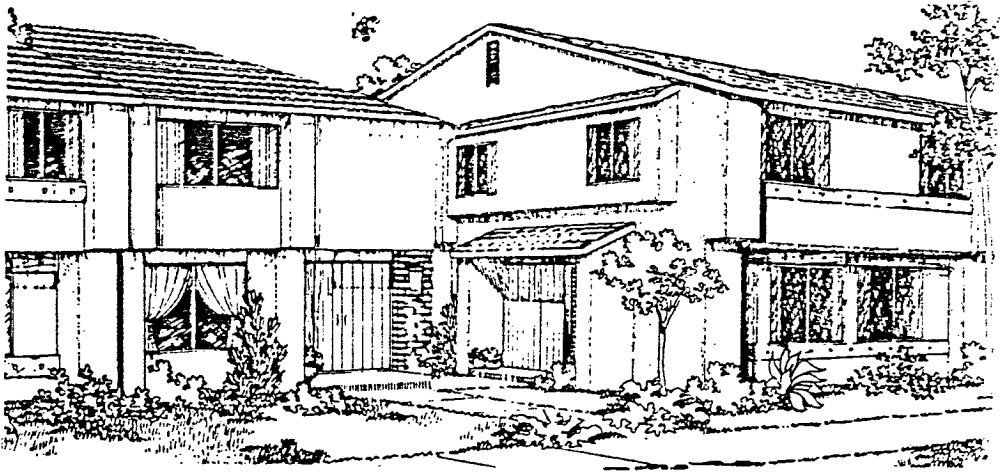


# HOMEOWNER'S MANUAL



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CONTEMPO HOMEOWNER'S  
ASSOCIATION  
UNION CITY, CA 94587



## Table of Contents

Homeowner Welcome Letter .....	1
Board of Directors .....	2
Committees .....	2-3
Association Dues .....	3-4
Special Assessments .....	4
Returned Check Charge .....	4
CC&R's .....	5
Good Neighbor Courtesy Rules .....	5-6
Courtesy Rules for Pets .....	6-7
Use of the Swimming Pools .....	8
Use of Cabana .....	8-9
Tenant Privileges .....	9
Rules & Regulations .....	10-12
Policies .....	12-18
Emergency Card File .....	18
Operation ID .....	18
About Our City .....	19-21
Community Phone #'s .....	21-25



Dear Homeowner:

Greetings and welcome to the Contempo Homeowners Association.



You and your family have joined the ranks of 682 family unit members in a community where people live in close proximity, there will be problems; some which can be handled immediately and some that can't. Your patience may be tested and your assistance will be desired.

The Association is run by the homeowners, for the homeowners. If at any time you are dissatisfied with the Association and its actions, you have the power to change things. However, let it be said that the power of complaint alone is not the power of action. Your complaint combined with your involvement in the solution should achieve results. We would hope that you would join one of the Associations Committees.

We invite you . . . . . We need you!



The following pages will tell you some of the things you should know about Contempo Homeowners Association and its community.

Again, welcome to a new adventure in living . . . come around and let us get acquainted. You might be just the person we are looking for.

Board of Directors  
Contempo Homeowners Association  
4190 Gemini Drive  
Union City, CA 94587  
(510) 489-4440  
(510) 489-1285 (FAX)



# TEAMWORK



## THE BOARD OF DIRECTORS

The affairs of the Association shall be managed by a Board of nine (9) Directors. Three (3) Members shall be elected at each Annual Meeting for a term of three (3) years each. The annual meeting is held the third Saturday in the month of September, 12 Noon, at 32500 Meteor Drive (Cabana II). No director shall receive compensation for any service rendered to the Association. However, any director may be reimbursed for his actual expenses incurred in the performance of their duties. Nominations for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the Annual Meeting. Election to the Board of Directors shall be by cumulative voting and secret written ballot. The person receiving the largest number of votes shall be elected. In the event of death, resignation, or removal of a director, his successor shall be selected by the remaining members of the Board and shall serve for the unexpired term of his predecessor.

If you are interested in becoming a member of the Board of Directors, it is a good idea that you first become involved as a committee member and learn the workings of the Association.

The Board meets the third Thursday of each month at 7:00 p.m. at 4190 Gemini Drive (Contempo Office). Homeowners are invited to come air their concerns and to participate in the on going process of Association business.

## COMMITTEES



Even though making determining policies are responsibilities of the Board, the Committees have an important effect on policy making, for the Committees provide the necessary research, study and evaluation, and then pass their recommendations on for Board action. decisions and the primary

The following is a list of Contempo Committees and their primary functions.

**ARCHITECTURAL CONTROL/LANDSCAPING** - to review applications made by homeowners for permission to make external improvements that must comply with the rules of the Association, the CC&R's and the improvements. To approve or deny such applications. To be aware of violations that exist (basketball hoops on garage are prohibited). To make recommendations to the Board, and with Board approval, to implement long range policies to enhance the value of the Contempo properties.

**LONG RANGE PLANNING** - To plan and prepare the Annual Budget for Board approval. To plan a long range budget for the guidance of the Board. To prepare estimates of reserves that should be established for long range expenditures, and to invest on a continuous basis as to its financial position.

**NEWSLETTER** - To edit, publish and distribute a quarterly newsletter.

**NOMINATING** - To nominate proposed Board Members as provided in the By-Laws. To establish election procedures. To interview prospective members, to review resumes for recommendation to the Board of Directors as they come open.

**RECREATION** - To implement rules for proper use of playgrounds and pools, investigate complaints about pools and playgrounds. To develop and encourage social programs that will bring the community closer together.

Should you have any problems or questions relating to any of the committee functions, or if you would like to volunteer, please call our Association Office (489-4440) and ask that your name and phone number be passed on to the particular chairperson of the committee you wish to get in touch with. In the absences of committee members, the Board of Directors shall serve in the capacity of any of the committees.

### ASSOCIATION DUES



Each homeowner is required to pay an annual assessment payable over a twelve month period due and payable on the 1<sup>st</sup> of each month, with a 30 day grace period . The annual assessment levied by the Association shall be used exclusively to promote the recreation, health, safety & welfare of the residents in the properties, and for the improvement and maintenance of the common area and the homes situated upon the properties. Water within Contempo is furnished by a master meter system. Part of your annual assessment pays for this water bill. A copy of the yearly budget, showing the amount and breakdown of the annual assessment, may be obtained at the Association Office located at 4190 Gemini Drive, Union City, CA 94587.

**NOTE: The annual assessment may be increased each year to a maximum of twenty percent (20%) without the vote of the homeowners as stated in the California Civil Code Section 1366.**

Association dues are paid directly to the Contempo Homeowners Association. In the event a homeowner defaults on a payment of dues, without prior reason and notice to the Contempo HOA, the following course of action will occur:

1. Past thirty (30) days after due date, the assessment shall bear Late Charges from the date of delinquency at the rate of \$10.00 or interest at the rate of 10% per Annum whichever is greater.
2. Past sixty (60) days, a letter will be sent advising homeowner that the account will be turned over for legal action, and that the owner will be responsible for legal action.
3. Past ninety (90) days, a lien will be filed against the homeowner and, if necessary, action taken toward foreclosure on his home.

It is the desire of the Association that every homeowner keep current with his annual assessment, as it is these monies that the Association depends on for maintenance and operation. If you have any questions about the assessments (**HOW, WHERE AND WHY MONEY IS SPENT**) feel free to contact the office at 489-4440, or with a personal visit. We will be more than happy to answer your questions.

### SPECIAL ASSESSMENTS

In addition to the annual assessments, the Association may levy, in any assessment year, a special assessment to defray the cost in whole or in part of construction, repair, or replacement of capital improvement upon the common area without the vote of the homeowner. This Special Assessment is not to be more than five percent (5%) of the budgeted gross expenses of the association for that fiscal year as stated in the California Civil Code Section 1366.

### RETURNED CHECK CHARGE

The Returned Check Handling that is returned to the office for any



Charge is \$20.00 per each check reason.

THE CC&R's



At the Board Meetings from time to time you will hear the term CC&R's. These refer to the Covenants, Conditions and Restrictions. You will also hear about By-Laws and Articles of Incorporations which created the entity known as Contempo Homeowners Association. The By-Laws are the governing instrument by which our Homeowners Association operates. The CC&R's set forth the duties, responsibilities, benefits, burdens, conditions and restrictions owed by:



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- 1. Homeowner to the Association
- 2. The Association to the Homeowner
- 3. Homeowner to Homeowner

Each homeowner should have in his/her possession a copy of these documents as they specify what you can and cannot do as a member of the Association. As an owner, you should have received a copy from the Title company when you purchased your home. If you did not receive a copy of the CC&R's, By-Laws and Articles of Incorporation, you may purchase a copy at the Association Office.

GOOD NEIGHBOR COURTESY RULES



Because of the nature of our community, people living in close proximity with one another, it is important that we remember the rights of those around us.

There are some people in our community who work nights and sleep days. Therefore, it is suggested that no children be allowed in the play areas until 10 a.m.

And please, no loud noise, stereo, hammering, etc. after 10 p.m.

Park in the garage or in the stalls designated for parking. Parking in Contempo is regulated by the California State Vehicle Code and is enforced by the Union City Police Department. If you see a vehicle in violation of the parking code, please call the Union City Police Department at 471-1365.

It is a City Ordinance that each homeowner have garbage pick-up. It is your responsibility to contract with Allied Waste/BFI in Fremont at 657-3500 for the weekly removal of your household trash. You pay for one can service on your county tax bill. Your garbage must be contained in a container with a tight

fitting lid. Therefore, if at any time your garbage is found upon the common area, with exception of properly contained garbage out on the morning of garbage pick-up day, our maintenance department will pick it up, and you, the offending homeowner, will be billed for its removal.

Vandalism and graffiti have become very costly items, a cost which is coming out of every homeowners pocket. Therefore, it has become policy that acts of vandalism or graffiti, reported to the Association in writing, will be billed to the responsible homeowner on a time and material basis plus \$50.00. Any Contempo homeowner, upon being so charged, has the right to appeal this decision.



## COURTESY RULES FOR PETS

### **BY AUTHORITY OF THE CC&R's, Article XII, Section 7:**

***"No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot or the common area, except that dogs, cats and other household pets may be kept on lots subject to rules and regulations adopted by the Association, provided that they are not kept, bred or maintained for any commercial purpose."***

The close living style of our community presents problems for pet owners as well as their immediate neighbors. Dogs, in particular, have been a continuing problem to this Association. There is no reason residents in our community cannot have pets as long as common courtesy rules are applied.

The following are excerpts from RULES & REGULATIONS OF CONTEMPO HOMEOWNERS ASSOCIATION GOVERNING DOGS, CATS & OTHER HOUSEHOLD PETS (a copy of these regulations may be obtained at the Contempo office):

#### Article 2: Nuisance -

It shall be a violation of these rules & regulations for;

- 1) Any person owning, keeping or having in his care or custody any animal to knowingly permit or suffer such animal, by any barking or other noise or sound, to disturb any other persons peace and quiet . . .
- 2) . . . or to repeatedly deposit its body waste, fluid or matter, upon such property.
- 3) Any person owning, keeping or having in his care or custody any animal to allow, permit or suffer such animal to molest, attack or otherwise interfere with the freedom of lawful movement of any person . . .






Article 3: Animal Running at Large -

1) Dog Running at Large - no owner or allow or permit such dog . . . to be or run common area . . . unless such dog is

substantial leash not to exceed six (6) feet in length and is in charge and control by a competent person

2) Female Animal in Heat - whenever such animal is in heat, it shall be confined within a secure enclosure . . .

 keeper of a dog shall at large in or upon any securely restrained by a



Article 4: Care & treatment of Animals -

1) . . . the animals feces shall be picked up & placed in a fly proof container to be properly disposed of.

Article 5: Special Regulations -

1) Two (2) dogs or four (4) cats or a combination of four (4) such animals, provided the number of dogs does not exceed two (2), may be kept on any one lot.

2) the issue born . . . beyond the number three (3) months from



which increases the total number . . . permitted, shall be removed . . . birth.

Article 6: Penalties -

Every homeowner has the written complaint . . . upon witnessing a violation of these rules.

right to file a

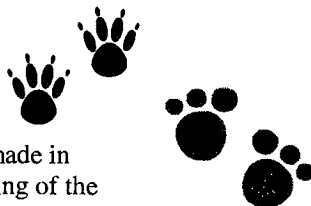
If the complaint is deemed valid . . .



1. First Violation be warned in writing.
2. Second & successive violations be fined the progressive minimum sum of \$50.00.

Article 7: Appeals -

All warnings and fines may be appealed in writing to the Board of Directors, 4190 Gemini Drive, Union City, CA 94587. Appeals must be made in writing no later than fifteen (15) days after the fining of the violation.



ANIMALS RUNNING AT LARGE

Union City Animal Control has been granted License to Enter Real Property by the Board of Directors for the purpose of impounding animals running at large (Union City Ordinance NO 97-73). If this is a problem in your area contact Animal Control at 471-1365.

## USE OF THE SWIMMING POOLS

Swimming pools generally open sometime in May and close sometime in October. The Board of Directors determine each year, depending on the weather, the date the pools will open. The Pools are located at:

4190 Gemini Drive	Pool I
32500 Meteor Drive	Pool II

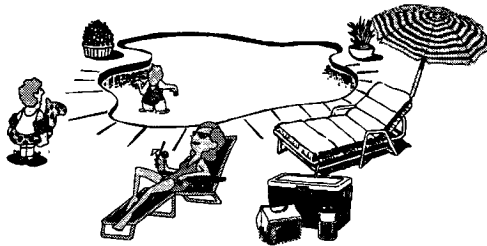
Prior to the opening of the swimming pools the Recreation Committee will issue Photo I.D.'s. I.D.'s will be issued only to Association members in good standing, any homeowner delinquent with his/her dues will be denied use of Association facilities until such time as his/her dues are brought current.

When you are issued your Pool Photo I.D., you will also receive a list of new **POLICIES, RULES REGULATIONS AND PROCEDURES** as approved by the Board of Directors. You will also be asked to fill out a registration sheet, noting basic information, i.e. names, birth dates, and an emergency number where you or a friend might be reached in case of an emergency.

There will be a fee, per person, for the processing of the Pool Photo I.D.'s. Fee is set by the Recreation committee and approved by Board.



**NO  
RUNNING!**



## USE OF CABANA

Contempo Association has for its members use a 150 person capacity Cabana (Cabana II) located at 32500 Meteor Drive. Reservations for Cabana use must be recorded at least four (4) weeks prior to use. Cleaning and key deposit must be received in the Contempo Office, 4190 Gemini Drive, Union City, CA 94587 with completed Reservation form before your name will be placed on the calender. Reservations will be taken during regular office hours, Monday thru Friday. Hours of Cabana use are from 10 a.m. to Midnight on Saturday or Sunday. Any homeowner 30 or more days delinquent in their Association dues will be denied cabana privileges. Tenants must have a current Tenant/Landlord letter on file in the Contempo Office.

Parties where children and teenagers will be present must be supervised by adults at all times. Parents will be fully responsible for the conduct and safety of minors. No one under the age of twenty-one (21) years will be allowed alcoholic beverages.

The pool cannot be reserved with the Cabana, but can be used. Cabana and pool will be used at your own risk. The Association may, at its discretion, require that you provide, at your expense, a certified lifeguard at parties where children are present. Association members shall be fully responsible for the conduct of their guests or their tenants.

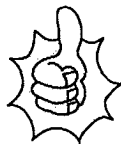
Association members shall be fully responsible for damages to the pool/cabana area. The cleaning and key deposit will be returned if the keys are promptly returned and the cabana is clean and left undamaged. If the cabana is not "CLEANED" and/or equipment is broken or missing after a party, the deposit will be forfeited and any additional expense will be charged to the using party.

If the Board determines that a party requires security, the Association will arrange for said security, with the cost of the security to be bore by the renting party.

The cabana **WILL NOT** be let out for: paid functions; functions at which alcoholic beverages will be sold; to public or private organizations; to groups for the purpose of selling any type of service or merchandise; or to any sales purpose without the express approval of the Board of Directors.

Cabana reservation must be canceled in writing and delivered to the Association Office at least 5 days prior to the reservation use date. Reservation date will remain on the calender until written cancellation received. One half of the use fee will be paid if facility is not re-rented for date canceled.

### TENANT PRIVILEGES



When you purchased your home here in Contempo, you became a member of the Contempo Homeowners Association. As a member you are entitled to certain rights and privileges, i.e. use of the pools and cabana, etc. If your unit is used as rental property you may assign these rights to your tenants, in which case we have designed a TENANT / LANDLORD LETTER that must be filled out, signed by you and returned to the Contempo Office before your tenant is allowed access to any Association facilities. You may obtain a copy of the form letter by contacting the Contempo Office, 4190 Gemini Drive, Union City, CA 94587, 510-489-4440.

5. Loud Stereo's - witnessed violations must be reported to the Contempo Homeowners Association in writing.

- a. First violation - written warning.
- b. Second violation - fined the sum of \$50.00.
- c. Third and subsequent violations - fines graduate a minimum of \$50.00.

6. Hazardous riding of bicycles on the Contempo sidewalks shall be prohibited. Hazardous defined as endangering or threatening to endanger the people walking on the sidewalks, or the destruction of property.

- a. First and subsequent violations - fined the sum of \$50.00.

7. ACTS OF VANDALISM - includes destruction of lights or plant material, graffiti, etc.

- a. Each act of vandalism - cost of material and labor plus a fine of \$50.00 will be billed to the responsible homeowner.

All witnessed vandalism must be reported to the Contempo Homeowners Association in writing.

8. Riding any unauthorized MOTOR-DRIVEN vehicles on the sidewalks or lawns is prohibited.

- a. First violation - written warning.
- b. Second violation - fined the sum of \$50.00.
- c. Third and subsequent violations - fines graduate a minimum of \$50.00.

## FEE SIMPLE PROPERTY OWNERSHIP

When you bought your "lot" here within the Contempo development you became the record owner of a "fee simple" title to that property. Which means you own the structure as well as all the land it sits on.



YOU ARE REQUIRED TO PURCHASE :  
YOUR INDIVIDUAL HOMEOWNERS POLICY (HO-3)

You must individually purchase your own Building-Townhouse, Personal Liability and Contents coverage since the master Association policy does not provide this coverage for you. The policy is called a Package Homeowners Policy (HO-3, the same policy used for single family homes). It is suggested that individual homeowners purchase: "All Risk" or "Special Form" coverage perils; Guaranteed Replacement Cost Endorsement for your townhouse, contents and furnishings, a liability limit of at least \$1,000,000; loss assessment coverage; additional living expense coverage; Earthquake/Flood for your townhouse, and an "All Risk" Improvements and Betterments endorsement. Call your personal insurance agent for a quotation and consultation. For additional information regarding insurance coverage, you may call the association office at 489-4440.

The Association has certain responsibilities as regards the exterior of your property - see CC&R's, Article V, Section 2(i), which reads, "Painting, maintenance, and nonstructural repair of the exterior surfaces of the residences, as the Association shall deem necessary and proper, including but without limitation, replacement of trim, caulking and other repairs of the roof covers, and other miscellaneous repairs, not of a structural nature. Such exterior maintenance shall not include glass surfaces." You, the property owner, have certain responsibilities as regards the exterior of your property. To aid in helping you understand your responsibilities, the Association has developed policies regarding the repair/replacement of screens, doors, and fences, thus:

**BY THE AUTHORITY OF THE CC&R'S, Article X OWNERS' OBLIGATION TO REPAIR, Section 1:**

**"Except for those portions which the Association is required to maintain and repair hereunder (if any) each owner shall, at his sole cost and expense, maintain and repair his residence, keeping the same in good condition and making all structural repairs as they may be required..."**

**POLICIES:**

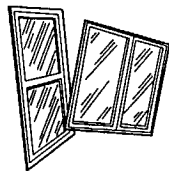


**WINDOWS**

IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL UNIT OWNER TO KEEP THEIR WINDOWS IN GOOD REPAIR. IF GLASS IS BROKEN OR WINDOW LEAKS AND IS IN NEED OF REPLACEMENT, THAT REPAIR/REPLACEMENT WILL BE THE RESPONSIBILITY OF THAT INDIVIDUAL UNIT OWNER. REPLACEMENT WINDOW SHALL BE OF THE SAME SIZE AND STYLE AS THE WINDOW BEING REPLACED. ANY DEVIATION FROM SIZE OR STYLE SHALL REQUIRE THAT YOU SUBMIT A COMPLETED APPLICATION FOR ARCHITECTURAL / LANDSCAPING ALTERATION AND RECEIVE APPROVAL BEFORE ANY INSTALLATION BEGINS. IN ADDITION, THE CITY OF UNION CITY REQUIRES THAT ALL WINDOW REPLACEMENTS ARE ACCOMPANIED BY A PERMIT WHICH CAN BE OBTAINED AT CITY HALL.

**WINDOW SCREENS - Policy # 111590-1**

A. BEGINNING JANUARY 1, 1991, A UNIT MUST HAVE ALL WINDOWS SCREENED AT THE TIME OF SALE. AT THE TIME ESCROW IS OPENED, CONTEMPO MAINTENANCE DEPT. SHALL MAKE AN INSPECTION OF THE EXTERIOR OF THE UNIT. IF SCREENS ARE MISSING OR IN NEED OF REPAIR, WE SHALL DIRECT ESCROW TO HOLD FUNDS TILL SUCH TIME AS PROPER REPAIR OR REPLACEMENT HAS BEEN MADE.



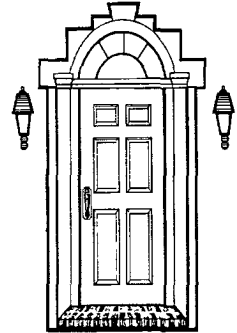
B. IT SHALL BE AN OPTION TO THE HOMEOWNER WHETHER OR NOT TO KEEP THE SCREENS ON THE WINDOWS.

1. IF SCREENS KEPT ON WINDOWS, SCREENS SHALL BE KEPT IN GOOD REPAIR.
2. IF SCREENS NOT KEPT ON WINDOWS, ALL CURTAINS & OTHER HOUSEHOLD PARAPHERNALIA MUST BE KEPT INSIDE THE WINDOWS AT ALL TIMES.

*VIOLATORS OF SECTION B SHALL FIRST RECEIVE WRITTEN REQUEST GIVING THEM 30 DAYS TO COMPLY. IF VIOLATION NOT CORRECTED IN THE 30 DAYS, A FINING PROCESS SHALL BEGIN.*

**DOORS - Policy # 111590-2**

VEHICLE GARAGE DOORS  
PEOPLE GARAGE DOORS  
WATER HEATER DOORS  
FRONT DOORS



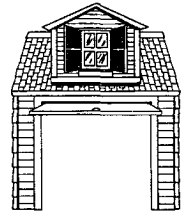
IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL UNIT OWNER TO KEEP THEIR EXTERIOR DOORS IN GOOD REPAIR. IF SAID DOORS NEED TO BE REPLACED,

REPLACEMENT SHALL BE THE RESPONSIBILITY OF EACH INDIVIDUAL UNIT OWNER. WHEN THE ASSOCIATION BECOMES AWARE THAT A DOOR (OR DOORS) NEED TO BE REPAIRED/REPLACED, STAFF SHALL:

- A) SEND A WRITTEN NOTICE THAT REPAIR/REPLACEMENT MUST BE DONE IN 30 DAYS.
- B) AFTER INITIAL 30 DAYS, IF REPAIR/REPLACEMENT IS NOT MADE, A FINING PROCESS WILL BEGIN.
- C) THE ASSOCIATION SHALL BE OPEN TO WORKING WITH AN INDIVIDUAL HOMEOWNER TO EFFECT DOOR REPLACEMENT PROMPTLY.

**GARAGE DOOR OR PANEL  
REPLACEMENT SPECIFICATIONS**

**MATERIALS:** EXTERIOR ROUGH GRADE PLYWOOD  
A-B 6-1 EXTERIOR DOUGLAS FIR  
MINIMUM PLYWOOD PLUGS (BOAT PATCHES)



**OPTIONS:**

1. COMPLETE DOOR REPLACEMENT: Door can be replaced with like door or a roll up door. Roll up doors cost between \$650.00 to \$900.00. For information check the yellow pages of the phone book for garage door replacement companies.
2. REPLACE PLYWOOD FACE ONLY: Use 3/8" 4' x 8' exterior Douglas Fir, rough sawn, one side with minimal plugs, minimal groves.
3. FRAME (CASING) REPLACEMENT: 2" x 6" Douglas Fir to match existing framing (casing).

*USE ONLY EXTERIOR GALVANIZED NAILS OR EXTERIOR GALVANIZED SCREWS (SCREWS PREFERRED). WHEN REPLACING THE PLYWOOD FACE ONLY, BE SURE TO NAIL/SCREW BOTH HORIZONTALLY & VERTICALLY. NAIL/SCREW SPACING SHOULD BE AT 6 INCH INTERVALS AROUND OUTSIDE EDGE OF DOOR AND NO MORE THAN 12 INCHES ON INTERIOR DOOR FRAME BOTH VERTICAL AND HORIZONTAL. IF DOOR IS BOWED, CHECK TENSION BAR IT MAY NEED TO BE TIGHTENED OR REPLACED, ADDITIONAL BRACING MAY ALSO BE REQUIRED.*

4. *DO NOT USE SMOOTH PLYWOOD  
DO NOT USE PLYWOOD UNDER 3/8" THICK  
DO NOT USE INTERIOR GRADE PLYWOOD  
DO NOT USE REGULAR NAILS OR SCREWS*



**BEWARE**

If you hire someone to do this work for you be sure to check & make sure he is a licensed contractor and that he works per these specifications. You might ask to look at a job he has already completed & check references. Complete door replacement requires new hardware with safety chains in the springs.

2/93 Revision

**EXTERIOR FENCES - Policy # 111590-3**

THE ASSOCIATION SHALL MAINTAIN, REPAIR OR REPLACE UNIT FENCES WHERE THEY BORDER THE COMMON AREA, IF SAID FENCES HAVE DETERIORATED FROM TIME & WEATHER TO THE POINT WHERE REPAIRS OR REPLACEMENT SHALL BE REQUIRED. REPAIR OR REPLACEMENT OF SAID FENCES SHALL BE AT THE DISCRETION OF THE ASSOCIATION. COST OF MATERIAL AND LABOR TO MAKE SUCH REPAIR OR REPLACEMENT SHALL BE DIVIDED 50/50 BETWEEN THE UNIT OWNER & THE ASSOCIATION.

**A HOMEOWNER MAY INITIATE REPAIR/REPLACEMENT OF THEIR FENCE BY:**

- 1) AT THEIR OWN EXPENSE REPAIR OR REPLACE SAID FENCE WITH THE WRITTEN APPROVAL AND FINAL INSPECTION BY THE ASSOCIATION.
- 2) NOTIFY THE ASSOCIATION OF THEIR DESIRE TO MAKE REPAIRS TO, OR TO REPLACE SAID FENCE, AND TO MAKE A WRITTEN REQUEST THAT THE ASSOCIATION PAY 50% OF THE REPAIR OR REPLACEMENT COST.

*FENCES FALLING UNDER THE EXCEPTIONS LISTED BELOW SHALL BE MAINTAINED, REPAIRED OR REPLACED BY THE INDIVIDUAL UNIT OWNER, AT THEIR SOLE COST & EXPENSE, IN ACCORDANCE WITH ESTABLISHED ASSOCIATION STANDARDS.*

*IF THE INDIVIDUAL UNIT OWNER FAILS TO MAINTAIN OR MAKE THE NECESSARY REPAIRS OR REPLACEMENT, AFTER BEING SO NOTIFIED & GIVEN 30 DAYS IN WHICH TO COMPLY, THE ASSOCIATION SHALL, AT THE UNIT OWNERS EXPENSE, MAINTAIN, REPAIR OR REPLACE THE FENCE. IF THE FENCE IS TO BE REPLACED, THE REPLACEMENT SHALL BE MADE WITHOUT ADDITION OF ANY PRE-EXISTING ALTERATION OR ADDITION (IE: NO GATES, NO FENCE EXTENSIONS, ETC.).*

*THE ASSOCIATION WILL DO ITS BEST TO WORK WITH EACH INDIVIDUAL HOMEOWNER IN GETTING FENCE REPAIR/REPLACEMENT DONE IN A TIMELY MANNER.*

**POLICY EXCEPTIONS:**

1. FENCES THAT HAVE BEEN ALTERED IN ANY WAY BY CURRENT OR PREVIOUS OWNERS (IE: FENCE EXTENSIONS, GATES, ETC.)
2. FENCES THAT HAVE BEEN DAMAGED BY NEGLIGENCE OF THE UNIT OWNER OR OTHER INDIVIDUALS.

*THE ASSOCIATION SHALL TAKE NO RESPONSIBILITY FOR THE REPLACEMENT OF METAL FLASHING ON EXISTING FENCES.*

NOTE: FENCES BETWEEN UNITS ARE NOT COVERED UNDER THIS POLICY. SAID FENCES SHALL BE CONSIDERED COMMON FENCES OF THE UNITS THUS BEING SEPARATED BY THEM. MAINTENANCE, REPAIR & REPLACEMENT SHALL BE THE JOINT RESPONSIBILITY OF THE UNIT OWNERS SHARING SAID FENCES.

THIS POLICY SUPERSEDES ANY PREVIOUS POLICIES.

A HOMEOWNER MAY NOT REQUEST ASSOCIATION PAYMENT FOR 50% OF MATERIAL & LABOR COST ON FENCES THEY REBUILT PRIOR TO IMPLEMENTATION OF THIS POLICY.

**PEST CONTROL FUMIGATION** - IT IS THE POLICY OF CONTEMPO TO ASSIST WITH ARRANGING PEST CONTROL FUMIGATION THAT MAY BE NEEDED, AND NOTIFYING OWNERS IN BUILDINGS REQUIRING FUMIGATION, UNDER THE FOLLOWING CONDITIONS:



- a) Any unit owner receiving a report from a pest control operator requiring wood destroying pests or related damage shall submit a copy of the report to the Contempo Office. At the same time the owner shall submit three (3) bids for the cost of the fumigation work required. The Contempo Office will then supply that owner with the names, address and telephone numbers, if possible, for all other unit owners in the infested building.
- b) The owner requiring fumigation must send written notice to each other unit owner in the same building, with a copy to the Contempo Homeowner Association Office, which will advise the other owners about the problem, the proposed cure, and the cost, and will request cooperation of all owners in arranging for the fumigation with each owner in the structure bearing an equal portion of the cost.
- c) If pest control fumigation has not been arranged within thirty (30) days of the letter notice to other owners, then any owner in the structure may petition the Contempo Board of Directors for assistance, that shall state the date of written notice to other owners, and any progress if any has been made in setting a date for the fumigation work.
- d) If the Board of Directors determines that fumigation is the proper course of action, and approves intervention, then the Board shall direct its staff to arrange a fumigation date and time with a pest control operator, sign any necessary contracts and / or releases, and arrange with maintenance contractors to have fences moved away and replaced for the tenting process. The staff will then issue notice of the fumigation date.
- e) All costs of fumigation will be paid by the owners of the affected structures, in equal amounts.
- f) As to security, if the pest control operator cannot guarantee that it will have a person on the property at all times during the fumigation process, the Board will retain a full time security guard during the time when any part of the structure is vacant. Each unit owner must arrange for and pay for all expenses associated with moving out and finding other quarters during fumigation; the Board will not arrange for nor pay and assess for such expenses.
- g) If any unit owner or tenant fails to comply with a notice from the Board to vacate for fumigation, the owner may be subject to a fine up to \$250.00, which may be increased by another \$250.00, for any failure to vacate after subsequent notice.





**PLANTING POLICY - POLICY # 031278**

A HOMEOWNER MAY, WITH ASSOCIATION SUBSTITUTE OR ADD PLANT LIFE (no grass AREA IMMEDIATELY IN FRONT OF THEIR MAINTAINED BY THE HOMEOWNER, AND PROPERLY, THE ASSOCIATION WILL ASSOCIATION DISCRETION, INCLUDING REMOVAL OF MAINTENANCE PROBLEM PLANT LIFE, AND THAT NO ROCK, STONE OR GRAVEL OF ANY SIZE MAY BE PUT ON ANY COMMON GROUND WITHOUT THE EXPRESSED APPROVAL OF THE BOARD OF DIRECTORS, AND THAT A HOMEOWNER'S DECISION TO PLANT THE AREA IMMEDIATELY IN FRONT OF HIS HOME WILL NOT, IN ANY WAY, RESULT IN A REDUCTION IN HOMEOWNERS ASSOCIATION DUES. HOMEOWNER WILL STILL BE REQUIRED TO PAY THE TOTAL CURRENT AMOUNT ASSESSED.



APPROVED PLANTING PLAN, or trees may be removed) IN THE HOME. SAID AREA IS TO BE IF SAID AREA IS NOT MAINTAINED MAINTAIN SAID AREA AT

THIS POLICY REFERS TO THE SUBSTITUTION / ADDITION OF PLANT LIFE ONLY. IF YOU WISH TO PUT IN ANY TYPE OF STRUCTURE (small picket fence, patio cover, etc.) YOU MUST SUBMIT AN ARCHITECTURAL ALTERATION / ADDITION APPLICATION, WHICH YOU CAN OBTAIN AT THE ASSOCIATION OFFICE.



IF YOU ARE IN DOUBT, OR HAVE ANY QUESTIONS CALL 489-4440.

**BALCONY** - A BALCONY IS CONSIDERED A PART OF YOUR STRUCTURE, AND AS SUCH, YOU HAVE FULL MAINTENANCE, REPAIR, AND REPLACEMENT RESPONSIBILITIES. IT IS RECOMMENDED THAT YOU MAKE A YEARLY INSPECTION OF YOUR BALCONY, CHECKING FOR DRY ROT, STRUCTURAL SOUNDNESS, RAIL SOUNDNESS, ETC. AND MAKE ALL REPAIRS THAT MAY BE REQUIRED.

**MAIN WATER LINE** -MAIN WATER LINE TO UNIT ==> ASSOCIATION TAKES RESPONSIBILITY FOR THE WATER LINES UP TO THE GATE VALVE FOR EACH INDIVIDUAL UNIT. FROM GATE VALVE AND BEYOND ARE YOUR LINES, SERVICING ONLY YOUR UNIT, AND YOU ARE RESPONSIBLE FOR ANY REPAIRS OR REPLACEMENT ON SAID LINES. AS A COURTESY TO YOU, THE ASSOCIATION WILL CHANGE OUT YOUR GATE VALVE - WE DO THIS AT YOUR REQUEST AND DURING NORMAL WORKING HOURS (MONDAY THRU FRIDAY) IT IS RECOMMENDED THAT YOU PERIODICALLY CHECK YOUR GATE VALVE TO MAKE SURE IT SHUTS OFF TIGHT. **DON'T WAIT UNTIL YOU HAVE AN EMERGENCY TO FIND OUT THE VALVES DO NOT CLOSE PROPERLY!!!**

**SEWER BACK UP** - IF UNIT SEWER LINE BACKS UP THE HOMEOWNER MUST FIRST CALL THE CONTEMPO OFFICE. IF OFFICE IS NOT NOTIFIED FIRST, THE HOME OWNER WILL FORFEIT ALL RIGHTS FOR REIMBURSEMENT. IF ROOTS FROM COMMON AREA TREE AND SHRUBS ARE FOUND TO BE THE CAUSE THE ASSOCIATION WILL PAY FOR SEWER CLEARING, OTHER WISE, THE HOMEOWNER BEARS THE RESPONSIBILITY. A CONTEMPO REPRESENTATIVE WILL MAKE FINAL DETERMINATION IF THE PROBLEM IS THE HOMEOWNER'S OR THE ASSOCIATION'S.

**PARKING** - PARK IN YOUR GARAGE DESIGNATED FOR PARKING. REGULATED BY THE CALIFORNIA ENFORCED BY THE UNION CITY VEHICLE IN VIOLATION OF THE UNION CITY POLICE



OR IN THE STALLS PARKING IN CONTEMPO IS STATE VEHICLE CODE AND IS POLICE DEPARTMENT. IF YOU SEE A VEHICLE CODE, PLEASE CALL THE DEPARTMENT AT 471-1365.

**GARBAGE** - IT IS A CITY ORDINANCE THAT EACH HOMEOWNER HAVE GARBAGE PICK UP SERVICE. IT IS YOUR RESPONSIBILITY TO CONTACT ALLIED WASTE/BFI (657-3500) TO SET UP SERVICE FOR YOUR UNIT. YOU ARE BILLED FOR, AND PAY FOR, ONE CAN SERVICE THROUGH YOUR UNION CITY TAXES. THEREFORE, WHY NOT CALL ALLIED WASTE/BFI AND GET WHAT YOU ARE PAYING FOR. YOU ALSO NEED TO CALL ALLIED WASTE/BFI IF YOU DESIRE ADDITIONAL CAN SERVICE OR YOUR TWO FREE BULK WASTE PICKUPS.

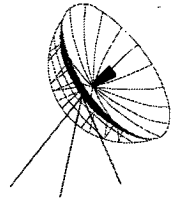
YOUR GARBAGE MUST BE PLACED IN A CONTAINER WITH A TIGHT FITTING LID. CANS MAY BE LEFT OUT THE EVENING BEFORE PICK-UP AND MUST BE REMOVED BY 9:00 AM THE MORNING AFTER PICK UP. IF GARBAGE IS LEFT OUT ANYWHERE ON TH COMMON AREA, IN A CAN OR NOT, WE WILL PICK IT UP AND YOU WILL BE BILLED FOR IT'S REMOVAL.

**GARAGE SALES** - A RESIDENT MAY HAVE NO MORE THAN 6 GARAGE SALES PER A 12 MONTH PERIOD, AND NO MORE THAN ONE PER MONTH. GARAGE SALES ARE LIMITED TO GARAGES ONLY, AND MAY NOT OVERFLOW ONTO STREET OR OTHER COMMON AREAS.

**INFLATABLE BOUNCE HOUSES** - ARE PROHIBITED ON ANY COMMON AREA, WHICH INCLUDES THE AREA IMMEDIATELY INFRONT OF YOUR UNIT.

**SATELLITE DISH** -

**SATELLITE DISH  
INSTALLATION/MAINTENANCE/REMOVAL POLICY  
MARCH 1999**

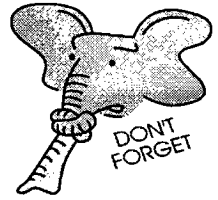


1. Satellite Dish can not be installed on any part of Association Common Area. It is highly recommended that, if at all possible, the dish not be mounted on the roofs.
2. Satellite Dish shall be 39 inches or less in diameter or diagonal measurement.
3. Satellite Dish can be installed inside a unit facing out a window.
4. Cable must enter the unit as close as possible to the dish location, and must be secured and hidden as best as possible. Cable entry into the unit must be through a water tight opening with a drip loop placed in the cable.
5. Satellite Dish can be mounted on a post. The height of said post shall be no more then the distance required to fully contain said post in ones own yard should it topple.
6. Association has option to require reasonable camouflage such as painting the installation a color Matching the surroundings, landscaping and/or screens.
7. Association requests that you contact us prior to installation so that we can have maintenance Personal work with you to find the best possible installation location.
8. Dish shall be installed/removed by a licensed contractor. Unit owner shall take full responsibility for any Damage which is caused by installation or removal of said dish. Responsibility shall pass to all subsequent unit owners, and must be so disclosed by the unit owner at the time of sale of the unit. At the time of sale of the unit, the Association shall have sufficient funds held in escrow to cover any repairs necessary should damage be found which may be associated with installation/removal of said dish.
9. This policy shall prohibit all other devices that are not designed to receive television signals.

**MODIFICATIONS** - MODIFICATIONS TO EXTERIOR INCLUDING BUT NOT LIMITED TO: SECURITY BARS, PATIO, COVES / AWNING, GATES, LATTICE FENCE EXTENSIONS, DECKS, WATER SOFTENER, SATELLITE DISH, ETC. : UNIT OWNER IS FULLY RESPONSIBLE FOR ANY AND ALL MODIFICATIONS, WHICH INCLUDES REPAIR, PAINTING, REPLACEMENT, CODE VIOLATION, UPDATING / CORRECTING, ETC.

## HOME MAINTENANCE TIPS

**CLOTHES DRYER VENT** - Here in Contempo the dryer vents tend to go up and out and get plugged easily. You should clean it periodically, by blowing it out with your vacuum cleaner. If it is good and plugged, you may have to call in a vent cleaner to help you out. **Remember: lint can be a fire hazzard.**



**WATER HEATER MAINTENANCE** - To maximize the life of your water heater, it is recommended that you flush the tank once a year by attaching a hose to the valve on the lower portion of water heater and letting the water run for 10 to 15 minutes. **Caution: water flowing from heater will be hot.**

**WATER HOSES ON WASHING MACHINES** - Check hoses yearly ( especially the **HOT** water supply hose) and change every 2 years. These hoses carry a lot of water pressure and it only takes a few minutes for your house to flood once a hose bursts. In addition to making a mess of your unit, it could flood your neighbors on both sides. The liability is quite great. When going out of town, for even a few days, turn off the water at the hose faucets (hose bibs) where they connect to the water supply. Not only will it keep you from coming home to a flood, it will ensure that the hose bibs work so you can turn them off when you need to do so.

## EMERGENCY CARD FILE

A confidential file has been set up in the Association Office. This file is used only in case of an emergency, i.e. fire, theft, vandalism, etc. Access to the file is restricted to the four (4) Board of Directors Officers, Administrative Assistant, Safety Committee Chairman, the Property Manager, and UCPD. No one else will have access to the file for any purpose. An **EMERGENCY FILE CARD** has been attached to this booklet. We request that you fill it out and drop or mail it to: Contempo Office, 4190 Gemini Drive, U.C. 94587

**BETTER SAFE THAN SORRY!**



## OPERATION I.D.

In conjunction with the Union City Police Department the Contempo Office recommends **OPERATION I.D.** and **NEIGHBORHOOD WATCH**.

What is Operation I.D.? It's simple. You engrave your valuables with your drivers license number, and make out an inventory sheet. What is your reward?

1) Would be criminals tend to shy away from marked items. 2) If you do get ripped off, and the items are recovered, you will have no problem identifying them and getting them back. 3) "Fences" who buy stolen property are cool to marked items, the thief gets stuck with the goods when what he really wants is the money.

Remember burglars are clever enough as it is without help from you. Protect your property. Information on Neighborhood Watch and Home Security can be obtained from the Union City Police Department, 471-1365.

## ABOUT OUR CITY

### *GOVERNMENT OF UNION CITY:*

The City of Union City, Incorporated 1959, is a General Law City which operates under a Council/Manager form of government. Four Council members and a Mayor are elected on an at-large basis to four-year overlapping terms. The Council determines policy, adopts ordinances and sets the local tax rate. The City Council appoints a City Manager who is responsible for implementing the policies of the Council.

The City Council meets on the second and fourth Tuesdays of each month at 7:00 p.m. in the council Chambers, 34009 Alvarado-Niles Road. The public is invited to attend all meetings.

### *BUILDING PERMITS:*

The City of Union City requires building permits for the construction of new buildings, remodeling, additions to buildings, patio structures, arbors, greenhouse, fences exceeding six feet in height, carports, swimming pools, awning, sign structures, etc. Permits are required for all electrical, heating and plumbing work, including the installation or replacement of appliances, fixtures and windows. Permits and information can be obtained from the City Building Department, City Hall, 471-3232.

### *BUSINESS LICENSES:*

The City of Union City requires business licenses for the operation of any business within the City Limits. Business licenses are available at City Hall. License fees depend upon the type and nature of a business. For information, please call 471-3232.

### *FIREARMS AND SHOOTING:*

The City of Union City has a Firearms Ordinance regulating the sale, use, and possession of firearms. Discharge of firearms within the city limits is prohibited. For information on these regulations and target shooting ranges in the area, please call the Union City Police Department at 471-1365.

***POLICE DEPARTMENT:***

The Union City Police Department of patrol services and investigative Department is located at 34009 Police assistance is available 24 coming to the station or calling 471-1365 (Business and animal control calls), or 911 (emergency and ambulance).



provides a full range functions. The Police Alvarado-Niles Road. hours per day by

***ALVARADO RESOURCE CENTER:***

City of U.C. operates a Community Center here on our complex at **4361 Agena Circle**. Several organizations operate out of the center, and Leisure Services provides both after school and summer school programs. For more information, stop at center, or call City at 471-3232

***FIRE DEPARTMENT:***

There are 4 stations operating in Union City. The nearest station to Contempo is Fire Station No. 2 at 31600 Alvarado Blvd. For NON-Emergency dispatch calls dial 476-1185. The Fire Department general administrative information number is 675-5470.

For resuscitator service and other emergencies, call the **EMERGENCY PHONE NUMBER, 911.**

***PERSONNEL DEPARTMENT:***

All job openings for employment are listed at the Personnel Department, City Hall, 471-3232.

**COMMUNITY AGENCIES**

**TIBURZIO VASQUEZ HEALTH CENTER - WIC PROGRAM:**

Located at C & Ninth Street in Union City, the center offers general pediatric and adult medical care including, school, job, insurance and other physical exams, care and management of acute and chronic health problems, V.D. testing, pregnancy testing, premarital blood testing, hypertension and tuberculosis screening, dietetic counseling and other services. The charges assessed to patients are based on the cost of providing the service required. Low income patients will be billed on a sliding scale. For information call 471-5880.

**DENTAL CLINIC:**

The University of the Pacific Dental Clinic at 1203 J Street in Union City also provides services for low income families with fees figured according to family income. Dental examinations can be made by appointment and will be followed up with necessary treatment. The service is also available to those without dental insurance or with Medi-Cal. For appointments call 489-5200.

**TRI CITY MENTAL HEALTH SERVICE:**

Adult clinic provides psychiatric service for those over 18. The Children's Clinic provides psychiatric service for those under 18. Fees are on a sliding scale according to family income. They also accept those with Medi-cal. Phone 795-2434.

**PARENTAL STRESS SERVICE:**

Service available when the kids are getting to you and you can't cope any longer. Call for information about child and family counseling. Seven day - 24 hour HOTLINE available. Phone 792-4357.

**SENIOR INFORMATION AND ASSISTANCE:**

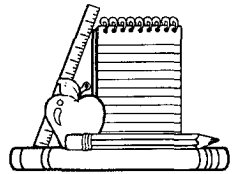
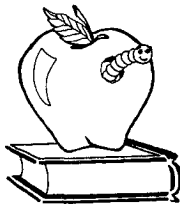
Phone 577-3530

**SECOND CHANCE INC. :**

Divorce Groups, Drug/Alcohol Education Workshop, Stress Management Groups, Marriage Counseling Groups, and other support groups. For more information call 792-HELP

**LIONS CLUB:**

The Union City Lions Club provides free eye examinations and glasses for low income families. Applications are available in district school offices. The Lions Club also periodically sponsors a Sight Saver mobil unit which offers free vision for the blind and the Guide Dog Program. They also sponsor many youth activities in the community, i.e. Little League, Girl Scouts, boy Scouts, etc. For more information contact the Union City Chamber of Commerce at 471-3115



**SCHOOLS**

Cabello Elementary School  
4500 Cabello Street, Union City

K-5 489-4141

Alvarado Elementary School  
31100 Fredi Street, Union City

K-5 471-1039

Pioneer Elementary School  
32737 Bel Aire Ct, Union City

K-5 487-4530

Alvarado Middle School 31604 Alvarado Blvd, Union City	6-8	489-0700
Cesar Chavez Middle School 2801 Hop Ranch Road, Union City	6-8	487-1700
James Logan High School 1800 H Street, Union City	9-12	471-2520
Mission Valley ROP		656-0533
New Haven Adult School 1800 H Street, Union City		489-2185
New Haven Unified School District 34200 Alvarado-Niles Rd, Union City		471-1100



**School age entrance requirements:**

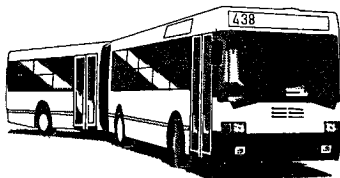
To enter Kindergarten in September, a child must be five (5) on or before the following December 2<sup>nd</sup>.

To enter first grade in September, a child must be six (6) on or before the following December 2<sup>nd</sup>.

To enter school a child must have proof of immunization for polio, measles and DPT.

**COMMUNITY SERVICES**

**THE UNION CITY TRANSIT:**



**Welcome Aboard!**

Union City Transit is Union City's own bus system operating within the city limits. Routes are coordinated with Bart trains, AC Transit, and the Dumbarton Express to areas outside of the City. Main transfer points are at the Union City BART station and Alvarado & Dyer. Monthly passes are sold at City Hall or by mail. For standing orders, call 471-3232, ext. 373. Eligibility for reduced fares and passes for seniors and the disabled can be verified by a Regional Transit Discount Card, Alameda County Gold Card, Medicare Card, or DMV Placard.

**Hours of Operation**

Monday-Friday 4:15 am - 9:20 pm  
 Saturday 7 am - 7:30 pm  
 Sunday 8 am - 6:30 pm

There is **no** service on the following holidays:

- |                  |                  |
|------------------|------------------|
| New Year's Day   | Labor Day        |
| President's Day  | Thanksgiving Day |
| Memorial Day     | Christmas Day    |
| Independence Day |                  |



In addition to the Union City Transit System, there is also the Union City Paratransit which offers shared ride curb-to-curb service throughout Union City for individuals who, because of disability or a health-related condition, are unable to ride regular Union City Transit fixed route.

**Information Phone Numbers**

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Union City Transit . . . . .	471-3232 ext. 373
Union City Paratransit . . . . .	471-3232 ext. 373
BART . . . . .	441-2278
AC Transit . . . . .	817-1717
Dumbarton Express . . . . .	817-1717
Tri-City Paratransit . . . . .	574-2053
East Bay Paratransit . . . . .	287-5000
RIDES (Ridesharing) . . . . .	817-1717
Regional Transit Discount Card . . . . .	891-4706
Bay Area Transit Internet Address . . . . .	<a href="http://www.transitinfo.org">http://www.transitinfo.org</a>

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**LIBRARY SERVICES:**

Library services are provided through the Alameda County Library System. The Union City branch is located in the William Cann Memorial Civic Center, 34009 Alvarado-Niles Road. Story hours are provided for children. For information call 745-1464. In addition, the bookmobile stops at Contempo Office @ 4190 Gemini Dr.

**SENIOR CITIZENS:**

The Dyer Street Senior Citizen Complex offers weekly Bingo and Dinners and other social activities throughout the year. For more information please visit their center located at 4163 Dyer Street.

**YOUTH PROGRAM:**

The Union City Youth Program offers a chance for community youths from 14 to 21 years of age to take part in a variety of work programs. For more information call 471-3232.



## LEISURE SERVICES:

Through its Leisure Services Department, the city operates leisure time programs at neighborhood parks throughout the city and at the Holly Center on Alvarado Road and at the Kennedy Center on Decoto Road. They also provide playground and a variety of special classes and other recreational activities. For information call 489-0360 or 471-3232.



### Union City "CITY" Services

#### *Civic Center*

34009 Alvarado-Niles Rd., Union City, CA 94587

Telephone: 471-3232

#### *City Website*

[www.ci.unioncity.ca.us](http://www.ci.unioncity.ca.us)

#### *Union City Library*

34007 Alvarado-Niles Rd., Union City, CA 94587

Telephone: 745-1464

[www.aclibrary.org](http://www.aclibrary.org)

#### *Holly Community Center*

31600 Alvarado Blvd., Union City, CA 94587

Telephone: 471-6877

#### *Kennedy Community Center*

1333 Decoto Rd., Union City, CA 94587

Telephone: 489-0360

#### *Ruggieri Senior Center*

33997 Alvarado-Niles Road., Union City CA 94587

Telephone: 489-6629

#### *Teen Center*

1200 "J" Street, Union City, CA 94587

Telephone: 489-1462

#### *Teen Workshop*

33623 Mission Blvd., Union City, CA 94587

Telephone: 489-5348

#### *Dan Oden Swim Complex*

33901 Syracuse Ave., Union City, CA 94587

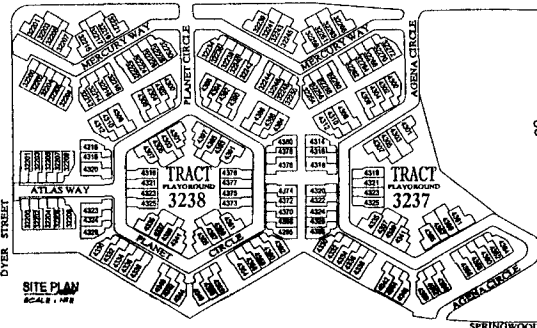
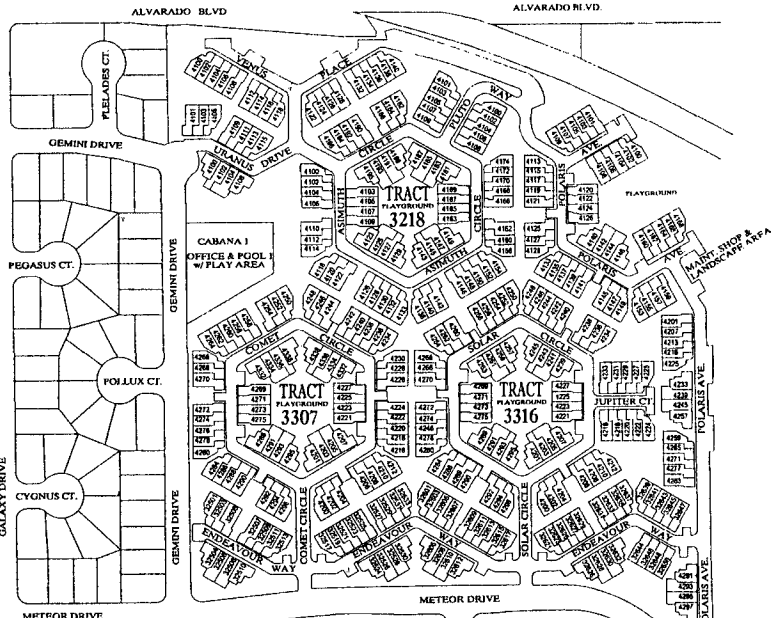
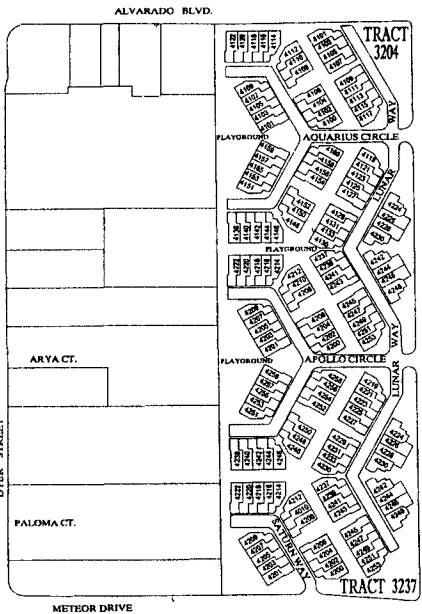
Telephone: 471-3837

#### *Animal Shelter*

1940 Stevenson Blvd., Fremont 94538

Telephone: 790-6640





CONTEMPO OFFICE

4190 Gemini Drive  
 Union City, CA 94587  
 (510) 489-4440  
 (510) 489-1285 Fax

SITE PLAN  
 SCALES: 1"=80'

**DIRECTORY of SERVICES**  
**and IMPORTANT NUMBERS**



**CONTEMPO HOMEOWNERS ASSOCIATION OFFICE**  
 4190 GEMINI DRIVE, UNION CITY, CA 94587..... 510-489-4440  
 ..... 510-489-1285 FAX  
 EVENINGS & HOLIDAYS 510-792-5314

**EMERGENCY (POLICE - FIRE - AMBULANCE).....911**

**FIRE DEPARTMENT (non-emergency business calls.....471-3232 x 470**

**POLICE DEPARTMENT**  
 (non-emergency business & animal control calls..... 471-1365

**CITY OFFICES.....471-3232**

**KENNEDY CHARLES F COMMUNITY CENTER.....489-0360**

**HOLLY COMMUNITY CENTER.....471-6877**

**SBC/AT&T TELEPHONE**  
 Customer Service.....1-800-310-2355  
 Repair Service..... 611  
 Time..... 767-8900

**COMCAST CABLE TV.....1-800-266-2278**

**PACIFIC GAS & ELECTRIC COMPANY**  
 24-Hr Emergency & Customer Services..... 1-800-743-5000

**ALLIED WASTE/BFI - garbage service & bulky waste p/u.....657-3500**  
 Each homeowner is responsible for arranging his own garbage collection.  
 Collection is not paid for by the Association Dues. You pay for one can service  
 on your tax bill. Why not use it?

**TRICED RECYCLING .....429-8030**  
 Union Sanitary Dist. (Cooking oil recycle info).....477-7630

**ALAMEDA CO. HOUSEHOLD HAZARDOUS WASTE.....1-877-786-7927**

Revised 12-06  
 manual.wpd