



# Cypress Point Lakes Newsletter

November 2023

Happy Holidays

## BOARD MEETING

December 13, 2023

### Location

Phone/Video conference

Video Meeting:

<https://bit.ly/3fhhLYH>

or

Phone Meeting:

Dial 1-669-900-6833

Meeting ID: 946 6915 9048

Passcode: 797409

### Time

7:00 PM

All homeowners are

Invited and encouraged to join

## BOARD MEMBERS

### President

Terrie Rayl

### Vice President

Robert Fricke

### Treasurer

Wendy Wyss

### Secretary

Shaily Bhargav

### Director

Stacey Ritter

### Director

Katerina Blazek

### Director

John Lindquist

## Board Meetings

The Board welcomes all homeowners to attend and participate in our open board meetings. The Open Forum portion of the meeting will be held first and this is your opportunity to have your issues heard by the Board, Association Manager, and others present. The Board Meeting will begin and will be limited to discussions of agenda matters among the members of the Board.

## Community Website

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



## New Fiscal Year Starts 10/1/2023- 2023/2024 Budget

The new monthly assessments change has taken affect. The 2023/2024 budget reflects a 5% increase. The new monthly assessments vary per unit. The budgets have been mailed out to all owners. Owners signed up for auto payments, either with their own bank or Heritage bank, you will need to reach out to the bank to give the authorization to withdraw the new amount. Please make sure to check your statement to ensure your account is current and the statement is correct. Please use the following website at: [www.hbcpay.com](http://www.hbcpay.com) to enroll or make changes.

A free copy of the budget, governing documents, and all other relevant information is available at the community website ([cplakes.com](http://cplakes.com)) 24/7. Contact the property manager with any questions. Save Time, Save Money, and Eliminate Late Fees

**Did you know that you can receive your monthly billing statement and newsletter by email? Sign up for e-statements today! A free copy of the form is also available on the community web-site or email the property manager at [tdominguez@communitymanagement.com](mailto:tdominguez@communitymanagement.com). Sign up and go green!**

## Parking Reminder

As a reminder, cars parked at Cypress Point Lakes are subject to the vehicle and parking rules. Many cars currently have expired tags. Please check your plates to ensure they have current tags. Vehicles without current registration can be parked in your reserved space for up to two years ONLY if a notice of Planned Non-Operation is placed on the dashboard. Cars without that can be subject to towing. Cars parked in the open parking or 72 hour spaces have no grace period.

## Laundry Room

Please remove laundry promptly and do not leave it in machines. Please be mindful of your neighbors as we all share the machines.

Do not prop door and ensure door is closed and lock when leaving. This will help with break-ins and vandalism.

## Spa Closure

The spa will be getting resurfaced and will be closed. The estimated date of closure is December 12<sup>th</sup>.

## Mail Theft and Package Theft

It is that time of year when theft increases. Please check your mail every day and remove it. Please track your package and remove it once it is delivered. If possible, mail offsite to work or an amazon Parcel box.

## Window standards

Please see attached the new updated window guidelines to be approved at the next meeting.

## Community Reminders

- Remember to lock all doors and clean the laundry machine, after use. Be respectful to other residents.
- No string lights allowed outside of units.
- Please do not leave shoes or shoe boxes/racks outside of units.
- Do Not leave wet clothes or towels draped over wooden balcony.
- Do Not plant or add potted plants in the common area, it kills vegetation.
- Do Not bring glass to the spa or pool area.
- Do not leave food out for pets, it attracts rodents. Do not feed the wildlife, squirrels, birds, etc.

### Inspection Required: Check for the Original Mixet Valve in Your Bathroom

Some owners have reported that they are having issues with their water temperature and pressure. According to the plumbers, the original and old Mixet valves have cartridges inside that go bad over time. Once this happens it can compromise the water pressure and or water temperature in your unit or the unit of others in your building. We understand many have already replaced their shower/tub valves, but some units still have the original Mixet Valves, which would be attributing to issues in the water to other residents in their building. There are two sample photos below for reference. Owners will need to check or have their plumber's check. We encourage all owners with the old Mixet valves to have them replaced, to ensure you are not contributing to water issues in your building. Let's all work together on this issue!



**Old Mixet Valve #1**



Reach out to the property manager with any further questions about said valve, [tdominguez@communitymanagement.com](mailto:tdominguez@communitymanagement.com).

#### Here's How To Do: Plumbing Repairs in your Unit

If you need some plumbing work done to your unit, the procedure is as follows:

- 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, there is 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 provide you with a notice that must be posted on each banister for the entire building 3 day in advance of the shut-off. Please be sure to follow the instructions on the notice.
- 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 as there is a procedure to be used due to the re-circulation of the 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 repairs.**

#### Very Important – We Have Old Plumbing Pipes - Inform Residents

**Our community has old plumbing pipes. Do NOT put any wipes down the toilet (even the ones that say “flushable” or “septic safe”). Only toilet paper may be put down the toilet. Also, please do not put any grease down the kitchen sinks, because it clogs the pipes.**

#### Laundry Room Washer/Dryer Not Working?

Please take the following action to request service: 1). Using your smart phone browser, simply log a service ticket using the web page listed on the [machine](https://www.cscsw.com/request-service/) <https://www.cscsw.com/request-service/>. Enter the machine number, fill out the form. It is quick and easy. 2). Scan the QR code on the poster above the washing machines. 3). Call the phone number on the machine. CSC will dispatch someone to come out and make the re-pair. 4). You can [alsocs@communitymanagement.com](mailto:alsocs@communitymanagement.com). We will also issue a work order. However, logging a service ticket directly will get the ball rolling faster.



#### Contact CMS FIRST:

As a homeowner experiencing any maintenance concerns like plumbing, electrical or termites, please call Management first. We can direct you how to handle as it may be covered under the HOA. When in doubt call management to help guide you through the correct protocols.



#### Important Numbers:



**Mountain View Police Dept Contact:**  
**650-968-1661 Emergency /High Priority: 911 Non-Emergency Crime Reports: 650-903-6395 Police General Info: 650-903-6344**  
**Emergency Service after hours:**  
**650-961-2630 Press 3 then 0 to reach on-call manager**

#### Laundry:

Please be courteous and clean area when using washing machines and dryers. Be sure to clean up any spilled bleach. When using pods they are to go inside machine and not in drawer.

#### Clubhouse:

Please do not lock the clubhouse, this is community property and available for all residents to use.

**Community Management Services, Inc. Tammy Dominguez, Association Manager**

1935 Dry Creek Road, Suite 203, Campbell, CA 95008

Phone: (650) 961-2630 x 126

Email: [tdominguez@communitymanagement.com](mailto:tdominguez@communitymanagement.com)

## Cypress Point Lakes HOA Window Standards

Please read the following guidelines to make it easy for you to comply with the standards for changing windows that have been approved by the Cypress Point Lakes HOA Board.

If you are interested in replacing your windows you will need to submit an ACC Request to Modify Unit form along with the bid from your licensed contractor detailing the windows to be installed. The form is found at: <http://www.cplakes.org/pages/documents.php>

Please email the documents to our management company, Community Management Services at [tdominguez@communitymanagement.com](mailto:tdominguez@communitymanagement.com).

Our management company will forward them to the Architectural Control Committee for review. You must not do any work on your windows until you get the written letter giving you approval to move forward with the project.

### **Windows:**

The window specifications outlined below are the HOA standard windows that are allowed in the complex:

- New construction windows. (Retrofit windows are not allowed).
- Windows must be custom made since our window dimensions are not standard.
- Single or double paned windows are allowed.

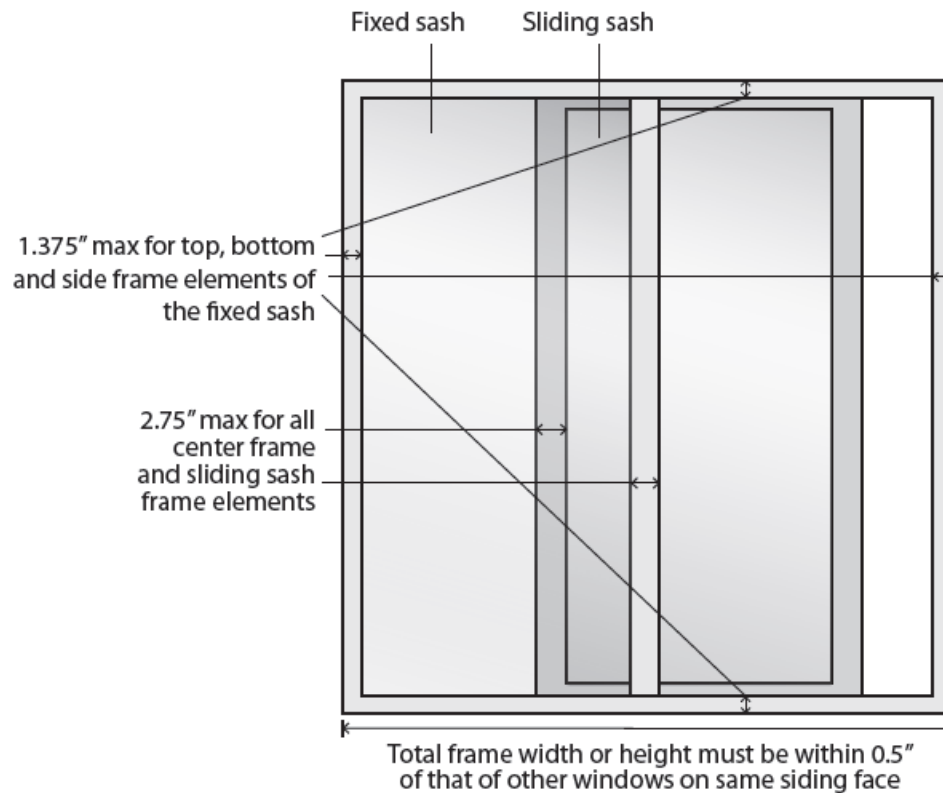
Aluminum, vinyl and fiberglass horizontal slider windows that meet the following dimensions and are in the color silver will be approved. No externally visible window elements may exceed:

- 2.5" in width for top, bottom and side frame elements on the sliding sash (frame to the glass)
- 1.375" in width for top, bottom and side frame elements of the fixed sash (frame to the glass)
- 2.75" in width for all center frame elements.

Outside overall visible height and width of window must be within ½" of that of other windows on comparable siding faces. Wood trim is a standard 1X4 painted to match siding.

Here is a list of windows that meet these specifications:

- Clear anodized, horizontal slider aluminum windows that match existing. Milgard and International make aluminum windows that have been successfully installed in the complex.
- Clear anodized, horizontal slider thermally improved aluminum windows – Milgard makes these.
- Milgard Style Line Series vinyl horizontal slider windows in the silver color only.



### Glass Sliding Doors:

- New construction glass patio doors. (Retrofit sliding doors are not allowed).
- Glass Sliding Doors must be custom made since our window dimensions are not standard.
- Single or double paned glass sliding doors are allowed.

The exterior frame must not be greater than 4 inches for all dimensions of the frame.

Here is a list of glass sliding patio doors that meet these specifications:

- Aluminum glass sliding patio doors to match existing. Milgard and International make these.
- Milgard Vinyl Tuscany Series or Trinsic Series in the exterior silver color only

The owner of the unit is responsible for painting the external wood framing/caulking surrounding any new window using the same paint color applied to the outside of the unit. This work must be completed within one week of the new window installation. The management company can provide the exact paint color that you will need.

All new and replacement screens for windows and sliding doors must be aluminum or silver in color.

No skylights or light tubes are allowed to be installed in the units.

We recommend that you read the Window FAQ document to get additional information before deciding if putting in new windows is for you. You'll also find a list of resources for window contractors and a screen replacement company.

You can find it here: [http://www.cplakes.com/arch\\_control.php](http://www.cplakes.com/arch_control.php)