



## LEAVING TOWN?

If you are leaving home for an extended period, you may want to notify neighbors, friends and relatives of the dates you will be away and give them your contact information.

Also, tell your neighbors who may be at your home in your absence and provide vehicle descriptions. Cancel mail and newspaper delivery or arrange to have these items taken inside daily.

Lock doors and windows and leave some lights on inside and outside. In winter, leave heat set at 60 degrees to avoid frozen pipes.

## HOW TO REPORT A BACKYARD THAT HAS WEEDS AND/OR TRASH

Community inspections conducted by the management company representative do NOT include backyards, unless the yard is visible from the street.

Written complaints must be signed and sent to Hampden Villas Board of Directors in care of CPMG. Please include the address of the house that has backyard violations and provide as much detail as possible. For example, if it is a barking dog issue, state times of the day and the dates that the dog barks.

In accordance with the Association's Rules and Regulations, a first warning notice will be sent to the homeowner to correct the violation. Please be aware that a homeowner has the right to know the name of the person who has complained.

## FRONT & REAR YARD MAINTENANCE REQUIRED

The Association, through the management company, continues to seek yard maintenance covenant compliance.

Residents who do not comply with first violation notices will be mailed a second violation with an opportunity for a hearing. The Board of Directors can levy a monetary fine in accordance with the Association's covenant compliance policy.

Weeds MUST be kept under control in all areas of your property including front, back and the rock areas on the street side of your fences, as well as driveways.

## PRIDE IN OWNERSHIP

Hampden Villas homeowners are encouraged to consider projects that will improve and maintain landscaping, paint, shutters, fences, gates and driveways.

Before beginning your project, remember that all exterior projects require prior approval and must be submitted to the Association with an Architectural Improvement form available at [www.withcpmg.com](http://www.withcpmg.com) on the main website or by contacting Association Manager Lynda Reifman at 303-671-6402, ext. 16.

### PLAN AHEAD:

## APPROVAL REQUIRED FOR PAINTING YOUR HOME

Approved exterior paint color selections are available for viewing at Colorado Property Management Group, 2620 S. Parker Road, #105, Aurora, CO 80014.

Office hours are 9:00 a.m. to 6:00 p.m. (closed noon to 1:00 p.m.) Monday through Friday. An appointment is required during the pandemic guidelines.

The color book cannot be checked out. Homeowners can select several color schemes which will be color copied at *no charge* to take home and make a decision.

All exterior painting projects must be submitted with an Architectural Improvement form and the color scheme selected from the book. Even if you are repainting the same colors, a form must be submitted.

Forms are available at [www.withcpmg.com](http://www.withcpmg.com) on the main site at the "forms" icon or by calling 303-671-6402, ext. 16.

## TREE MAINTENANCE

Please check the health of the trees on your property. Dead or deteriorating trees should be removed, including stumps. Also, it is recommended that broken or dead branches be pruned.

THANK YOU FOR BEING A RESPONSIBLE  
HAMPDEN VILLAS HOMEOWNER

## GARAGE DOOR PAINTING

When re-painting garage doors the same color, please *carefully* match the existing color. It is suggested that you try a sample area before painting the entire door.

Whether you are re-painting your home or garage door with the same color or you are planning to change the color, homeowners must complete and submit an Architectural Improvement form to the Association.

To obtain a form, call 303-671-6402, ext. 16, and leave a request with your name and address. The form is also available at [www.withcpmg.com](http://www.withcpmg.com).

## STREETS ARE NOT A SAFE PLACE TO PLAY

As a reminder, there are three common areas in the Association within which to play. In addition, there is a nearby school with play areas. If residents choose to play in the streets and/or cul-de-sacs, adult supervision of children is suggested.

Basketball hoops, soccer nets and similar equipment should be removed from the sidewalks and streets at the end of each day. Play equipment should not block sidewalks or driveways.

## HOMEOWNER ISSUES/COMPLAINTS PROCEDURE

Homeowner complaints and/or issues can only be processed if submitted in WRITING to the Association in care of the Association Manager at CPMG.

Complaints and/or issues must include SPECIFIC details regarding the problem. Details should include times, dates, addresses, description of vehicles, pets, persons, and if any attempt has been made to personally contact the person or persons creating the problem. Please note that all correspondence must be signed to be acknowledged.

If the complaint and/or issue is an emergency, defined as endangering life and/or property, call the police and/or fire department at 911.

ALL EXTERIOR PROJECTS REQUIRE APPROVAL,  
INCLUDING FRONT AND REAR LANDSCAPING & PAINTING

Exterior projects such as landscaping, painting, sheds, decks, roofs, patios, and play structures must be submitted for review and approval to the Association in care of the management company.

Architectural Improvement forms may be obtained by contacting Association Manager Lynda Reifman at 303-671-6402, ext. 16, or from the website: [www.withcpmg.com](http://www.withcpmg.com).

SAFETY REMINDER: SPEEDING IS DANGEROUS

Courteous driving within the community will help prevent accidents to persons and property. If you observe speeding and other careless driving behavior, try to get a vehicle description with license plate number and contact Arapahoe County Sheriff's Department with the information. The contact number is 720-874-3825.

COVENANT COMPLIANCE & ENFORCEMENT

Each homeowner received the Hampden Villas Property Association governing documents during the closing process on their home. These documents are the Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions and Bylaws. The Articles enable the Association to operate as a not-for-profit organization, the Bylaws establish the administrative process and the Declaration establishes, among other items, duties and rights of the Association and the owners who are the Association's members. Typically, of the most interest to homeowners who select a home in a covenant community, is the general restriction section of the Declaration (Article 3, pages 5 through 9, of the Hampden Villas Declaration).

As you become familiar with this section, please remember that the streets within Hampden Villas are Arapahoe County streets. Issues with extended parking of non-attached trailers and other problems such as speeding must be addressed to the Arapahoe County Sheriff's Department at 720-874-3825. There is no restriction on the time period vehicles can be parked on the county streets. Obvious inoperable and/or abandoned vehicles should be reported to the sheriff's department. The general information number for Arapahoe County is 720-874-3600.

Enforcement of the Association's Rules and Regulations is done by the management company at the direction of the Board of Directors. Complaints regarding homeowner non-compliance with the Association's Rules and Regulations must be provided to the management company IN WRITING and signed. These documents are available online at [www.withcpmg.com](http://www.withcpmg.com) and follow the link to HAMPDEN VILLAS.

PLEASE BE A RESPONSIBLE PET OWNER, ESPECIALLY  
IN THE PLAYGROUND & COMMON AREAS

Arapahoe County Animal Control ordinances require that pets must be on a leash when outside of the pet's yard. If you walk your pet through the community, it is also the law and common courtesy that excrement be picked up immediately. To report violations, contact Arapahoe County Animal Control at 720-874-6750.

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STREET LIGHT OUT?????????  
CONTACT XCEL ENERGY  
@ 1-800-895-4999  
PLEASE PROVIDE SPECIFIC LOCATION  
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CPMG CONTACT INFORMATION

Association Manager Lynda Reifman can be contacted at 303-671-6402, ext. 16. If you are greeted by voice mail, please be specific as to your request or suggestion and include the name of your Association. EMAIL: cpmgassist@withcpmg.com. Include your association name in subject line.  
\*\*\*\*Financial information regarding homeowner accounts can be obtained by calling 303-671-6402, ext. 22.

HAMPDEN VILLAS RESOURCE WEBSITE

The Hampden Villas Resource Website includes the Association's governing documents, financial information and Board of Directors meeting minutes. Find this website at: www.withcpmg.com and follow the link to HAMPDEN VILLAS.

TRASH COLLECTION DAY: WEDNESDAY

Avoid a covenant violation warning from the Association by placing your trash containers at the curb by 7:00 a.m. on trash collection day and returning the containers to your garage or behind your backyard fence by sunset on trash collection day.