



1600 HAMILTON PLACE COMMUNITY ASSOCIATION NEWSLETTER JANUARY 2018

www.1600hamiltonplace.org

Next Board Meeting

The next Board of Directors meeting will be held in the clubhouse on Tuesday, February 6, 2018. 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.

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:	Marcie Martin
Vice President:	Heath Birkendahl
Secretary:	Elizabeth Grey
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.

Board Vacancy

There is still a vacancy on the Board. This is your opportunity to get directly involved in the policy-making decisions for the association. If you are interested, please contact Bill Hubbard or attend the February 6 Board meeting.

Short Term Rentals

Please note that the CC&Rs for the association prohibit the use of residences for short term rentals such as AIRBNB. Please report any violations of this provision in the governing documents to Bill Hubbard so that the association may take the necessary discipline action against violators.

Message from the Board of Directors

Landscaping: Lewis Tree completed annual inspection/heavy pruning of our 800+ trees. Re-landscaping was finalized around the new lighting. Continued completion of the 5-year plan, to include replacement of some hedges with drought-tolerant plants, will progress throughout 2018 to reduce water usage and trimming labor/noise.

Water: The 2017 water actuals exceeded the budget by about 5% primarily due to leaks and rate increases.

Mail parcel boxes repaired: The locksmith repaired 3 of the large mail parcel mailboxes on Foxhall Loop and Huxley Court. The Board is investigating cost/feasibility of installing additional parcel boxes near the other mailboxes. Residents are encouraged to remove their parcels as soon as possible from the large mail parcel boxes, thereby reducing the number of parcels which must be left on doorsteps.

New Microwave in Clubhouse: Per an owner's request, the clubhouse now has a microwave oven installed over the stove.

Maintenance Reminder

During the heavy rains in December and January, 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.

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.

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.

Chimney Cleaning

If you use your fire place, it is imperative that you arrange to have the chimney properly cleaned periodically! Chimney Safe (1800-881-2505) has been recommended by several owners or you can find licensed chimney cleaning services in the yellow pages or on the internet. They also clean dryer vents.

Dryer Vent Cleaning Information

The Association will reimburse you 50% of the invoice, up to \$45.00, for having your dryer vents cleaned. For protection against lint and debris build-up, which could eventually result in a fire, this should be done every 1-2 years, depending on how often you use your dryer. You can also help keep your vents clean by making sure that the lint trap on your dryer is cleaned prior to each use. The Vent Cleaner (1800-793-0333) has done the vent cleaning for many residents in the past. After the cleaning is completed, forward a copy of the paid invoice to Bill Hubbard and the Association will reimburse 50% of the cleaning bill, up to \$45. Please allow up to 30 days for the reimbursement check to arrive.

Also, it is highly recommended that you have a bird screen installed on your dryer vent to prevent birds from entering the vent duct and building a nest.

Annual Voting

You will soon receive information and a ballot for the annual election of the Board, approval of the IRS Resolution, and approval of the 2017 annual meeting minutes. Please be sure to follow the instructions for completing and submitting your ballot so that it counts towards the voting results.

Proposed Windows Installation Guidelines Update

The Board recently added some language under Section G – Mullions. The additional language is in bold italics in the enclosed guidelines. Please review and submit any comments on the proposed changes by March 1, 2018.

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, 2018.

Gutter Cleaning

Four Seasons Roofing has completed the scheduled cleaning of the roofs, gutters, and downspouts. The cleaning carries a "no clog" warranty until May 1, 2018. 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.

IMPORTANT: MASTER INSURANCE POLICY INFORMATION

The association's master insurance and earthquake coverage programs renew on March 24, 2018. 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 Meetings

The next meeting will be held in the clubhouse at 7PM on Wednesday, February 21, 2018. 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.

HAMILTON PLACE STREET SWEEPING SCHEDULE

The San Jose Department of Transportation is arranging an enhanced sweeping of Hamilton Place on the 3rd Thursday of each month. Please avoid parking on Hamilton Place during business hours on the 3rd 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 2018, one or more of the following chemicals may be applied on the days noted below:

THURSDAYS

Round Up
Sluggo-Snail Bait
Pro-Spreader
Pendulum
Turflon

FRIDAYS

Round Up
Sluggo-Snail Bait
Pro-Spreader
Pendulum
Turflon

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.

1600 Hamilton Place Homeowners Association
Window Replacement - Requirements and Guidelines

A. Purpose

The purpose of this document is to establish the requirements and guidelines for the installation of replacement windows for condominiums within the 1600 Hamilton Place complex. Additionally this document identifies the homeowner responsibility for building structure integrity, leakage issues, and completion aesthetics associated with skylight installation. These guidelines are a supplement to, and do not replace, governing documents.

B. Homeowner Agreement

In accordance with 1600 Hamilton Place requirements, any homeowner that replaces a window takes full responsibility for insuring full compliance with all building codes; installation retains the full structural integrity of the building, and compliance with manufacturer's requirements for aesthetics and leak-proof sealing. The homeowner additionally releases 1600 Hamilton Place from its obligation concerning window-related leaks and subsequent damage resulting from or due to window installation.

C. Requests for Approval for Window Replacement

In accordance with 1600 Hamilton Place requirements, any homeowner desiring to alter the exterior aesthetics of his/her unit must obtain *written approval* from the Board of Directors. A letter shall be submitted and shall include the following:

1. Unit Address
2. Owner contact information (i.e. email, phone number)
3. List of specific windows to be replaced
4. Name of Window Manufacturer (e.g. Milgard)
5. Window frame material type (e.g. aluminum, fiberglass)
6. Window frame color (e.g. bronze anodized; include a color chip with request if color is other than bronze anodized)
7. Specifications for any glass or energy options, other than standard glass.
8. Specifications for opening type (e.g. single hung, horizontal slider, picture)
9. Illustration, photo or brochure regarding design elements
10. Copies of licenses and certificates outlined in Section J, subsection 1. Requests that do not include all items above shall be considered incomplete and will not be considered for approval until the necessary information is provided.

Note: Approval period shall be 30 days from the receipt of complete written request.

D. Window Installation Type

1. Nail-In (also called New Construction) Windows
2. Retro-fit Vinyl Windows

E. Window Frame Material

1. Aluminum
2. Fiberglass
3. Vinyl

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E. Window Frame Color

1. Bronze or black anodized or black anodized.

F. Glass Options and Energy Efficiency

Homeowners are encouraged to seek visually subtle options to enhance the energy efficiency of their unit. Standard low-E 2 or low-E 3 window coatings, argon gas filled double-paned windows, and UV-protective laminations are acceptable.

However, in order to maintain a contiguous look between units, obscure, tinted or reflective glass or coatings shall not be considered. This includes energy efficient coatings that darken or otherwise color-distort the glass.

G. Grids (Mullions)

Mullions are optional *when replacing all your windows at the same time*. If mullions are chosen, the mullion pattern shall be similar to the colonial style originally installed by the builder. Mullions must be approximately 11.5" x 11.5" square pattern with a grid width between 1/2-5/8" and shall be the same color as the exterior window frame (*dark bronze*).

If a window breaks or if the owner wants to replace (only) one window, the new window must match the current window theme on the same wall of the unit (all mullions or none, same glass, etc.).

Should the owner want to remove the mullions from a window, the owner will need to remove the mullions from all windows on the same wall of the unit. If the mullions fall off, the owner will need to put them back up or remove the mullions from all windows on the same wall of the unit.

H. Opening Styles

Alternative opening styles will be considered, including instances of replacing a picture window with a slider, single-hung or double-hung window opening style. Due to safety and structural considerations, awning and casement style openings shall not be considered. Drawings shall be provided showing the proposed changes.

I. Patio Doors

Slider style patio doors must be replaced with slider style patio doors. Other opening styles for patio doors will not be considered. Replacement patio doors shall not include grids of any type.

J. Installation Requirements

1. Licensed Contractor, Certifications and Permits

1600 Hamilton Place is comprised solely of condominium units all of our of which share common walls with our neighbors. Because of this, any structural alterations, including window replacements, may have an adverse affect on neighboring units. In an attempt to minimize the risk of damages caused by installation, the Association requires that window replacement installations be

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performed by contractor meeting the following requirements:

- a. Licensed as a Glazing Contractor (C-17) and as a General Building Contractor (B) by the State of California
 - b. Bonded
 - c. Holds current general liability insurance issued in the homeowners name
 - d. Has current workman's compensation insurance.
2. Building Restoration
- Responsibility for repair and restoration of any damage resulting from the installation of replacement windows shall be borne solely by the homeowner. Restoration includes:
- a. Replacement of building (flashing) paper removed during window installation process with new paper,
 - b. Replacement of vapor barrier membrane with new vapor barrier membrane,
 - c. Repairing stucco with matching grain size such that the repair is not visible upon completion of installation,
 - d. Replacing trim boards with size and type of boards to match existing trim boards, and priming of trim boards on six sides prior to installation, and
 - e. Repainting all exterior surfaces with paint colors to match.
3. All repairs and restorations must be completed within 30 calendar days after the completion of work. Duration of window replacement installation, repair and restoration may not exceed 6 weeks without prior written approval.

K. Maintenance and Leaks

Responsibility for maintenance, leaks and any resulting damage to the exterior, interior or structure, shall be borne solely by the homeowner.

Adopted 5-13-08