



# Cypress Point Lakes Newsletter

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**Regular Board Meeting**  
**Wednesday,**  
**February 12th 2020**  
**at 7pm**  
**at the Clubhouse**

## **BOARD MEMBERS**

### **President**

Katerina Blazek

### **Vice President**

Terrie Rayl

### **Treasurer**

Wendy Wyss

### **Secretary**

Eduardo Chavez

### **Director**

Daniel Paepcke

### **Director**

Paul Marks

### **Director**

Barbara Boyington

**Landscape Walkthrough Schedule**  
Saturday, February 8th @ 9AM  
Meet at the rear of the clubhouse.



## **Mountain View Police Dept Contact**

Emergency, In progress, High  
Priority 911 or 650-968-1661

Non Emergency Crime Reports  
650-903-6395

Police General Info  
650-903-6344

Management Emergency Number  
408-559-1977

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

## **Important Assessment Update: PLEASE READ– ESPECIALLY IF YOU HAVE AUTOPAY!**

The Budget was mailed at the end of August. Please read it carefully since your auto-payments should have been adjusted accordingly with an effective date of 10-1-19. Please also update your contact information.

**Important Change:** Heritage bank will no longer automatically adjust your payment; you will need to contact them at <https://www.heritagebankofcommerce.bank/Homeowner-Association-Services.aspx> to adjust the amount of your auto payment.

## **Water Shut-off Notice**

Please see instructions for ordering a water shut-off on the reverse. A notice will be provided by CMS that must be posted on each banister for the entire building three (3) days in advance.

## **Please Breakdown/Flatten Cardboard Boxes Recycling & Construction Debris**

No construction debris is permitted in any dumpster and must be taken off-site. Please make sure to break down and recycle boxes in the appropriate recycling bins/dumpster. Pick up is scheduled twice a week on Tuesdays and Fridays. Did you know Recology offers 3 free large item pickups per year? To schedule, simply contact Recology at <https://www.recology.com/> Please select “See all locations” then “Santa Clara County” and choose “Specialty Services” under the “All Services” tab or via phone **408-588-7200**.

Please place items out the night before the scheduled appointment and place a notice on the items “Recology Pickup”. Please include unit number and date of pick up.

## **Important Updates and Reminders**

**Gutter Cleaning** – Vendor will post notices two weeks in advance of cleaning.

**Mailbox Kiosks**–Please do not place items for donation at the mailbox kiosks. Please take them to a local charity or properly dispose of the items.

**Rentals**–Short term rentals are not allowed at Cypress Point Lakes. All rentals must be 30 days or longer per our CC&R’s section 7.13.

**Noise Concerns—Please be courteous to your neighbors**–Please reduce noise by not slamming doors, speaking loudly, screaming/yelling or playing loud music. Your cooperation is greatly appreciated!

**Clubhouse Refrigerator**– Do **not** turn off the refrigerator. Please set on cool to avoid mold growth.

**Spa**–The heater was replaced and is now up and running. Also, **please do not press the red button unless there is an emergency** since it will turn off power to the spa. If you’d like to turn the jets off, please simply turn the dial back to zero.

## **Community Management Services Inc.**

Anna Cheadle, Association Property Manager 650-961-2630, 408-559-1970 fax  
[acheadle@communitymanagement.com](mailto:acheadle@communitymanagement.com). 1935 Dry Creek Rd. #203 Campbell Ca 95008

**Please keep balconies clean and tidy**

Please **do not place pee pads** or carpets on your deck or drape clothes on balcony railing, including wet bathing suits and towels.

**Please Do Not feed Wildlife**

Please do not feed wild creatures including squirrels, raccoons and crows and do not keep any pet food outside. When you feed wild animals, news travels quickly which may lead to an overpopulation of squirrels, crows and other rodents searching for free food. Although squirrels may be cute, they carry diseases and parasites like mites, fleas, ticks and lice.



Your cooperation is greatly appreciated.

**Heritage Bank of Commerce Auto Payments**

Cypress Point Lakes maintains its operating/checking account (into which your monthly homeowner assessments are deposited) at Heritage Bank of Commerce. Heritage Bank of Commerce, in conjunction with Community Management Services, offers an automatic payment service for payment of homeowner dues with no monthly service charge. The Bank has made the enrollment process easier and added payment options. Simply go to the Heritage Bank of Commerce website at <https://www.heritagebankofcommerce.bank/Homeowner-Association-Services.aspx> to enroll or make changes.

**Please note, Community Management Services will no longer be able to make changes to your automatic payment.**

**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 **3 days (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.**