



San Mateo de Santa Fe

Condominium Community

Autumn 2011

HOA OFFICE
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Maintenance
505 316-6539
505 820-0730

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505-988-1727

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505-988-1727

Associated Security
Industries
505-995-0440

Major Security Emergencies call 911.
Noise disturbances, suspicious activity, call ASI Security 995-0440.
For maintenance emergencies, call Julian Duran 316-6539 or 820-0730 (only if it needs IMMEDIATE attention.)

From the HOA Office

This summer saw a flurry of activity and changes here at San Mateo. The biggest change has been the transfer of grounds upkeep from a landscaping company to the San Mateo maintenance staff. We purchased equipment, built a storage shed, drafted a schedule of tasks, and now San Mateo maintenance staff has assumed the duties previously performed by a professional landscaping service. As you have observed, the property standards have been maintained and if this venture proves successful, it will yield significant annual savings for the HOA, which will ultimately help augment the Capital reserves. Feedback to date has been positive, and some residents have commented that the grounds look better than ever. We are reseeded bare areas and plans are underway to aerate and fertilize before winter.

Another painstaking task was pruning all the dead matter from the pyracantha shrubs that suffered from the extremely low temperatures of last winter. The results looked a bit stark at first, but we were able to save the majority of the shrubs and new growth has been vigorous. The pruning exposed some areas of damaged stucco which we are in the process of repairing.

We are painting and staining exterior wood throughout the property focusing on the A/C fences and patio gates. Several town homes and condos still need stucco repair on balconies which is also scheduled this year.

Because of the increased workload we are experiencing, it is more important than ever that all work requests that are the responsibility of the HOA get routed through the manager's office. In this way, we can be proactive and accurately track what work is being performed.

All residents should be aware that work orders need prioritization, thus, your requests will be addressed in order of urgency.



Richard paints a fence, but what is his shadow doing??

Dishwashers/Plumbing

We learn something new everyday...A resident recently had to have her dishwasher repaired. The appliance-repair technician told her that the motor was burned out due to lack of use. It's counterintuitive, but when appliances are not used (water heaters included), calcium deposits build up. The technician recommended that all homeowners and residents should run a light cycle on their dishwasher once a month to prevent calcium build up. If you are leaving your unit empty for long periods of time, it is a good idea to have someone go in from time to time and run the dishwasher, run a short cycle in your clothes washer, flush toilets, and run a few gallons of water from the faucets. Appliance repair is a specialized field and technicians charge accordingly. They are also in demand and sometimes it takes several days or weeks to get anyone to come out. You may call the office if you need more information on maintaining appliances. **However, this is an owner cost, not an HOA cost.**

Water Bills / New Residents

Once again we remind Condo owners that any unpaid water bills left by tenants moving out need to be collected from the security deposit and paid to the office within 30 days of the lease termination. Please work with your property manager to ensure that this is being taken care of. Always, always, notify the HOA office of any move outs. ALL new residents of San Mateo must stop by the office to fill out tenant information forms, receive a copy of the rules and regs, register their pets, receive parking stickers and for Condos, have water accounts transferred to their names. **The process takes about 20 minutes.** If we do not have current information on file, water bills will by default be billed to the owner of the unit for payment. We have been very successful in our bid to collect outstanding water bills and we thank you for this. However, we still need to collect late water bills from several owners. We ask that all outstanding water accounts be paid by the end of the year, at which time all outstanding accounts will be sent to a collection agency.

Holiday Block Party !!!!

Come kick off the holiday season and get to know your neighbors at San Mateo. Bring a dish to share. Adult and kid beverages will be provided. There may be a surprise or two in store so don't miss out!!

When: December 7, (Wednesday) 5 pm—7:30pm.

Where: San Mateo Club House

If you plan to attend, please rsvp and let us know what you intend to bring.

988-1727

Third Quarter Board Meeting

A board meeting is scheduled for Friday, November 4, 2011 in the Club House at 5pm. Owners are welcome to attend but are not allowed to participate in discussions. Please rsvp if you plan to attend. 988-1727.

Parking

This topic has been mentioned in previous newsletters, but people are still parking the front, and in some cases the tailgate, of their vehicles too far over the walkways. Remember that it is an ADA regulation to leave 3 feet of space on the walkways to accommodate wheelchair access. We have many disabled people visit the property so this is a very real hazard. Offending vehicles will be cited and if an ADA inspector visits the property, the vehicle could be towed.



Access to air filter (Condos)



The air filter (Condos)



Access Panel (Town Homes)



The air filter (Town Homes)

Winter preparation 2011-2012

It's the time of year when you need to clean your furnace filter. For condos, unscrew the access panel at the bottom of the furnace, pull out the filter, rinse it, let it dry and put it back. For town homes you need to remove the access door and pull the filter out from the bottom. (See photos above) It's especially important to do this if you have pets as the filters suck up the pet hair. And remember, if your unit is going to be empty for more than 24 hours, keep the thermostat at a **minimum** of **60 deg.** to keep pipes from freezing.

Again this year!!



The HOA Office is taking orders for wreaths to support the Santa Fe Adaptive Ski Program. The wreaths will arrive from the Pacific Northwest near the end of November, They are fresh and fragrant and still only \$20.

Help support a great cause!



If you would like to purchase a beautiful poinsettia and support the St. Michael's High School Band, please talk to Sarah in the office. The poinsettias are grown locally at Newman's Nursery and will be delivered to San Mateo on December 1.

Available in red and blush.

6" are \$12

8" are \$20

Attention Town Home Owners and Residents!

Having learned from our past experience with damaged and burst pipes (remember last February?) Maintenance will be inspecting all townhome utility closets to ensure they are adequately insulated. We will inform all owners prior to the inspection date. If you live out of town, please schedule inspections with a person or agent who has a key to your unit. We appreciate your cooperation with this important issue—unfortunately, burst pipes affect your neighbors as well as you.

Useful Numbers

People often call our office to get recommendations for various services. Here is a list of reliable subcontractors and local residents who perform good work.

Plumbing: Bob Bailie 505 934-5191.
Manual Salazar 901-2854

Housekeeping: Yoanna Munoz
699-6730.

Appliance repair: Bernie Salazar
660-4663

Heating/Cooling: AAG Heating and
Cooling: 995-9791.

Electrical: Julian Duran 316-6539

Dog Walking/Housesitting: Stacy
Wahlquist 303 621-6794.

Meal Preparation: James 316-6708

Fitness Opportunities

If you would like to begin a fitness program, or change your current routine, Lindsey Schweiger-Whalen, a resident of San Mateo, offers personal training services. She can also provide you with free trial coupons for classes at Body. She can be reached at 215-350-7307.

Parking Space Assignment

You will observe that we have started the process of identifying and highlighting accessible parking spaces. **Please be aware that these spaces are only available to residents and visitors displaying a legitimate accessible parking permit.** Over the course of the next 6 months we will be restriping the parking areas and will allocate a specific space to each residential unit.

The number of your space will not coincide with your property number. Residents with more than one vehicle will need to park the second vehicle in the overflow parking areas which are available throughout the property.

Breezeways

Please keep your breezeways clean. **In other words, if you spill something, clean it up.** We do schedule periodic breezeway cleaning, but residents are expected to help keep these common areas clean and tidy.

Calling All Book Lovers!

Anyone interested in joining a book club, please contact Nancy Perlman at 989-1774. This is a great way to get to know your neighbors!



Happy Hallow-

BEWARE!!!

Meet the newest member of our staff. His job is to look for people who are not cleaning up after their dogs! He'll leave the dogs alone, but the owners.....well.....Don't risk getting caught!!!
P.S. His next assignment will be parking patrol...

