



1600 HAMILTON PLACE COMMUNITY ASSOCIATION NEWSLETTER JUNE 2018

www.1600hamiltonplace.org

Next Board Meeting

The next Board of Directors meeting will be held in the clubhouse at 6:30PM on Tuesday, July 10, 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.

Save Money and Trees!

You can have your monthly assessment statements and newsletter emailed to you rather than sent to you by mail. If you are interested, please contact Bill Hubbard to request an e-billing application at bhubbard@communitymanagement.com.

CUSTOMER SERVICE Here's How It Works

Community Management Services' office hours are from 8:00 AM - 5:00 PM, Monday through Friday. The Customer Service phone number is **408-559-1977**.

At Community Management, our Customer Service Department directly answers your call. They are equipped to handle most emergencies, routine matters, and general questions.

If for any reason Customer Service is unable to help you, they will either transfer you to your Association Manager or obtain the necessary information for your Manager to return your call. Please assist them in servicing you by utilizing their talents and expertise when possible.

Questions about your assessment or statement??? Please give the name of your Association and ask for the accounts receivable department.

For after-hours calls, you may use the same phone number after-hours. Our voice mail system will allow you to leave a message for Customer Service, or the appropriate person, and will also give you an option to have your call routed to an after-hours emergency on-call manager for structural and safety emergencies. **Please leave a message or hold all other calls until the next business day so that the after hours line can be kept clear to handle emergencies.**

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. Chimney Safe cleans both dryer vents and chimney flues! They can be reached at 1800-881-2505. 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.

Fence Maintenance Guidelines

Please make sure you are in compliance with the following guidelines:

GUIDELINES FOR PROTECTION OF PATIO FENCES

In order to help prevent damage to the wood fences in the patio areas, the following guidelines should be followed:

1. Vines and shrubs shall not come into contact with any of the patio fences.
2. No trellises or other objects may be attached to the patio fences.
3. No planters or dirt may come into contact with the patio fences.
4. No items may be placed on top of the patio fence caps.
5. Irrigation should be installed in a manner that does not result in irrigation water hitting the building surfaces or patio fences.
6. There must be enough clearance between the buildings or fences and any shrubs or trees to allow access for any needed maintenance.

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 July 10 Board meeting.

Assessment Autopay Info

Eliminate the worries of late payments and late fees by arranging to have your monthly assessment fee automatically withdrawn from your checking account by the association's bank on the 10 of each month! Please contact Bill Hubbard for an application.

SPEEDING

Please take a moment to remind each licensed driver in your household to please drive slowly throughout the 1600 Hamilton Place community. With the nice weather just around the corner, more children will be playing outside and riding their bikes and other toys.

Using General Contractors – Remove Debris Daily

The Board wants to remind everyone that anytime you are having work done at our home to please make sure the contractor doing the work removes ALL debris each day (the trash and recycling bins are NOT available for construction debris) and leaves nothing in the common area overnight.

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, July 18, 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.