



The Colorado Property Management Group Inc.

ACCREDITED ASSOCIATION MANAGEMENT COMPANY®

2620 S. Parker Road, Suite 105 • Aurora, CO 80014 • Phone: 303-671-6402 FAX: 303-671-6430 • www.WithCPMG.com

SECOND TIMBERS CONDOMINIUM ASSOCIATION COMMUNITY REMINDERS WINTER 2020-21

MAILBOX THEFT ON THE RISE

Residents are encouraged to check their mailboxes daily to minimize missing mail due to break-ins. Mailbox break-ins are increasing in the Aurora-Denver area by persons searching for medications, monetary gift cards and other cashable forms of money.

Mailbox break-ins and/or vandalism must be reported to the United State Postal Service (USPS) and Aurora Police Department.

USPS contact information: 1-877-876-2455
<https://www.uspis.gov/report/>
Aurora Police Non-Emergency: 303-739-1800

Additionally, please report incidents with dates and photographs of damage to the mailboxes to Association Manager Lynda Reifman at cpmgassist@withcpmg.com.

SNOW REMOVAL GUIDELINES

Snow removal begins at the end of each snow storm and when there is two or more inches on the sidewalks and two or more inches on the drive and open parking areas. Concerns regarding snow removal must be registered within 24 hours after the snow has ended by calling 303-671-6402, ext. 16.

AVOID A VIOLATION NOTICE
BY COMPLYING WITH THE ASSOCIATION'S RULES

The Association's rules are posted on the Second Timbers resource website at www.withcpmg.com and follow the link to *SECOND TIMBERS*.

The CPMG team conducts routine community inspections. Notices of non-compliance are sent to owners and renters in accordance with the Association's covenant compliance policy adopted by the Board of Directors. Landlords are responsible for their tenants' and their tenants' visitors' compliance with the rules.

Most frequently cited violations include window and door coverings and screens in disrepair, items stored on balconies that are not permitted, barbecue grills that do not meet Aurora Fire Department's code, satellite dishes installed without prior Association approval, security doors that are not white and window air conditioning units.

Non-compliance issues must be reported in writing to Second Timbers in care of CPMG. Anonymous reports are not accepted.

BE KIND TO GARBAGE DISPOSALS:
HELP PREVENT BACKUPS

The following suggestions may help prevent backups:

- *turn on the cold water and THEN turn on the disposal;
- *continue running cold water for several seconds AFTER grinding is completed to flush the drain line;
- *grind hard materials such as ice to create a scouring action inside the grind chamber;
- *grind citrus fruit peelings to freshen the drain odor;
- *use a disposal cleaner or degreaser to dispel odors.

DO NOT USE THE DISPOSAL:

- *to pour grease or fat down ANY disposal or drain;
- *don't use hot water when grinding food waste;
- *don't fill disposal with a lot of food waste all at once;
- *don't grind egg shells, corn husks, artichokes or other fibrous food stuff;
- *don't turn disposal off until grinding is completed and only the sound of water and the motor is audible.

LARGE ITEM DISPOSAL & GROCERY CARTS

For large item pickups, you can contact the Association's service provider, GFL, at 303-744-9881 or Association Manager Lynda Reifman at 303-671-6402, ext. 16.

Please be a considerate resident and do not place large items in the dumpsters as these extra pickups cost you money. Also, please flatten all boxes and tie all bags making sure the bags actually are placed in the dumpsters.

As a reminder, the dumpsters are picked up Tuesdays and Fridays.

If you bring a grocery cart back to the community, return it to the store on your next trip. Do not leave carts in the common areas. The Association must pay for cart removal.

LIGHTS OUT?

Report community lights out to 303-671-6402, ext. 16. Please leave a specific location of the light or lights that are out.

RESPONSIBLE PET OWNERS MAKE GREAT NEIGHBORS

DOGS:

- *must be kept on leashes when outside your condominium
- *"poop" must be picked up and put in a trash container
- *excessive barking and other animal complaints can be reported to Aurora Animal Care at 303-326-8288 or in writing to CPMG.

CATS:

- *veterinarians suggest that cats that are not allowed outside will be healthier and live longer.

SQUIRRELS:

- *feeding squirrels is not a wise option as the squirrels make themselves "at home" and begin to build nests and breed in attics and under porches and balconies
- *squirrels get inside attics and can cause damage to wiring and siding
- *squirrels are not "cute" pets, but can carry and transmit harmful diseases.

CIGARETTE BUTTS & LITTER CREATE A MESS

Please take an extra minute to properly dispose of cigarette butts and other litter in appropriate containers instead of tossing on the Association's grounds. Your Board of Directors and CPMG appreciate your help to maintain a clean and friendly community.

LANDLORD REMINDERS

Thermostats in vacant units should be maintained at a minimum of 60 degrees to prevent pipes from freezing and breaking which could lead to expensive water damage repairs.

As a reminder, owners who rent their condominiums are responsible for their tenants receiving and complying with the Second Timbers Association's rules available on the resource website: www.withcpmg.com and follow the link to *SECOND TIMBERS*.

Please notify CPMG when your renters' contact information has changed. In emergencies, it is crucial that your current renter information is on file at CPMG.

COMMON COMMUNITY LIVING = COMMON COURTESY

With more residents working from home during the pandemic, please remember to be respectful of the sounds within your condominium that can impact neighbors.

Neighbors may not realize the impact created on others that sounds from music systems, televisions, vehicles entering and exiting the community or simply playing with the dog, causes.

Perhaps a note or knock on a door with a request for a little less bass, volume or more outdoor exercise for the dog may resolve the matter in a neighborly way.

CPMG CONTACT INFORMATION

SECOND TIMBERS ASSOCIATION MANAGER:
Lynda Reifman, 303-671-6402, ext. 16
email: cpmgassist@withcpmg.com

CPMG OFFICE:
2620 S. Parker Road, No. 105
Aurora, CO 80014

CPMG HOURS: *DURING THE COVID19 PANDEMIC,*
APPOINTMENTS MUST BE MADE BY CALLING 303-671-6402, EXT. 0
Mondays-Fridays
9:00 a.m. to 6:00 p.m. Closed noon to 1:00 p.m.

EMERGENCIES AFTER HOURS & HOLIDAYS:
303-671-6402, ext. 7

CPMG Finance Department:
303-671-6402, ext. 22

SECOND TIMBERS RESOURCE WEBSITE:
www.withcpmg.com & follow link to *SECOND TIMBERS*

It's a Toilet, Not a Trash Can!

Never flush the following items (or put down the garbage disposal or drain). Toss them in the trash instead.

- Baby/Facial/Cleaning Wipes
- Tampons
- Sanitary Napkins
- Medication
- Hair
- Dental Floss
- Cotton Swabs/Balls
- Bandages
- Rags and Towels
- Rubber Items (like latex gloves)
- Fat, Cooking Oil, Grease



- Clothing Labels
- Candy/Food Wrappers
- Syringes
- Cigarette Butts
- Disposable Toilet Brushes
- Kitty Litter
- Aquarium Gravel
- Plastic Items
- Diapers
- Fruit Stickers
- Paper Towels

Only Flush the 3 P's - Pee, Poop and (toilet) Paper

SECOND TIMBERS
WINTER 2020
NEWSLETTER

Second Timbers
C/o Colorado Property Management Group
2620 S. Parker Rd. Suite 105
Aurora, CO 80014