



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 2019

SELF-HELP ICE MELT AVAILABLE

At the direction of the Board of Directors, buckets with ice melt material have been placed at each building for use by residents.

When using the ice melt, please try to spread, rather than dumping, the material over the area. To request that a bucket be re-filled, contact Association Manager Lynda Reifman at 303-671-6402, ext. 16, or withcpmgassist@withcpmg.com. Be sure to identify the bucket's location.

"PUFFER" VEHICLES ATTRACT CAR THIEVES

Unless your vehicle has a remote self-starter, don't leave vehicles unattended and unlocked with the motor running to warm up the engine.

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.

AURORA WATER OFFERS TOILET REPLACEMENT REBATES

Aurora water offers rebates to customers who replace their old toilets with new ultra-high-efficiency toilets that uses an average of 1.1 gallons per flush or less.

For information: AuroraGOV.org/Rebates or call 303-739-7195.

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, Alpine Waste, 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.

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 efforts 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

A frequent complaint received by CPMG Association Managers concerns loud sounds penetrating into neighboring living spaces.

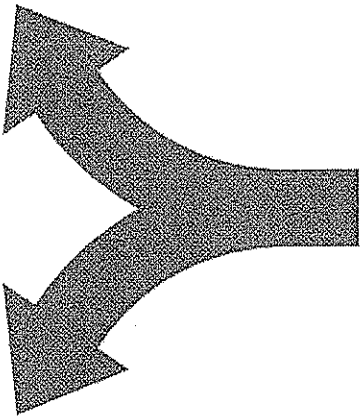
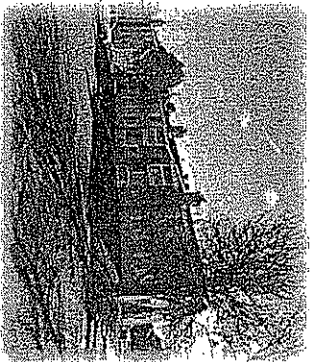
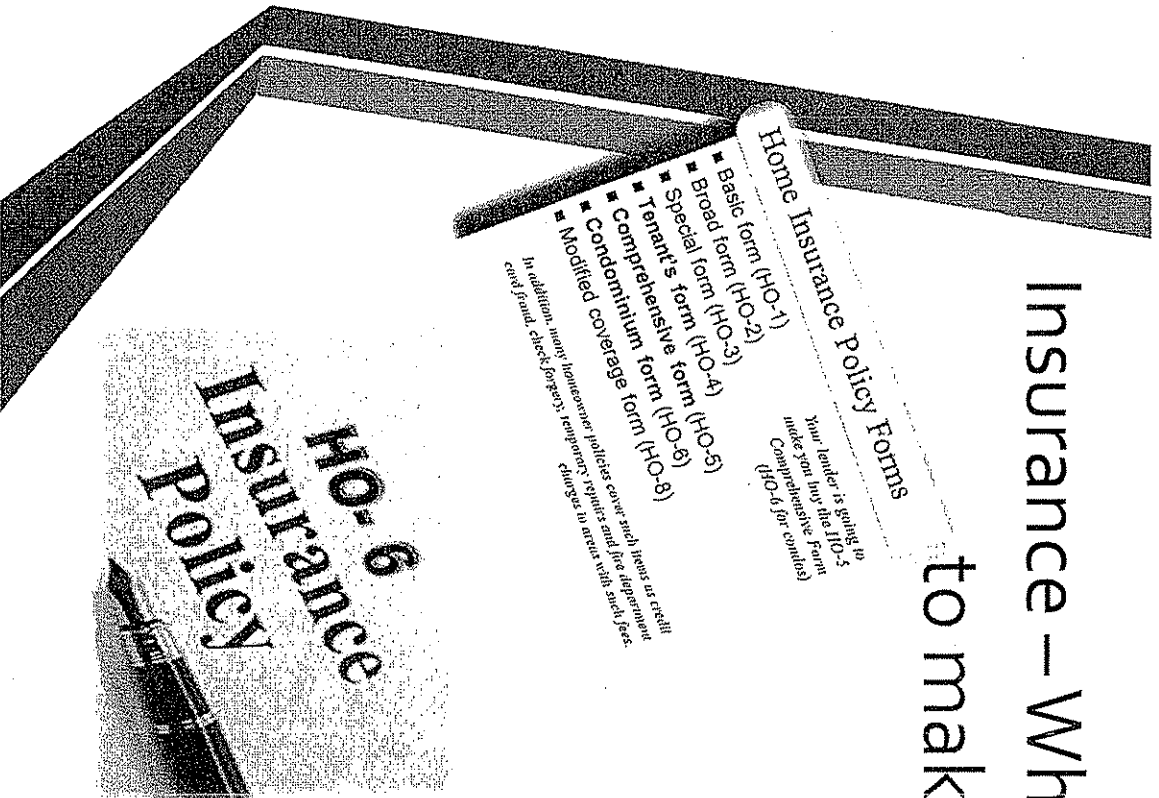
While this can be reported to CPMG, you may also want to try and locate the source as sound travels from floor to floor and building to building.

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.

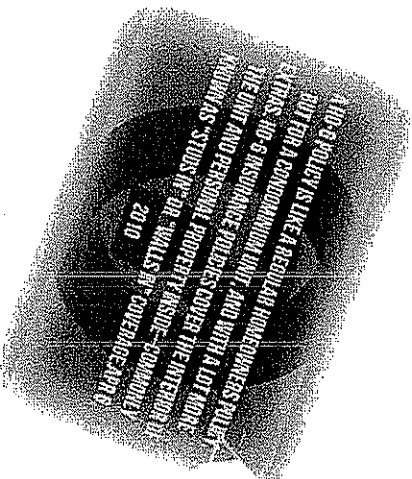
Perhaps a note or knock on a door with a request for a little less bass, volume or more outdoor exercise for the dog may resolve the matter in a neighborly way.

FOR YOUR PROTECTION

Insurance – What questions to ask your agent to make sure you are covered



You need both



Loss Assessment Coverage

What kind of Special Assessment might be covered by an individual Unit Owner's policy?

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:
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*