



CASA DEL REY



An official communication of Casa del Rey HOA

Board of Directors

President: Keith Stattenfield
(408) 246-6376 / (408) 974-0230 (work)
Vice President: Colin McCracken
Secretary/Treasurer: Doug Hosking
Towing Problems: SVLE Tow, 736-9645

Association Management

D & L Management (Lloyd)
(408) 735-9355
1355-K Sage Hen Way
Sunnyvale, California 94087
Office Hours: Mon-Fri 9AM-5PM

JANUARY 2004

HOA information is available at <http://www.casadelrey.org>.

The next meeting of the Board of Directors is
Monday, February 23rd at 6:45 PM in the clubhouse.
As always, everyone is welcome!

Annual Meeting: The HOA's annual meeting will be held in March. Proxy forms including a specific date for the meeting will be sent out shortly. **To assure a legal quorum for the meeting, we need owners to promptly return the proxy form, even if they plan to attend the meeting in person.** Returning the proxy form helps us avoid a last-minute scramble for sufficient votes for a quorum and does not in any way prevent you from voting in person at the meeting if you are able to attend.

At this year's annual meeting, two owners will be elected to the Board of Directors. If you are interested in being a candidate for one of these positions, please contact Lloyd or any current board member. Serving on the board is a great way to help protect your investment in your home and give something back to the Casa del Rey community.

Plumbing: Recently an owner in the complex needed to do a routine plumbing repair job that required shutting off the main water supply to his unit. He found out the hard way that shutoff valves that aren't occasionally turned may become permanently stuck, requiring replacement of the entire valve assembly. Plumbers recommend that home owners exercise all water shutoff valves at least once a year to reduce the risk of such problems (or even worse ones from uncontrollable leaks). When is the last time you tested the shutoff valve in front of your unit or the ones under your sinks, under your toilets, etc.?

Trees: We have selected a contractor to do trimming and/or removal of trees in the complex and will soon schedule the work. The HOA is only responsible for maintaining trees in the common areas of the complex, not in back yards. Contact Lloyd immediately if you want to pay to have additional work done to trees in your back yard at the same time. Keeping all the trees in the complex trimmed well clear of the buildings helps reduce the expensive damage squirrels can do to our roofs.

Annual Cleanup Campaign: Every year the city holds a cleanup campaign to provide a legal and efficient way of disposing of bulky materials that we do not allow in our dumpsters, such as mattresses, furniture and appliances. Normally we require residents who need to dispose of large items or any unusual volume of trash to take the trash directly to the city dump or hire someone to do so. On March 20th through 7 AM March 22nd this year, Casa del Rey residents who follow some basic rules are allowed and even encouraged to dispose of just about any trash except hazardous materials simply by taking the trash to the curb on any of the public streets that border the complex (Lillick Drive, Halford Ave. or Burnley Way). City crews will dispose of or recycle these items for you later in that week. We encourage you to take full advantage of this annual opportunity to easily and legally get rid of that ugly sofa, old refrigerator, leaky water heater, etc.



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FEBRUARY 2004

HOA information is available at <http://www.casadelrey.org>.

The annual meeting of the HOA is Monday, March 22nd at 6:30 PM in the clubhouse.

As always, everyone is welcome!

Trees: *Tree trimming and some tree removal will be done throughout the complex February 23rd and 24th, weather permitting.* Please contact Lloyd immediately if you see any problems or damage related to this work.
Please keep your cars, pets and children well clear of all trees in the complex on these days.

Annual Meeting: The HOA's annual meeting will be held in March, as noted above. **To assure a legal quorum for the meeting, we need owners to promptly return the proxy form when received, even if they plan to attend the meeting in person.** Returning the proxy form helps us avoid a last-minute scramble for sufficient votes for a quorum and does not in any way prevent you from voting in person at the meeting if you are able to attend.

At this year's annual meeting, two owners will be elected to the Board of Directors. If you are interested in being a candidate for one of these positions, please contact Lloyd or any current board member. Serving on the board is a great way to help protect your investment in your home and give something back to the Casa del Rey community.

Owners are welcome to bring up any issues or concerns at the meeting. We may be able to give you a more complete or accurate answer to your questions if we know about them in advance. Contact Lloyd or any board member if you have topics you'd like us to discuss.

Annual Cleanup Campaign: Every year the city holds a cleanup campaign to provide a legal and efficient way of disposing of bulky materials that we do not allow in our dumpsters, such as mattresses, furniture and appliances. Normally we require residents who need to dispose of large items or any unusual volume of trash to take the trash directly to the city dump or hire someone to do so. On March 20th through 7 AM March 22nd this year, Casa del Rey residents who follow some basic rules are allowed and even encouraged to dispose of just about any trash except hazardous materials simply by taking the trash to the curb on any of the *public* streets that border the complex (Lillick Drive, Halford Ave. or Burnley Way). City crews will dispose of or recycle these items for you later in that week. We encourage you to take full advantage of this annual opportunity to easily and legally get rid of that ugly sofa, old refrigerator, leaky water heater, etc.

Gutter Cleaning: We've had a few isolated cases of clogged gutters recently. We don't believe the situation is bad enough yet to justify the cost of cleaning all gutters. Please let us know if you see any problems with gutter clogs or leaks.



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MARCH 2004

HOA information is available at <http://www.casadelrey.org>.

The next meeting of the Board of Directors is
Monday, April 19th at 6:45 PM in the clubhouse.

As always, everyone is welcome!

Annual Meeting: Incumbent board members Keith Stattenfield and Colin McCracken had no opposition and were unanimously reelected to the Board of Directors. Draft minutes of the annual meeting will be included in a future mailing to owners. Thanks to the many owners who helped us meet the legal requirements for the meeting by promptly returning their proxy forms!

Pool Furniture: We recently purchased some new furniture for the pool area. Although the pool heater won't be turned on for the season until late May, residents who wish to sun bathe are welcome to use the new furniture immediately.

Sprinklers: We have turned the lawn sprinklers on for the season. Please help us control water costs by promptly reporting any broken or misadjusted sprinkler heads or other sprinkler system problems you see.

Trees: The tree trimming and removal work has been completed. In some cases trees that were removed will be replaced with other trees more appropriately sized for the available space.

Plumbing: Recently we reminded owners of the importance of periodically testing water shutoff valves. If you find that the main water shutoff valve for your unit is stuck, please let Lloyd know. Repairs to these valves require shutting off water to half of the complex and intervention from the city water department. We want to coordinate any such repairs to keep disruption to other residents to a minimum.

Fire Extinguishers: Although we hope you never need to use them, residents should know that fire extinguishers are located in many of the utility closets at the front of units (where the electric meters are located).



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APRIL 2004

HOA information is available at <http://www.casadelrey.org>.

The next meeting of the Board of Directors is
Monday, May 17th at 6:45 PM in the clubhouse.

As always, everyone is welcome!

Pool Area Abuse: On Saturday, April 10th someone apparently had a party with chicken cooked by the pool. They left quite a mess, including toilet paper dumped in the pool, several rolls of paper towels taken from the rest rooms, trash cans full of raw chicken packages not emptied, and a table only partially cleaned up. While we welcome *responsible* use of the pool area by residents of our complex, further abuses may lead to restricted access to the pool area. Please report any pool area problems, such as abuse, safety issues or pool cleanliness problems, to Lloyd or to any board member immediately.

Swimming Pool: Our swimming pool will open for the season by late May. Please respect the rights of other residents and be sure family members, tenants and guests know and follow our pool rules:

- All who use the pool do so at their own risk. **THERE IS NO LIFEGUARD.**
- The pool is for private use only.
- Running and unnecessary noise is not permitted. Please be considerate of nearby neighbors.
- Glassware is not permitted in the pool area.
- Food or drink is not permitted in the pool (water).
- Pets are not allowed in the pool area.
- Swim suits only. To protect the pool filters, other clothing, such as "cut-offs" or "T-shirts" are not allowed.
- When wet, towels must be used before entering the clubhouse or bathrooms.
- Children under 14 are not permitted without an adult.
- Gate must be kept closed. Climbing over the gate and/or fence is prohibited. If you see anyone climbing over the fence, assume they are trespassers and call the Santa Clara police at 911 and report them as such.
- Visitors (except house guests and relatives) must be accompanied by an adult resident.
- No children under age 2, or in diapers, allowed in pool.
- The HOA's lifesaving ring is *for emergency use only*, not for use as a pool toy.
- Leave the pool area as clean as or cleaner than you found it.
- The Management reserves the right to deny use of the pool for improper behavior to anyone at any time.

The pool area closes at 10 PM. Lights will turn off automatically.



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MAY 2004

HOA information is available at <http://www.casadelrey.org>.

The next meeting of the Board of Directors is
Monday, June 21st at 6:45 PM in the clubhouse.

As always, everyone is welcome!

Sprinklers: We recently completed several repairs to the lawn sprinkler system. If you see evidence of leaks, wasted water, or areas that are not getting sufficient water, please notify Lloyd or any board member.

Pool Open: The pool is finally heated and open for the season. Please be sure you securely close the pool gate. Owners can get a pool gate key from Lloyd. Renters who don't have a pool gate key should contact their landlords to get one. Unfortunately, ducks like the pool as much as our residents do. Although we don't want to hurt the ducks, for sanitary reasons we can't permit them to feel welcome around the pool. Please chase them away if you see them.

Water Valves: A few months ago we reminded owners of the importance of periodically testing the water shutoff valves for their units. We would again like to stress the importance of doing this. As the complex ages, we have seen an increase in the number of water emergencies. A few weeks ago an owner had interior damage from a water valve that broke in a second floor bathroom wall. The unit's main water shutoff valve did not fully stop the flow of water. Obviously this wasn't a good time to discover that the valve didn't work reliably.

To reduce future risk of this type of problem, the HOA is offering to have its plumber replace the main water valve for any unit in the complex whose owner agrees to pay for the parts and labor. Details are in a separate page of this mailing.

It's easy to tell if your valve is working properly. The main water valve for most units is located near the garage door or front door, where the garden hose faucet is. Temporarily disconnect any garden hose attached to this faucet. Turn off the main water valve. Open the garden hose faucet fully. Water may drain for a minute or two as interior pipes empty, but the flow should quickly stop once the pipes are empty.

If your valve is stuck or water continues to flow after several minutes, please see the attached letter, which explains how you can get the valve replaced by the HOA's plumber.

If your valve fully stops the water flow you don't need to replace it now, but may still wish to do so to avoid future problems.

To reduce the risk of stuck valves, plumbers recommend that you leave the valve slightly less than fully open.



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JUNE 2004

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The next meeting of the Board of Directors is
Monday, July 19th at 6:45 PM in the clubhouse.

As always, everyone is welcome!

Water Valves: 17 of 40 owners took advantage of the HOA's recent offer to coordinate replacement of the main water shutoff valves for their units. All of the requested valve replacements plus replacement of the clubhouse water heater and several plumbing repairs in the clubhouse have been completed. We thank everyone for their patience with the water outages that were necessary to perform these repairs. We hope that by doing this maintenance all at once on a scheduled basis that we can greatly reduce the disruption from plumbing repairs in the complex in the future.

Owners of units whose valve was replaced during this effort will find a one-time charge of \$110 on the monthly statement that is included in this mailing. For those who pay their monthly assessments electronically, please note that the HOA will *not* automatically adjust your payment to cover this charge. You will need to write a separate check to cover the charge. The HOA's usual late charge policy applies to these charges.

Trees: We recently completed the latest round of major tree work in the complex. Replacement trees, bushes and ivy have been planted where appropriate. Although the HOA is responsible for maintaining landscaping in the front of units and in the common areas, unit owners are responsible for maintaining trees in the back yards of units. Please check your back yard for overgrown trees and keep them trimmed well away from the roof, stucco or your neighbor's yard. We also ask that you keep vegetation in your yard trimmed away from fences to help the fences last longer.

Ladder: Have you ever had trouble reaching a burned out light bulb at the bottom of the stairs in your home? Many residents aren't aware that the HOA has a ladder that can be signed out for this type of work. If you'd like to borrow it, contact Lloyd or any board member.

Guest Parking: Please remember that the guest parking spaces in the complex are for guest parking only, not for resident parking.



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JULY 2004

HOA information is available at <http://www.casadelrey.org>.

The next meeting of the Board of Directors is
Monday, August 9th at 6:45 PM in the clubhouse.

As always, everyone is welcome!

The Gazdar Court side of the complex is using 70% more water - 3000 gallons a day more water - than for the same period in 1998. This costs the HOA hundreds of dollars a month more for water, and ultimately drives your monthly assessments or rent higher. Please contact Lloyd or any board member if you know of places where water is being wasted.

Balcony Repair: We expect to paint the complex next year. Keep in mind that HOA policy is that maintenance of the balcony areas is the responsibility of individual owners. Many of the balconies will need repair of rotting wood before they are painted. Plan ahead and take a look at the condition of your balcony now, so you can complete any necessary repairs before the painting is done.

Pool: It's great to see so many residents getting the benefit of the significant investment we make in maintenance of the pool area. Please be sure your children and guests understand that the lifesaving ring is **for emergency use only**; not for use as a pool toy. Notify Lloyd or any board member if you see safety or cleanliness issues around the pool.

Recycling: Residents often wonder about the proper way to dispose of old computers, televisions and other electronic devices. Because they contain lead and other hazardous materials, putting them in the dumpsters is not a good idea. Between now and Labor Day, Hewlett-Packard and Office Depot are teaming up to provide an easy solution. You can bring many types of equipment to any Office Depot store and they will arrange for it to be recycled at HP's recycling facilities. For details, visit <http://www.officedepot.com/recycle> or call Office Depot.

Volunteering: You don't have to be a board member to help the HOA. There are many routine maintenance tasks that take no special skill or rigid time commitment. Even something as simple as sweeping a dumpster area twice a month or walking the complex and picking up litter can make a visible difference. We sometimes have

minor repair or cleaning projects where we'd appreciate some help, too. If you're interested, talk to any board member.



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AUGUST 2004

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The next meeting of the Board of Directors is

Monday, September 20th at 6:45 PM in the clubhouse.

As always, everyone is welcome!

Parking: On August 24th the Santa Clara city council approved a joint request by a number of local businesses, local residents, our HOA and Casa del Valle (the HOA across Halford Ave. from us) to ban the parking of commercial vehicles longer than 20 feet on either side of Halford Ave. between Lillick Drive and El Camino Real. This change will make it easier for the police to ticket 18-wheelers from unrelated areas that have been abusing the parking in this area. Signs along this section of Halford Ave. should be changed in the next few weeks. This change does not in any way add restrictions for normal passenger vehicles.

Thank You!: We'd like to thank all the owners in our complex for the extremely low delinquency rate in payment of monthly assessments. Despite the tough economic climate, we haven't had a serious delinquency in quite a few years.

Construction Noise: We've had a few complaints about construction noise at unreasonable hours from work at the site of the future Kohl's (previously KMart) store on Halford Ave. While noise during normal hours will be unavoidable for a few more months, city staff is willing to work with us to enforce the existing city restrictions on the hours when construction noise is permitted. If you have concerns about unreasonable noise from this site, please contact any board member (during reasonable hours). Specific details about violations (what, where, when, how long, etc.) will help us make the most effective complaints and hopefully keep the disruption to our residents to a minimum.

Oil: We're still seeing people occasionally dump used engine oil jugs in the dumpster areas. As announced a few months ago, the city is no longer collecting used oil from our complex. Any used oil that's left in the dumpster area makes a mess that someone has to clean up, and may result in fines. If you change your own oil, please take the used oil to an appropriate recycling facility, such as the Firestone dealer at 3161 El Camino Real in Santa Clara.



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SEPTEMBER 2004

HOA information is available at <http://www.casadelrey.org>.

The next meeting of the Board of Directors is
Monday, October 18th at 6:45 PM in the clubhouse.
As always, everyone is welcome!

Water Bills: Our water bills are still far higher than they should be. Increased water expenses alone will likely add over \$6 per month per unit to next year's monthly assessment. Please inform Lloyd or any board member if you suspect places where water is being wasted.

Insurance: Our HOA has an insurance policy that generally covers the buildings only against major damage, fire and earthquakes. It does not cover many types of damage to the interior of buildings or damage to personal property. We strongly recommend that every unit owner carry their own insurance, and that landlords both carry insurance and recommend that their tenants have insurance. If you have questions about Casa del Rey's insurance coverage, please contact Donna Lawler Insurance at (408) 973-0700.

Pool: Due to the sharply higher cost of heating the swimming pool during cooler weather (several hundred dollars extra per month), the pool heater has been turned off for the season. Water quality in our pool is professionally maintained throughout the year. Residents who don't mind the colder water are welcome to use the pool even when it isn't being heated.

Opt Out: Are you tired of seeing unwanted thick phone books dumped at your door? AGI Publishing, Inc., publisher of seven million copies of the Valley Yellow Pages each year, says you can request to be removed from their distribution lists by calling (800) 350-8887 during business hours. Please put unwanted phone books in the recycle bins.

To substantially reduce your junk mail, you can call (888) 5-OPT-OUT, where you can request the biggest U.S. credit reporting agencies to remove your name from their marketing databases. For other useful hints on reducing the volume of junk mail, visit http://www.experian.com/preapproved_credit/opting_out.html.

To greatly reduce telemarketing calls, visit <http://www.ftc.gov/donotcall/> or call (888) 382-1222.



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OCTOBER 2004

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The next meeting of the Board of Directors is
Monday, November 8th at 6:45 PM in the clubhouse.
As always, everyone is welcome!

Dumpsters: Since we combined the two dumpsters areas on the Karmen Court side of the complex into a single area about a year ago, we have almost never come close to filling those dumpsters. We pay for trash pickups based on the size of the dumpsters, not on how much trash is in them. To help reduce monthly expenses, we are experimenting with smaller dumpsters on this side of the complex. Let us know if you see cases where the smaller dumpsters aren't sufficient to meet legitimate needs. As always, please do what you can to minimize the space your trash consumes, such as folding boxes and using the recycle bins where appropriate.

Oil Leaks: We're seeing a growing number of driveways and streets stained with leaking engine oil and other automotive fluids. Unit owners are responsible for promptly cleaning up these leaks. We've heard one owner has had very good luck with an inexpensive concrete cleaner called KED (available at the Orchard Supply Hardware at El Camino and Lawrence, on the bottom shelf of aisle 10, close to the checkout lines). **Please help us keep the complex looking nice by fixing leaks in your vehicles and cleaning up stains when they occur.**

Squirrels: Squirrels continue to cause damage to the felt under the roof tiles. To help reduce the ongoing cost of roof repairs, we have started capturing and relocating squirrels away from our complex. Please let us know of cases where squirrels are causing damage.

Water: Water bills are still far higher than normal. Because we don't have per-unit water meters in the complex, it's hard to identify the source of the leaks. One of the only practical methods we have is to turn off water to everyone's home, then turn the water on one unit at a time until we see the meters spin. We will be doing this test late some night in the near future. You don't need to do anything special to prepare for this. **Just be aware that your water will be shut off for up to two hours** some time between midnight and 6 AM on that night, and don't panic if you hear someone outside your unit on that evening. The specific schedule will be announced in a separate flyer that we will deliver to all affected residents. We regret the inconvenience, but have to get the water bills under control since water is one of the HOA's biggest monthly expenses.



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NOVEMBER 2004

HOA information is available at <http://www.casadelrey.org>.

The next meeting of the Board of Directors is
(to be scheduled in January) at 6:45 PM in the clubhouse.

As always, everyone is welcome!

Water: We recently did some testing on the Gazdar Court side of the complex to identify the source of high water usage mentioned in recent newsletters. In addition to a plumbing leak that an owner found in his unit's foundation slab, we found three leaking toilets and several back yard lawn sprinkler leaks. Owners have made necessary repairs for almost all of these already. We suspect that there are still other leaks that are harder to trace. Even the small leaks can really add up over time. [Again we ask all residents and owners to take a few minutes to check for signs of water leaks and to make any necessary repairs.](#)

Promising results from this investigation have motivated us to do additional testing throughout the complex. We have learned a few tricks that should help us collect leak information with better accuracy and less disruption to residents. We know that water shutoffs are painful for everyone, and are trying to keep them to a minimum. We appreciate your patience and your help in reducing our water bills.

Last summer the HOA coordinated an effort to replace old, unreliable main water shutoff valves for units. 16 of 40 owners took advantage of the opportunity to replace the old valves so that water to their unit could be quickly and reliably shut off when necessary. Several other unit owners have recently expressed interest in having their unit's valve replaced. Because replacing any single valve requires shutting off water to about 20 units, we really don't want to replace these one at a time. If you missed the previous chance or have changed your mind, please contact Lloyd or any member of the Board of Directors immediately. The cost for the replacement is approximately \$110.

Trash: The holiday season is one of the most important times of the year for residents to follow the HOA's trash rules. Just a few minutes of effort to fold and stack discarded boxes so they take up the minimum space can greatly reduce the risk of overflowing dumpsters. If you have an unusually large volume of trash, it really helps if you can discard it gradually over a period of several trash pickups (Tuesday and Friday mornings). Please remember that dumpster space is shared by residents of all 40 units in our complex and don't use more than your fair share. Again we remind residents that it is *never* appropriate to leave trash on top of or on the ground around the dumpsters.



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DECEMBER 2004

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The next meeting of the Board of Directors is
Monday, January 24th at 6:45 PM in the clubhouse.
As always, everyone is welcome!

Monthly Assessment: [Effective January 1, 2005, the monthly assessment is \\$305. Please adjust your payments.](#) Simplify your life and reduce the risk of late payment charges. You can authorize the HOA to automatically transfer the assessment from your checking account each month at no extra charge. Contact Lloyd for details.

Christmas Trees: To recycle a Christmas tree, remove decorations, nails and stand and place it at the curb on Halford Avenue early on the morning of Monday, January 3rd. Do not put trees in the dumpster areas. Questions? Call the city at 615-2063.

Trash: The holiday season is one of the most important times of the year for residents to follow the HOA's trash rules. Just a few minutes of effort to fold and stack discarded boxes so they take up the minimum space can greatly reduce the risk of overflowing dumpsters. If you have an unusually large volume of trash, it really helps if you can discard it gradually over a period of several trash pickups (Tuesday and Friday mornings). Please remember that dumpster space is shared by residents of all 40 units in our complex and don't use more than your fair share. Again we remind residents that it is *never* appropriate to leave trash on top of or on the ground around the dumpsters. If you're not sure how to properly dispose of something, Lloyd or any member of the Board of Directors would be happy to suggest acceptable options. Thanks for your help in keeping our complex clean and our expenses lower.

Annual Meeting: The HOA's annual meeting will occur in March. At each annual meeting, HOA members elect one or more owners to the Board of Directors. Please honestly ask yourself if you have done your fair share to contribute to the success of the HOA. If not, consider running for a position on the board. It's a great way to help protect the substantial investment we all have in our homes, and a chance to give something back to our community. You don't need to have formal training to be an effective board member. Caring enough to make a difference is one of the most important qualities. If you're interested in being a candidate, please contact Lloyd or any current member of the Board of Directors.