



1600 HAMILTON PLACE COMMUNITY ASSOCIATION NEWSLETTER FEBRUARY 2015

www.1600hamiltonplace.org

Next Board of Directors Meeting

The next Board of Directors meeting will be held in the clubhouse on Tuesday, March 10, 2015, immediately following the conclusion of the annual meeting. The Board meeting starts promptly following Open Forum. An agenda for the meeting is posted at the mailbox kiosks 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

Insurance Renewal

The Board may have to borrow funds from the reserves to cover the cost of the master and earthquake policies that renew in March, 2015. Any funds borrowed from the reserves will be re-paid by the end of the year.

SPEEDING

Please take a moment to remind each licensed driver in your household to please drive slowly throughout the 1600 Hamilton Place community. With the nice weather just around the corner, more children will be playing outside and riding their bikes and other toys.

Annual Meeting of the Members

The annual meeting of the members will take place in the clubhouse at 6:30PM on Tuesday, March 10, 2015. Please plan on attending this annual event to catch up on association issues.

Board of Directors Elections

You should have received the secret ballot for the March annual Board election and voting. Please properly complete and return the ballot. If you did not receive a ballot, please contact Bill Hubbard.

Proposed Amendments to the Landscape Guidelines

Please review the attached Landscape Guidelines and submit any comments or suggestions regarding the additional rules #12 and #13 that the Board is proposing to add. Please submit any comments by no later than March 20, 2015.

Exterior Changes To Your Unit

Please remember that the governing documents for 1600 Hamilton REQUIRE that ALL changes to the exterior appearance of your unit MUST have PRIOR approval from the Board of Directors. This means that ANYTIME you want to change an exterior light fixture, a screen door, or even change the design of your entry or patio areas, you must first provide a written request for approval to the Board describing, in detail, the proposed changes. Failure to do so may result in the Board requiring that you change the modification, at your expense. The reason for this rule is to help protect the overall appearance of the complex and prevent an owner from installing something that might result in higher association maintenance expenses or lower real estate values.

Note: The CC&Rs stipulate that all doors and windows are the maintenance responsibility of the unit owners. Please make sure you have approval from the Architectural Committee prior to installing new windows or doors.

The Architectural Guidelines and the change application are available on the association website at: www.1600HamiltonPlace.org

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.

Fence Maintenance Guidelines

Please make sure you are in compliance with the following guidelines:
Security article

GUIDELINES FOR PROTECTION OF PATIO FENCES

In order to help prevent damage to the wood fences in the patio areas, the following guidelines should be followed:

1. Vines and shrubs shall not come into contact with any of the patio fences.
2. No trellises or other objects may be attached to the patio fences.
3. No planters or dirt may come into contact with the patio fences.
4. No items may be placed on top of the patio fence caps.
5. Irrigation should be installed in a manner that does not result in irrigation water hitting the building surfaces or patio fences.
6. There must be enough clearance between the buildings or fences and any shrubs or trees to allow access for any needed maintenance.

Gutter Cleaning

Four Seasons Roofing has completed the 2nd go-through for gutter and downspout cleaning. 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.

CUSTOMER SERVICE Here's How It Works

Community Management Services' office hours are from 8:00 AM - 5:00 PM, Monday through Friday. The Customer Service phone number is **408-559-1977**.

At Community Management, our Customer Service Department directly answers your call. They are equipped to handle most emergencies, routine matters, and general questions.

If for any reason Customer Service is unable to help you, they will either transfer you to your Association Manager or obtain the necessary information for your Manager to return your call. Please assist them in servicing you by utilizing their talents and expertise when possible.

Questions about your assessment or statement??? Please give the name of your Association and ask for the accounts receivable department.

For after-hours calls, you may use the same phone number after-hours. Our voice mail system will allow you to leave a message for Customer Service, or the appropriate person, and will also give you an option to have your call routed to an after-hours emergency on-call manager for structural and safety emergencies. Please hold all other calls until the next business day so that the after hours line can be kept clear to handle emergencies.

Assessment Autopay Info

Eliminate the worries of late payments and late fees by arranging to have your monthly assessment fee automatically withdrawn from your checking account by the association's bank on the 10 of each month! Please contact Focus Business Bank to make the arrangements at 1800-742-8142.

SKUNKS?

Have you noticed an increase in skunk sightings (or odors!) this winter? Because of the unusually dry weather, skunks (and other vermin) are seeking food, water, and shelter. It has been noted that some 1600 Hamilton residents continue to place pet food, water, or bird seed out in their patio areas, which provides the incentive for skunks and other vermin to take up residence in the area. PLEASE DO NOT leave any water or food outside and if you know someone who is doing this, please contact association manager Bill Hubbard so that the association can take the necessary disciplinary action so that the activity stops.

Recycle Your Fluorescent Light Bulbs

For more information on how and where you can recycle florescent light bulbs, visit www.hhw.org

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.

Landscape Committee Meeting

The next Landscape Committee meeting will be held in the clubhouse at 7PM on Wednesday, March 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.

1600 HAMILTON PLACE

LANDSCAPE GUIDELINES

Common areas are the responsibility of the Association. Residents shall not add to or remove from or alter common area landscape in any way. This includes:

- 1) No pruning of common area plants or trees
- 2) No planting of anything in the common area
- 3) No pots, planters, ***vases, or similar items***
- 4) No personal property (i.e., hose reels/hoses)
- 5) No architectural violations (i.e., signs)

Restricted common areas (patios/balconies)

- 1) Excessive overgrowth is not allowed
- 2) Planting shall not obscure house numbers
- 3) Vines (i.e., Ivy or Ficus) and shrubs shall not be allowed to grow on walls or through or over fences
- 4) No trellises may be used above the fence line
- 5) Any plants, including plastic plants, visible to the common area, must be well cared for and kept in good condition
- 6) Trees must be kept to manageable height and width and must not cause damage to fences or crowd common area trees or clog gutters
- 7) Trees must be kept no less than three feet from a building
- 8) Growth in lower unit patios must be kept below upper unit window boxes/balconies/entry decks
- 9) Decorative items, potted plants or planters are not permitted on the patio fence caps or the balcony railing caps.
- 10) Acceptable seasonal decorations (i.e., Christmas lights) must be removed within two weeks of the applicable holiday.
- 11) Owners are responsible for managing the landscaping within restricted common areas. This includes removal of all weeds and dead plant material, as well as keeping all shrubbery trimmed.
- 12) ***Patio and balcony areas must be kept neat and clear of boxes, bags, or other items not considered appropriate for those areas***
- 13) ***Decorative and/or string patio lights are permitted as long as they cannot be seen from the common area.***