

Legacy Community Management, LLC

P.O Box 36248

San Jose, CA 95158

Tel: 408-677-3110

www.legacycommunitymgmt.com

May 4, 2016

Dear University Square Owners' Association Resident(s),

I am pleased to inform you that your Board of Directors has chosen Legacy Community Management as your new management company for University Square Owners' Association.

Effective immediately, all calls and correspondence relating to the management or maintenance issues at University Square Owners' Association should be directed to our office at 408-677-3110, or you can email us at: clarissa@legacycommunitymgmt.com or lucy@legacycommunitymgmt.com. The Board is in the process of selecting who will be responsible for the HOA finances.

Our management office hours are Monday-Thursday from 9:00 AM to 5:00 PM, and Friday from 9:00 AM to 3:00 PM (excluding holidays). In case of any after-hours maintenance emergency, please call our office to obtain the number to call. We will return your call promptly.

Below is a copy of the agenda for the Board's upcoming meeting on 5/11/16. We look forward to meeting as many owners as we can at that meeting.

We anticipate a long successful relationship with your community and look forward to working with the Board of Directors in carrying out the day to day management of the Association. We encourage you to contact us with any questions or concerns you may have.

Yours truly,
Clarissa Argueta, ARM, CMCA

HOA BOARD MEETING AGENDA UNIVERSITY SQUARE OWNERS' ASSOCIATION

May 11, 2016 at 6:30 p.m.

LOCATION: PGA SUPERSTORE CONFERENCE ROOM, EAST PALO ALTO, CA

NOTE: This meeting is open to the membership per Civil code 4045.

Call to order: 6:30 p.m.

- I. Approval of Agenda
- II. Open Forum
- III. Introduction of Legacy Community Management, LLC, Clarissa Argueta, CMCA (20)
 - A. How they work and contact information
 - B. Schedule of quarterly Board meetings
 - C. Board Directors & Positions
- IV. Secretary's Report (10)
 - A. Approval of Board meeting minutes 2/17/16
 - B. Association's P.O. Box address
 - C. Website
 - D. "Welcome Packet" draft
- V. Treasurer's Report
 - A. Review & reconciliation of quarterly financial statements
 - B. Heritage Bank
 - C. Operating Account/ Reserve Fund Account
 - D. Delinquent Assessments/Collections greater than 1 year
- VI. Guest Speaker: Elizabeth Lam on Emergency Preparedness (20)
- VII. Action Items (15)
 - A. Architectural Committee Report
 - Architecture change form
 - B. Compliance Committee Report
 - C. Security Patrol Company termination
 - D. Resolution to explore attorney opinion on CC&R revisions, election rules, CID, County/City documents pertain US PUD responsibility items
 - E. Electronic Opt-In Form
 - F. Petition Signatures on 2035 city draft proposal to remove metal fencing
- VIII. Adjourn to Executive Session-Closed to membership per Civil Code 4935.
 - A. Compliance Hearings
 - B. Delinquency/Collections
 - C. Third party contracts
- IX. Adjournment Executive Session 8:30 p.m.