

# **Sand Creek Villas Community Association, Inc.**

## **Welcome to the Sand Creek Villas!**

The Sand Creek Villas subdivision, developed by Pulte Homes, exists for the sole benefit of its members. Through its governing documents, the Association manages the administration of the community, provides for maintenance of its common areas, maintains both property and liability insurance of the common area, and facilitates the covenant management key to the community.

### **Membership**

As an owner in Sand Creek Villas, you are a member of the Community Association. Membership is neither optional nor negotiable. Some members may elect to participate in leadership roles of the Association by joining the board of directors or a committee. Your opinions are always important to the community and please feel free to call.

### **Master Association**

Sand Creek Villas is a sub-association of Ridgeview at Stetson Hills. Ridgeview at Stetson Hills is the “Master Homeowners Association” and Sand Creek Villas are subject to the Master Declaration and all other Master Associations Governing Documents. Sand Creek Villas Community Association is also subject to the Master Association assessments, which will be included in their monthly dues.

### **Gate Openers**

Upon purchasing your new home, you will be given two gate openers. It is your responsibility to pass the two gate openers on to future owners or tenants of your residence. Additional gate openers may be purchased from the Association. Please call Kristie after closing to have your information entered into gate opener.

### **Board Members**

The Board of Directors consists of members of Pulte Homes and a homeowner. The current Board of Directors is:

President: Nate Skrdla

Vice President: Tom Hart

Secretary/Treasurer: Daryn Strop

Board meetings are open for all members.

### **Trash Removal Service**

Currently Waste Management is providing the Association’s trash service. A 96-gallon trash tote will be delivered to your town home within 3 weeks (after closing please call 593-9811 for faster delivery). Please keep the tote in your garage except on trash pickup day.

### **Common Area Maintenance**

The Association provides for the maintenance of the common elements of the community. That includes the “common area” – landscape areas surrounding the units as well as the exterior maintenance of the units. Each unit is under warranty for the first year. Owners are ask to be diligent about having warranty issues addressed during the one-year period in order to reduce the liability to the Association at a later date. Landscape maintenance, grounds policing, and snow removal of sidewalks (more than 2”) and driveways. Streets within Sand Creek Villas Community are private, therefore maintenance and snow removal (more than 4” for the streets and driveways) are the responsibility of the Association.

Currently ValleyCrest & ELM provides the Association’s landscape maintenance.

### **Insurance**

The Association maintains property and liability insurance coverage through Van Gilder Insurance. **Owners are encouraged to purchase content coverage for all their personal belongings upon closing.** An insurance sheet is enclosed for your reference. For further information, contact Andy Cobb at Van Gilder Insurance at (719) 634-8807.

### **Covenant Management**

Covenants are restrictions on permitted uses of the property and on unauthorized improvements in the subdivision. Covenant management and enforcement gives assurance to owners that property values will be protected against the type of activities that can potentially decrease property values by their negative impact on surrounding properties. The most common covenant violations in town home communities are the three “P’s”- parking, pets, and poop. Please be considerate to all your neighbors. Residents can avoid unintentional covenant violations by reviewing the requirements of the covenants, rules and regulations, and the submittal process for plan review of proposed exterior improvements, and consciously using neighbor to neighbor courtesy.

### **Annual Meeting of the Membership**

The members of Sand Creek Villas Community Association meet annually to discuss the status of the Association and become acquainted with new members. This is not the forum for personal issues but an information and educational meeting. If you do have an issue that needs attention please come to a board meeting. We hope that you will participate in this annual event and take an active role in the interest of the community. A notice will be sent to all property owners in advance of the annual meeting. The time, place, and date will be given for the meeting.

### **Assessments**

The Association was established with a calendar year ending December 31<sup>st</sup>. Assessments are due monthly and are payable to Sand Creek Villas Community Association, C/O Balanced Bookkeeping & Community Association Management, Inc., P.O. Box 25696,

CSC 80936. The assessment for 2007 has been set at \$110.00 per month (includes Ridgeview at Stetson Hills Master assessments). All assessments are due on the first of each month and are considered late if not received by the tenth of each month. There will be a \$20.00 late fee added to your account at that time. This Assessment is subject to change each year according to the budget established by the Board of Directors. Payment books are provided to each owner for convenience in paying the monthly assessment.

### **Budget**

A copy of the most recent budget is enclosed in your welcome packet. This budget gives a breakdown on the various areas of financial responsibility of the Association. The Board of Directors prepares an annual budget prior to the beginning of each fiscal period. The assessment is established from the approved annual budget.

### **Newsletter**

Until such time as a Newsletter Committee is established, Balanced Bookkeeping & Community Association Management will provide periodical newsletters. Owners are invited to submit articles for publication that may be of interest to the membership (subject to Board approval). Sponsorships will be utilized to offset the cost of publication.

### **Management**

The office of Balanced Bookkeeping & Community Association Management, Inc. professionally manages the Association. We can be reached at:

Balanced Bookkeeping & Community Association Management, Inc.  
P.O. Box 25696  
Colorado Springs, CO 80936-5696

Phone (719) 593-9811

Fax (719) 265-6481

E-mail – [Balbookacc@aol.com](mailto:Balbookacc@aol.com)