

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
NEWSLETTER  
NOVEMBER 15, 2016**

**1600 HAMILTON PLACE**

**Next Board Meeting**

The next Board of Directors meeting will be held in the clubhouse at 6:30PM on Tuesday, December 13, 2016. The Board meeting starts promptly following the 6:30PM Open Forum. An agenda for the meeting is posted at the mailbox kiosks 5 days prior to the meeting date.

**Message from the Board**

**Fire code: Keep stairways and patio exits clear**—Residents are reminded per California Fire Code Chapter 10 Means of Egress: “obstructions shall not be placed in required means of egress...the required capacity shall not be diminished along the path of egress travel.” Stairs and staircase landings shall not be used as extensions of living space or storage. A recent walk-through revealed toys, furniture (chairs/tables/cabinets), plants, and various items on stairs and landings. In the event of an emergency, these items can block exits and become tripping hazards to emergency personnel carrying equipment.

**2017 Budget**

You should receive a copy of the 2017 budget by early December. The monthly assessments will increase approximately 3.8% 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If you have automatic withdrawal already set up through Heritage Bank, the new assessment will be withdrawn between the 5<sup>th</sup> and the 10<sup>th</sup> of each month in 2017. If you are using an online check paying service, you will need to contact the service prior to January 1, 2017 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.

**IMPORTANT INFORMATION REGARDING YARD WASTE AND PICK-UP LOCATIONS**

Please remember that yard waste should be placed along Hamilton Place on Tuesdays, prior to the Wednesday pick up. Please restrict the debris to natural landscape debris only – no pumpkins, dog waste, etc. Also, in response to complaints regarding the debris location directly in front of the clubhouse, the Board has moved that location back across the street to the right of Ashmeade Ct along the red curb so that the city could have easier access for removal of the debris and so that vehicles cannot park in the space. Please note debris locations on the map included with this newsletter.

**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.

## **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. Also, if you have a fruit tree inside your restricted common area patio, PLEASE remove any fruit that drops from the tree ON A DAILY BASIS to eliminate possible vermin food!

## **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, 2017.**

## **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!

### **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 scheduled cleaning of the roofs, gutters, and downspouts, with a second cleaning to follow in January, 2017. The cleaning carries a "no clog" warranty until May 1, 2017. 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.

### **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.

### **Landscape Committee Meetings**

There will be no meeting in December due to the holidays. The next meeting will be held in the clubhouse at 7PM on Wednesday, January 18, 2017. 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 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](http://www.1600hamiltonplace.org).

### **HAMILTON PLACE STREET SWEEPING SCHEDULE**

The San Jose Department of Transportation is arranging an enhanced sweeping of Hamilton Place on the 3<sup>rd</sup> Thursday of each month. Please avoid parking on Hamilton Place during business hours on the 3<sup>rd</sup> Thursday of each month so that the sweepers will have access to the street surfaces to clear leaves and debris.

### **MEDALLION LANDSCAPE MANAGEMENT SPRAY NOTICE**

**During the 2016 year one or more of the following chemicals may be applied on the days noted below:**

## **THURSDAYS**

## **FRIDAYS**

**Round Up  
Sluggo-Snail Bait  
Pro-Spreader  
Pendulum  
Turflon**

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Sluggo-Snail Bait  
Pro-Spreader  
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**In compliance of Article 1, Section 6618, of the California Department of Food and Agriculture's Laws and Regulations, this document shall serve as advance notice of our intent to apply the described Pesticides, Herbicides, and/or Growth regulators to the Association's landscape in accordance with this schedule and pursuant to Contract requirements. Pesticide Information Sheets containing complete descriptions of the products to be applied have been provided to your designated representative. No application shall proceed should inappropriate weather conditions prevail on the day scheduled.**

**Please direct any questions to Medallion at 408-782-7500**

### **Email Communication Reminder**

Please remember that either "1600 Hamilton" 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.

**Community Management Services, Inc  
1935 Dry Creek Road, Suite 203  
Campbell, CA 95008  
Customer Service: 408-559-1977  
Association Manager: Bill Hubbard**

**Email: [bhubbard@communitymanagement.com](mailto:bhubbard@communitymanagement.com)**

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

**1600 Hamilton Place Security Office: 408-371-1715  
1600 Hamilton Website: [www.1600HamiltonPlace.org](http://www.1600HamiltonPlace.org)**