



WELCOME TO PELICAN POINTE!

Pelican Pointe is a great place to live. We hope you enjoy it as much as we do!

As a newcomer, you probably will have many questions about how things operate here. The following summarizes some key items new residents and owners should know.

(NOTE: This summary is not definitive. The rights and responsibilities of each homeowner and tenant are governed by our Covenants and Rules. Residents should consult with our tabbed Handbook for more detailed information. The Covenants, Rules, and other governing documents and useful information can be accessed by logging onto www.pelicanpointe.net.

Architectural modifications: No modification, addition, or subtraction to or from the exterior of your townhome is permitted without prior written approval from the Design Review Committee and Board. (See, also: **Satellite dishes**).

Breezeway: Our Rules prohibit the placement of *anything* in the areas between our garages.

Burglar alarms: Many of our residents have burglar alarm systems installed. Basically there are two types: (a) Burglar-activated sensor, which makes a very loud noise, continuously, inside the unit (installation fee, one time, unless already installed). (b) In addition to the foregoing, activation sends signal to burglar alarm monitoring station. Installation fee, unless already installed, plus monthly monitoring charges. See our tabbed section in our Handbook, "Security Advice" for common-sense tips on burglary-avoidance.

Carbon monoxide: your townhome should have a carbon monoxide alarm outside each occupied bedroom. Inexpensive plug-in or battery-powered alarms are available at hardware stores.

Catamaran Club: All our residents have free access, through the East Mississippi Avenue gate, to The Breakers Lake, lake path, clubhouse patio, and grille. To use the outdoor pool, tennis courts, little boats, or gym requires a membership. Cost per townhome is \$50 monthly. No initiation fee, contract, or termination fee. Some membership rules apply. All applications for membership are initially processed by our Manager, not by the Club.



THE PELICAN POINTE HOMEOWNERS ASSOCIATION

Caution: Navigating within our complex: We do have some children, other pedestrians, skate-boarders, and bikers in and on our internal roads. Also, we have one “blind corner” at the northeast corner of our internal road, requiring excess caution in driving there from either direction. Please drive at reduced speed through Pelican Pointe.

Comcast: Comcast (actually its corporate predecessor) caused all our townhomes to be pre-wired when they were built in 1998-1999. Many residents contract with Comcast for their Internet broadband service and/or their cable television. However, you have other cable, telephone line, and satellite options for one or more of those services. There are preconditions for installing a satellite dish at your townhome (See **Satellite dishes**).

Committees: Our HOA has about a half-dozen standing and ad hoc committees, all of which consist of resident volunteers. These committees provide a great opportunity for a resident to “become involved”, meet new friends and neighbors; participate in the operations of our HOA; and generally require little time involvement. For example, our committees include **Social** (planning social events throughout the year); **Design Review** (passes preliminary judgment on residents’ requests for exterior modifications); **Landscaping** (provides landscaping advice to our Manager, Board, and our landscaping contractor, and plants our smaller flower beds each spring); **Safety & Security** (suggest strategies to enhance safety and security in our community); and **Investment** (recommends to our Treasurer and Board strategies for investing and managing our reserves).

Directors: The HOA is governed by five directors elected for staggered three-year terms at the Annual Homeowners Meeting (See **Meetings**). Any homeowner in good standing may nominate himself to be a director, with certain notice requirements in our Bylaws.

Directory: For our homeowners and tenants only, we formerly published and updated a Directory of all such persons who opted to be included. Colorado law now limits the right to publish or distribute this data without written consent from our residents. We are asking and advising all residents to provide that consent, on a Board-approved form.

Dues: The Board sets the regular assessment (“dues”) in its budget presentation at the Annual Homeowners Meeting in November. In 2016, dues are \$260 per month, payable in advance on the first day of each calendar month. A grace period exists, provided that our Manager receives the dues by the 15th of the month. A \$25 late fee is assessed thereafter. About 2/3 of our homeowners participate in our automatic-debit program, whereby our Manager debits the homeowner’s checking



THE PELICAN POINTE HOMEOWNERS ASSOCIATION

account each month. Contact our Manager to join this program. If you pay by check, payable to Pelican Pointe HOA, you must mail it to our manager at their mailing address of 6140 S. Gun Club Road, Unit K6 #296, Aurora, CO 80016, *accompanied by a coupon* which the Manager will give you. *You will receive no bill or invoice.*

What your dues pay for: The Association pays for insurance covering the exteriors of the buildings, and other types of insurance; water for our lawns and landscaping; electricity for our common areas; building and common-area maintenance and supplies; landscaping and lawn services; snow movement; office and management expense; corporate income taxes; legal and auditing services; gate and web site maintenance; the annual wastewater assessment; and a monthly contribution to our reserves. You must pay for *your own* water, electricity, and gas usage; your own homeowner's or tenant's insurance; and maintenance of the interior of your own unit, including all plumbing and electrical connections.

Emergencies: If you suspect a natural gas leak in or around your unit, call Xcel Energy 1-800-895-2999. For an electrical outage call Xcel Energy at 1-800-895-1999. For Police or Fire, call 911. For non-emergency calls to Police, call (720) 913-1300. In any other after hours emergency call our Managers phone at 303-779-0789, and press 1.

Entrance gate: Generally our entrance gate is programmed to be closed from about 7:00 p.m. until the next morning at 7:00 a.m. All residents should have a transmitter in their car(s) enabling them to cause the gate to open (for further information see **Transmitters**). If you provide our Manager with a cell or landline phone number, with prefix of 303 or 720, our programmer can enter your number into the computer controlling the gate. Then your name (one name per unit) will appear alphabetically on the scroll bar on our "guardhouse". A visitor can scroll down that list, find your name, and push the random three numbers shown. That will cause your provided phone number to ring. You can proceed to have a 2-way phone conversation. **To admit the caller, press 9 on your phone. To deny admittance, press 0, or hang up.** If you fail to have your transmitter with you when the gate is closed, you can **press 5 buttons** on the **keypad** there: #, followed by the **final four numbers** of your provided phone.

Fines: Our Covenants grant authority to our Board to assess fines against residents for violations. Our Rules specify our fines procedures. Producing extra revenue for our HOA is not the purpose of fines. Without adherence to our reasonable Rules, there would be anarchy, rapid reduction in our property values, and very many unhappy residents. Most assessments of fines are preceded by warnings and requests to modify subsequent behavior. Fines begin at \$50 and escalate thereafter. A late fee is imposed if fines aren't paid within 20 days of imposition. An unpaid fine

THE PELICAN POINTE HOMEOWNERS ASSOCIATION



can result in various collection strategies, such as suit and the recording of an assessment lien. The most frequent Rules violations involve resident parking, pets, impermissible items on patios or common-areas, and unreasonable disturbances. Generally, *each homeowner is responsible for any actions and inactions of his tenants and guests, as if committed or engaged in by the homeowner himself.* (See, **Renting and tenants**).

Handyman: All residents need a handyman occasionally. Fulfilling this role is **not** one of the responsibilities of our landscaping superintendent or other contractors. Our Handbook lists several handymen who have been recommended by various residents. Our Manager can provide you with more specialized advice depending upon your particular task at hand.

Holiday lights: Exterior holiday lighting is encouraged, and is allowed from Thanksgiving through the subsequent January. Please do not make holes in our buildings.

Homeowner information form: In case of emergencies (other than police, fire, gas or electric), *we must know how to contact you.* Please fill out for our Manager the *Homeowner Information Form.* All information thereon is kept confidential, and is used only for management purposes. Each owner and resident must keep this Form current by contacting our Manager with any changes in the information you have provided.

Insurance: The HOA maintains several policies of insurance. In all of these policies, the Association, not the resident or homeowner, is the primary insured. It is *crucially important* for each homeowner to have his own homeowners insurance, sometimes called “HO-6” policy, or “condominium unit owner’s policy”. *Many risks that a homeowner or resident can suffer simply are not covered in the HOA’s policies.* Generally each homeowner’s policy should provide adequate coverage for damage to the unit’s interior (a complex issue that can’t be covered here); personal property; liability; displacement compensation; reimbursement for any deductible in the HOA’s coverage; and “loss assessment” coverage. Tenants should have their own policy, sometimes called “renter’s insurance”. Counsel from a wise insurance agent is indispensable.

Light-bulb replacement: The Association replaces your driveway light without charge to you. Your porch light is a sophisticated LED fixture. Notify our Manager if your driveway light or porch light isn’t working. Your driveway and porch lights *automatically* turn On after dusk and Off at dawn.

THE PELICAN POINTE HOMEOWNERS ASSOCIATION



Mailbox keys: Our Manager and HOA do not have duplicate keys to your mailbox. If a resident's sole key is lost or destroyed, the Postal Service (303-221-5209) can replace the lock for a reasonable fee. To solve the problem of a sticky or obstinate key entry into the lock, insert a tiny squirt of WD-40 into the lock; wait 30 seconds; insert and withdraw the key a few times; wipe the excess lubricant from the key.

Manager: Our management company is Weststar Management, Inc., with a mailing address of 6795 E. Tennessee Ave., Suite 601, Denver, CO 80224. Pelican Pointe's community manager is Jean Ronald, 720-880-2915. Email is jean@weststarmanagement.com.

Meetings: Starting in 2016 your *Board of Directors* meets monthly, generally at a meeting room at Windsor Gardens, 595 S. Clinton Street, Denver on the second Monday of each calendar month at 6:00 p.m. All residents are encouraged to attend. The *Annual Homeowners Meeting* is in November. About four weeks before that meeting, each resident and homeowner receives a packet of materials pertaining to that upcoming meeting. You'll be notified of the location and time. It's a great time to socialize and meet your neighbors, and to vote for directors and the next year's operating budget. A large number of our residents always attend.

Newsletter: We publish a newsletter monthly, called *The Pelican Brief*. This provides very useful, timely, interesting information for all residents, and is a "must" for staying informed about matters that affect everyone at Pelican Pointe. Printed copies of the newsletter are available in the first week of each month in the special boxes attached inside each mail kiosk. Also, we send an electronic copy to all persons who have provided our Manager with a current email address.

Parking: Our Covenants provide that no resident may park any of his vehicles inside our complex, except in his garage. Period. Vehicles of a resident that aren't parked in the garage must be parked outside our complex. Guest Parking areas are available only for guests. Persons who claim to be "guests" but reside in one of our units for a substantial period are deemed residents or roommates, and are subject to our resident parking restrictions. Fines are assessed against residents who violate our Parking Covenants and Rules. Towing of the offending vehicle is also available to our management. Genuine guests who will be "staying" in a unit for more than a short time can obtain special parking permission from our Manager.

Patio items: Our Rules specify what items may and may not appear on our patios. Although our Rules apply to all units, the patios of the middle units aren't visible to passers-by. Barbecues, outdoor-type furniture, pots and urns containing live flowers, hanging baskets with live flowers – are permitted. Bird feeders and hot



THE PELICAN POINTE HOMEOWNERS ASSOCIATION

tubs are disallowed. Residents are discouraged from keeping items on their front porch. No items may be kept on the rocks or lawn.

Pedestrian gates: We have two pedestrian gates on Fairmount Drive – one near the vehicle exit and one near Bldgs. DD-EE. We have two gates that provide direct access to the Highline Canal – at Bldg. T and Bldgs. L-M. The combination code for the gates is 5-4-3-2-1. Since these locks aren't electronic, but mechanical, you must press the buttons slowly and deliberately. Please do not share these codes with persons who reside elsewhere.

Pets: Our Covenants allow two pets per household, meaning one dog and one cat; or two dogs; or two cats. When outside a resident's patio area, all pets must be on leash. The HOA provides four dog-waste receptacles throughout the community. A pet's solid waste must be immediately picked up by its owner. Substantial fines are imposed for failure to do so. Pet urine may kill grass and shrubbery. Residents should take their pet outside our complex when practical, to minimize damage to our complex greenery. Pet violations are among the most prevalent of all reported offenses in Pelican Pointe.

Picnic Area: Sometimes called "Pelican Pointe Park," our picnic area is available for all residents' use. The area may be reserved for private entertaining by contacting our Manager. Since townhomes surround the picnic area, no disturbing behavior or nuisances are allowed. Nor are gatherings at unreasonable hours. There are electrical outlets there, but no water source. There are no trash receptacles. Users are expected to leave the area clean.

Plumbing: Each townhome has its own incoming water line and outgoing sewage line, for which you are responsible. Each townhome has its own water shut-off valve, located beneath your crawl-space cover, as well as a "main" water shut-off outside your unit, near the street.

Private plantings: The HOA owns and is responsible for maintaining all our lawn and landscaping. The HOA determines what shrubs to remove and what to plant or re-plant. Residents wishing to add to the landscaping around their unit, at their own expense, may petition the Landscaping Committee for permission to do so. The Committee, in collaboration with the Board, our landscaping contractor, and our Manager, will approve, modify, or disapprove the request. Factors in such decision include the accessibility of our underground drip system, the aesthetic situation at that location, and the type of new planting requested.

Renting to tenants: All leases and tenancies must be written, and must provide that the tenant(s) will comply with all our Covenants and Rules as if they were the



THE PELICAN POINTE HOMEOWNERS ASSOCIATION

owners. A copy of (at least) the first page of each lease must be provided to our Manager within 3 days of its execution. No lease or tenancy may have a term less than 3 months. Owners are required to keep our Manager apprised at all times of the identity and contact information of their tenants and rental agents.

Satellite dishes: Satellite dishes may be installed without prior notification to the Design Review Committee. The installation of the dish and its supporting accessories and cable must comply with the HOA's Guidelines for the Installation of Satellite Dishes (see Rules, section III, item M). The HOA will require the removal of all such items, which do not comply with these Guidelines. The HOA owns the exteriors and roofs of all structures, and has a legitimate concern about the drilling of holes into siding and shingles, as well as the aesthetics of the installation manner and site.

Signs and flags: Our Rules contain restriction on all types of signs and flags, consistent with applicable federal and Colorado statutes. No signs, of any type or purpose, are allowed outside your unit or on the common areas. Consult our Rules for restrictions regarding political signs, For Sale or For Rent signs, and flag displays.

Smoke alarms: All townhomes in our complex have builder-installed smoke alarms. Many of these were installed on high ceilings. Battery changing, therefore, can be a difficult chore unless an appropriate ladder is available. New residents should consider replacing these 9 volt batteries soon; these batteries typically have a long life.

Social events: Our Social Committee currently sponsors social events annually – which could include a spring picnic; fall barbecue; and our Annual Homeowners Meeting in November. These are great, informal opportunities to meet other residents. All these events are free to two persons per townhome; some events require RSVPs.

Transmitters: All residents use a battery-powered transmitter to access our entrance gate at night, and another to operate their overhead garage door. Many residents use a transmitter that combines the two functions. These transmitters can be purchased at hardware stores. However the HOA recommends your visiting Efficiency Garage Door Co., 5505 East Evans Avenue, Denver (303-759-3437), an established vendor featuring a variety of transmitter models and prices. A LiftMaster 892LT remote may be purchased, use option B of the instructions and borrowing a working transmitter to program for the entrance gate.



THE PELICAN POINTE HOMEOWNERS ASSOCIATION

Trash and recycling: Currently Denver provides our residents with free trash and recycling pickup. Its trucks come every Wednesday, with some exceptions. Your trash **must** be bagged in a barrel (32-gal. maximum), with lid thereon. **Trash bags must be inside the barrel.** Your barrels must be placed outside your garage door. The City will provide you with a purple recycling barrel. The City will empty these recycling barrels on alternate Wednesdays, with some exception. If you have no recycling barrel, call 311, the city's hotline, and request one. Our Rules prohibit your placing your trash outside for pickup before 7:00 p.m. on the evening before trash pickup. Emptied barrels must be removed from the driveway by 11:00 p.m. on trash pickup day. Large item pick up is available beginning in 2016 every four weeks. You can find the schedule online through the City of Denver website.

Website: Any resident or non-resident with Internet access can log onto our site, www.pelicanpointe.net, which describes our community. This site contains our governing documents and other helpful information.

Welcome Visit: If you would like to receive a Pelican Pointe Homeowners Handbook and/or a welcome visit from our Welcome Committee please email pelicanpointewelcomecmte@gmail.com and request the visit. Someone from our Welcome Committee will contact you.