

# **Watkins Farm Community Newsletter and Education**

## **March 2009**

### **An Effort at Being “Green”**

This newsletter and community education for March of 2009 is intended to help everyone in the community understand what documents are housed on the Watkins Farm Community Website at <http://www.watkinsfarmcommunity.org> and to help everyone understand what policies and procedures that the Watkins Farm HOA Board operates under. The website is also an effort in going “Green”.

The mission of the Watkins Farm HOA Board is to operate as one entity with complete transparency in all of its actions. Please direct all questions or comments to the entire board at: [wfhoaboard@watkinsfarmcommunity.org](mailto:wfhoaboard@watkinsfarmcommunity.org) (*Note New Email Address*)

All of the documents listed in this section pertain to how the Association was formed and how it is to be structured. The bylaws are in place to structure and guide how the HOA is to be managed including the required documentation sent to homeowners. The covenants are in place as a guide to all of us in what is acceptable and what is not acceptable in our neighborhood. Each of these documents intersects with each other and forms the overall structure of the HOA, they provide the authority of the HOA Board, and they guide the processes of day-to-day operations and management of the HOA.

**Articles of Incorporation** - creates the association as a legal entity under state corporate statute; defines the board powers and responsibilities of the association and its membership; and, sets forth the process for creating the board of directors, voting system, etc.

**Bylaws** - Written rules established at the time a company is incorporating or a not-for-profit organization is forming. The rules govern the internal management of the company or organization and detail such items as the election of directors and the duties of officers.

**Covenant** - A covenant, in its most general sense, is a solemn promise to engage in or refrain from a specified action.

**Policy** - A written statement that communicates management’s intent, objectives, requirements, responsibilities, and/or standards.

**Procedure** - A manner of proceeding; a way of performing or effecting something; an act composed of steps; a course of action; a set of established forms or methods for conducting the affairs of the agency

**Watkins Farm HOA has all of these in place and can be accessed any time at**  
<http://www.watkinsfarmcommunity.org>

All of the policies and procedures are in place to show the steps in which the Watkins Farm HOA Board deals with any of the items below. These set a framework for the process taken to manage much of the day-to-day issues that might arise in the neighborhood.

**The Policies and Procedures that were adopted in 2006 and 2007 include:**

- **Adoption of Policies, Procedures, Rules, Regulations or Guidelines** – This document outlines the method in which any of the above can be implemented.
- **Procedures for the Conduct of Meetings** – This document lays out the procedures for meeting frequency, special meetings, guidelines for notice to association members, what constitutes a quorum at a meeting, proxy procedures, election procedures, how to deal with ballots, meetings of the Board of Directors, what constitutes a Board Quorum at meetings and Owner Participation at Board Meetings.
- **Examination, Inspection and Copying of Association Records** – This document lays out the request procedure, the methods in which the copies can be used, what records must be kept permanently, what records should be kept at a principal office (if any) and required disclosure of records. (Association Records can be found at <http://www.watkinsfarmcommunity.org>)
- **Covenant and Rule Enforcement Policy** – This document lays out the procedure for filing a covenant violation, the action in which the board must take as a result of receiving a violation report in addition to the fine process and the fine structure (if applicable). *This document can be filled out by any homeowner.*
- **Collection of Unpaid Assessments** – This document lays out the due date of assessments, when an assessment is late, late charges and interest imposed, returned check charges, attorneys fees on delinquent accounts (if applicable), how and when collection letters are sent out, how assessment payments are applied, how referral of delinquent accounts to attorneys are dealt with, how referral of delinquent accounts are sent to collection agencies, appointment of receivers, how foreclosures are dealt with (if applicable), how waivers are dealt with, how notification to owners is dealt with and ongoing evaluation.
- **Investment of Reserve Policy** – This document lays out how reserve funds are dealt with.
- **Board Member Conflict of Interest** – This document lays out what constitutes a conflict of interest, how to determine if a conflict exists, what procedure to take if a conflict exists, and policies of how to deal with a conflict of interest.
- **Insurance Claims** – This document lays out the procedure of how to deal with any community insurance claims.
- **Dispute Resolution** – This document lays out the adoption of a dispute resolution policy, the negotiation process and the mediation process.
- **Open Space Rule on Motorized Vehicles** – This document is the rule adopted concerning motorized vehicles in the Watkins Farm Open Spaces.
- **Rules for Accessory Vehicles, Trailers, and Farm Implement Storage** – This document is the implemented rule concerning the storage and initial grace period after move in for storage of accessory equipment.
- **Guidelines for Screening** – This document outlines the requirements for screening of vehicles, equipment and any outdoor Farm Implements within the community.

**User Forms that are kept on the Watkins Farm Community Website:**

- **Inspection and Copying Form** – This document is the formal agreement for the inspection, examination and copying of association records. (All records are currently placed on the Watkins Farm Community Website at <http://www.watkinsfarmcommunity.org> )
- **Watkins Farm Covenant and Rule Violation Form** – This document is the formal document to use to report covenant violations.
- **Architectural Review Submittal (ARC) Form** – This is the formal document to use for ARC Reviews.

**Senate Bills that are kept on the Watkins Farm Community Website:**

- Colorado Senate Bill 89
- Colorado Senate Bill 100
- Colorado Common Interest Ownership Act of 2005

**Reference Documents Stored on the Watkins Farm Community Website:**

- Agendas and Meeting Minutes from 2006 through current
- Prior Newsletters and Community Education Documents
- Prior Year Budget Balance Sheets
- Any Approved Current Year Budget