



GALLERIA COMMUNITY HOA NEWS

January-February 2016

Important Phone

Numbers
Community
Management
Services, Inc.
(408) 559-1977

Transportation Agency
(light rail
schedules, etc.)
(408) 321-2300

Bay Area Insurance
(Earthquake, Fire,
Liability,
Fidelity Bond)
(650) 654-9750

Towing: Vehicles parked along curbs or garage areas are subject to being towed from these locations without warning. Vehicles left in the open parking spaces will receive a tow warning notice. Vehicles cannot be stored in the open parking spaces. If your vehicle is tagged, please do not disregard the notice. It will be towed if it is not moved, and very expensive for you to retrieve your vehicle from the tow company. Vehicles must fit within the parking space and not extend into the road beyond the space number.

Board Vacancy

There is a vacant seat on the Board of Directors. If you are interested in serving on the Board, please contact Bob Soares for more details.

COMMUNITY MANAGEMENT SERVICES, INC.

Bob Soares
Senior Association
Manager

1935 Dry Creek Road
Suite 203
Campbell, CA 95008

Phone Number
(408) 559-1977
Fax Number
(408) 559-1970

Board of Directors Meeting

The next Board of Directors meeting is scheduled for Thursday, February 18, 2016, at 6:00 p.m. Please contact CMS for the location of the meeting. Board meetings are held to conduct specific Association business and address agenda items requested by the members. The best way to communicate with the Board is in writing. Correspondence must be received at least one week in advance of the meeting to be included on the agenda. Items must be on the agenda to be discussed by the Board, or action taken, unless it is an emergency or immediate action is deemed to be required. Correspondence should be sent to:

Community Management Services, Inc.
1935 Dry Creek Road, Suite 203
Campbell, CA 95008

Correspondence is incorporated into the agenda for the Board to discuss at the meeting. Due to the Board needing to address items on the agenda, homeowners attending the meeting are limited to expressing their issue only during the "Open Forum" portion of the meeting. Open Forum comes up on the agenda during the first 15 minutes of every meeting. If an Open Forum item is not on the agenda, the Board may briefly respond or ask for clarification. The agenda will be posted at the pool area approximately 4 days prior to the meeting.

Rain Gutters

If you observe that your rain gutter is leaking at a seam or due to a hole in it, please send an email to bsoares@communitymanagement.com to report the location. The Association is compiling a list of gutter repair/replacement locations.

Insurance

If your lender requests a certificate of insurance, please contact Bay Area Insurance at 650-654-9750. Please be advised that the insurance deductible for the package policy is \$5000.00 and 15% per building on the earthquake policy. Please contact your agent about the deductibles to make sure you are covered in the event of a loss.

CUSTOMER SERVICE - Here's How It Works

Community Management Services' office hours are from 8:00 AM - 5:00 PM, Monday through Friday. The Customer Service phone number is 408-559-1977. At Community Management, our Customer Service Department directly answers your call. They are equipped to handle most emergencies, routine matters, and general questions.

If for any reason Customer Service is unable to help you, they will either transfer you to your Association Manager or obtain the necessary information for your Manager to return your call. Please assist them in serving you by utilizing their talents and expertise when possible.

Questions about your assessment or statement? Please give the name of your Association and ask for the accounts receivable department. For after-hours calls, you may use the same phone number after-hours. Our voice mail system will allow you to leave a message for Customer Service, or the appropriate person, and will also connect you to the on-call manager if you have an emergency that requires immediate attention.

Holiday Decorations

Please remove your holiday decorations at this time. We hope that you had a wonderful holiday season and have a great New Year.

Unwanted—Haul It Away!

Please do not leave furniture, mattresses, appliances, construction debris and hazardous materials by the garbage corrals. These items must be hauled away by the resident to an appropriate collection facility. Improper disposal of items in the dumpsters or garbage corrals will result in a fine and disposal charges on your homeowner's assessment account.

Smokers

Please be considerate and respectful when smoking on your balcony or patio to minimize the amount of smoke drifting to neighboring residences. Your neighbors may want to have their windows open to let fresh air in, not smoke from cigarettes. Neighbors are encouraged to discuss issues with each other and reach reasonable solutions, so everyone can enjoy their property.