



Cypress Point

F e b r u a r y 2 0 0 8

Next Meeting:

Wednesday,
March 12, 2008
April 9, 2008
7:00 PM
At the
Clubhouse

BOARD MEMBERS

Terrie Rayl
President

Barbara Boyington
Vice President

Wendy Wyss

Treasurer

Denley Rafferty

Secretary

Judy Polatchek

Director

Marge Ryan

Director

Jim Cowing

Director

Landscape Walkthrough Schedule Winter 2008

March 8, 2008

April 12, 2008

Meet at 9:00 am at the rear of the
clubhouse.

Mountain View Police Dept Contact

Emergency, In progress, High Priority
911—650-968-1661
Non Emergency Crime Reports
650-903-6395
Police General Info
650-903-6344

Pet Rules

"No dogs are allowed within the complex, even to visit. Cats are allowed, but MUST be kept inside at all times. Small birds, reptiles, and other animals (rabbit, hamster, gerbil, guinea pig, mice) are allowed within the units. No food may be left outside to feed any animals within the complex. The food attracts unsavory visitors like raccoons and rats." If you have any questions feel free to contact the Association Manager.

Pool

If you bring a pad out to the pool for the lounge chairs, please bring it home with you. Thanks for your cooperation.

Fans

Has anyone changed their bathroom fans and has information on the type and brand? If so please contact the manager via email with the information.

Upcoming Projects

- Finishing the landscape project for those areas that have been identified. Board is currently waiting for bids from three companies.
- Finishing the painting project - carports and last punch list items with Ekim painting.
- We'll be putting on new roofs in the spring/summer for several buildings.

Plumbing Repairs To Your Unit

If you need some plumbing work done in your unit, the procedure to be followed is as follows:

- Make arrangements with your plumber **a week or so in advance**;
- Determine whether your plumber requires the water to be shut off to the building or only to your unit, such as under your sink;
- Contact customer service at CMS (408-559-1977) and advise them that you will need the water shut off to your building the next Friday between 10 am and 2 pm. Water is shut off on **FRIDAYS**.
- CMS will contact the HOA plumber and make arrangements for the water to be shut off as you requested, **at the expense of the Association**.
- Prepare notices for each of the units affected and post them at the bottom of the stairs **at least 48 and preferably 72 hours ahead** of when the water will be shut off.
- **IN AN EMERGENCY SITUATION**, contact CMS right away.

It is particularly important that the Association plumber be used to turn the water off and on because of the procedure to be used with the recirculation pumps. If you have your own plumber turn off the water and it is not turned back on correctly, or something gets broken, you will be responsible for the cost of the repair.

Community Management Services Inc.

Dustin Mannina, Association Property Manager 408-559-1977, 408-559-1970 fax
dmannina@communitymanagement.com. 1935 Dry Creek Rd. #203 Campbell Ca 95008

Where to Get Information and Forms:

Call Dustin Mannina at CMS 408-559-1977 ext. 129.

Where to send in your assessment payments to

MPS

PO BOX 57102

Irvine Ca 92619-7102

How to Arrange Automatic Payments for Monthly Assessment

The Board recommends utilizing an automatic payment of homeowner's assessments. You can do this through Comerica Bank's Automatic Payment Service, at no charge. To arrange the service, call Comerica at 888-293-5043. They will take your name and address, and send you the authorization form you need to complete in order to set up the transfer. Other electronic payment services of your choosing can also be used.

Keys

Lost your Pool or Laundry room key? Come into the management office, you will need to fill out a key request and pay a \$50.00 replacement fee.

Clubhouse Rentals

The clubhouse can be rented by any member for private functions of up to 26 people any day of the week, as long as the arrangements are made and deposits are received no later than 14 days in advance. Pre- and post inspections of the facility need to be made before the deposit can be returned. Keys can be picked up from the CMS management office prior to the event and need to be returned to the management office the next business day after the event. Arrange for rental of the clubhouse by calling Arlene Valdovinos in CMS customer service department at 408-559-1977. The cost to rent the clubhouse is a \$100 deposit check is required.

Lights

Lights out in your area, please contact CMS customer service. We will have the out lights replaced within a weeks time.

After Hours Emergencies

For after hour emergencies that are associated with the properties functionality and safety please contact our management office at 408-559-1977, it is available 24 x7 x 7. Please only use the after hours service if you deem the situation to be an emergency, an on call manager will call you back within 20 minutes.

CMS Office Hours

Monday through Friday 8 am to 5 pm