



# Holiday Hotline

## Holiday Estates Maintenance Association

**JANUARY/FEBRUARY 2003**

### BOARD OF DIRECTORS

Tom Monti  
PRESIDENT

Steven Stratton  
VICE-PRESIDENT

Kelley Wood  
TREASURER

Frank Blenn  
SECRETARY

Art Dalke  
DIRECTOR/DITCHES & ROADS

Ron Nichols  
DIRECTOR/NEWSLETTER

Greg Potter  
DIRECTOR/BEAUTIFICATION

Jeff Snyder  
DIRECTOR



### MANAGEMENT

Bethaney Dearing  
Association Manager

Access Association Services  
P.O. Box 2050  
Morgan Hill, CA 95038

(408) 782-1222

Email:  
access@  
associationservices.com

Website:  
associationservices.com

### President's Message

Holiday Estates Maintenance Association has been through many changes this last year. As your incoming President, I see these changes as a new beginning. We welcome Access Association Services as our new management firm. With Access as our agent, the Board of Directors can now focus more on building community spirit. One of the first things that the board needs is your feedback. What would you like to see the association do for you?

The primary task for the Board of Directors is to maintain the roads and ditches however; we would like to do more. We welcome your attendance at the monthly board meetings, just to meet and hear from you.

Tom Monti  
President, HEMA

### HEMA Calendar of Events

**January** ~ Distribute Annual Review to homeowners by 1/31

**March** ~ Schedule first mowing/disking of open space (no later than 5/31)

**May** ~ Mowing/disking of open space  
~ Annual Spring chipping service

**June** ~ Send out RFP's for annual review

**August** ~ Engage CPA for annual review

**September** ~ Annual Meeting of Membership – Second Wednesday

**October** ~ Provide information to CPA for Annual Review  
~ Second mowing of the open space

**December** ~ Send out annual assessments.

### Friendly Reminders

- ❖ Remember parking on the side of the road is not allowed, which includes boats, trailers, and RV's. Residents may only park vehicles in their driveway or garage. Please make sure persons associated with your home are aware of these parking rules. Violators run the risk of being towed at the vehicle owner's expense with no further warnings.
- ❖ Please make sure your garbage containers are not on the street more than 24 hours before or after pick up. Please store them out of view of the streets.
- ❖ In the upcoming months, the Beautification Committee will review the entire road and street signs in the community. If you have any requests or concerns please submit these in writing to our office so they may be forwarded to the committee.
- ❖ If you have a suggestion or ideas for Holiday Estates, please share them with the rest of your community. Please send your written suggestions to management.

### NEXT BOARD MEETING

**Thursday, February 20, 2003**

**NEW LOCATION:**

**Access Association Services  
16264 Church Street, Ste. 102**

**at 7:00 p.m.**

***Meetings are held every 3<sup>rd</sup>***

***Thursday each month.***

**All Homeowners are encouraged to attend.**

## Management – We Are Moving!

As early as February 7, 2003, the offices of Access Association Services, Inc. will be relocating to the following address:



16264 Church Street, Ste 102  
Morgan Hill, CA 95037

We expect our office numbers to remain the same. In the interim, we are encouraging all correspondence and payments to be mailed directly to P.O. Box 2050, Morgan Hill, CA 95038 to insure delivery.

We will notify all owners once a more definite date for the move is available.

Thank you in advance for your patience and understanding during the transition. Should you have any questions regarding the move, please do not hesitate to contact our office.

**Directions – Take W. Dunne Avenue, Left on Church Street**

## Overview of Duties

### Board of Directors

As the principle policy-making body, the board of director's reviews bank statements establishes policies, procedures, operating standards, fiscal policies and procedures and prepares the association's operating budget.

### Management

The association manager assists the board of directors in the day-to-day operations and overall administration of the association.

The administrative duties of the management company includes: billing and collecting assessments, paying the association's bills, taking direction from the board of directors for enforcement of rule infractions, obtaining bids from various vendors to perform services to the community, responding to verbal and written requests by the owners of the association, organizing meetings, keeping and maintaining records, tracking escrow closings and adding new owners. The manager also helps in the budget process and prepares meeting agendas and minutes for the association.

Of further importance, the manager provides assistance to all parties in helping solve problems that may occur and advises the board of directors on how to comply with relevant California Civil Code requirements.

## Speeding and Vandalism

For the safety of all our residents, including children and pets, please slow down and abide by the speed limit posted when driving on the streets of the community.

There have been incidents of vandalism, speeding, and reckless driving in our community. If you witness such activity, please report it to the police at 779-2101. The police base their patrols on the ratio of reports. The fewer police reports received in a vicinity, the less patrolled that area will be.

## Maintenance

If you notice a maintenance issue such as a dead or fallen common area tree or a ditch backup, please take a few minutes to report it to the management office. You can contact Ray Lopez directly at Extension 10. You can also leave a message after hours and a work order will be issued.

Although management and the board conduct periodic walkthroughs of the association, we rely on each individual resident to report maintenance items as they are noticed. Remember, if we are not made aware of a problem, we cannot fix it.

## Architectural Control

When making improvements to the exterior of your home, remember that when living in a managed association with CC&Rs and other rules, you must follow the guidelines in the governing documents.

Exterior changes need to be submitted in writing for documentation and for the Board of Directors' review. Here are a few items that need pre-approval:

- Fences
- Building Additions
- Front Yard Landscape Improvements

Contact Access to obtain an Architectural Request Form. The form needs to be filled out and returned to Management, which will be forwarded to the Board for review.