



1600 HAMILTON PLACE COMMUNITY ASSOCIATION NEWSLETTER MAY 2018

www.1600hamiltonplace.org

Next Board Meeting

The next Board of Directors meeting will be held in the clubhouse at 6:30PM on Tuesday, June 12, 2018. 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: Heath Birkendahl
Vice President: Tony Sanchez
Secretary/Treasurer: Brian Finerty
Director: Deborah Finkel
Director: Elizabeth Grey

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.

IMPORTANT - Board of Directors Vacancies

Both Tony Sanchez and Elizabeth Grey have indicated that they will no longer be able to serve on the Board. In order to continue conducting association business, these two vacancies MUST be filled. This is your opportunity to get directly involved in the decision making process for association policies. If you would like to be considered, please attend the June 12 Board meeting.

CERT Training

Some residents have expressed an interest in developing a Community Emergency Response Team for the association. If interested, please attend an upcoming Board meeting.

Updated Windows Replacement Guidelines

Please review the updated windows replacement guidelines recently approved by the Board. If you are planning on replacing any windows or door, please contact Bill Hubbard for an Architectural Change Application at bhubbard@communitymanagement.com

Pool Safety, Security, and Etiquette

Please make sure that the pool gate is closed behind you when you are entering and leaving the pool area. Also, please DO NOT prop open the pool gate OR the doors to the restrooms, as this could cause a safety problem with unauthorized access to the facilities. Please keep in mind that the pools and spa are located near the homes of other residents and keep the noise levels down to a minimum and adhere to the opening and closing hours of the facilities. THIS GOES FOR THE TENNIS COURTS, ALSO! In order to help prevent unauthorized use of the pools and tennis courts, the security staff has been asked to verify residency for those using these facilities. So, for your protection, please provide your name and address to the patrol officer if requested.

Help Prevent Vandalism and Crime

Vandalism and crime have increased throughout the bay area. Here are a few tips that will help prevent you from becoming a victim:

1. When you are not home, make sure all windows are closed and secured, with window coverings closed.
2. If you are going to be gone for an extended period of time, cancel any newspaper or mail deliveries or arrange for a neighbor to pick them up daily.
3. If your vehicle must be parked in an open parking space, make sure the windows are closed and the doors are locked. Place any items of value in the trunk of your vehicle or inside your unit. Better yet, use your garage!
4. There are several devices now on the market that help deter vehicle theft. Check your Yellow Pages for more information.
5. Be a nosy neighbor! If you see any suspicious activity, contact the San Jose Police Department immediately.

Warm Weather Reminders

As the weather heats up for the summer, please remember that we live in a close-knit environment. Please be courteous to your neighbors and keep the volume of your stereo and television equipment to reasonable levels when you have your windows open. This goes for car stereos, also! Please keep noise in the pool areas to a minimum as the pools are located near your neighbors!

Schools Out Soon

Please remember that schools will be out for the summer soon. Please keep an eye out for children playing throughout the neighborhood and DRIVE CAREFULLY

Pet Reminders

Please remember that dogs are to be leashed at all times while out in the common areas of the complex. In addition, dogs ARE NOT permitted in the pool or tennis court areas. Also, please help keep 1600 Hamilton Place neat and tidy by cleaning up after your dog if it leaves a "calling card" out in the common area.

Rodents

This time of year, rodents can become a big problem as they look for food and water sources. The association does not exterminate rodents. Please make sure that you do not leave water or any food, whether pet or human, outside of your unit. Also, please dispose of any garbage bags immediately into the dumpsters rather than store them inside your patio areas and keep the garbage and recycling dumpster lids closed

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

The next meeting will be held in the clubhouse at 3:30PM on Wednesday, June 20, 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 And Color

1. Aluminum
2. Fiberglass
3. Vinyl

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F. Window Frame Color

1. Bronze or black anodized or black anodized.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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 4-10-18