

Silver Oaks West



Silver Oaks West Homeowners Association

BOARD OF DIRECTORS

KEN MACON
President

FRAN TURBOK
Vice President

BEN LEE
Treasurer

JOANNE POGGI
Secretary

LORI DOW
Director At Large

NEXT BOARD MEETING

August 11, 2009
@ 6:30 PM
22661 Silver Oaks Way

City of Cupertino

Important Numbers

Emergency	911
Non-Emergency	
Sheriff	868-6600
Fire Dept.	378-4010
PG&E	800-743-5002
Outages	
City Hall	777-3200
Trash Service	725-4020
Los Altos Garbage Co.	

Community Management Services, Inc.

Robert C. Schwartz
Association Manager
1935 Dry Creek Road,
Suite 203,
Campbell, CA 95008

(408) 559-1977
(408) 559-1970 - fax

rschwartz@
communitymanagement.com

Project Update

- ▶ Landscaping renovations have been scaled back due to the large projected cost. While large-scale renovations have been postponed, the Board of Directors is reviewing options for renovating the small, setback areas between units and in front of windows.
- ▶ Due to failing and expected degeneration of driveways throughout the site, bids are being solicited for replacements. Currently, colored or stamped concrete is being considered.

Reminder

Please remember that a recent change to the Rules and Regulations requires full termite inspections to be submitted to the Community Management Services when purchasing or selling your home.

'All termite and wood-destroying pest inspections conducted as part of a sales package, shall be full inspections, a copy of which shall be forwarded to Management for review.'

All sales packages require a termite inspection. This regulation merely stipulates that the inspection is a full (interior and exterior), rather than partial (interior only), and makes sure that the Board of Directors is made aware of any findings. This will minimize the possibility of large expenses for termite remediation appearing without notice.

2009 Annual Meeting of the Membership

The Annual Meeting of the Membership for Silver Oaks West will be held on November 10, 2009 at 7:00 PM at 22661 Silver Oak Lane. Every owner will be receiving an official Annual Meeting packet in October, which will contain a meeting Agenda, minutes from the 2007 Annual Meeting and a ballot for the election of Directors. Should you like to be considered for a position on the Board of Directors, please contact the Association Manager, Robert C. Schwartz. This is your opportunity to become directly involved in the policy-making decision and operations of the Association.

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August 11, 2009

@ 6:30 PM

Courtyard

City of Cupertino

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Water Conservation

Water bills for the months of June and July have seen large increases over last year. Please remember to conserve water when possible. Simple ways to do this would be to reduce the frequency of watering your plants, reducing the amount of irrigation to your garden, running your dishwasher only when full and running your clothes washer only when full.

Open Forum

The "Open Forum" is an item on the Agenda and is the time set-aside for any Homeowner to attend and address the Board of Directors during the Board meeting. Open conversation and questions may be directed to the Board at this time. Please keep in mind that, according to current California laws, the Board of Directors may not take any action unless an item is on the Agenda, so this session is limited to a question and answer session. Items you may have that you would like added to the Agenda, and would be available for possible Board action, should be forwarded to CMS at least one week before the meeting.

Driveway Project Update

The Board of Directors is currently reviewing bids from various vendors to replace all of the driveways on the property. The option of pavers has essentially been eliminated due to the excessive cost. Ideally, a material will be selected and tentative schedule created during the next meeting in August. Please contact Robert at CMS if you would like to voice your opinion on driveway replacements. The Board is looking at ways to fit the costs for this project into the long-term budgeting plans for the Association.

Sale

Have something to sell? The Board of Directors has created a new section that will be included in each newsletter where owners and residents of Silver Oaks West may post items for sale. There is no charge for listing your item, just email Robert at CMS and he will include your item in the next issue. Please be sure to include: your name and address, item description, asking price and contact information.

Next Board Meeting

August 11, 2009 - Courtyard Area

Silver Oaks West



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City of Cupertino

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Outages

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Satellite Dishes

Installation of a satellite dish requires the an Architectural Change Application that must be reviewed by the Board of Directors. While you do have the right to have a satellite dish installed, the Board of Directors must approve the location. A number satellite dishes have been installed without prior Board approval.

Parking

Please remember that street parking is restricted in areas indicated by No Parking signs. Guest parking is designated for the use of guests only, not homeowners. Homeowners utilizing guest parking areas are subject to towing at the owner's expense.

Driveways

The Board of Directors is currently reviewing bids from various vendors to replace all of the driveways on the property. Options being considered are pavers, colored concrete and standard concrete finishes. Ideally, a material will be selected and tentative schedule created during the next meeting in August. Please contact Robert at CMS if you would like to voice your opinion on driveway replacements. The Board is looking at ways to fit the costs for this project into the long-term budgeting plans for the Association.

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NEXT BOARD MEETING
May 12, 2009
@ 6:30 PM
22661 Silver Oaks Way

City of Cupertino

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DRIVEWAYS

The Board of Directors is reviewing information for replacing all driveways on-site, most of which are failing. More information to come.

EMERGENCY SERVICE

Community Management Services offers Emergency On-Call Services to homeowners and residents of Silver Oaks West. Should a life-threatening emergency arise, such as fire or crime, please dial 9-1-1 immediately. Other, non-life threatening, emergencies can be handled by the on-call manager. Please dial (408) 975-2840 for after-hours assistance. Please use your discretion when phoning in an emergency. Many issues can be handled properly when the customer service lines re-open at 8:00 AM. Items such as a leaky roof or irrigation main line break would be considered an emergency, whereas parking issues are not.

CUPERTINO ~ A GREAT PLACE TO LIVE

Although Silver Oaks West is located in a very quiet area of the Cupertino hills, it is still located conveniently close to restaurants, entertainment, and recreational sites. A good source for information of activities can be found at: www.cupertino.org/cupertino_living/index.html. The website contains multiple links that will provide information on festivals, concerts, performances, etc. The city website at: www.cupertino.org contains links to city services and resources for residents.

HOMEOWNER ACCOUNTS & AUTOMATIC PAYMENT SERVICE

A special service to all associations serviced by Community Management Services allows you to make arrangements for your HOA dues to be paid through automatic withdrawal. This service provides you the security of not having to worry about sending payments through the mail or remembering when to send payments. Best of all, this service is free. This service is through Comerica Bank, but you do not need to have an account with them to take advantage of this opportunity. Please contact Comerica Bank at 888-293-5043 if you are interested in setting up this complimentary and time-saving service. Also, please note that if you use a bill payment service through your financial institution, payments will typically take approximately the same length of time to reach our payment office as it would if you sent in your check via mail. Please make certain you allow sufficient time for us to receive your payment in order to avoid any late charges. Please remember that homeowner dues are due on the first of each month. Payments received after 5 P.M. on the 15th of the month are considered delinquent and will be subject to a late fee.

NEXT BOARD MEETING

May 12, 2009 - 22661 Silver Oaks Way



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Prepare to Shake, Rattle and Roll

Few people think about what they can do today to reduce the risk of injury or property damage when an earthquake occurs. Taking the following precautions can help:

- Learn how to shut off utilities.
- Purchase a large fire extinguisher and know how to use it.
- Prepare an emergency plan and make sure that at least one family member has first aid training.
- Prepare an earthquake kit that includes: needed prescription medication, canned or other non-perishable food, can opener, an portable cooking device, water stored in non-breakable containers, a portable radio with fresh batteries, extra clothing, blankets, a flashlight with extra batteries, heavy work gloves, and tools, such as a hammer, pry bar, wrench and pliers.
- Check to see if your home is bolted to the foundation.
- Attach mirrors, picture frames, hanging plants or lamps securely to walls or the ceiling.
- Move beds away from glass and hanging objects that might fall.
- Brace tall furniture or bookcases and attach them to walls.
- Use flexible connectors for gas supply to gas-fueled appliances.
- Use sturdy latches on cabinets to prevent doors from swinging open.

Taking precautions will help reduce the risk of injuries to your family or property damage to your home.

Some Pet Rules

1. "No dog or cat shall enter the common area except while on a leash which is held by a person capable of controlling the animal."
2. "Owners shall prevent their pets from soiling any portion of the common area."

Basically, please be a responsible pet owner. When walking your dog or cat, please carry a bag to pick up after them and dispose of it properly so we can all enjoy the lawn area and landscape without worrying what me might step/sit in. Thank you!

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Dogs

Please remember that all owners and residents of Silver Oaks West are responsible for following the Rules and Regulations while in the common areas. All dogs must be on a leash and under control at all times and remember to clean up after your dog. Following these simple guidelines makes Silver Oaks West a more pleasant place to live for everyone.

Insurance

You may contact State Farm Insurance at (408) 274-4900 if your mortgage company requests a certificate of insurance. Homeowners should review their insurance coverage with their agent to avoid a gap in coverage.

Exterior Modifications

Any modifications or changes to the exterior of your unit must be approved by the Silver Oaks West Architectural Committee prior to beginning work. Contact the Association Manager for an application form and more information.

Spring Cleaning

Hoping to give your garage, attic, and garden shed a fresh clean start for the new year? Household clean-out projects often uncover old containers of leftover paint, oil, pesticides, herbicides and cleaning chemicals. These are household hazardous waste and must not be put in the garbage. Dispose of these materials safely, call the Santa Clara County Household Hazardous Waste Program Office for a convenient location, date and time. Call 408-299-7300 to make your drop off appointment.

Pending Projects

Below is a brief summary of the pending projects at Silver Oaks West:

- ▶ Landscape Renovations-Due to the high anticipated cost, this project has been put on hold and will be reviewed at a later date.
- ▶ Irrigation Repairs-Currently acquiring bids to make upgrades as recommended by the County of Santa Clara ITAP report.
- ▶ Driveways-Currently acquiring bids to replace all driveways within the community.

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Business Insurance

Do you have a home based-business? If so, you are part of a fast-growing segment of the business market. And if you have only Homeowners coverage, you may be running the risk of inadequate coverage of these business exposures:

- Advertising injury liability,
- Business liability on and off premises,
- Business property (including computers) on and off premises,
- Loss of business income
- Personal injury liability, and
- Valuable papers and records.

In many cases, a business policy may be able to cover these exposures.

Architectural Approval

The Board of Directors must approve any change to the exterior of your unit in advance. Please submit your written request, including a detailed description and photos or drawings that will give the Board a clear picture of what the change will look like. Please contact your Association Manager for more information or to obtain a blank Architectural Change Application. The Board of Directors will review the application. Submit your application to:

Silver Oaks West Homeowners Association
1935 Dry Creek Road, Suite 203
Campbell, CA 95008-3631

Paint Protection

Since the Association is responsible for painting the exterior of the units, please remember to keep plants such as hedges and ivy off the building. Plants that are left to grow too close to, or on, the building may cause premature deterioration of the paint. This condition can also lead to dry rot. Individual homeowners may be held responsible for painting/repair to units as a result of such negligence.

Fire Lanes

The regulations set forth by the Fire Department please stipulate that the streets throughout the complex are considered "fire lanes" and need to be kept clear for emergency vehicles. Other than the clearly marked parking spaces, there should be no other vehicle parked along the curbs. The Association could be held liable if a vehicle is blocking access in the event of an emergency. Please remember that your illegally parked vehicle could prevent emergency service where it's needed.



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Happy Holidays from the Board of Directors

The Board of Directors would like to wish everyone a very Happy Holiday Season! Hopefully, the following holiday tips will make this time of year safe for you and your loved ones:

AROUND THE HOUSE

- *Don't burn gift-wrap
- *When hanging outdoor lights, be sure not to nail through electrical or security wires that may not be visible.

MANAGE YOUR EXTENSION CORDS

- *Don't use indoor extension cords outdoor
- *Don't run cords where people can trip on them
- *Don't overload outlets

LEAVING TOWN

- *Remember to notify neighbors when leaving town
- *Don't forget to stop newspaper and mail delivery

TREE LIGHTS

- *Midget lights produce less heat than standard lights. Use only UL-listed lights
- *Don't link too many strands of lights together.
- *Check light sets for frayed wires. If damaged, throw them away.
- *Always turn off the holiday lights before you leave the house or before turning in for the night

TREE MAINTENANCE

- *Keep your tree in a stand that holds at least a gallon of water. Check that the stand is full on a daily basis
- *Keep your tree and garland away from fireplaces and heaters. Placing it too close dries it out and poses a severe fire hazard

The Board of Directors and everyone at Community Management Services, Inc. wish you a Happy Holiday Season and a prosperous 2009!

Community Management Services, Inc. Service Procedures Policy

One of our primary objectives is to maintain your community and keep it free from problem situations. If you have a problem, or for general information, please call us. It is our policy that your problem or questions will be addressed as quickly as possible whether it is an emergency or routine situation.

HERE IS HOW IT WORKS:

During normal business days and hours (Monday through Friday, 8:00 AM to 5:00 PM):

1. Telephone (408) 559-1977 or (650) 961-2630 or (510) 791-2630.
2. Customer Service will answer the phone personally. They are equipped to handle most emergencies, routine matters, or questions.
3. State your name, Association name, address and/or home and work telephone numbers (in case a return call is required).
4. If you are reporting a maintenance problem, please describe the problem and the address closest to the problem.
5. Our Customer Service Representative will dispatch the proper person to remedy the

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2008 Annual Meeting of the Membership

The Ballots for the Annual Membership Meeting have been counted and the Board of Directors for 2009 will be: **KEN MACON**-President, **FRAN TURBOK**-Vice President, **BEN LEE**-Treasurer, **JOANNE POGGI**-Secretary, **LORI DOW**-Director At Large. Thank you to everyone who has volunteered to serve on the Board of Directors!

Roof Leaks

Please realize that when you experience a roof leak, there are a number of things that need to happen in order to take care of the damage.

1. A roofer needs to be called out to fix the leak.
2. The individual homeowner should report the damage to their insurance company and make a claim on their HO6 policy.
3. A different contractor needs to be called out for sheetrock and/or acoustic ceiling repairs.
4. Should there be carpet or linoleum damage, different contractors need to be called for each of these problems as well.

Please remember that during the rainy season, the roofing company and CMS receive a large volume of calls regarding roof leaks. When so many steps need to be taken, it is easy to see that some steps may be missed altogether. Many times it is not clear that there are interior damages that need to be addressed, and it can be weeks before we hear word from the roofing company about the status of their repairs. Once you know that the roofing company has repaired your roof, please contact CMS to let them know that the interior repairs need to take place next. Please work with us to make sure the problems are addressed in the quickest possible fashion.

Holiday Safety Tips

Crowded malls and stores are prime targets for purse-snatchers, pick pockets and thieves. Holiday shoppers are easy prey because they carry more cash than usual, use credit cards more frequently and become distracted by the hunt for that perfect gift. Here are some tips:

- Park in a well-lit area; check under and inside your car before getting in.
- Don't shop alone; it is more fun and safer to shop with a friend.
- Avoid carrying large sums of money or numerous credit cards.
- If you carry a purse, throw the strap over your shoulder and keep the bag close to your body, preferably in front of you.
- Double-check that doors and windows are securely closed and locked before leaving your car.
- Don't leave packages in open view. Lock them in the trunk or cover them with a blanket or coat.
- Don't open the car door or window if someone approaches your car. Instead, roll down the window a couple of inches to hear what they have to say.

Don't go back to your vehicle to store gifts. Prowlers watch for shoppers who leave their vehicles unattended. Consider moving your car to another location before returning to the mall if you must store some packages.

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**NEXT BOARD MEETING
+ ANNUAL**
November 11, 2008
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City of Cupertino

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Highlights from Previous Meeting

- ▶ Quarterly street sweeping will be by the end of the year.
- ▶ Locks have been installed on the common-area gates to restrict this area to homeowner and resident use.
- ▶ New trash storage structures will be installed for the 4-plex shortly.

2008 Annual Meeting of the Membership

The Annual Meeting of the Membership for Silver Oaks West will be held on November 11, 2008 at 7:00 PM at 22661 Silver Oak Lane. Every owner will be receiving an official Annual Meeting packet in October, which will contain a meeting Agenda, minutes from the 2007 Annual Meeting and a ballot for the election of Directors. Should you like to be considered for a position on the Board of Directors, please contact the Association Manager, Robert C. Schwartz. This is your opportunity to become directly involved in the policy-making decision and operations of the Association.

Winter is Here

Winter is here and everyone should remember to prepare their households for the possibility of freezing temperatures. When water freezes in a pipe it expands and can cause the pipe to burst. If you adequately insulate your exterior pipes and connections, you can avoid disruptions in service as well as the expense and nuisance of emergency repairs. If you have any questions please call the Association Manager.

WINTER TIPS

Winter is upon us, and along with it rain and cold weather. Remember these tips for a safe winter driving season:

Keep the following in your car:

- * jumper cables
- * tow and tire chains
- * shovel (if you are going to the mountains)
- * salt or kitty litter
- * tools
- * flashlight
- * blankets and extra clothes

When driving, remember to:

- * reduce speed on snow and ice
- * maintain additional space between you and the car in front of you
- * use extra caution on bridges and overpasses

**No Newsletter
for Oct 08**



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Highlights from Previous Meeting

- ▶ The Board of Directors adopted a change to the Rules and Regulations related to termite inspections. Please see below.
- ▶ A dumpster will be placed on-site sometime in October for owners use. This has become an annual event and is appreciated. More information to follow.
- ▶ The Board of Directors is looking into the possibility of scheduling a street sweeper on a regular basis.
- ▶ The bid for landscaping renovations will be re-worked by the vendor, Gachina Landscaping, in order to reduce overall costs. The Board is currently considering implementing these renovations into phases to facilitate implementation and ease financial restrictions. More information to follow.

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Change to Rules and Regulations

The Board of Directors motioned to change the existing Rules and Regulations as follows,

'All termite and wood-destroying pest inspections conducted as part of a sales package, shall be full inspections, a copy of which shall be forwarded to Management for review.'

All sales packages require a termite inspection. This regulation merely stipulates that the inspection is a full (interior and exterior), rather than partial (interior only), and makes sure that the Board of Directors is made aware of any findings. This will minimize the possibility of large expenses for termite remediation appearing without notice.

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Outages	
City Hall	777-3200
Trash Service	725-4020
Los Altos Garbage Co.	

Community Management Services, Inc.

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1935 Dry Creek Road,
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(408) 559-1977
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Silver Oaks West Homeowners Association

Highlights from Previous Meeting

- ▶ The Board of Directors adopted a change to the Rules and Regulations related to termite inspections. Please see below.
- ▶ A dumpster will be placed on-site sometime in October for owners use. This has become an annual event and is appreciated. More information to follow.
- ▶ The Board of Directors is looking into the possibility of scheduling a street sweeper on a regular basis.
- ▶ The bid for landscaping renovations will be re-worked by the vendor, Gachina Landscaping, in order to reduce overall costs. The Board is currently considering implementing these renovations into phases to facilitate implementation and ease financial restrictions. More information to follow.

Change to Rules and Regulations

The Board of Directors motioned to change the existing Rules and Regulations as follows,

'All termite and wood-destroying pest inspections conducted as part of a sales package, shall be full inspections, a copy of which shall be forwarded to Management for review.'

All sales packages require a termite inspection. This regulation merely stipulates that the inspection is a full (interior and exterior), rather than partial (interior only), and makes sure that the Board of Directors is made aware of any findings. This will minimize the possibility of large expenses for termite remediation appearing without notice.

2008 Annual Meeting of the Membership

The Annual Meeting of the Membership for Silver Oaks West will be held on November 11, 2008 at 7:00 PM at 22661 Silver Oak Lane. Every owner will be receiving an official Annual Meeting packet in October, which will contain a meeting Agenda, minutes from the 2007 Annual Meeting and a ballot for the election of Directors. Should you like to be considered for a position on the Board of Directors, please contact the Association Manager, Robert C. Schwartz. This is your opportunity to become directly involved in the policy-making decision and operations of the Association.



SANTA CLARA FIRE DEPARTMENT
14700 WINCHESTER BLVD.
LOS GATOS, CA 95032

No. However, they are still subject to the regulations of section 308.3.1 (shown above) for open flame cooking devices.

Can I convert my LPG barbeque to natural gas?

Yes, if done in accordance with the barbeque device manufacturer's specifications.

What types of materials are considered combustible construction and what types are considered non-combustible construction?

Wood or vinyl siding, wood decking and fabric awnings are examples of combustible construction. For the purposes of these regulations, stucco covered walls/ceilings, concrete or tiled floors and wood railings facing the exterior (not between units) will be considered to be non-combustible construction. Note that certain composite deck and railing materials may also be considered non-combustible for the purposes of these regulations. Check with the Fire Department for approval.

Can I store my charcoal barbeque on my combustible balcony as long as I no longer use it?

Yes. However, first check with your building manager/owner as there may be more restrictive rules regarding barbeques for the property.

Can I store my LPG gas barbeque on my combustible balcony as long as I no longer use it?

Yes, but only if the fuel tank is removed. However, first check with your building manager/owner as there may be more restrictive rules regarding barbeques for the property. Note that the removed fuel tank may not be stored on the balcony, within 10 feet of combustible construction or inside of any enclosed structure. **TANKS CANNOT BE STORED ON THE INSIDE OF A DWELLING UNIT.**

Can I connect together (manifold) multiple smaller camp stove size LPG containers to use in place of the larger size LPG tank to fuel my barbeque?

No.

Are there other restrictions I should be aware of regarding the use of propane fuel?

Yes, if your building has more than one dwelling unit above the first floor, you must transport the LPG/propane containers to your unit via an open exterior stairway. It is not acceptable to transport propane containers greater than one-pound capacity inside the common building areas, i.e. enclosed interior stairways and elevators.

Who do I call if someone is using their barbeque in non-compliance with these regulations and I want to report it?

Call your building manager/owner to report the incident or contact the Fire Department's Fire Prevention office during normal business hours (Monday-Friday) to register a complaint.

If I install a fire sprinkler on my balcony, can I use a barbeque?

No, the entire building requires a fire sprinkler system not just the balcony area.

7/10/08