



1600 HAMILTON PLACE COMMUNITY ASSOCIATION NEWSLETTER APRIL 2015

www.1600hamiltonplace.org

Next Board of Directors Meeting

The next Board of Directors meeting will be held in the clubhouse on Tuesday, May 12, 2015. 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 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

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.

New Safety Committee

If you are interested in serving on a committee to develop ideas for improving safety and security within the community, please contact Seth Kaplan at themerciless@gmail.com.

New Landscape Guidelines

After a 30-day member review and comment period, the Board officially adopted the following revised landscape guidelines. Please keep this information in your association files.

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.

Annual Meeting Election and Voting Results

The results of the annual Board elections and voting were as follows:

A total of 112 ballots submitted, out of which 103 were validated as properly submitted.

Jeff Davis	98 votes, elected to a 2 year term
Brian Finerty	97 votes, elected to a 2 year term
Kathleen Hawker	96 votes, elected to a 2 year term

The IRS resolution to transfer and excess operating funds from 2015 into the reserves passed by a vote of 101 votes in favor, 1 vote against.

The minutes from the March 11, 2014 Annual meeting were approved with a vote of 90 approving the minutes and 12 abstaining in the voting.

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.

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Save Money – Install Low Flow Toilets You may be eligible for a rebate from the Santa Clara Water District for installing low flow toilets. For more information, you can visit their website at: www.valleywater.org

Daylight Saving Time Maintenance Reminders This is a good time of year to address the following maintenance and safety items:

1. Change the batteries in your smoke and carbon monoxide detectors
2. Change the hot and cold water hoses on your washing machine
3. Check all valves under sinks and toilets for leaks and address any problem areas IMMEDIATELY to avoid costly repairs.

Pet Reminders Please remember to keep your dog leashed at all times while in the common area. Also clean up after them. As a courtesy to your neighbors, please do not leave your dog unattended in the patio area of your unit, as dogs have a tendency to bark when left alone. Also, there has been a request for cat owners to please try to keep them indoors so that they will not visit other yards and leave their “calling cards!”

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 Meetings The next Landscape Committee meeting will take place on Wednesday, May 20, 2015, at 7:00PM, in the clubhouse. 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.

Important Insurance Information Included with this month’s newsletter you will find a copy of the insurance disclosure statement for the policy period March 24, 2015 through March 24, 2016. It is recommended that you review this information with your insurance agent to make sure you have adequate supplemental coverage. If you have any questions about the master policy, please contact Farmers Insurance at 408-286-1334.

NOTE - A WORD OF CAUTION The insurance industry for multiple-residence dwellings is now mandating certain conditions under which these policies are provided. One of the conditions is the elimination of charcoal barbecues from any second story balconies. We have assured the insurance carrier that we are doing everything in our power to make sure that the conditions for the use of barbecues on balconies are optimum for safety and fire prevention. Along these lines, please make sure that you are using only a propane type barbecue on your balcony or deck areas.

Irrigation System Information The landscaping irrigation system is designed to water during the late evenings and early morning hours. Occasionally, there will be a broken sprinkler head or irrigation line in the complex and a leak will occur. Normally, the irrigation timer clock will automatically turn the water off after 15-30 minutes and the problem can be reported to the CMS Customer Service Department during regular business hours. If, however, the water continues to run after 30 minutes, please contact CMS at 408-559-1977 for access to the emergency on-call manager.

Also, it is the association’s desire to help owners minimize maintenance needs on their units by eliminating problems with any sprinklers that are spraying onto building surfaces. If you witness such a problem, please report it to management so that the landscaping company can be contacted to make the necessary corrections.