



1600 HAMILTON PLACE COMMUNITY ASSOCIATION NEWSLETTER NOVEMBER 2015

www.1600hamiltonplace.org

Next Board of Directors Meeting

The next Board of Directors meeting will be held in the clubhouse on Tuesday, December 8, 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
Director:	Tony Sanchez

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.

2016 Budget

You should receive a copy of the 2016 budget by early December. The monthly assessments will increase approximately 4% to help offset projected increases in operating costs, as well as to continue to properly fund the reserves for future projects.

If you have automatic withdrawal already set up through Heritage Bank (formerly Focus Business Bank), the new assessment will be withdrawn between the 5th and the 10th of each month in 2016. If you are using an online check paying service, you will need to contact the service prior to January 1, 2016 to adjust the payment amount for your unit. Failure to contact your bank with this change may result in the association imposing late fees and interest to your account for insufficient assessment payments.

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.

Holiday Community Event

Please plan on joining your neighbors for a community holiday event in the clubhouse at 1PM on December 13, 2015. Refreshments will be served.

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.

Landscaping Tip

To Rake or Not To Rake From the SCC Master Gardener

Fallen autumn leaves from healthy trees can provide valuable mulch, with the return of nutrients to the tree as the leaves slowly decompose. If you don't like the look, you can add the leaves to the compost pile and later spread the compost under the tree. Diseased leaves should be put out with yard waste recycling to avoid spreading disease in your garden.

Have a gardening question? Contact information for Santa Clara County residents:

- (408) 282-3105, Mon-Fri 9:30 a.m.-12:30 p.m.
- (650) 329-1356, Fri ONLY 1:00 p.m.-4:00 p.m. (Closed Dec. & Jan.)

Or, send us your question- www.mastergardeners.org.

1600 Hamilton Place December Social Event

Please join us on Sunday December 13th for a Holiday Social at the Clubhouse between 2 and 5. We will have drinks and food and kids are welcome!

if you would like to assist us on the committee organizing the event please let Bill Hubbard know - we would love the help!

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, 2016.

Winterize Your Home

With the rain and cold weather here, remember that a few maintenance items go a long 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!

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 will complete the first gutter cleaning during the week of Nov 16, weather permitting, with a second cleaning to follow in January, 2016. The cleaning carries a "no clog" warranty until May 1, 2016. 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.

Extension of the Voting Period for Approval of the Restated Bylaws

The Board has extended the voting period for approval of the Restated Bylaws until December 8, 2015. Members of the Board may be contacting owners that have not sent in their ballots encouraging them to do so. If you need a replacement ballot, please contact Bill Hubbard.

Social Committee Being Formed!

We are forming a Social committee to plan and organize 2 annual events here at the Clubhouse for 1600 Hamilton Place residents. If you would like to be part of this committee, please let Bill Hubbard know or attend the next Board meeting.

Landscape Committee Meeting

There will be no committee meeting in December.