



The Timbers HOA I, Inc.

WELCOME!

Congratulations and welcome to the Timbers community.
We are all very happy to have you join us!

All the information you need is in the following pages. Please take the time to read it carefully. Whether you're an owner or a renter this information pertains to you. The operation of the Timbers is governed by a board of volunteer directors. The Board of Directors is elected by the community to oversee the daily functions and financial responsibilities of the Association. Come to the monthly meetings to meet them and to hear what is going on in your community. It's the 2nd Thursday of each month at 6pm in the Timbers Clubhouse.

The Clubhouse is where we hold many community events as well as rentals for social gatherings, meetings, and more. It's located at 15088 E. Hampden Circle by the North pool.

We have Security Officers on site 7 days a week. You'll see them at different times of the day and night. Any problems just give them a call 720-549-1963. They will respond when they are on the property. If it is an emergency, please dial 911 and then call our security staff once APD are on their way.

Go to our website (www.TimbersHOA.com) for all up-to-date info. If there's something you can't find you can call or the management office and we'll get you the information. All new owners/renters need to contact us as soon as they arrive so that we can get their information changed in our database and issue required parking passes.

Please feel free to email the management company staff@the-cpms.com with any new updates on your contact information as well, so that we can keep in touch with you, especially if there's an emergency.

This is a friendly community with good, hard working volunteers who genuinely care about this community and hope you feel the same. Be proud of where you live and it shows!

Get out and walk around your new neighborhood and get to know the people who care about where we live.

Welcome again to the Timbers!

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INTRODUCTION TO TIMBERS HOA I, INC.

Date of Incorporation	November 15, 1972
Location	15088 E. Hampden Circle, Aurora, Colorado 80014
Total Number of Units	394 Units: 250 stucco, 144 siding, Garages: G & L Courts, 19 Parking Courts
Amenities	2 Swimming Pools (one under repair) 1 Tennis Court, 1 Recreational Court 3 Children Playgrounds 1 Clubhouse
Property Manager	The Colorado Property Management Specialists, Inc. 19751 E. Main Street, Suite 275, Parker CO, 80138
Current Dues	See website or contact the Management office for details. The annual mailer with association-updates are sent directly to all owners. Payments must be sent to the address on your coupons or delivered to the Management Office. (Payments will NOT be accepted at the Clubhouse).
Transfer/Status letter fee	\$200 per Status Letter / \$350 Transfer Fee
Late Fee (Dues)	\$25 + Interest
Board of Directors Meetings	2 nd Thursday each month (6:00pm at Clubhouse)
HOA <u>Annual</u> Meeting	2 nd Thursday of October (6:00pm at Clubhouse)

OFFICE HOURS

Monday	4pm to 6pm (2-4 staff in community please call number posted on door)
Tuesday	4pm to 6pm (2-4 staff in community please call number posted on door)
Wed	4pm to 8pm
Thursday	4pm to 6pm (2-4 staff in community please call number posted on door)
Friday	4pm to 6pm (2-4 staff in community please call number posted on door)
Sat. & Sun.	Closed

CLUBHOUSE LOCATION

Address- 15088 E. Hampden Cir, Aurora, CO 80014
Phone- 303-841-8658
Email- staff@the-cpms.com
Website- www.TimbersHOA.com

MAP



IMPORTANT TELEPHONE NUMBERS

Department	Contact	Tel #	Email / Info
HOA Management	The Colorado Property Management Specialists, Inc.	303-841-8658	Staff@The-CPMS.com
Emergency Maintenance	CPMS	720-515-5591	24 Hours (Irrigation or Urgent Emergencies)
Security	J & M Security	720-549-1963	24 Hours
Emergency Police	Aurora Police	911	
Aurora Police	Non-Emergency	303-627-3100	
Aurora Police	PAR Officer	303-627-3174	Aurora Police Area Rep
Towing	Colorado Auto Recovery	720-400-9995	
Animal Control	Animal Control	303-326-8288	Loose, Stray, Barking Animals
Aurora Landfill		720-876-2620	3500 S. Gun Club Rd. Mon–Fri 6am - 8:30pm Saturday 7am – 5pm
Xcel Energy		800-895-4999	Street Lights/ Gas/Electric
Post Office	Gateway Station	303-873-7062	2500 S. Abilene St.

NEW HOMEOWNERS INFORMATION

Go to our website - www.TimbersHOA.com

Click on "Resident Login". If this is the first time using the portal you'll undergo registration by clicking "Create Login". Once registered, you can submit work order requests, view and pay dues, view covenant violations & more!



Then navigate to the "Documents" tab to download the current governing documents.

MAINTENANCE WORK ORDER FORM

OWNERS: Maintenance requests need to be submitted in writing via the portal located [here](#) or by clicking the Resident Login tab at www.TimbersHOA.com.
Send requests to: Staff@the-cpms.com

If you are unable to email or come in the office, please call 303-841-8658. Give your name, address, phone number and explain your request as clearly as you can so the Work Order can be issued correctly. Please give the exact location of the issue or problem to eliminate any potential error.



COVENANTS, CONDITIONS AND RESTRICTIONS INFO

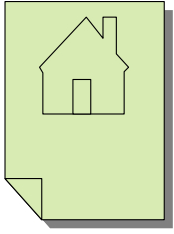
THESE RULES APPLY TO EVERYONE WITH NO EXCEPTIONS:

- The HOA is responsible for the exterior of each unit.
- The area within a fenced in back yards are the resident's responsibility.
- Two pets' maximum per household, **"no chickens"**. Residents are responsible for pets to be on a leash, to clean up after them, and to regulate potential noise issues. Pets may NOT be left in kennels or cages outside.
- Parking lots are not to be used as playgrounds (for everyone's safety!).
- Patio Fencing belongs to the HOA – request repairs and do not plant or store anything against the fence.

ISSUES HOA DOES NOT HANDLE:

- Domestic complaints; loud music, animals, criminal activity, utilities, etc.
- Please call APD and Security to report any incidents.
- All interior damages/repairs issues.

ARCHITECTURAL REVIEW PROCESS



The exterior of the townhouses in the Timbers HOA community are maintained and regulated by the Association. Any replacement of exterior components, including doors and windows, must pass through the architectural review process prior to work being done. If any door and/or windows replaced have not been approved, they may be subject to removal and replacement to meet the association's guidelines and policies at the owner's expense.

Any work or construction to the exterior of units has to be approved by the Architectural Review Committee.

Please contact the HOA management during regular business hours for instructions regarding the architectural review process.

Details of the process are located on our website.

TOWNHOUSE GUTTERS

The units that did not originally have rain gutters installed by the developer are the responsibility of the owner(s) to install and replace. Nothing may be installed without prior approval. If you are uncertain as to which type your unit is, please contact the office so we can advise you.

Once gutters have been installed per the homeowner, they will be maintained by the Association for seasonal cleanout (2) times per year. The Association does not install or contract out installation/repair of gutters for private residences. It is required that the unit owners install metal gutters, NO PLASTIC GUTTERS PERMITTED, due to the integrity and longevity of the material.



If you have further questions or concerns, or need a contractor reference, please contact the Association's main office for clarification or assistance.

SECURITY

J & M Security (patrol the Timbers community and parking lots)

They can be contacted at 720-549-1963 (onsite daily from 5-pm -1 am)

If it is an emergency, please contact 911 Aurora Police Department and then call Security to inform them of the incident.

J & M SECURITY patrols all parking areas and enforces any parking violations.



PARKING PERMITS

Parking in Motor Courts is **FOR RESIDENTS ONLY** and **BY PERMIT ONLY-NO EXCEPTIONS**. City street parking is available to non-residents and any excess vehicles owned by a resident.



Permits are to be displayed on the driver's side of the rear window in the bottom left corner, or the passenger side of the front windshield in the bottom left corner if the resident insists on backing into their parking space.

Parking permits are for the consideration of our residents to ensure equal and fair parking. The parking permits also allow us to control and limit the vehicles each resident is allocated. Two (2) parking spaces are allowed and registered to each townhouse. Townhomes with garages only get

one (1) permit for parking in the general "first-come, first-served" parking lots.

AT NO TIME are vehicles allowed to park in a FIRE LANE or the entrance to any motor court and **WILL BE TOWED IMMEDIATELY WITHOUT WARNING**. Contractors and residents involved in "loading and un-loading" or "delivery" are only allowed in the parking courts for a short time to complete their purpose, and then the vehicle must be removed.

HOW TO OBTAIN A PARKING PERMIT

- Drive your vehicle requiring a permit to the Clubhouse during service hours.
- All residents are allowed two permits (if current on assessments) per household (except townhomes with a garage, which only get one permit).
- One permit is designated for parking under the carport in the unit's reserved space, and the other is for a "first-come, first-served" open parking space.
- Violators will be tagged and/or towed, which includes ALL applicable vehicles.

1. The HOA office issues all parking permits.
2. Permits will not be mailed to you.
3. Permits will not be handed out for vehicles that are not present at the Clubhouse.
4. For parking violations, please contact the security staff directly.
5. If your vehicle has been towed, please contact Colorado Auto Recovery and/or security.

NEWSLETTER

- The newsletter is produced and delivered quarterly to your home.
- They are clipped to your back gate or see it on our website!
- Please read the newsletter to help you understand the rules and regulations, and current events living here at the Timbers.
- Save the front page for important numbers.



*You can read the newsletters on our website – www.TimbersHOA.com (under Newsletters).

Advertisements and news stories can be sent in by email to: manager@TimbersHOA.com.

CLUBHOUSE RENTAL

The Clubhouse is available to rent on Saturdays & Sundays for private functions provided you are a member in good standing of the Timbers HOA I, Inc.

The Clubhouse may not be used for a commercial function where money is exchanged. A charge may not be required for entry of any guest, or any group.



The person who signs the agreement is responsible for all of their guests' actions. The rental dates are available on a "first-come, first-served" basis.

A rental fee of \$175.00 and a security deposit of \$100.00 are required at least 7 days in advance (in separate checks) of the rental to reserve the requested date (if available).

You are responsible to clean the Clubhouse after the function.

In the event alcoholic beverages are to be served, you agree to hire onsite security, fee to be paid directly to J & M and agree to comply with all federal, state, and local laws governing the serving and consumption of alcoholic beverages, at your expense. You will need to contact the Timbers HOA I, Inc. office and check the availability of the Clubhouse, and then complete the agreement form/contract to secure the rental date requested.

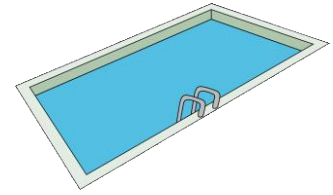
SWIMMING POOL

There is **NO LIFE GUARD ON DUTY**
You **SWIM AT YOUR OWN RISK**

This is ALWAYS IN EFFECT. Utilizing the pools indicates you understand this, and you accept this liability.

Pool Monitors ensure these posted rules for use of the pools are followed.

Pool Monitors are authorized to enforce the rules and have authority to suspend the pool privileges of rule violators.



Please respect the pool monitor staff.

The Timbers HOA I, Inc. pool will open Memorial Day weekend and is closed after Labor Day weekend. Open pool hours are typically from 10am to 9pm (weather permitting) every day.

On Wednesday evenings from 5pm to 9pm there is an Adult Only Swim (weather permitting).

It is the responsibility of owners and residents to acquaint themselves with the rules and to make sure that children and guests understand them also. You can find these rules on our website at

www.TimbersHOA.com.

Use of the pool is subject to your HOA dues being current.

Violators of the rules will be subject to having their pool privileges suspended and be subject to fines. A warning may be given, but only once. Reinstating lost pool privileges is up to the discretion and approval from the Association's property manager.

The South Pool is anticipated to reopen for the 2019 season!!

TRASH PICK-UP (Tuesdays & Fridays)



Trash houses are for Common House Trash only!

Construction debris and furniture are to be taken to the Aurora County Landfill at 3500 S. Gun Club Rd. Please call the management office at 303-841-8658 for help.

You will be billed per HOA policy for leaving large items in the trash houses. Such items include but are not limited to; Mattresses, bedframes, T.V.'s, couches, bicycles, and other furniture, construction debris, etc. If you think the items are decent and something that somebody could use, please donate to one of the many local charity organizations.



We have 3 Recycle Bins on our property

1. Clubhouse Parking Lot
2. E. Jefferson Pl. (Between T & U Courts)
3. Off of S. Evanston St. near I Court (South Pool Parking Lot)

VOLUNTEERS

We are truly grateful to all of the volunteers in our community! If you would like to join the Timbers Volunteers to help out, please contact: staff@The-CPMS.com



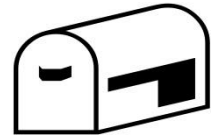
The volunteers focus their energy on general grounds related improvements, such as flowerbed maintenance, planting flowers, picking up trash, and many more things that help out to improve our entire community.

MAILBOX INFORMATION

Gateway Station 303-873-7062 located on 2500 S. Abilene St.

Use this location to retrieve the key for your personal mailbox.

Hours:	Monday – Friday	8am – 6pm
	Saturday	8am - 3pm



ANIMAL RULES

There are 2 pets per unit limit. Chickens are not allowed.

The following is a brief summary of the city ordinances pertaining to animals. **Report Violations to Animal Control first!**



Pets are not allowed to roam loose in the community. All pets must be on a leash at all times. Pets cannot be caged or kenneled in the common areas.

Excessive or continuous barking by dogs is not allowed.

If a dog is barking excessively there might be a reason for it.

- Have you considered that someone could be breaking in?
- The owner may be in trouble, ill, or worse?

Please consider these things before making a complaint.

Any issues need to be reported to: Animal Control: 303-326-8288

Pet owners **MUST** provide adequate food, water and protection from the weather.

Pet Waste Stations:



According to the EPA, dog waste is as toxic to the environment as chemical and oil spills. Dogs drop some 10.6 million tons of waste each year, enough to fill 2,500 football fields 10 feet deep.

You will find the pet waste stations situated in convenient locations around the Timbers. These stations consist of pet waste trash cans and pet waste bags, in order for us to help our residents keep the Timbers free from mess and easier for you to bag and trash pet waste.

Please clean up after your pets, not just when you walk them, but on your patio too. Pet waste deposited by pets on common areas and fenced patios **MUST** be cleaned up daily by the pet owner. Washing pet waste off patio and onto common areas is prohibited.

Please help keep the Timbers clean.

Most importantly, please respect your neighbors!!