

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION**  
**NEWSLETTER**  
**DECEMBER 2021**

**Next Board Meeting**

The next Board of Directors meeting will take place in the clubhouse at 6:30PM on Tuesday, December 14, 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.

**Holiday Boxes**

Please break down and place your cardboard boxes inside the white recycling bins or blue totes. If you see a bin or tote already filled with boxes, please either wait until the next service day (Tuesday and Fridays) or take your boxes to another trash/recycling corral. The association must hire someone to come and break down and recycle any boxes that are left outside or inside of the corrals, which costs the association (YOU!) money.

**Updated Patio and Holiday Lighting Guidelines**

The Board recently updated the guidelines for patio lighting. Please direct any comments or suggestions regarding these guidelines to management.

No decorative patio lighting is permitted except during the 2 weeks prior to a holiday through 30 days following a holiday unless the lights are installed in a manner that prevents them from being seen from the common area (below the patio fence line).

**Electrical Circuit Breaker Panel Inspection**

The Board recommends that each owner arrange to have their individual circuit breaker box inside their unit inspected by a licensed electrician to make sure it is in compliance with the current building codes, including having a main shut-off so that you can turn off all the power to your unit in case of an emergency.

**Holiday Decorations**

The Board of Directors would like to remind all residents that exterior holiday decorations/lights are welcome, however please make sure that all decorations are removed by no later than January 30, 2022. The Board thanks you for your cooperation and wishes all residents of 1600 Hamilton Place a very HAPPY HOLIDAY SEASON and HEALTHY NEW YEAR!

Please dispose of your Christmas trees on Tuesdays in one of the four Green Team landscaping waste disposal sites along Hamilton Place. **ALL ORNAMENTS AND STANDS MUST BE REMOVED!**

### **Gutter Cleaning**

Weather permitting, Four Seasons Roofing will be completing the first scheduled cleaning of the roofs, gutters, and downspouts during the week of November 15, 2021, with a second cleaning to follow in January, 2022. 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](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 – 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](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)**

# 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](mailto: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):**

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### 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: \_\_\_\_\_