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Marston Shores Homeowners Association

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STORAGE ON DECKS, PATIOS, PORCHES, DRIVEWAYS AND SIDEWALKS

In December 2012, the Board developed a policy restricting items that can be stored or placed on the limited common elements. For porches, decks and patios owners can have:

- Tables and chairs readily accessible and usable by residents. Remember that patio furniture is not something you place on any given patio, porch or deck. Exterior furniture must be furniture that is made for outdoor use.
- Pots or small planters with live flowers or plants. Remember that artificial plants are not allowed in pots in the limited common elements.
- The occasional “knick-knack” or personal items having sentimental value as long as they are appropriate for the area. The Board shall have the right to determine what constitutes what is “appropriate for the area” as opposed to items simply being stored.

This means the following items are not allowed on porches, patios and decks:

- No cleaning supplies (mops, brooms, buckets, chemicals, sponges, etc.);
- No gardening equipment (rakes, shovels, pruners, bags of fertilizer, potting soil or empty pots);
- No maintenance supplies (hammers, screwdrivers, tool boxes);
- No paint cans;
- No boxes, bags or trash containers of any kind (trash bags or cans should be kept inside the garage until trash day – see below);
- No kids toys (bicycles, skateboards, balls, games);
- Any items not expressly approved from the list above, unless approved in writing by the management company at the direction of the Board of Directors.

Trash cans should be taken out no earlier than the night before trash is scheduled, and should be back in the garage on trash night. Remember that Denver trash is delayed for numerous holidays, which means your trash will be delayed one day. For the rest of 2016 and early 2017, your trash pickup will be delayed the week of Labor Day (September 5, 2016), Christmas (December 25, 2016) and New Year’s Day (January 1, 2017). For those weeks, put your trash out on Thursday instead of Wednesday.

Knick-knacks in the general common elements should only be placed out in the common area with the express permission of the Board of Directors. Adding items to the common area can affect the grounds company’s ability to maintain the common area. Ask first before you “decorate” the common area.

KEEP YOUR EMERGENCY INFORMATION UPDATED WITH BRIAN

Make sure Brian has at least one good phone number for you, and your email, if you have one. You should have at least one neighbor that has a key to your home in the event of an emergency. One lost key and a locksmith, and you will wish you had shared your key with someone. Brian should also be provided one person to contact in the event of an emergency, whether that is a neighbor or a family member.

INSECT CONTROL

Owners should always attempt insect control first before contacting the Association. Spraying for wasps, spiders and ants is very inexpensive when done on your own; when a pest control company gets involved the costs can skyrocket. Raid makes excellent sprays for wasps, ants, spiders and many other insects. You can get the chemicals that create barriers around your house, and keep the bugs out all winter long.

PAYMENT OPTIONS

We have only have a few people currently respond to the request for an ACH form to start auto pay. If you are wanting additional labels for 2016 instead of signing up for ACH, please call Brian, and he will mail you more labels. As stated in the introduction letter, we won't be providing additional coupons at this time. Those only need to be sent in when you have made changes to your address, phone number, or email address. If you would like to have a QuickBooks statement emailed to you each month, email Brian, and he can forward the information to Judy Miescke, the HOA bookkeeper.

Remember that the dues are due on the first of the month, and need to be paid by the tenth to avoid a late fee of \$25.00, and interest of one percent per month (12% per annum). You can sign up for the ACH any time to have the dues automatically taken out of your account on the 10th. If we get the ACH documents before the first of the month, you can start the following month. If the form and cancelled check are not received until after the first of the month, the first payment will be the following month. The automatic payment is taken out on the 10th, unless the 10th is a weekend or holiday; then it is taken out on the next business day.

NEW MANAGEMENT COMPANY

It has been three months since the transition to the new management company. So far, it seems things have been going rather smoothly. A reminder to keep the process going, and how you can help get work done quicker and more efficiently.

We have enclosed a copy of the forms for the Association with this newsletter. We have separated forms for easier submittals, so we now have (1) an Architectural Control Committee Form for any change to the exterior of your home, (2) a Maintenance Request Form for any maintenance requests on the buildings (roofs, siding, gutters, decks, etc.) and (3) a Landscaping Request Form for requests for the landscaping (tree trimming/replacement, weed issues, storm damage, etc.).

- **ACC Requests** – Remember that any changes that affect the look of the exterior of your home require approval from the Association. If you are not sure that a request requires approval, call Brian. Sometimes changes to the limited common elements may require you to take on responsibility for costs that were previously paid for by the Association so make sure you understand the ramifications of your ACC request. Some ACC requests require comments from your neighbors on both sides of you. Forms should be sent to Brian (email, fax or USPS) who will then forward to the ACC. They will review all of the information, let you know if more information is needed, and make recommendations to the Board. The Board will then review the request at a Board meeting. The Board will a) approve the request as presented; b) approve the request with conditions, or c) deny the request. If the request is approved with conditions or denied, the HOA will explain the reasons for the denial, or what the conditions are needed to get the request approved. This can be a lengthy process, so please don't submit this to Brian a week before the meeting, and expect everything to fall in place and get the approval at the meeting. Give the ACC and the Board time to do their jobs.
- **Maintenance Requests** – These also should be sent directly to Brian. Please don't send these to a Board member, as this can delay your work order being added to the maintenance list. Brian can then forward to the proper contractor (roofer, handyman, general contractor, gutter company, etc.) Once the work is completed, Brian will be in contact with you to make sure the work has been completed to your satisfaction, so he can take it off his list.
- **Landscaping Requests** – These as well should be sent to Brian directly. He will forward to the grounds contractor, to the Landscape Committee, the tree trimming contractor, or other responsible party. Depending on the request and the work needed to be done, the work may be delayed to a time in the year that the weather is conducive to do the job correctly (we won't be planting shrubs in the hot part of July!).

Follow these guidelines, and work will get done in the most efficient manner, and we can all enjoy a well maintained community.

HOW CAN WE SAVE WATER?

Historically water in the United States has been perceived as abundant, suspending the concept of and need for water conservation. Now changing capacity needs coupled with a rise in energy costs, climate change concerns, and aging infrastructure have initiated a shift towards water conservation.

We would like everyone to inspect their interior water systems to determine if there are leaks in the units so we know we are not wasting water as a community. Please put a few drops of food coloring in your toilet tank. If the color seeps into the bowl, it means you have a faulty gasket in the toilet that needs replacement. The guts of the toilets usually only cost a few dollars, and can usually be installed by anyone that can read and follow basic directions. Eliminating leaks can drastically reduce the water wasted, which means a savings in the dues.

This is not just for the financial health of the community, but also the water savings that will affect the water rates that are set up by the Denver Water Department each year. The wasted water will eventually cost you more as a resident; similarly, the water you save will eventually find its way back into your pockets.

Here are other simple and cost effective ways to save water that cost little or no money, but can result in huge water savings:

- Turning off the water while you are brushing your teeth will save you five to ten gallons of water per person per day, with no outlay of cost to the residents or owners.
- Not using the toilet as a wastebasket and flushing Kleenex, etc. down the toilet will save you three to seven gallons of water per flush, and again, will not cost you anything.
- Keep a jug of chilled water in the refrigerator for drinking to avoid running the water until it gets cold.
- Installing a faucet aerator on your bathroom sink will save you five to ten gallons of water per person per day for a cost less than five dollars per faucet.
- Installing a faucet aerator on your kitchen sink will save you ten to twenty gallons of water per day at a cost around \$6.00.
- Adding a "toilet tummy" in your toilet (A durable device that you fill with water and hang on the inside of your toilet tank to save 3/4 of gallon with each flush) will save you about five to ten gallons of water per person per day at a cost of \$5.00 per toilet.
- Installing water saving showerheads will save three to seven gallons per minute, and will cost less than \$10.00. If you limit your showers to five minutes or less, and turn the shower flow off when you are lathering up your body, washing your hair, or shaving, you will save considerably more.
- Taking a shower instead of taking a bath will normally save ten to thirty gallons per shower.
- Only run the dishwasher and the washing machine when you have a full load.
- Use a catch basin to collect water from washing dishes and vegetables in your sink, and use them to water your indoor plants.
- Buying new low-flow toilets, water saving dishwashers and washing machines may cost more in the short term, but can save you thousands of gallons over time. Denver will often offer rebates for the purchase of these items as well. Contact Denver Water at 303-893-2444 if you want to know how these appliances and fixtures can save you money.

There are many, many ways to save water that you will hardly notice you have done without. It's good for the economy, good for the planet, and good for your finances. Call Brian today to get your unit tested for leaks.

PLEASE DO NOT THROW ITEMS OFF THE BACK PATIO ONTO THE COMMON AREA FOR THE LANDSCAPING COMPANY TO CLEAN UP

PLEASE DO NOT HAVE LIVE FIRE NEAR THE BUILDINGS

During one of the first tours the new manager made of the community, there were candles on several lower patios. Remember that open flames (fire pits, chimneas, tiki torches, candles, etc.) are not allowed on patios and porches in Denver. Gas and charcoal grills are allowed in the community in Denver, but gas and charcoal grills shall not be used on any balcony or under any overhanging portion of a building or within 10 feet (3 m) of any structure.