

# Pacific Point Newsletter

EXTRA! EXTRA!

JANUARY, 2009



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## UPCOMING HOMEOWNERS MEETING:

Monday Jan 19, 2009 at 7:30 p.M.  
~~~ Clubhouse ~~~

## DOOR REPLACEMENT GUIDE

In an ongoing effort to eliminate water intrusion and its costly repercussions, the Board duly adopted guidelines for balcony door replacement at the December 16th HOA meeting. Please file attached guidelines for reference. Any unit modifications i.e. door and window replacement, are subject to Board approval & contingent upon guidelines, effective 12/16/08.

## PLUMBING EMERGENCIES

For any plumbing emergencies i.e. back-up's, bursts or leaks, please contact Manor at (650) 637-1616. Manor has a 24/7 call center and will notify our approved vendor (at a reduced contract rate). The professional services provided by our approved vendor, Roto-Rooter, includes reporting the source of the emergency. It will be incumbent Owners calling another agent to provide documentation proving responsibility. Blockage occurring within Owner plumbing is the responsibility of the Owner. Blockage found within Common Plumbing will be covered by the Homeowners Association.

## TENNANT OCCUPIED UNITS

If you are an Owner renting your unit, please ensure your tenants are acquainted with Homeowner Rules and Regulations. Documentation regarding proper refuse disposal, recycling guidelines, parking rules... can be found on our webpage. Documentation may also be requested by calling the Manor Association. Also, familiarize tenants with instruction regarding fireplace operation.