

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

905 Little Leaf Court  
Longmont, Colorado 80503  
303-485-7655 (fax)  
303-485-9818

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December 22, 2017

Dear Cattail Cove West owner,

As 2017 draws to a close, we hope this letter finds you well. Enclosed please find a year-end statement of your HOA account, showing your charges and payments throughout 2017. Please contact us if you notice any discrepancies between our records and yours.

**Please note, your HOA fees will remain the same for the first three months of 2018.**

Insurance rates have been rapidly escalating with the premiums almost doubling since 2013, despite the HOA's claim-free history. We are obtaining bids from other reputable carriers in an effort to make your HOA dollar go farther. We will share more information with you prior to the Annual Members Meeting in March. The 2018 dues increase will go into effect April 1, 2018.

We would also like to remind you about the website for your HOA, which provides access to governing documents, meeting minutes, budget and financial reports, insurance information, architectural improvement request forms, correspondence and more.

Website: [www.rdpminc.com](http://www.rdpminc.com)  
Select "Associations"  
Choose "Cattail Cove West"  
When prompted, please use the password "cat2991"

Along with being a resource for you, the website is intended to satisfy the requirements of the Colorado real estate sales contract and HOA-related statutes, passed by the Colorado state legislature.

We are pleased to announce that we are now offering direct payment of your HOA fees as of February 2018. If you would like to set up direct pay for your monthly fees, please return the enclosed form to our office.

As always, you may reach our office via phone, e-mail, fax or mail. Here is our contact information:

Cattail Cove West HOA  
c/o RDPM, Inc.  
905 Little Leaf Court  
Longmont, CO 80503

Phone: 303-485-9818 Fax: 303-485-7655 E-mail: [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)

We wish you the best this holiday season!



Amy Scott  
Managing Agent

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## Cattail Cove West HOA - update from September 19 Board Meeting

8 messages

ie, Sep 26, 2017 at 3:08 PM

Hello Owners,

The Cattail Cove West HOA Board met on September 19. Here are the highlights from that meeting:

1. **Gutter Replacement.** This project is finishing up and should be complete by the end of October.
2. **Optional homeowner-financed Gutter Upgrade for Solarium units.** Some Cattail Cove units have an enclosed 2<sup>nd</sup> floor deck with a 2<sup>nd</sup> story sliding glass door. Many of these owners have noticed wood decay due to water flow issues where the 1<sup>st</sup> floor solarium room meets the outside deck. **Correcting this is not the responsibility of the HOA; it is a homeowner responsibility.** In the public interest, however, the Board has requested a quote from Alpine Seamless Gutter (the company currently replacing our gutters) in an attempt to alleviate and adjust the water flow at the back of these units. Alpine Seamless Gutter has sent individual homeowners individual quotes for the installation of additional gutters to their homes. If you have one of these units, have received your quote, and wish to proceed, please note: you will be responsible for arranging the work and for the cost of this individual gutter upgrade to your home (please refer to your letter and quote). Once the upgraded gutter is installed, however, the HOA will assume upkeep and maintenance of all gutters in the community. Note: installing this additional gutters to that area MIGHT alleviate the wood decay issue, due to diverting water away from the deck surfaces, but the HOA does not guarantee any relief.
3. **Tree, sod, and benches east of 3110 Bell.** A tree has been planted and sod has been installed in the common area east of 3110 Bell. The James Gibson memorial benches formerly in that area have been moved slightly north and east, to an area closer to the concrete path. Please do not move these benches. They will soon be secured in that location.
4. **Garage door replacement.** Our wooden garage doors have started to fail, but replacing them has been expensive and problematic. The Board approved the trial installation of a metal garage door with recessed panels, similar to the existing wood doors. It was painted to match the rest of the community and is now an HOA-accepted alternate to the wood panel garage doors. If you would like to replace your garage door, please submit an ACC form. **The only approved metal garage door is C.H.I. Overhead Doors Model #2298 Recessed Panel/Short Panel.** You may also purchase a recessed panel wooden door when replacing your door. These can be ordered through Boulder Garage Door or any garage door company that can order C.H.I. doors. The door must be painted the appropriate color. The cost of the door, painting, installation, and maintenance are the homeowner's responsibility.
5. **Bell Drive - Asphalt Sealing.** The asphalt along Bell Drive and in the common parking spaces will be re-sealed this fall. More details to come when the work has been scheduled.
6. **The yellow parking paint** will be touched up this fall, along with the white paint on the stairs leading to 47<sup>th</sup> Street on the NW side of our property.
7. **During the quarterly walk-around,** Board members and Property Manager Amy Scott noticed some items in violation of our By-Laws that negatively affect the overall appearance of our community. If you receive a letter from Robert Drew Property Management on behalf of the Board requesting a repair, removal or cleanup of your property, please comply.
8. **Sweeping / Cleaning:** Danelle Rutledge has been hired for some general property clean up, sweeping around the trash dumpsters, etc. She will come for a few hours about every 3 weeks. Please say hello if you see her!

**9. Board Meetings:** The Cattail Cove West HOA Board has decided to meet more frequently in order to conduct the community's business in a more timely manner. If you would like to address the Board at a regular meeting, the next HOA Board meeting is on Thursday, November 9, at 6 PM, at 3124 Bell Drive.

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Amy Scott  
Robert Drew Property Management, Inc.  
303-485-9818 (office)  
720-560-0389 (cell)

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September 15, 2017

**RE: "Solarium" Townhomes at Cattail Cove West**

Dear Cattail Cove West owner,

Your property is one of 17 units that has solarium windows on the back side of the townhome. The solarium units, originally constructed by the developer, did not include gutters to pull the water away from the windows and provide appropriate drainage to the downspouts. Over time, this has resulted in drainage problems that cause issues on the decks below.

- Decks are the maintenance responsibility of each owner.
- The roofing, gutters and downspouts are the maintenance responsibility of the HOA.

Per the guiding documents of the association, the HOA is not responsible for maintaining gutters that never existed. However, your board of directors is well aware of the drainage issues resulting from the lack of gutters at the solarium units. They have been discussing this matter for several months. After much research, including meetings with a structural engineer, roofing contractors and two gutter contractors, they have come up with a proposed solution:

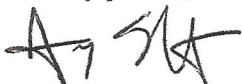
**If the owners of solarium units install and pay for a gutter to correct the drainage over their solarium windows, the HOA will then adopt and maintain those gutters as part of the building's gutter system.**

To make this more efficient for each solarium unit owner, Alpine Services, LLC, has inspected the property and provided bids for the addition of a gutter that will tie into the existing downspouts on the buildings. The gutters will serve to drain rain water and snow melt away from your deck, helping to preserve the life of your deck or patio. Alpine Service's bids are address specific. **The bid for your property is included with this letter.**

If you wish to install the drainage improvement gutter for your property, please call Alpine Services at 303-817-9910. The project will be between you, the owner, and Alpine Services. You will pay Alpine Services directly for this specific improvement that serves your home. *Neither Cattail Cove West nor Robert Drew Property Management will coordinate this work on your behalf.* Once the gutter has been installed at your unit, the HOA will assume the maintenance of the gutter as part of the building's gutter system, including cleaning twice a year and repairing when needed.

**PLEASE NOTE: This is an optional improvement for your Cattail Cove West property. It is your choice whether or not you wish to take advantage of the installation of the proposed gutter and help to protect your home with better drainage.**

Sincerely yours,



Amy Scott

Managing Agent, Cattail Cove West HOA

## Welcome to Cattail Cove West HOA!

You will find we are a neighborhood populated with young and older families, students, professionals and retirees. Some folks have lived here from the moment Cattail Cove West was built, back in the 1980's. We hope you will enjoy living in our beautiful, forested and unique area.

The Cattail Cove West HOA is managed by RDPM, Inc. Our property manager is Amy Scott. She may be reached at 303-485-9818 or [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com). If you are renting your townhome, the owner of your unit pays monthly HOA fees. These fees pay for grounds maintenance such as lawn care and snow removal. If you have an issue with the inside of your home (running toilet, leaking faucet) please contact the owner/landlord. If you have a concern about the exterior of your townhome, please contact your landlord & call the HOA.

Following a few common sense guidelines will make living here better for all of us:

### ➤ **PARKING**

Parking in the Cattail Cove West common area (any undesignated space) requires an HOA parking permit. **Any vehicles parked in the common spaces after 5:00 pm until 8:00 am, without a permit, are subject to booting.** The HOA cannot refund money if you or your guests are booted. Guests may park out on Edison Drive. Do not park your vehicle along Bell Drive "backwards" (facing west on the south side of Bell Drive). This creates a hazard for safe passage of vehicles coming and going on Bell Drive.

Resident parking is not for vehicle storage. Even with a parking permit, vehicles may not be stored in the common parking spaces. Please see the Parking Policy attached.

### ➤ **TRASH/RECYCLING/COMPOSTING**

Trash is picked up 3 times a week, on Mondays/Wednesdays and Saturdays.

Each home has individual recycle bins that are emptied every other Wednesday.

The HOA has one compost bin, located near 3123 Bell Drive, and it is emptied on Tuesdays.

The HOA pays for your trash, composting and single-stream recycling. Please be aware of what items are compostable, what items are recyclable and what has to be thrown in the dumpster as trash. Go to **www.westerndisposal.com** for specific details.

**NOTE:** If you have a carport, you must keep your recyclable items inside the recycle bin. You may not stack excess trash and recycling in the carport. This attracts raccoons and creates a messy environment for your neighbors. Storing trash, recycling or excess junk in the carports will result in fines. Also, The trash enclosures are not a donation center. If you leave a large item at the trash enclosures, you will be fined for dumping and disposal.

### ➤ **PETS**

It is a privilege to live in a townhome that allows dogs. If you have a dog, you must pick up after it, at all times. **Dog waste may not be left in the common areas** (*all of the grassy space throughout the community.*) Failure to pick up after your dog may result in a visit from Animal Control and fines from the HOA. Boulder has a leash law that is clear. Dogs must be on a leash when out and about. No part of Cattail Cove West HOA is "off leash". If your dog needs a good run, the City of Boulder has an excellent dog park just up the street on Valmont Road.

### ➤ **NOISE**

**This is not a "party" neighborhood.** We ask you to respect your neighbors and keep loud noise and disruption to a minimum. The City of Boulder has a noise ordinance which is followed here. We all live close together. If you are listening to music, please be aware of your neighbors and of the time of day. If you are outside, please know that your voice carries.

**We love our neighborhood and hope you will enjoy living here!**

The Cattail Cove West HOA Board of Directors and Amy Scott, HOA Manager: 303-485-9818

# CATTAIL COVE WEST PARKING POLICIES

Bell Drive is Private Property. Anyone who enters is subject to the Rules and Regulations of the Cattail Cove West Homeowners Association.

1. Parking in the Cattail Cove West Common Parking Areas and along Bell Drive is by **valid Permit only, 7 days a week, from 5:00 P.M. until 8:00 A.M.** The Common Parking Area is defined as **any marked parking space which is unassigned.**

2. **At all times, the following infractions may result in the restraint (booting!) and/or towing of a vehicle at the vehicle owner's expense:**

- A. Parking in a Common Parking Area or along Bell Drive without a properly displayed, valid permit during the hours listed in Section 1.
- B. Parking in or over a yellow area.
- C. Blocking a dumpster, mailbox, fire lane or fire hydrant.
- D. Parking parallel on the street in front of a driveway.
- E. Parking on or over the sidewalk or extending into the street from a driveway.
- F. Parking in a driveway at an angle other than the intended direction of the driveway.
- G. Parking in the street on the north side of Bell Drive.
- H. Parking in violation of any applicable City of Boulder parking regulation.
- I. Parking off a driveway onto the lawn or a plant bed.
- J. Parking an inoperable vehicle, or one not currently licensed.
- K. Motorcycle parking is prohibited on all sidewalks.

3. Restraint of vehicles found in violation will be done only under authority of the Cattail Cove West Board of Directors.

4. One red and white parking permit has been issued to each home in Cattail Cove West to be used at the Permit holder's discretion. If more than one Parking Permit is used by a resident or a designate, all permits will be invalid. A permit does not entitle the Permit holder to a parking space. Parking is on a space available basis. Residents are expected to utilize private parking space (garage, carport or driveway) before using the Common Parking Area spaces.

5. **The Parking Permit must be valid and placed on the rearview mirror so as to be completely visible (including permit number) through the windshield of the vehicle at all times.** A Parking Permit is valid when a homeowner is current on HOA dues and is in accordance with Section 4.

6. Parking Permits are the property of Cattail Cove West. When a unit changes ownership, the Parking Permit must be surrendered to the Homeowners Association. Lost or stolen Permits will be replaced at a cost of \$20.00. The Cattail Cove West Board issues and registers Parking Permits to the Association Members in good standing.

Please refer any questions or concerns you may have in writing to the Cattail Cove West Board of Directors, c/o Robert Drew Property Management, Inc., 905 Little Leaf Court, Longmont, CO 80503. You may also contact Robert Drew Property Management, Inc. during normal business hours at 303-485-9818.

**This policy is for the benefit of all residents of Cattail Cove West. It has been the most successful approach your Association has found, after many years of mostly futile efforts to allow residents to share the undesignated parking spaces equitably.**

Hello owners!

The Cattail Cove West Board met on June 20. Here are some highlights from that meeting

1. Additional tree trimming and tree maintenance has been approved, this work will continue throughout the summer.
2. Window replacement – our property management company/Amy Scott negotiated a group discount with New Windows for America. If you would like to take advantage of this discount call Keith at New Windows for America directly to discuss your needs and options. Neither the HOA or Amy Scott will not be involved in the purchasing of windows. An Exterior Change Form (attached here) must be filled out and submitted to the HOA (e-mail to [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)) and approval must be obtained prior to installing any windows (or making any exterior changes to the property).

### Keith cell [303-638-6568](tel:303-638-6568) with New Windows For America

For the quote a united inch is calculated by adding the length + height so a 50"x50" = 100 UI and a 60"x48" = 108 UI

Window size	Regular price	Discounted price
less than 100 UI (single kitchen/3rd fl bath)	\$1,647.21	\$886.40
Greater than 101 UI	\$1,820.46	\$974.82
3 slider/frame and case (3rd floor)	\$2,837.47	\$1,295 + \$250 = \$1545
Twin double hung with frame and case	\$3,294.42	\$974.82 + \$250 = \$1224.82
72"x80" patio door	\$3,800.16	\$2,340.96
72"x80" patio door + 36"x80" side lite tempered glass	\$6,952.37	\$3,615.78

3. A skylight group purchase was requested at the annual meeting but we were unable to find a reputable company that would extend a group discount to us. The HOA has approved Velux skylights as the standard to replace the old, domed skylights. Other "flat" skylights will also be considered. If you replace your sky light please obtain ACC approval first.
4. Gutter replacement - ongoing through the summer on all buildings.
5. Gutter upgrade - solarium unit options – In many units with the enclosed 2<sup>nd</sup> floor deck (and the 2<sup>nd</sup> story sliding glass door) owners have noticed wood decay due to water flow issues where the 1<sup>st</sup> floor solarium room meets the outside deck. The board requested a quote from the company currently replacing our gutters in an attempt to alleviate and adjust the water flow at the back of these units. Each of these

units will receive an individual quote for the addition of gutters to their homes. Adding gutters to that area MAY alleviate the wood decay issue, due to diverting water away from the deck surfaces. The HOA does not guarantee any relief. If you have one of these units, receive your quote and wish to proceed, you will be responsible for the cost of the initial gutter improvement to your home. Once installed, the HOA will assume upkeep and maintenance of the gutters, along with the existing gutters.

6. Installation of tree and sod - the common area east of 3110 Bell will have sod installed and a tree planted. The HOA lost a very large tree in this area last year, and is now planting a new tree and sod in the same area.

7. Garage door replacement – An owner requested replacing the wood garage door with a metal one that has the same architectural style of recessed panels that will match the current wooden doors. This has been approved for the garage at 3105 Bell. Once installed, the Board and the ACC will assess the door and whether it blends in appropriately with the neighborhood. If so, we will share the make, model and color of the door with owners. Replacing your old garage door with a wooden door (same design), is always an option.

8. The asphalt on Bell Drive and in the parking spaces will be resealed sometime this summer – further communication to follow once the work is scheduled.

9. Renters – the board is now requiring that off-site owners provide their tenant's contact information to our HOA manager, Amy Scott. As the move-in and move-out of tenants generates so much extra trash, and subsequently increased trash bills, the Board is now charging a \$50 move-in fee for new residents - owners and renters alike. The fee will be charged to owners, who may pass the fee along to the tenants if they so desire.

10. Welcome to the Neighborhood! Each time we have a new owner or renter, our HOA manager will send out a tip sheet to help be a good neighbor. It will include information about parking, dog waste, trash and recycle pick up, the compost bin, and more. For example, even with the signs posted, many residents still do not call the property management company when they leave trash outside of the dumpsters. The HOA is charged for each article left outside the dumpster.

11. NEIGHBORHOOD YARD SALE / BLOCK PARTY! If you are interested in participating in either a group yard sale (8am-1pm) and/or a neighborhood block party (1p-3p) please contact [Cortney.m.haggart@kp.org](mailto:Cortney.m.haggart@kp.org). The possible dates are July 8 or July 22

# CATTAIL COVE WEST HOA

c/o RDPM, Inc. 905 Little Leaf Court Longmont, CO 80503 303-485-9818 rdpm.amyscott@gmail.com

# NO PARKING!

## Wed April 5

## 12:00 noon – 6:00 pm

Lot must be clear to provide access for crane & tree removal equipment.

Vehicles are subject to towing if left in lot during these hours. Thank you for your cooperation.

# CATTAIL COVE WEST HOA

c/o RDPM, Inc. 905 Little Leaf Court Longmont, CO 80503 303-485-9818 rdpm.amyscott@gmail.com

**Hello,**

**Your vehicle is parked the wrong way on Bell Drive, which is a two-way road.**

**This is both illegal and unsafe.**

**We have had complaints from other residents.**

**Please park your vehicle facing the correct direction going forward.**

**Questions? Call 303-485-9818. We don't want you, your vehicle, or any residents getting hurt!**

**Thank you,**

*Maddy Gibson, Leland Giovanelli, Cortney Haggart,  
Ruth Eure, Jason Kim*

*The Cattail Cove West HOA Board of Directors*

ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.

905 Little Leaf Court  
Longmont, Colorado 80503  
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303-485-9818

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## **REMINDER:**

The Annual Members Meeting of the  
Cattail Cove West HOA is  
**Tuesday, March 14, 2017**  
**at 6:15 pm**

The meeting will be held at the  
**Boulder Public Library**  
**1001 Arapahoe Avenue**  
in the  
**Arapahoe Meeting Room - 2<sup>nd</sup> floor**  
The room may be accessed by stairs or  
elevator. Please call our office at 303-  
485-9818 with any questions.

**We hope to see you there!**

# AGENDA

Cattail Cove West HOA  
Annual Members' Meeting  
March 14, 2017

- 1) Registration and Introductions
- 2) Determine quorum
- 3) Past Year Highlights and Upcoming Projects
- 4) Report on Financial States
- 5) General Discussion (limit of 15 minutes per topic)
- 6) Nominations and Votes for two (2) positions on Board  
*Cortney Haggart's and Ruth Eure's terms expire at this meeting, Leland Giovannelli's and Jason Kim's terms expire in 2018, and Maddy Gibson's term expires in 2019.*
- 7) Adjourn meeting  
*New directors will meet briefly to elect officers and schedule next meeting*

**Balance Sheet (Cash)**  
**Cattail Cove West HOA - (cat)**  
**Feb 2017**

Prepared For:  
Cattail Cove HOA  
3101-53 Bell Drive and  
4791-4997 Edison Avenue  
Boulder, CO 80301

Prepared By:  
RDPM, INC.  
303-485-9818  
905 Little Leaf Court  
Longmont, CO 80503

**ASSETS**

Cash

Cash in Bank - Operating Acc't

13,146.44

Cash in Bank-1st Nat. Savings

108,352.32

Total Cash

121,498.76

**TOTAL ASSETS**

121,498.76

**LIABILITIES & CAPITAL**

Liabilities

Fund Balance (1/1/00 cash)

138,694.77

Retained Earnings

-17,196.01

Total Equity

121,498.76

**TOTAL LIAB. & CAPITAL**

121,498.76

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**905 Little Leaf Court  
Longmont, Colorado 80503  
303-485-7655 (fax)  
303-485-9818**

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To: Cattail Cove West Homeowners  
From: Amy Scott  
Date: February 22, 2017  
Re: Annual Meeting & Board Election

Please be advised that the annual meeting of the Cattail Cove West Homeowners Association members will be held **Tuesday, March 14, 2017, at 6:15 p.m., at the Main Branch of the Boulder Public Library**, 1001 Arapahoe Avenue. We will be meeting in the Arapahoe Room on the 2<sup>nd</sup> floor. Two positions on the Board will be up for election. There will be reports from the board, and an opportunity for homeowners to raise questions and concerns.

***If you are unable to attend the meeting, please complete the proxy form below, and e-mail, mail or fax it to our office. The proxies are essential to have a sufficient number of votes to make a quorum.***

PROXY

I/We, \_\_\_\_\_

being the owner(s) of the townhouse located at \_\_\_\_\_

\_\_\_\_\_, Boulder, Colorado, in the Cattail Cove West

Homeowner Association, authorize and appoint

\_\_\_\_\_ \* of \_\_\_\_\_  
(name of proxy) (address of proxy)

*(or, in the event that the named proxy does not attend the meeting, the current board president) to be my/our proxy, to vote on my/our behalf at the membership meeting of the Cattail Cove West Homeowners Association to be held on March 14, 2017 at the Main Branch of the Boulder Public Library, and to vote on my/our behalf, in the event a quorum shall fail to attend, at such time and place as the adjourned meeting shall be resumed. The proxy shall remain in full force and effect until such time as it shall be revoked by me/us in writing.*

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of owner)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of owner)

*\* You may name as a proxy any Association member who will be attending the annual meeting, such as a neighboring owner or a Board member.*

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# Cattail Cove West HOA

February 2017

ROBERT DREW PROPERTY MGMT. INC.

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## Annual Members Meeting to be held March 14

Mark your calendars! The Annual Members Meeting of the Cattail Cove West HOA will be held Tuesday, March 14 at 6:15 pm. We will meet in the Arapahoe Room at the Main Branch of the Boulder Public Library, 1001 Arapahoe Avenue. The meeting is required by the association's governing documents and is a good opportunity for owners to meet the board and present questions and concerns. We will discuss upcoming projects and review the association's financial state. A current balance sheet and a 2017 budget are included with this newsletter. There will be two board positions up for election / re-election at this meeting. Owners are welcome to nominate themselves at the meeting, and may contact Robert Drew Property Management for more information at 303-485-9818. We hope to see you on the 14<sup>th</sup>!

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**\$** Your monthly HOA fees were increased by a modest 2% for 2017. A statement with the new amount was mailed to each owner in December. If you pay fees using Bill-Pay, please make sure that you update the amount with your bank. You may also put your check in the HOA box by the front trash enclosure, or mail it to our office.

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### Rentals, Requirements and Being a Good Neighbor

If you rent out your Cattail Cove West townhome, please make sure that your tenants have a copy of the HOA Rules. The Rules are available on the website, and a hard copy was mailed out to all owners in 2016. Making sure your tenants know the rules of the HOA will help their experience be successful, and will avoid problematic issues with other residents. The HOA has a minimum lease requirement of 30 days, meaning no short term rentals are allowed. Remember also that the City of Boulder requires all rental properties to be licensed.

### Neighborly Reminders:

**Your noise travels!** Be aware and considerate. Whether it is music, a movie or a fixer-upper project, please be aware that sound travels through the buildings and may be causing a disturbance to your neighbors. If you've got an interior project, let your neighbors know what to expect. With audio systems, sometimes an adjustment to the position of your speakers is a simple fix to keep your entertainment from impacting others.

**Put your trash inside the dumpster, not on top.** We are trying to discourage wildlife, not make it easy for them to get food. *Note: The front dumpster will be getting serviced soon for easier opening and latching of the doors.*

**Do not leave items next to the dumpster.** The HOA (you!) pays each time we have to remove extra items.

**When your dog poops, pick it up...**No matter what the weather or time of day.



## WINDOW REPLACEMENTS at CATTAIL COVE

Last spring, we let owners know that the HOA was checking with a few different window companies to see if they would offer any kind of volume discount on window replacements, if multiple owners in the association were to participate. We've had a few delays in getting information, but expect to have some basic quotes soon. If you had expressed interest last year, we have your name on the list and will be in touch! Again, this does not obligate you in any way to the purchase of new windows.

## SKYLIGHTS are Owner Maintained

Like windows, skylights are each owner's responsibility. Although the HOA maintains the roofing and siding of the buildings, any skylight, window or sliding glass door is the maintenance and replacement responsibility of the owner. If you plan to replace your skylight, please submit the HOA's exterior change form first! Many owners have replaced their original skylights with Velux skylights, and have been very pleased with the results. Velux is available for installation by several roofing companies. The plastic covers that were part of the neighborhood's original construction are rapidly failing, and if you have not already done so, you should start budgeting for new skylights in the next few years.

## GARAGE DOORS, REPAIRS and REPLACEMENTS

Over the past year, and especially in the past month, your HOA has been researching garage door options for owners.

The current wooden garage doors are an important architectural feature of the neighborhood, and we don't want to lose that harmony by introducing a new style of garage door. However, it has become more difficult to service the wooden doors and replace panels when needed. The Cattail Cove West Board and ACC are coming up with a garage door program which will give owners information on door models, suppliers, service providers and options. The group is investigating a steel door with similar recessed panels to determine if it is a viable option for future door replacements. We will publicize this information as soon as it is finalized.

**To access the HOA's website:**

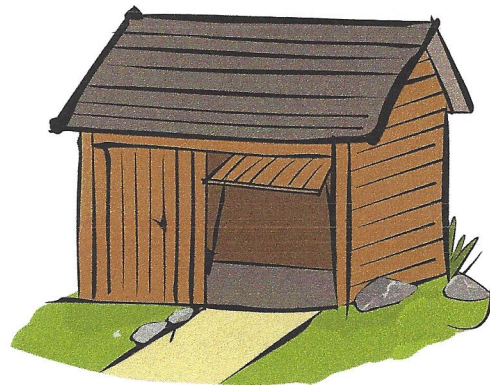
**Go to** [www.rdpminc.com](http://www.rdpminc.com)

**Click on** "Associations"

**Select** "Cattail Cove West"

**use password** "cat2991"

*The website has meeting minutes, financial statements, exterior change form, rules, governing documents & more.*



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As always, please feel free to call or e-mail our office with any questions at 303-485-9818  
or [rdpm.amyscott@gmail.com](mailto:rdpm.amyscott@gmail.com)  
~~~~~

**ROBERT DREW  
PROPERTY  
MANAGEMENT, INC.**

**905 Little Leaf Court  
Longmont, Colorado 80503  
303-485-7655 (fax)  
303-485-9818**

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December 6, 2016

Dear Cattail Cove West Owner,

At their most recent board meeting, your board of directors reviewed the association's financial performance for the past year. A modest 2% increase in monthly fees was approved for 2017, which comes to \$4-5 per month, depending on the size of your townhome. Please know that the board feels the "pinch" of increased fees, too! The board is building back the reserve account after 2015's carpentry and repainting project. Small, steady increases help to avoid the need for a special assessment down the road. We have included the 2017 budget here, so that you can see how your HOA fees are used throughout the year. Your new monthly fee is reflected on the enclosed statement, which also shows your payment history for 2016.

You may mail your monthly fees to our office or place them in the HOA's payment dropbox, located by the trash enclosure near 3110 Bell Drive. *If you are using your bank's bill-pay service please remember to update the monthly amount and ensure that the mailing address for the HOA is correct:*

Cattail Cove West HOA  
905 Little Leaf Court  
Longmont, CO 80503

In addition, if you would like a coupon book, please let us know. We will mail one to you upon request.

If you rent out your Cattail Cove West property, we'd like to remind you that the City of Boulder requires all landlords to obtain rental licenses. If you don't have one, please go to the City's website for details on how to obtain a rental license. The HOA requires a minimum of 30 days for all leases.

Another reminder: Your HOA has a website, which provides access to governing documents, budget and financial reports, meeting minutes, correspondence, insurance information, architectural improvement request forms, and more.

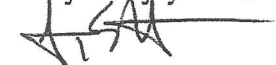
Website: [www.rdpminc.com](http://www.rdpminc.com)  
select "Associations"  
choose "Cattail Cove West"

*when prompted, please use the following password: cat2991*

Along with being a resource for you, the website is intended to satisfy the requirements of the Colorado real estate sales contract and HOA-related statutes, passed by the Colorado state legislature. We hope you find it both useful and valuable.

We wish you the best this holiday season!

Very truly yours,



Amy Scott, Managing Agent