

Cobblestone Crier



November 2004

Newsletter of the Cobblestone Village Homeowners Association, Inc.

New Meeting Location

Beginning November 8, the Board Meetings will be held at Rosita's Restaurant at 81st and Federal. The meetings are always on the second Monday of each month and begin at 7:00 p.m. Please come and check out our new surroundings and get involved in the improvements that are under way at Cobblestone Village.

Your new Community Manager is Michelle Rio. If you have any questions or concerns, please give her a call at the office of Management Specialists, Inc. @ 720-974-4164, or email her at Mrio@ManagementSpecialists.com

Small Problems, Big Problems

Please remember to call Michelle when you notice things that need to be fixed. The cost of a repair to a small problem like a leaky gutter is minimal compared to the cost of repairing structural damage caused by the gutter leaking for a long time. These repairs are paid for with your money – if we can get repairs done by spending less of it, we can get other things done sooner that also need to be done to improve the appearance of your community.

Cobblestone Village “Top Five” List

The Cobblestone Village Top 5 List of Covenant Violations:

5. Parking up against the curb in the winter will not allow snow and ice to adequately melt and run off into the streets. (Nobody likes to slip on the ice with their arms full of groceries!)
4. The TEMPORARY parking spaces at the mailboxes are not meant for OVERNIGHT parking.
3. Auto repairs are limited to “quick fixes” such as tire changing ONLY.
2. Planting boxes are meant for PLANTS only.
1. Parking your vehicle ON the sidewalk is a no-no!

Your New Board

New Board Members were elected at the August Annual Meeting: Lorraine Montoya and Jan Bennett. The contact numbers for the new and old Board members are as follows:

Lisa Mittan, President
303-624-2544 (work)

Mike Walker, Vice President
mikeawalker@wwdb.org

Jo-Ann Mageors, Treasurer
303-300-8786 (work)

Lorraine Montoya
Llgml@juno.com

Jan Bennett, Secretary
303-426-0592 (home)
ubiorbi@yahoo.com

Neighborhood Watch Update

On 9/15/04 Officer Torres gave a great presentation to a group of homeowners about Neighborhood Watch. All we need is 40% participation to get the program started. We will then have signs posted to discourage criminals. The requirements are simple: (1) inventory all valuable possessions with description & serial numbers, then show list to block captain; and (2) keep your eyes open, watch your neighbors' back and they'll watch yours.

We are walking the complex this weekend to ask you to join up. We walked it before and met your neighbors—they are great people. We need all residents, renters & owners. We would also like to create a book of CV residents. What info you include –if any– is up to you. We have block captains for all but a few blocks. If you have not yet been contacted, call 303-426-0592 or 303-474-4327 and get a form to list your valuables and/or to adopt a block and become a block captain. The next Block Captain's meeting will be at Pat Barnes, 67J, on Sunday, November 7th at 2:00 p.m.



Cobblestone Village Information

Board of Directors

Lisa Mittan, President

Mike Walker, Vice President

Jo-Ann Mageors, Treasurer

Lorraine Montoya

Jan Bennett, Secretary

Community Manager

Michelle Rio.....720-974-4164

After-Hours Emergencies303-420-4433

Sprinkler Emergencies.....303-420-4433

Board Agenda

Cobblestone Village Homeowners' Association meetings are held the second Monday of every month at 7:00 p.m. The next monthly meeting will be November 8th at Rosita's. Please call Michelle in advance if you would like to be added to the meeting agenda.

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Neighborhood Watch Program & Tips

PROGRAM

1. Make a list of all your valuables and list serial numbers; keep in a safe place. In case of robbery, give list to police and they can track items through state computers and locate them and the thieves when they show up in pawn shops. Use an engraver to identify jewelry or other valuables to include on your list.
2. Block captains check that you have completed the list but do not keep it—you do. When we have 40%-60% participation, police will post signs stating that this is a Neighborhood Watch complex so thieves know they are being watched.
3. It is also necessary that we look out for each other. Familiarize yourself with your neighbors and their cars, and make note of strange cars or those with expired or no license plates and report them if they are not moved.
4. We must also participate in the yearly "Neighborhood Night Out," a social gathering held here during the summer.

TIPS

Get to Know Your Neighbors

- You watch their back and they'll watch yours.
- Share information in a Cobblestone directory we are compiling – All information is voluntary; if you want nothing listed it will not be. If you have a trade or business we can advertise it in the directory.
- Sign up for the email (or phone) alerts to find out instantly of any vandalism or criminal activity in the complex. Call in any criminal activity you witness to Jan (303-426-0592) or Pat (303-474-4327).
- Tell a trusted neighbor when you're gone and have papers picked up; also let them know who will be coming over to feed pets, etc.

Be Alert

- Call the cops whenever you see something out of the ordinary. They would rather investigate a false alarm than a cold burglary. (Non-emergency Westminster police no. is 303-430-2400. Call 911 for emergency/fire.)

Take Precautions

- Install motion sensor lights; keep porch lights on.
- Use double-lock deadbolts (requires key on the inside but keep nearby).
- Watch idling cars in the winter; keep cars and house doors locked.
- Use stops and dowel rods for sliding doors and basement windows.
- Get a dog.
- Install security windows and doors but get Board/Architectural Committee approval first.

Mail Boxes

Mailboxes have been ordered for both locations. They expected arrival time is 4-5 weeks. During the installation time, mail will be available only through the post office at 104th and Federal:

After we have the expected delivery date for the new boxes (about 5-6 weeks from now) we will post a notice informing the residents of that date and that they will have to go to the Post Office to pick up their mail if they don't get it out of their box before that date - also that their mail will be held at the PO until we get the switch made of the actual boxes.

The Post Office assigns the boxes to the correct addresses.

Residents then go to the Post Office and provide ID and proof of address and receive new keys.

The 1st Annual Westminster Dog Show



The dogs had their day on October 3. For all their hard work protecting, forgiving and giving unconditional love 24/7, they got treats, awards and got to meet the other dogs of Cobblestone.



Homeowner/Community Association*:

A community association is an organization established to govern a private community. Typically it owns and manages common property for the owners of private homes, town homes and or condominium units. By purchasing a lot and/or home, an owner automatically becomes a member of the association and remains as such until his/her property is eventually sold to another party.

The primary purpose of the association is to protect and preserve the value of the privately and commonly used property. In furtherance of that goal, there are various restrictions such as fence requirements and guidelines; or limitations on the number of cars allowed in the driveway; or how many and what type of pets are allowed, to name but a few. These rules may conflict with the desires of an individual owner but exist for the general good of the entire community. In addition, the association may have the responsibility to repair and maintain portions of the community, such as roads, roofs, and recreation facilities.

The individual owner in a community association has the opportunity to become involved and participate in the on-going affairs of the community, as well as the responsibility to assure the homeowners association operations conform to its by-laws and declaration. <http://www.associationtimes.com/articles2004/HomeRDuties080104.htm>

*Cobblestone Village is a "Homeowner Association," which is defined as two or more homeowners that belong to a mandatory membership organization for the maintenance of commonly owned real estate and improvements.

HOA Board of Directors:

The board members' focus is to provide maintenance services to the other co-owner members of the association, to protect the investment of all co-owner members, and to provide the co-owner members with an atmosphere which promotes a peaceful and enjoyable community in which to live.

Here are some of the things a Board member must do:

- Become familiar with the association's bylaws, rules and regulations, and the established policies that are currently in place.
- Review the past year's management reports and board minutes. Become familiar with the status of various projects and any particular issues the board is currently facing or has faced in the past.
- Review the current management agreement, if a managing agent has been retained.
- Review the current contractor agreements that are in place, including their specifications.
- Review the current, most recent year-end review, and the last year's monthly financial statements. This will give an overall financial picture of the community and its needs and requirements and assist in participating in the preparation of realistic budgets and reserve schedules.
- Find out what committees are in place, who the chairperson is, and what projects they are currently involved in.
- Not make decisions independently, but only when a majority of the board is present and can be informed of factors to consider when discussing and making a decision.

Board members too must walk that fine line between being a co-owner and a board member. Board members must be open to ideas from all sectors, keeping the goals of the community as a whole foremost in your mind. Personal issues, unless they are issues faced by many in the community, are only counter-productive for the Board. These can sometimes prove difficult to avoid, but doing so is an important ingredient to the board working as a whole for the good of the entire community.

Although a community association is a community consisting of housing dwellings and families, it is still a business that requires decisions be made in the best interests of that corporation. <http://www.associationtimes.com/articles2004/roleboardmubr030404.htm>

The Generally Accepted Role of the Community Manager is to:

FINANCIAL SERVICES

Monthly Financial Services

- Assist the Board of Directors in preparation of a fiscal year operating budget
- Collect assessments and other fees
- Collect special assessments*
- Deposit all income in association accounts
- Maintain separate bank accounts in association name
- Provide payment coupon books to members for payment of assessments*
- Provide follow-up contact to delinquent payees
- Assist legal counsel with delinquent collections; provide necessary documentation
- Pay authorized association bills
- Provide copies of paid association invoices upon request
- Transfer funds to or from reserve account with board approval
- Monthly Financial Statements
- Prepare current balance sheet
- Prepare monthly income and expense statement
- Prepare cumulative income and expense statement
- Prepare comparative actual to budget statement
- Provide check register (disbursement journal)
- Reserve Items
- Follow board-adopted long range reserve plan
- Solicit proposals for reserve plan
- Review reserve investment policy
- Insurance Items
- Review insurance coverages

- Review bond coverage
- Solicit bids for insurance coverage
- Accounting Services
- Arrange for preparation of tax returns (by CPA)
- Coordinate CPA review/audit
- Provide payroll accounting
- Monitor investments

ADMINISTRATIVE SERVICES

Monthly Administrative Items

- Attend regular board meetings
- Prepare written management report for board meetings
- Prepare board meeting agenda
- Prepare association meeting minutes*
- Handle member telephone and written correspondence and requests
- Prepare and mail deed restriction violation notices
- Administer requests for property modifications and alterations

Other Administrative Items

- Prepare and distribute meeting notices to members
- Plan and prepare annual business meeting
- Distribute annual meeting minutes
- Maintain member roster
- Maintain renter, lessee, and resale list
- Work and meet with association attorney for routing matters
- Publish and distribute association newsletter*
- Provide training and education for new board members and personnel
- Provide new property owners with welcome information*
- Prepare status letters and resale certificates*
- Maintain association financial files
- Maintain board and committee files
- Process and administer insurance claims*

MAINTENANCE SERVICES

- Obtain bids and execute maintenance contracts
- Monitor performance of maintenance contracts
- Administer capital replacement contracts*
- Review common area buildings and other property
- Report policy violations to the board
- Process routine and emergency work orders
- Maintain 24-hour answering service for emergencies
- Facilitate emergency/authorized access
- Review and update association property inventory (annually)

*often an additional charge above monthly management fee

Source: Kramer-Triad Management Group - <http://www.associationtimes.com/expectations.html>

Planned Community Improvements

The Board has requested, with the assistance of Michelle, to receive bids from different groundskeeping contractors for both maintenance service, and improvements to areas where grass and other plants have died and the general appearance has deteriorated. We will have this resolved as soon as possible, but there is a lot of work to be done. We want to give prospective contractors time to survey the property and provide comprehensive bids, and we want to also take adequate time to review those bids thoroughly. Receipt of bids has been requested by very early in December, and we plan to have a decision made by early January. Meanwhile, you will still see our current contractor on the property, performing leaf clean up, snow removal, and other services.

In addition, Michelle has begun soliciting bids for roofing and gutter replacement services. The association's 20-year plan calls for this work to begin next year, so we are getting the bidding/selection done now to be sure we don't have a long wait behind other roofing customers after the weather permits this type of work to begin.



Air Conditioners

The Board would like to remind residents of the rules concerning window mounted air conditioners. Window-mounted air conditioners are allowed on the backside of the building and they must not require outside support. Front window mounted or side-mounted air conditioners are only allowed if they are set back behind the screen of the window and cannot be seen. According to the Covenants, outside window-mounted air conditioners are not allowed, but the Board does believe in having a cool summer!

Please remember - all window-mounted air conditioners must be removed by the end of September.

If you have any questions regarding this policy, please call Michelle at Management Specialists, Inc. at 303-420-4433. (Or come to a board meeting)

Cobblestone Village Web Site

The Cobblestone Village Homeowners Association has its own web site. It is hosted on the Neighborhood Link web site. If you click on the following link:

<http://www.neighborhoodlink.com/main.html?nneighid=719543456&nsupercity=341355182> (or you can copy and paste it into your browser) It will take you to our web site.

The web site has many areas, including information about Cobblestone Village itself as well as contact information. The Community Calendar has dates of events in or for the community. The *Cobblestone Village News* is a newspaper section that has articles on a variety of topics, both old and new. "Talk About It" is a discussion area. If you have an event you would like posted or need contact Management Specialists, the contact information is in the Neighborhood Contact area.

There are also links to the Management Specialists web site and several of the Westminster City web sites.

Please visit our web site, sign in and let us know your comments. Please remember that the format is under the control of the Neighborhood Link.

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