

ARR WHEAD

FILING # 1 _____

December
2010

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BOARD OF DIRECTORS

PRESIDENT	Bobbie Van Dore
VICE PRESIDENT	David H. Alquist
TREASURER/SECRETARY	Mitchel Tandler

Just a reminder while the Board of Directors 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 of Directors greatly appreciate your cooperation.

2011 BOARD MEETING SCHEDULE

Mark your calendars for the 2011 Board of Directors meetings. Each meeting begins with an open forum where homeowners are invited to discuss any issues or concerns. **Homeowners are always welcome.**

**ALL THE MEETINGS BEGIN AT 5:00 PM,
 AT VISTA MANAGEMENT ASSOCIATES, INC.
 8700 Turnpike Drive, Suite, 230
 Westminster, CO 80031**

(EXCEPT THE ANNUAL MEETING)



January 18, 2011	July 19, 2011
February 15, 2011	August 16, 2011
March 15, 2011	September 20, 2011
April 19, 2011—7 pm Annual Meeting	October 18, 2011
May 17, 2011	November 15, 2011
June 21, 2011	December 2011 TBD



WE HOPE TO SEE YOU ALL THERE!

HOMEOWNER ASSOCIATION DUES

The dues assessment for 2011 will be \$267.50. As dues must be paid bi-annually, the first half (\$133.75) will be due by January 1, 2011; and the second half (\$133.75) will be due on July 1, 2011. Your prompt attention to this matter is greatly appreciated.

Please Note: If you fail to pay your dues on time, your trash pick up may be discontinued.

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**

Website: www.vistamgmt.com

SNOW REMOVAL

The Westminster City Code states that homeowners must shovel the sidewalk in front and around their homes no later than 24 hours after each snow storm.

HOLIDAY DECORATING REMINDER



Should you have any decorations out this season, please remember to take them down **NO LATER THAN January 31, 2011.**

**YOUR COOPERATION IS GREATLY APPRECIATED.
THANK YOU IN ADVANCE.**

TRASH COLLECTION

Trash collection is on Monday. Please set your trash and recyclables at the end of your driveway, not on the sidewalk, Sunday night or early Monday morning. Also, we request that you remove your trash containers no later than Monday evening.



*Wishing You Wonderful Winter Memories,
and
Joyful Holiday Moments!*

NEIGHBORHOOD SAFETY

Here are some helpful suggestions for the prevention of crime within our community.

- **LIGHTS:** One way you can help prevent crime in your neighborhood is to leave exterior lights on at all times. An outdoor light may make a burglar think twice before trying to break into your home.



- **PARKING:** When you must leave your vehicle parked outside over night, park under a street light or in your driveway with the exterior light on and never leave valuables in your vehicle.

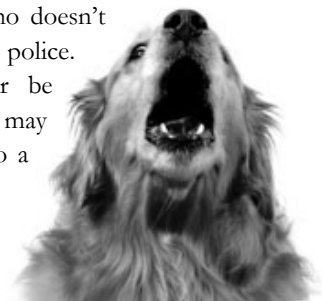


- **AWARENESS:** Be aware of your surroundings, including noises, vehicles, lights or anything which looks different or out of place.

- **NEIGHBORS:** Get to know your neighbors, at least well enough to know what they drive and what normal activity around their home is.



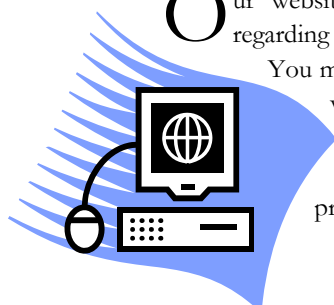
- **PET ALERT:** A neighborhood dog barking is often an indication of someone walking around the community. Take a minute to look for someone who doesn't belong and if necessary call the police. Any police officer would rather be called to check out a situation that may be nothing, rather than respond to a call where a crime has occurred.



ARROWHEAD WEBSITE

Our website where you may find information regarding our HOA is www.arrowheadhoa.com.

You may find any HOA documents, report a violation, and obtain an ARC form for any work you plan on doing to the exterior of your home or on your property.



ARCHITECTURAL REVIEW COMMITTEE

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

FREQUENTLY ASKED QUESTIONS

How does the ARC process work?

- The homeowner submits an ARR form to Vista Management. Please be very detailed in completing the form. It will help the ARC make their decision in a more timely 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 our HOA.

Where Do I find the ARR Forms?

- You may find them on the Arrowhead HOA website (www.arrowheadhoa.com) or the Vista Managements website (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 documents. 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 Management Associates, Inc.?

- It is not officially recognized unless Vista Management Associates, Inc. puts their time stamp on it.

What if I sent my ARR 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 ARR form.

I submitted my ARR 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 ARR 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 ARR 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 want to or forget to submit an ARR Form?

- When you get caught, the HOA will ask you to submit an ARR 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 Request form is very specific on what items are necessary when you submit your request, please read and complete the form carefully before you submit it to Vista Management for approval.

