



HOA & Metro Districts

HOMEOWNER GUIDE

Effective: 2019-12-03

Version 2019.12.03



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HOA & Metro Districts

HOA & Metro Districts

Your new community includes many services and a lot of participants, each with their own responsibilities. This guide explains who does what, how your community is governed, and how you can get involved.

Overview: Who Does What?

Additional details follow throughout this guide, but this list provides a general perspective on who is responsible for which details of community care and management.

Homeowners

- Enjoy and maintain your home
- Take advantage of recreational amenities
- Attend community activities that appeal to you
- Vote in association elections
- As your interest dictates, serve on a committee or as a board member
- Observe covenants and community policies
- Pay dues, fees, and assessments

Classic Homes

- Design the overall community
- Create and file the Declaration of Covenants, Conditions, and Restrictions
- Establish and participate in the community Homeowners Association until turned over
- Market the community
- Design, sell, and build new homes
- Provide warranty services for individual homes and common areas, if applicable

Homeowners Association and/or Metro District

- Elect a Board of Directors and establish committees to direct the business of the association
- Engage and direct a management company to administer day-to-day business
- Communicate community information to homeowners
- Enforce covenants
- Review design requests for exterior modifications to residences
- Organize and promote social activities
- Establish dues and fees, as appropriate

Board of Directors

- Prepare an annual budget for the association
- Perform bookkeeping and accounting functions
- Oversee architectural control
- Enforce community covenants
- Establish appropriate committees to accomplish the goals of the association
- Hold quarterly meetings, which any member is welcome (but not required) to attend
- Host an annual membership meeting, which includes review and approval of the budget for the upcoming year
- Attend special meetings that may be called by the board president

Management Company

- Maintain a current membership list
- Receive and deposit assessment payments from the members
- Follow up on delinquent accounts
- Receive, review, and approve invoices for work done for the association
- Prepare financials
- Present monthly accounting reports to the board
- Assist with the preparation and distribution of association newsletters and notices
- Tour the community regularly to confirm compliance with covenants and design review standards
- Issue correspondence on behalf of the association

- Work with the association's attorney regarding legal issues or accountants regarding audits or taxes

City or County

- Emergency medical service
- Fire protection
- Law enforcement
- Road maintenance (after acceptance)
- Snow removal for public streets
- Street signs and traffic controls

Your Role as a Homeowner

You are a member of the community Homeowners Association and/or Metro District. Whether or not you choose to participate actively, the cooperation of all residents is essential for the community to be successful.

- Read the community covenants, conditions, and restrictions (CC&Rs) thoroughly. CC&Rs provide both protections and limitations. It is important that you be familiar with them.
- You received instructions at closing regarding our website and portal.
- Stay informed regarding policies affecting common areas and amenities.
- Be aware of the issues facing your community and exercise your right to vote in elections.
- Volunteer your time for a committee or run for a board position.
- Share your ideas regarding the community, your concerns, and suggestions with your association representatives — your input is always welcome.
- Pay fees and assessments promptly.
- Your input into budgeting decisions and other community choices is invited. While participating in the budgeting process is optional, being informed about all the reasons behind decisions and costs is often more comfortable than wondering where "all that money" is going.

What's in this guide

- **Metro Districts** — the local government entity that funds and maintains your community's public infrastructure.
- **Community Governance** — the Board of Directors, meetings, the management company, and committees.
- **Design Review** — how exterior changes and additions are reviewed and approved.
- **Turnover & Common Areas** — how control transitions from Classic Homes to the association, and how common areas are cared for.
- **FAQs** — answers to the questions we hear most often.



Metro Districts

Metro Districts

A metropolitan district (commonly called a "metro district") is a local government entity established under Colorado law to help fund and maintain the public infrastructure within a new community — things like roads, water and sewer lines, drainage, sidewalks, parks, trails, and open space. Instead of building the full cost of this infrastructure into the price of your home, the metro district spreads it out over time through a separate property tax paid by the homeowners who benefit from it. The district is run by an elected board of directors and operates under a service plan approved by El Paso County or the local municipality, which provides oversight and long-term accountability to residents.

Many Classic Homes communities are served by a metro district.

To learn more about how metro districts work in Colorado, visit the Metro District Education Coalition at metrodistricteducation.com.



Community Governance

Community Governance

Your community is governed by an elected Board of Directors, supported by a professional management company and a set of committees. This page explains how each works together.

Board of Directors

Initially, the developer oversees association matters. As home sales progress, homeowners are appointed to the board, and the turnover process described later in this guide (see [Turnover & Common Areas](#) (p. 13)) occurs. This is mainly an administrative function and includes an election of the Board of Directors by the homeowners as well as an audit and reserve study.

HOA and/or Metro District Meetings

Your community Board of Directors meets quarterly to conduct association business. These meetings are open to all members, although you are not required to attend.

The fourth-quarter meeting is intended to include all homeowners. At this meeting, the budget for the upcoming year is reviewed and approved. Notices regarding the date and time of this meeting are sent to all homeowners via email.

Many services are available to the homeowners. Our challenge is balancing the budget (and monthly dues) with the services required by those of you within the community. Your input into these decisions is expected and welcome.

Management Company

A professional management company handles the daily operations of the association. The duties and responsibilities of the community manager are carefully detailed in a written contract.

If you have not already done so, please refer to the information you received when you signed your purchase agreement regarding registering on the management company website so that you can receive emails with information about your community and stay up to date on upcoming events, such as meetings of the Board of Directors.

Committees

Depending on the size, demographics, and interests of the community, the specific committees vary. The list below provides some examples. We invite your participation on the committees of interest to you.

Covenant Committee

- Oversees all covenant matters other than Design Review Committee issues
- Establishes standards and procedures for enforcement of the covenants
- Serves as the hearing tribunal of the association

Design Review Committee

- Details standards for exterior changes to residences
- Regularly reviews design requests submitted by members
- Enforces standards and requirements for review
- Reports to the Board of Directors regarding design matters
- Additional details follow in [Design Review](#) (p. 10)

Social Committee

- Solicits ideas for social activities from members
- Plans and oversees social activities as directed by the membership
- Oversees creation and distribution of the community newsletter

Landscape Committee

- Inspects landscaping to take note of details needing attention
- Receives feedback and questions from homeowners regarding landscaping, snow removal, and so on



Design Review

Design Review

One of the advantages you enjoy by living in a covenant-controlled community is the Design Review process. This assures all homeowners that the architectural design and quality of exterior changes and additions will be consistent with the original design.

Pre-Approved Exterior Changes

Some exterior items have been pre-approved. If you are uncertain whether your change requires approval, please contact the Design Review Committee chairperson or community manager for guidance. Others include detailed requirements and considerations. Check the management company's website and refer to the Design Guidelines and Community Covenants for information on items such as:

- Dog runs (please refer to Fence Guidelines)
- Fence and patio guidelines
- Potted plants
- Satellite dishes (refer to the Satellite Diagram approved locations)
- Storm doors

Design Request Hints

We recommend that you familiarize yourself with the architectural standards that apply to the subject of your request before making design choices. The steps listed below offer guidance with this process.

- Obtain a Design Request form from the management company website and complete all applicable blanks
- Attach additional information in the form of drawings, paint samples, and so on, to clarify the request
- Provide clear and complete information to the Design Review Committee
- If you are installing a permanent item, a maintenance indemnity is likely to be required as part of the process; this will ensure that a future owner will honor a commitment to maintain the item



Turnover & Common Areas

Turnover & Common Areas

As your community is completed, control of common areas and administrative duties transitions from Classic Homes to the association in several steps. This page explains that process and how common areas are cared for afterward.

Community Turnover

As mentioned in [Community Governance](#) (p. 9), the turnover procedure of common areas and specific parcels and tracts occurs gradually and in several steps. The exact scheduling depends on how quickly homes are sold, completed, and closed. In general, the process occurs in the following order.

When an area of the community is complete, an inspection tour is scheduled. This review will include community developer personnel, the landscape company, the board members, and a representative from the community management company.

The purpose of this tour is to confirm that all details have been completed as planned and are functioning as designed. A list of details needing attention is typically created, and Classic Homes responds to these items.

This list includes photographs that can be shared with any trade partners or service personnel involved. The items to be attended to are communicated to the appropriate companies, and work is performed in response. Upon completion, the items are reviewed and approved. At that point, turnover is successful.

Where applicable, manufacturers' warranties and trade partner information are assigned to the association as well.

Maintenance is provided by either the district or the association working through the management company with the various contracts for service in place.

Common Area Use and Care

Complete details about community operation can be found in the Covenants, Conditions, and Restrictions or the Rules and Regulations for the community. These are subject to change by your Board of Directors, and you will want to stay informed about such adjustments.

The list that follows provides an overview that answers some of the most common questions we hear from homeowners. For further details regarding Classic Homes' Limited Warranty commitment for many of the items listed here, refer to the Limited Warranty Guide.



FAQs

FAQs: Frequently Asked Questions

Some questions come up over and over, so we've collected them here. We hope you find the information helpful.

Covenants & CC&Rs

What is a "covenant-protected" community?

When your community was developed, a specific set of standards were identified as desirable. These were written into the Declaration of Covenants, Conditions, and Restrictions (CC&Rs) that were filed with the county prior to the sale of any homesite to homebuyers. They encumbered every homesite, and each is sold with the understanding that the purchaser acknowledges and agrees to all of the covenants, conditions, and restrictions.

Who is responsible for enforcement of covenants?

Everyone. In practical terms, the association's or district's management company handles many routine matters. One of the community manager's duties is to inspect the community on a regular basis, notify those who have violated a covenant of their error, and request compliance. While it would be naive to think such routine inspections would discover every violation, many are noted in this way. Any association or district member can report a covenant violation by contacting the management company.

What if I notice a covenant violation?

Take note of the nature of the violation, the identity of the individual, date, time, and place. Contact the association's management company. The more information you can provide, the more effective the community manager can be in enforcing the covenant. Your report will be kept confidential.

What happens if the offender refuses to cooperate?

After the initial written notification is sent, the community manager follows up to confirm that the matter has been resolved. If the behavior continues, the matter is reported to the board for further action. Legal means have been used successfully to enforce covenants.

What if I violate a covenant simply because I didn't know about it?

The community manager may send you a courtesy letter reminding you about the covenant and asking you to comply. The law assumes you were aware of all terms because they are on file at the municipality and therefore are considered to be a matter of public knowledge. This is why it is important that you read the CC&Rs carefully when you purchase a home.

What if there's a covenant I don't like?

By deciding to live at the community, you have indicated your desire to participate in a particular lifestyle. That lifestyle is one that includes consideration for others and respect for property — individual and community owned. This respect for each other is detailed in the CC&Rs. This is a two-way street. Expecting others to follow the rules while ignoring selected covenants yourself can lead to unpleasantness (or worse, legal action).

Part of your role in the community is staying informed and following the covenants and policies of the community. The covenants are there to protect your investment and those of all your neighbors. While you may disagree with a particular detail, you are still obligated to comply with it. This is why we suggest you read the entire set of CC&Rs carefully. We do not want you to experience any unpleasant surprises.

What if my neighbors have no objection to my ignoring a covenant?

But what if your neighbors' neighbors object? Individual neighbors do not have the authority to modify or waive the covenants. If each individual were to negotiate with neighbors regarding which covenants would be observed, the community would cease to be a covenant-protected community.

The Association & Management Company

How is a homeowners association formed?

The developer (called the "Declarant" since it "declared" the CC&Rs) establishes an association by recording a Declaration of Covenants, Conditions, and Restrictions with the appropriate municipalities. Articles of Incorporation (affectionately known as "the Articles") are filed with the Secretary of State.

These two actions create the association in a legal sense. At that point, the developer is the only member and has all the votes — one for each lot. While this makes elections rather easy, it is not a profitable way to run a business. Homes are marketed, and ultimately each homeowner has one vote for each home they own. The votes that belong to homeowners reduce the developer's total.

What does a "community manager" do?

The Board of Directors determines its objectives and contracts with a professional management company experienced in carrying out the day-to-day work needed to achieve those objectives. The contract specifies the duties of the community manager and fees to be paid in return. In turn, at the direction of the board, the community manager obtains bids for specialized services (landscape maintenance, pool service, etc.) and contracts with companies selected by the board to obtain the needed service.

The board represents the association members (homeowners, and until the community is complete, the builders and developer as well) and directs activities to carry out its responsibilities. The association contracts with the management company for specific duties and management fees to be paid in return.

Roads

How are roads within the community maintained?

The roads are constructed and warranted for two years by the developer. Near the expiration of the warranty period, the municipality inspects the roads. The developer makes repairs as required. After completion of the repairs, the municipality accepts the roads into their routine maintenance program. From that point on, the roads will be maintained and serviced according to the standards of the municipality. The exact timing of this turnover can be affected by weather and the amount of new construction in the area.

What if I have a complaint about a road in the community? Who should I contact?

If you have a particular concern about a public road, report it to the appropriate municipality.

Common Areas

What if I notice a sprinkler in the common area watering the sidewalk instead of the landscaping?

Common areas are maintained by the HOA or metro district working through a landscape company according to the specific terms of a contract. If you notice a problem with a common area — misadjusted sprinkler, dying tree, lack of water, too much water, and so on — contact the management company to report the item and location.

Design Review

We want to add a deck, paint our shutters a different color, install a dog run... What do we do first?

Fill out a Design Review Request form and submit it to the Design Review Committee. Include appropriate drawings and all necessary information for the quickest response.

Does everything require Design Review Committee approval?

Anything that changes the exterior appearance of your home or adds to your property — for example, paint, decks, sheds, room additions, air conditioning units, or basketball backboards. Approval for some items has been requested so often that a list of pre-approved changes exists. For the current list, see Article 5 in the CC&Rs.

What if a resident proceeds with an exterior change without Design Review Committee approval?

The Design Review Committee has the right to require resident compliance. This would be requested by letter. Litigation is the ultimate means to assure compliance. The resident could end up having to remove or redo the improvement to meet the architectural standards for the community.

How long does it take to have a request processed and approved?

The timing of submitting your request can dramatically affect how long you wait for a response. The Design Review Committee meets regularly, usually once a month. However, if you submit a request just after a meeting, you will have to wait for the next scheduled meeting for a response.



Definitions

Definitions

Understanding these key terms will help you get the most out of this guide.

CC&Rs (Covenants, Conditions, and Restrictions)

The Declaration of Covenants, Conditions, and Restrictions is the recorded document that establishes the standards every homesite in the community must follow. Filed with the county before any home is sold, the CC&Rs encumber every lot, and each home is sold with the understanding that the buyer agrees to all of them. They provide both protections and limitations, so it is important to read them carefully.

Declarant

The developer of the community, called the "Declarant" because it "declares" the CC&Rs. The Declarant establishes the association, holds all the votes initially (one per lot), and gradually turns over control to homeowners as homes are sold.

Homeowners Association (HOA)

The organization that directs the business of the community — electing a Board of Directors, enforcing covenants, engaging a management company, organizing activities, and setting dues and fees. Every homeowner is a member.

Metro District

A metropolitan district is a local government entity established under Colorado law to fund and maintain a community's public infrastructure — roads, water and sewer lines, drainage, sidewalks, parks, trails, and open space — through a separate property tax. It is run by an elected board and operates under a service plan approved by the county or municipality.

Management Company

The professional firm contracted by the Board of Directors to handle the association's day-to-day operations, including membership records, assessment collection, financials, covenant inspections, and correspondence. The community manager is the firm's representative who carries out these duties.

Design Review

The process by which exterior changes and additions to a home are reviewed and approved to keep the community's architectural design and quality consistent with the original. Requests are submitted to the Design Review Committee using a Design Request form.

Community Turnover

The gradual, multi-step process by which control of common areas and administrative duties transitions from Classic Homes to the association as the community is completed. Each completed area is inspected, corrected as needed, and then formally accepted.