



October/November 2012

NEXT BOARD OF DIRECTORS MEETING

The next meeting is on November 8, 2012 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

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. 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

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

New Association Bank

The Association is moving their bank account from Comerica to Focus Business Bank. This includes a change in the lockbox processing company from MPS to Focus Business Bank.

Please be aware that automatic payments will be cancelled with Comerica on October 31, 2012, and the automatic payment of your dues will not be processed by Comerica in November. If you have not already sent in your new form to Focus, you will need to either send in a payment or pay online for November. PLEASE NOTE THE FOLLOWING:

If you were set up with automatic payment through Comerica, you will need to reinstate automatic payment through Focus Business Bank. In order to reinstate your automatic payment, complete the enclosed Focus Business Bank Authorization Form and return it to address listed on the form with a voided check. If your form is received by the 25th of the month, your automatic payment will be processed the following month.

If you currently do not have automatic payment and would like to get set up with Focus Business Bank, complete the enclosed Focus Business Bank Authorization Form and return it to address listed on the form with a voided check. If your form is received by the 25th of the month, your automatic payment will be processed the following month.

If you are currently using your own bank's bill pay services, you must inform your bank that the payment address must be changed to:

Focus Business Bank
HOA Remittance Processing
PO Box 11036
San Jose, CA 95103

GOOD NEIGHBOR REMINDERS:

1. **Prevent Fires:** Vineyards residents are not permitted to use **Bar-B-Que grills** on their porches, decks or patios if they are 10 feet or less from any flammable surface. Also remember that no bar-b-que should be left unattended.



The Santa Clara Fire Department has adopted some additional regulations from the California Fire Code, which limit the use of open flame devices on decks within condominium and apartment communities. The new sections of the fire code which apply are as follows.

CFC Section 308.3.1: Open-Flame cooking devices. Charcoal burners and other devices shall not be operated on combustible balconies or within 10 feet of combustible construction. Exception: one-and two-family dwellings.

CFC Section 308.1.1: Liquefied-Petroleum-gas-fueled cooking devices. LP-gas burners having an LP-gas container with a water capacity of greater than 2.5 pound (nominal pound LP-Gas capacity) shall not be located on combustible balconies or within 10 feet of combustible construction. Exception: one-and two-family dwellings.

2. **Avoid increased costs, delays and fines:** When you are planning any remodeling/structural or cosmetic improvements on your condo, please obtain **PRIOR** approval from the Board of Directors. Be sure to remind your contractor to haul any debris away and not use the garbage dumpsters for disposal. Additionally changes that affect the exterior of the building will require an inspection by the association's contractor.



The Architecture Application can be found and downloaded from the association's website under HOA Documents "Architectural Modifications".

Toll Free: (800)959-2179
Fax: (800)931-5108

Billing/Mailing Address:
P.O. Box 3307
Rocklin, CA. 95677

Bay Area Address:
39982 Cedar Blvd, Suite 166
Newark, CA. 94560

Gutterglove, Inc.

"Serving the greater Bay Area since 1996"

Attention:

The Vineyard of Saratoga

*Notification of Scheduling
To Clean Gutters*

Gutter cleaning is scheduled during the week **November 5th – November 10th, 2012**. Depending on weather conditions Gutterglove Inc. will be cleaning the gutters, downspouts and debris on roof(s). For safety, we would appreciate it if you could please keep clear of our crew when working, as debris will fall on the grounds, walkways, patios, driveways, fences, balconies, decks and other outdoor areas. Please close your windows, remove or cover any furniture, pets, clothing, cars etc. from the areas that might be affected. We need access to patios or backyards to perform the cleaning in areas that are needed. These areas that are not accessible during the cleaning will become the tenants or homeowners responsibility to pick-up any debris that spill in the area(s) unless prior arrangements have been made with our company.

Thank you for you cooperation!

Management

In case of a bad weather condition, we will be there within the next 2 business days, when the roof and gutter have had a chance to dry off.

Please note that it is the responsibility of the property management to get notices out to the residents.



**HOA Specialty Banking
Authorization Agreement for
Preauthorized Payments**

___New ___Update
Effective Date _____

MANAGEMENT COMPANY NAME:
ASSOCIATION NAME:
UNIT ADDRESS:
HOMEOWNER ACCOUNT NUMBER: (located on coupon or billing statement)
BEGIN SERVICE ON:

I/we authorize the above Association to charge my/our checking account at the financial institution indicated on my/our voided check or listed below for the payment of my/our association assessment on or about the 10th of each month.

I/we understand that the assessment amount may change periodically, and that such a change will be provided to Focus Business Bank by the above named Association or Management Company.

PLEASE ATTACH A VOIDED CHECK (WITH PREPRINTED NAME AND ADDRESS) FROM THE CHECKING ACCOUNT THAT WILL BE CHARGED.

FOCUS BUSINESS BANK MUST RECEIVE THIS FORM BY THE 25TH OF THE MONTH FOR THE AUTOMATIC CHARGE TO BE IN EFFECT FOR THE FOLLOWING MONTH.

YOU WILL RECEIVE A CONFIRMATION OF YOUR START DATE VIA U.S. MAIL. IF YOU PREFER TO GET A CONFIRMATION BY PHONE OR EMAIL PLEASE ENTER YOUR CONTACT INFORMATION BELOW:

FOCUS BUSINESS BANK WILL DEBIT YOUR CHECKING ACCOUNT ON BEHALF OF THE ASSOCIATION NAMED ABOVE.

Please mail authorization to: Focus Business Bank
HOA Remittance Processing
P.O. Box 11014
San Jose CA 95103-1014
Fax: (408) 200-8797

Any questions regarding your payment, please call (800) 742-8142

I/we represent and warrant to Focus Business Bank that the undersigned are all signers required to transact business on said deposit account and understand that electronic transactions on said account will be governed by the terms of my/our deposit account terms and disclosure. Focus Business Bank must receive written notification of my/our termination by the 25th day of the month in order to act upon such notification by the following month's payment.

Print Name

Signature

Date