

1600 HAMILTON PLACE COMMUNITY ASSOCIATION
NEWSLETTER
NOVEMBER 2021

Next Board Meeting

The next Board of Directors meeting will take place in the clubhouse at 6:30PM on Tuesday, November 9, 2021. More information will be included on the agendas posted by the mailbox kiosks 5 days prior to the meeting. 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 at least 4 days prior to the meeting date.

Nominations for Board of Director Elections in March, 2022

If you are interested in running for one of the two Board positions up for election in March, 2022, please complete and return the attached Nomination Form by no later than December 29, 2021.

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, 2022.

Pool schedule

The pools will be closing on October 31, 2021. The spa will remain open during the winter months.

Dryer Vent and Chimney Cleaning Information

The Association will reimburse you 50% of the invoice, up to \$45.00, for having your dryer vent 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) and Chimney Safe (vent cleaning and fire place cleaning - 1800-881-2505) are two vendors that many residents have used 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.

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 company chimney sweep/cleaning company. Check the association's website for recommendations for reliable chimney cleaners.
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!

Roofs, Gutters, and Downspout Cleaning

The roofs, gutters, and downspouts will be cleaned during the week of November 15, weather permitting and again in January, 2022. Notices will be posted 5 days prior to the cleaning dates. The cleaning carries a "no clog" warranty until May 1, 2022. 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.

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.

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 – 2021

You can find the landscaping spray notice posted on the bulletin board next to the clubhouse entrance doors. Please direct any questions regarding the information on the notice to Medallion Landscaping at 408-782-7500.

Email Communication Reminder

Please include your specific unit address in the SUBJECT BOX of all emails sent to Bill Hubbard at Community Management Services.

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

(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

1600 HAMILTON PLACE COMMUNITY ASSOCIATION

NOMINATION FORM – CANDIDATE FOR DIRECTOR

If you would like to nominate yourself as a candidate for the Board of Directors, please complete this form and return it to 1600 Hamilton Place Community Association, c/o Community Management Services, 1935 Dry Creek Road, Suite 203, Campbell, California 95008-3531 or email it to Association Manager Bill Hubbard at bhubbard@communitymanagement.com. In order to ensure that the candidate's name is placed on the ballot that will be mailed to the Members, the Association must receive your completed Nomination Form no later than **December 29, 2021**.

Full Name of Candidate: _____

Brief description of your skills, qualifications, and goals to assist Members with their selection (no more than 250 words):

Candidate's Declaration

I declare under penalty of perjury that I, the Candidate named above:

- (1) am a Member of the Association; and
- (2) want to run as a candidate for a position on the Board of Directors.

By: _____ Date: _____
(Candidate Signature)

Contact Information

Please provide the additional contact information requested below, in case the Association needs to contact you regarding this nomination or other related matter. (This information will not be provided to all members with your candidate statement.)

Candidate's Address: _____

Home /Work phone number: _____

Email Address: _____