

PROUDLY MANAGED BY



Board Members

President

Robert Fitzwilliam

Vice President

Mike Chen

Secretary

Lisa Green

Director

Amy Duxbury

Community Manager

Yvette Montano

ymontano@massingham.com

Direct: (510) 896-2639

Community Assistant

Elida Zamarripa

ezamarripa@massingham.com

Direct: (510) 896-2667

Mail Annual Assessment

Payments to:

University Square HOA

c/o Lockbox Processing

P.O. Box 45401

San Francisco, CA 94145

**Make checks payable to
University Square HOA**

Mail Correspondence

Massingham & Associates

8000 Jarvis Ave—Entry 2

Newark, CA. 94560

Main: 510-780-8587

Community Security

Security Code 3

1-866-903-9111

East Palo Alto Police Dept.

Non-Emergency Line:

(650) 321-1112

Emergency: 911



November 2014

www.massingham.com

New Meeting For Ballot Counting

December 2, 2014 @ 6:30pm –Joel Davis Park

As a result of not meeting the required minimum quorum to count the ballots and determine the outcome of the election at the Annual Meeting, a new date has been scheduled to complete this task. On December 2, 2014 at 6:30pm in the picnic area of Joel Davis Park, the ballots will be publicly counted. All homeowners are welcome to attend and witness the results. A notice will be mailed out to everyone stating the results.

**Meet Your New Massingham
Community Manager:**

Yvette Montano

I am a mother of 3 and celebrated my 10yr wedding anniversary this year. Coming from the accounting side of Massingham & Associates, I have been part of the Massingham/Associa team for the last four years and am very familiar with the HOA industry.

Elida Zamarripa is my assistant and we look forward to working with all of you at University Square.

Tree Trimming on Medians—UPDATE

The board has spoken with the city's maintenance department and has been told that the trees planted on the medians are the responsibility of the city. The median is defined as the area of grass that is in front of the house and separated by the sidewalk. This can be easily seen on Oakes, O'Connor and Tinsley streets.

- The city will maintain the trees on the medians in our community.
- If there is a tree in front your home and it is on the median, you can call the city maintenance department to schedule a time to get it trimmed or any other necessary attention.
- Our community members have worked well with the city in the past and you can easily contact the City Public Works department at: 650-853-3186

Associa Access

Visit Associa Access and register to gain access to pertinent information associated with being a University Square homeowner, such as:

- ⇒ Access to real-time account information 24/7
- ⇒ View/Retrieve Documents: CC&R's, Bylaws, Meeting Minutes, etc.
- ⇒ FAQ's - Frequently Asked Questions
- ⇒ Pay Annual Assessment
- ⇒ Management contact information

To access our community website, go to our management company's site at www.massingham.com and follow these steps:

- Click on "Homeowners" link at the top right of the page
- In the "Owner Login" box, enter University Square and click "Go"
- Click on "Sign up for new account" (you will need your US account number which is located on your account statement, call management for assistance)
- Create a Login & Password (keep this in a safe place as Massingham has no access to this information)

Please contact management for any questions or concerns.

Architectural Committee

The Architectural Committee's mission is to maintain and improve a pleasant and valuable community. Volunteers on this committee work with the HOA Board to ensure that the CC&Rs regarding architectural and aesthetic issues within the community are being followed. This committee also assists neighbors in navigating the CC&R rules and guidelines in order to streamline the architectural application process for homeowners wishing to make any changes to the exterior of their homes. The members on this committees are: **Lisa Green** and **Chantal Frederick**. If you need to contact this committee on anything related to the exterior of your homes (e.g. painting, tree trimming, lawn maintenance, etc.) you can contact them at lisadianegreen@gmail.com