patrol service and the patrol officers. The Board has defined their role as one of assisting the Board in enforcing the rules and regulations of the association. It would be hopeful that their physical presence would also help deter crime and vandalism within the community, but they are not expected or properly equipped to directly confront issues of that nature. The patrol officers are instructed to immediately contact the appropriate local emergency services in the event of a situation that involves a threat to one's personal safety or property, but that should be the extent of their involvement with issues of that nature. If you have an issue involving the enforcement of rules and regulations of the association, please do not hesitate to contact the onsite patrol office at 408-371-1715 or you can email Bill Hubbard at bhubbard@communitymanagement.com and he will address the violation. If you have an emergency that requires the attention of the police department or other emergency personnel, dial 911 immediately. Also, please consider the consequences if there was no enforcement of the rules by the Board, management, or the patrol officers and, hopefully, you will understand how important rules enforcement is to the real estate values for the homes within 1600 Hamilton Place.

Holiday Decorations

The Board of Directors would like to wish everyone a very Happy and Safe New Year and remind all residents that exterior holiday decorations/lights should be removed by January 30, 2015.

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.

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.

Tennis Court/Pool Keys

It has been reported that some residents have been loaning their tennis court/pool key to friends so that they may use the 1600 Hamilton Place tennis courts and/or pools. Please keep in mind that the rules expressly forbid anyone from using the facilities unless they are accompanied by an adult resident of 1600 Hundred Place. Violations of this rule may result in either suspension of association privileges or a monetary fine levied to your assessment account.

Cleaning Up After Pets

The Board would like to thank everyone who has made an effort to keep their patio areas and common area lawns clean and orderly. With everyone pitching in to keep their yards clean, the Board asks that you please not allow your pet to use someone else's lawn as a bathroom. The Board has received quite a few complaints about residents who have been allowing their dogs to go to the bathroom on common area lawns and in their yards. This has been causing grass and plants to die, and placing clean up duty on the wrong party. If you own a pet, the Board requests that you please be considerate of your neighbors and clean up after your own pet.

March Board of Directors Elections

You will be receiving an elections packet in the mail within the next 2-3 weeks. Please read the instructions for voting included with the elections packet and submit your ballot.

IMPORTANT: MASTER INSURANCE POLICY INFORMATION

The association's master insurance and earthquake coverage programs renew on March 24, 2009. Please note that, since the premiums are paid all at one time and not financed over 12 months at an additional expense, the association typically borrows a portion of the renewal amount, which is an operating expense, from the reserves and then pays the reserves back by the end of the fiscal year. You can directly help keep the premiums for the property damage portion of the master policy down by adhering to the following suggestions:

1. Replace the supply hoses to your washing machine annually or better yet, turn off the water supply to your washing machine after each use.
2. Have heating, ventilation, and air conditioning inspected and overflow lines cleaned annually.
3. Have the water heater inspected for leaking or corrosion and replace as needed. The life expectancy for a water heater is 10-12 years. If yours is older than that, it will most likely fail in the near future, causing water damage to your unit.
4. Know how to turn off the main water line into your unit. The valve is normally located along with a hose bib in entry patio of your unit, or by the entry stairs if you live in an upstairs unit.
5. Regularly inspect washing machine hoses, supply lines, ice makers, dish washers, and other appliances that use water.
6. TURN OFF THE WATER MAIN LINE WHEN YOU ARE GOING TO BE AWAY FOR A PERIOD OF TIME. If you live in a first-floor unit, your main water line valve is located in the patio area. If you live in a second-story unit, your main water line valve is located adjacent to the entry steps.

Landscape Committee Meeting

The next Landscape Committee meeting will be held in the clubhouse at 7PM on Wednesday, February 18, 2015. Any landscaping items must be requested, **in writing**, for the Committee's consideration. Please remember that the Board of Directors provides a budget to the Committee, which determines the confines within which the Committee must develop a plan for landscaping maintenance and upgrade projects. In other words, the Committee will accommodate as many requests as possible, as long as they fit into the budget constraints, as well as the short term and long term landscaping plans.