



# Cypress Point Lakes Newsletter

A P R I L 2 0 0 9

**Next Board Meeting:**  
**Wednesday,**  
**May 13, 2009**  
**at 7pm**  
**at the Clubhouse**

## **BOARD MEMBERS**

Terrie Rayl  
**President**  
Judy Polatchek  
**Vice President**  
Wendy Wyss  
**Treasurer**  
Denley Rafferty  
**Secretary**  
Barbara Boyington  
**Director**  
Marge Ryan  
**Director**  
Daniele Paepcke  
**Director**

## **Landscape Walkthrough Schedule**

May 4, 2009 at 6pm  
June 1, 2009 at 6pm  
July 6, 2009 at 6pm  
August 3, 2009 at 6pm  
Meet 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

**[www.cplakes.com](http://www.cplakes.com)**

## **Parking Rules**

Please be aware there are parking rules posted at each of the mailbox kiosks. I have included a set of parking rules which is on the back of the newsletter. Be aware the association is authorized to tow vehicles which do not abide by these rules.

## **It's Spring Cleaning Time - Happy Spring!**

Please take a few moments to clean off your deck and entry ways. Please dispose of empty planter containers, dead plants, and pick up any trash that may be in the common area around your unit. You may not place or plant any plants in the common area. Also, boxes and large items may not be stored on the balconies/decks. Please make sure to recycle your old phone books and pick up the new phone books that were delivered recently. Please do not leave them on your porch.

Now that pool season is around the corner we need to remind folks that laundry, including beach towels may not be hung out to dry on any decks, balconies or entrance ways. If everyone takes just a few minutes, our property will look much nicer.

## **Architectural Committee**

The committee is going to be completing a walkthrough in the near future. Please make sure your area is clean and there are not any items that are in violation of the governing documents or rules and regulations of the association. You may be receiving a letter if you are in violation of any of the architectural guidelines.

## **Clubhouse**

The fireplace in the clubhouse is going to be upgraded to a gas fireplace and a new television is going to be installed. This work will be completed in the near future. If you have any questions feel free to contact the association manager.

## **Website**

Please be aware the association has a website. You can view the website at [www.cplakes.com](http://www.cplakes.com).

## **Virginia Graeme Baker Pool Safety Act**

The pools are going to be drained in the near future and the main drains are going to be split and new covers will be installed on the drains to be in compliance with the federal law that was previously passed. Any questions can be answered by the manager.

## **Noise**

Please be considerate of your neighbors. When living in a condominium association you are living in tight quarters with your neighbors. You will need to keep the noise level down in order to not interfere with your neighbors enjoyment of their home. Thank you for your anticipated cooperation.

**Community Management Services Inc.**

Dustin Mannina, Association Property Manager 650-961-2630, 408-559-1970 fax  
[dmannina@communitymanagement.com](mailto: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.

## 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.