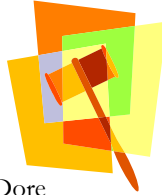


# ARROWHEAD

FILING # 1

June  
2013

## BOARD OF DIRECTORS



PRESIDENT—Bobbie Van Dore

VICE PRESIDENT—Jim Gotta

SECRETARY-TREASURER—David Alquist

MEMBER —*Mitch Tendler*MEMBER —*Mark Barkmeier*

Just a reminder that while the Board is comprised of your neighbors, it is important that all complaints, issues, etc. continue to be directed to Vista Management Associates, Inc. This is important for documentation and liability. The Board greatly appreciates your cooperation.

## WELCOME NEW BOARD MEMBER

Welcome Mark Barkmeier to the Board of Directors. We appreciate your commitment to making the community a better place to live.

## HOMEOWNER'S DUES

The 2nd half of your homeowner's dues will be due on **July 1, 2013**. Your prompt attention to this matter is greatly appreciated.

**IF YOU FAIL TO PAY YOUR DUES ON TIME,  
YOUR TRASH PICK-UP WILL BE DISCONTINUED.**



## TRASH DISCONTINUATION

Please remember that failure to pay your dues on time WILL result in your trash service being discontinued. This includes assessments, covenant fines and late fees.

## BOARD OF DIRECTORS 2013 MEETING SCHEDULE

Mark your calendars for the 2013 Board of Directors meetings. **HOMEOWNERS ARE ALWAYS WELCOME.** Each meeting begins with an open forum where homeowners are invited to discuss any issues or concerns.

**ALL THE MEETINGS ARE HELD AT VISTA MANAGEMENT OFFICES.**

8700 Turnpike Drive, Suite, 230, Westminster, CO 80031

**ALL MEETINGS BEGIN AT 5:00 PM**

June 18, 2013

July 16, 2013

August 20, 2013

September 17, 2013

October 15, 2013

November 19, 2013

**December 2013  
NO MEETING**

## VISTA MANAGEMENT ASSOCIATES, INC.

Manager: Phyllis McPherson,  
CMCA, AMS

8700 Turnpike Drive, Suite 230  
Westminster, CO 80031

303.429.2611

Fax: 303.429.2632

Email: [PhyllisM@vistamgmt.com](mailto:PhyllisM@vistamgmt.com)

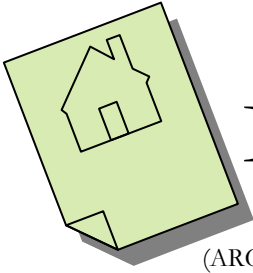
Website: [www.arrowheadhoa.com](http://www.arrowheadhoa.com)

## ROOF REPLACEMENT

Many homeowners are replacing their roofs due to hail storms. Please remember you must submit an ARC form for these requests. The new shingles must match the original color of the shingles when the home was originally built. If you have a shed, its shingles must also be replaced to match the new ones. Three colors that are common within Arrowhead Community are: Weatherwood, Driftwood and Shakedown.

## TRASH COLLECTION

**TRASH COLLECTION IS ON MONDAY. RECYCLING IS EVERY OTHER MONDAY.** Please set your trash and recyclables at the end of your driveway, not on the sidewalk; Sunday night or early Monday morning. Please remove your trash containers no later than Monday evening. Also, if there is a holiday on a Monday, the trash pick-up will be delayed one day.



## ARCHITECTURAL REVIEW COMMITTEE (ARC)

If you are planning any improvements to the exterior of your house including your landscape, front or back, please fill out the Architectural Review Committee Request Form (ARC Form) as required by our covenants. This form can be found at [www.arrowheadhoa.com](http://www.arrowheadhoa.com) under documents or from Vista Management. You may begin work on your project **AFTER** you receive approval from the ARC.

### —Here are some FAQs—

#### How does the ARC process work?

The homeowner submits an ARC Form to Vista Management. Please be very detailed in filling out the form. It will help the ARC make their decision in a timelier manner instead of denying it and asking for more information. Depending upon the time of year the ARC will meet on a periodic basis and review the ARC Forms. Once the form arrives at Vista Management and is **date stamped** the 30 day approval clock starts ticking. They have a 30 day window to approve or disapprove a request not including mailing time on both ends. So it could actually take up to 40 days to get a response from the ARC. There is no such thing as an "expedited approval process" or "let us know ASAP". Since our HOA is a volunteer organization we try to keep meetings to a minimum. You know when you are going to do a project in advance. Please don't wait until the last minute to submit your form. Get your approval first, and then schedule your contractor. Thanks for following the rules of your HOA.

#### Where Do I find the ARC Forms?

You can find them on the Arrowhead HOA website ([www.arrowheadhoa.com](http://www.arrowheadhoa.com)) or the Vista Managements website ([www.vistamgmt.com](http://www.vistamgmt.com)).

#### What if what I want to install, paint, or plant an item that is not listed anywhere or is vague in the HOA Rules or Regulations or the CCR's?

You still need to get the approval of the ARC per our governing docu-

ments. Please remember ARC is a volunteer committee and they are there to protect the value of your homes as well as your neighbors' and maintain the architectural harmony in our beautiful HOA.

**What if my fax machine says it was received by Vista?**  
It is not officially recognized unless Vista puts their time stamp on it.

**What if I sent my ARC Form and it was lost in the mail? You can check with Vista to make sure they received it. If not, you will need to submit another ARC form. I submitted my ARC Form can I start my project or schedule a contractor?**

NO. Your project needs to be approved first. This is a violation of our CCR's and you could be fined.

#### Will multiple phone calls/emails checking in on my ARC Form speed up the process?

No it won't. Please allow the time for the ARC to do a thorough job. Remember this approval process could take up to 40 days.

#### What is the number one reason ARC Forms get denied?

Lack of information! This may include missing diagrams, incomplete diagrams, no pictures or too small paint samples.

#### What if I don't not want to or forget to submit an ARC Form?

When you get caught, the HOA will ask you to submit an ARC Form after the fact and they could fine you. If you do not get it approved or there is an issue with the project, the HOA has a right to have you correct the infraction. In some unfortunate cases the HOA might have to seek a legal remedy.

**The Architectural Review Committee Request Form is very specific on what items are necessary when you submit your request, please read and fill out the form carefully before you submit to Vista Management for approval.**

## SUMMER COVENANT CORNER

Soon we will all be busy with our summer time activities, vacations and weekend getaways; here are a few common violations.

**RECREATIONAL VEHICLES. Recreational vehicles, campers, trailers, boats, jet skis, etc.** must be kept within the garage or suitably screened from view, unless you are loading or unloading (24 hours). If you are packing for an extended trip and need additional time please contact Vista Management to let us know in advance.

**YARD MAINTENANCE.** Weekly mowing, weeding, trimming and pruning are necessary. It is possible that aging landscape may need extra attention to help with weed control and trimming. If you are having trouble with excessive weeds in planting/rock beds, consider replacing the weed barrier fabric as a solution.

**ADVERTISING SIGNS.** No advertising or signs of any type shall be

erected, placed or permitted or maintained on any lot, except for "For Sale, Open House or For Rent".

**INOPERABLE VEHICLES OR MAINTENANCE OF VEHICLES.** No inoperable vehicles of any kind shall be stored or parked on the properties. No activity such as maintenance, repair or rebuilding, dismantling, repainting or servicing of any vehicles may be conducted on the properties, unless it is performed in the garage with the garage door closed. (A 12 inch gap for ventilation is acceptable)

**TRASH AND MATERIALS.** No garbage, trash, lumber, grass, shrubs or tree clippings, plant waste shall be kept, stored or allowed to accumulate on the properties unless placed in a suitable container and shall not be exposed unless it is trash pick up day.

**PLEASE HELP KEEP ARROWHEAD THE ATTRACTIVE COMMUNITY THAT IT IS TODAY.**