



Cypress Point Lakes Newsletter

N O V E M B E R 2 0 0 8

Next Meeting:
Reconvened Annual Meeting
Wednesday,
December 10, 2008
At 7pm
Regular Board Meeting
To Follow
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 **Saturday Mornings at 9am**

December 6, 2008
January 3, 2009
February 7, 2009
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

Election Rules

Accompanying the newsletter are the newly revised election rules. The previous election rules adopted by the Board were very long. Board had legal council revise the election rules to streamline and make more understandable. The Board will be adopting the new election rules at the next meeting. If you have any concerns about the election rules, feel free to come to the meeting and address the Board.

Holiday Party

There is going to be a Holiday Party for any homeowners and residents who would like to attend at the clubhouse on December 5th from 6:30pm - 9:30pm.

Pool

You will need to remove your pool toys and furniture pads from the pool. Please take care of this right away. Thank you for your anticipated cooperation.

Gutter Cleaning

The gutters and downspouts are going to be cleaned by Bright Outlook the week of December 1st - 5th.

Trash

Do not leave large items of trash at the dumpster areas. The garbage bins are for normal every day garbage, not furniture. The Association has to hire someone to remove these items. Please find alternatives for disposal of large items.

You will need to put shredded paper in some sort of paper bag before discarding into the recycling bins. The shredded paper when dumped into the bin tends to blow all over the place and make a mess in the parking area. Your anticipated cooperation is greatly appreciated.

Laundry Room

Please make sure to close and lock the sliding glass doors each time you leave the laundry rooms. This will help avoid non residents from getting into the laundry rooms. In the past clothes have been stolen and homeless have been found sleeping in these rooms. Please also shut off the lights when you leave the room. If you by chance left some pillows in laundry room 4. Please remove them.

Also please remove your clothes from the washers and dryers promptly after the cycle has ended. Other homeowners may need to use the washer and dryer as well.

Windows

You must obtain approval from the architectural committee before replacing your windows. There is information on the Cypress Point Lakes website that will answer many of your questions before you start the process.

Community Management Services Inc.

Dustin Mannina, Association Property Manager 650-961-2630, 408-559-1970 fax
dmannina@communitymanagement.com. 1935 Dry Creek Rd. #203 Campbell Ca 95008

Plumbing Repairs to your Unit

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

- 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; if only to your unit, no need to involve the Association
- Contact customer service at CMS (408-559-1977) and advise them that you will need to shut the water off to your building between 10 am and 2 pm on a Friday. Water is only 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 before** water will be shut off.
- **IN AN EMERGENCY SITUATION**

Follow the same procedure as above and give your neighbors as much notice as possible.

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 re-circulation 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.

You will need to put shredded paper in a tied bag before discarding into the recycling bins. The shredded paper when dumped into the bin tends to blow all over the place and make a mess in the parking area. Your anticipated cooperation is greatly appreciated.

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. Please only use the after hours service if you deem the situation to be an emergency, an on call manager will call you back to address the situation.

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 Sheila Kerns in CMS customer service department at 408-559-1977. A deposit check of \$100 is required and should be sent two weeks ahead of the event.

Broken Laundry Machines

Broken laundry machines should be reported to Webb Laundry. Their 800 number is located in all of the laundry rooms. You will need to provide Webb Laundry with the number on the broken machine and the location of the laundry room. Webb Laundry' contact number is 1-800-824-7780.