



December 2012 / January 2013

**NEXT BOARD OF DIRECTORS MEETING**

The next meeting is on January 10, 2013 at the Clubhouse beginning at 7:00 P.M. **ALL HOMEOWNERS ARE WELCOME AND ENCOURAGED TO ATTEND!**

**Your Board of Directors:**

**Jim Foley**  
President

**Frank Hedges**  
Vice President

**Laurel Smith**  
Secretary

**Gloria Felcyn**  
Treasurer

**Steve Gillen**  
Director,

**Ruut Van Den Hoed**  
Director

**Jim Turke**  
Director

**WEBSITE**

Website for Vineyards - [www.vineyardsofsaratoga.com](http://www.vineyardsofsaratoga.com)

A good source for up-to-date information, copies of monthly newsletters and minutes of the Board of Directors meetings, etc. If you'd like to be included in email reminders, send your name, unit number and email address to [register@vineyardsofsaratoga.com](mailto:register@vineyardsofsaratoga.com).

Both owners and tenants are welcome. Please indicate owner or tenant.

Luis Heredia, Association Manager  
**Community Management Services, Inc.**  
Contact number 408-559-1977  
Fax number 408-559-1970  
E-mail address:  
[lheredia@communitymanagement.com](mailto:lheredia@communitymanagement.com)

FOR YOUR INFORMATION: TO REPORT A CRIME OR ANY SUSPICIOUS ACTIVITY TO THE LOCAL SHERIFF'S DEPARTMENT, CALL 299-2311.

**CMS NEW WEBSITE AND SOFTWARE**

Vineyards of Saratoga HOA has been migrated to CMS' new software called JENARK. Part of this change requires a new account number for all residents. The new account number appears on the statement included with this newsletter.

Our new software allows for entering work orders and tracking letters sent to and for homeowners such as violations and architectural requests. The new software crosses over into all aspects of our business and services that we provide the Association and will help streamline our process and assist the Association in becoming more organized and transparent.

The new software also includes an internet portion that allows homeowners to check their account and make payments online by way of a pay portal. Please take advantage of these new services by signing up today and remember to sign up for E-statement to receive your statement and newsletter via email. To find out more about these services and to sign up on the new website please see the second page of the newsletter for the instructions.

**Vineyards Annual Meeting Coming Soon**

In January all homeowners will receive the annual meeting packet, this is time sensitive material so please read carefully. In order to have an official Annual Meeting, the By-laws require that 51% of the UNIT OWNERSHIP be represented either in person or by secret ballot. So the board urges all homeowners to return their ballots promptly.

**Good Neighbor Reminder: Pet Responsibilities**

The board would like to remind all pet owners that dogs must be on a leash when in the common area and should always be supervised. Pets shall not be chained or tethered to the front of the units or in the common area, and owners should promptly remove pet waste deposited on the property. Owners bringing a pet onto the property should be solely responsible for the conduct of their pet. We appreciate and thank everyone in advance for their attention to this matter.



**Dumpsters**

Please help us keep the dumpster areas clean and tidy. Make sure that all trash makes it completely into the dumpster and be sure to break down all boxes and dispose of them properly. Large items such as furniture and appliances are prohibited from being disposed in the corrals.

**New Keyless Entry for Clubhouse and Pool**

A special mailing just went out to all homeowners regarding the distribution of the keyless entry fobs for the clubhouse and pool. The notice indicates the dates, times, and location of the distribution of the new keyless entry fobs. Following the dates provided the fobs will be available at the offices of Community Management Services.

Dear Homeowner:

We are pleased to announce that we have updated our website to work with the new software at Community Management Service (CMS). The new software at CMS has required your account number to change. Your new account number is on your current monthly statement.

**If you have auto-pay set up with your own bank or bill pay system, be sure to contact them to change your account number. All information needed to make the change is on your current monthly statement.**

**If you have auto-pay set up with the Association's bank, Focus Bank, NO ACTION IS NEEDED.**

**If you pay by mail continue mailing your check to the address on your billing statement and include the payment stub from the billing statement.**

**If you have been paying online through the CMS Website, you will need to re-register as a new user with the new account information. Follow the steps below.**

ALL payments must now be made through the "New Website and Software" link. Please follow the directions below to make a payment. Please do not try to use the original bill pay on the CMS Website, as your payment will not post because your account has been transferred. **POST ALL PAYMENTS ON THE NEW WEBSITE.**

Please follow these easy steps to register online:

1. Log onto the Community management website: [www.communitymanagement.com](http://www.communitymanagement.com). Click the link in upper right corner called *New Website and Software*. This link is temporary until all of our associations have been converted to the new software.
2. Click the "Sign In" link in the top right corner
3. As this is your first time at this site click on the "New User? Sign Up Today..." button.
4. Fill out all required fields as indicated by an asterisk and make sure your information is entered as it appears on your billing statement.
5. Now create your username and password. It is recommended that you use your email address as your username.
6. You will be required to accept the terms and conditions.
7. Once logged into the "Home Page," you may look at your account by selecting the "Financials" button. Please note, after selecting the "Financials" button, you will be prompted for an access code which will be the account number on your statement. Do not include the zeros before your account number. For example, if your account number is 0000222, you would enter 222.
8. The next screen will show the 'Pay Online' button to make a payment. This pay online feature will let you make a single payment transaction. For reoccurring payments, you will need to contact Customer Service for the auto draft application.
9. All you do now is enter your bank information (routing and account number) and the amount you would like to pay and submit.

If you have any questions, please contact your association manager at Community Management Services, Inc.