

UNIVERSITY SQUARE OWNERS ASSOCIATION

Massingham & Associates Management, Inc.
1855 Gateway Blvd. Suite 300 Concord, CA 94520

COMMUNITY NEWSLETTER

Board of Directors

Robert Fitzwilliam
Dixie Schulz
Mike Chen
Lisa Green
Amy Duxbury

Association Insurance

Socher Insurance Agency
1065 E. Hillsdale Blvd. Suite 425
Foster City, CA 94404
Toll Free Phone: 1(877)317-9300
Toll Free Fax: 1(877)317-9305

Contact Massingham if you need a copy of
the insurance policy for your mortgage
lender.

Proudly Managed by

Massingham & Associates Management, Inc.
1855 Gateway Blvd. Suite 300
Concord, CA 94520
Main: (925)405-4900
Fax: 925-405-4747

Your Manager

Camille Thompson
Direct: 925-405-4729
Email: cthompson@massingham.com

The next Board of Directors
meeting will be held:

We have tentatively scheduled a
Board meeting and Community
BBQ for October 20th. More
information will be provided as the
time, date, and location for the
meeting is secured.

Paying Your Assessments...

You should have recently received a welcome letter
in the mail. There was some conflicting information
included that we would like to apologize for.
Please be aware that your assessment schedule has
not changed. You will continue to pay your annual
assessments of \$144 in January of each year.



Enclosed in the welcome packet was an ACH form for
setting up electronic payments. The form had a section
titled "Monthly Debit Amount" this should have said "Annual
Debit Amount".

If you would like to set up electronic payments you can
complete the form that was included and send it in.
Our bookkeeping department is aware that your payments
are to be charged annually and will set up the system to do
so, even though the form said "monthly debit amount" your
account will only be debited annually in January.

We sincerely apologize for the confusion. Please feel free to
contact the Community Manager Camille Thompson with any
further questions or clarification that you may need.



The Massingham & Associates team is looking
forward to working with the residents and Board of
Directors at University Square!

Street Repairs

We were recently informed by the City of East Palo Alto that they
have recently purchased a new crack sealing machine
for the streets. They mentioned that University Square
will be one of the first communities, and areas of the city
to have street repairs done. Please watch out for any
notices posted by the city regarding parking and make sure that
you comply to the notices to avoid any threat of towing if asked
not to park on a specific area of the street.



Resident Contact Information

Enclosed you will find a "Confidential Information" form.
Please take a moment to complete the form and mail it back
in the postage-paid envelope included.



This information will help us to contact you in the event of an
emergency. It is always helpful for your management company to have as
much contact information on file as possible. Also, if you have tenants
living in your unit or a property manager managing the rental of your
unit, please include their information so that we may contact them if
necessary. We thank you for taking the time to complete this form.