



Cypress Point Lakes Newsletter

J A N U A R Y 2 0 0 9

Next Board Meeting:
Wednesday,
February 11, 2009
at 7pm
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**

February 7, 2009
March 7, 2009
April 4, 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

TV Converter Box

At midnight on February 17, 2009 all full-power television stations in the United States will stop broadcasting in analog and switch to 100% digital broadcasting. Digital broadcasting promises to provide a clearer picture and more programming options and will free up airwaves for use by emergency responders. For those homeowners wishing to continue using their analog television sets and the antennas on the roof you must purchase a TV converter box.

Waste

Please do not discard fluorescent lamps in trash. Because of the mercury content they can contaminate soil and groundwater and therefore should be disposed of properly. Please take any fluorescent lamps to Illuminations located at 2243 Old Middlefield Way in Mountain View. They will take up to 6 lights at a time, or Orchard Supply Hardware at 2555 Charleston Rd. They will take 2 per customer.

Please treat our property and planet with care.

Fireplaces

Fireplaces at the association should only use gas and the decorative logs, wood no any other items should not be burned in the fireplaces

Doors & Gates

When using the Clubhouse door or going through any of our gates, please be certain it is shut tightly behind you. With changing weather, etc. some doors and locks don't work properly.

Lights

If you see any lights out or damaged lights on the property please report them to management.

Clubhouse Television

The television in the clubhouse will work in the near future. Board is figuring out what to do with the television situation due to the switch over from analog to digital in February.

Laundry Facilities

The Board has decided to change their laundry machine service contractor from Webb Laundry to Coinmach. In February the association is going to switch over the services and will be replacing all of the laundry machines and painting the laundry rooms. Notices will be posted before the work is to begin.

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.

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.