



# HIGHLANDS RANCH GOLF CLUB

4th Quarter 2003

## BOARD OF DIRECTORS

Donald Monahan  
President

Donna Kalahar  
Vice President

Darrin Kerbs  
Vice President

Robin Merriman  
Secretary

Elliot Sorge  
Treasurer

## MANAGEMENT COMPANY

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## BUDGET RATIFICATION MEETING

A Special Meeting of the Homeowners will be held November 13, 2003 at 6:00 p.m. at the Highlands Ranch Library, located at 9292 Ridgeline Boulevard, Highlands Ranch, CO 80129 in the meeting room.

**The purpose of the meeting is to ratify the budget for 2004.**

Immediately following the Budget Ratification Meeting, the Board of Directors will conduct their quarterly meeting. At the conclusion of this meeting, a homeowners' forum will be held in which you will have the opportunity to ask questions or express concerns regarding the community.

**Registration and Ballot Distribution will begin at 5:30 P.M.**

Please arrive early to register as the meeting will begin promptly at 6:00 P.M. In accordance with our governing documents, one vote shall be granted per owner. The budget will be adopted automatically unless 67% of the homeowners request changes.

## SEPTEMBER 2003 BOARD MEETING RECAP

The following items were addressed at the September 15, 2003 Board Meeting

- ..RBC Dain Rauscher was selected to manage the Association Reserve Fund.
- ..The first 2004 Budget draft was discussed. The Board tabled the budget for further review based on changes discussed during the meeting.
- ..Communication Committee - .The committee is close to having the Community Directory completed and ready for disbursement. The development and maintenance of the Community website was approved.
- ..Grounds Committee - The committee has solicited proposals for a lighting maintenance contract for the community.

## Winter is Coming!!

As the winter months are approaching, it is important to be familiar with the snow removal policies within the Highland Ranch Golf Club Community. The HRGC HOA is responsible to shovel the sidewalks at the mail kiosks and sidewalks adjoining other common area parcels within the community. The HRGC HOA contracts with U.S. Lawns for this snow removal.

Douglas County's snow removal policies are based on a priority system. Local roads that provide for low to medium traffic volumes within subdivisions and provide direct access to residences or private property is considered a priority 3, with priority 1 being the most important. For questions regarding Douglas County snow removal policies contact 303-660-7480 or access on line at [www.douglas.co.us/DC/PublicWorks/snow\\_policy.htm](http://www.douglas.co.us/DC/PublicWorks/snow_policy.htm). For other snow removal within the community please contact Hammersmith Management.



## President's Message

I hope the summer was enjoyable for all. Fall means it is budget time. The Board will be submitting next year's budget for approval at the November 13 quarterly meeting. We are under budget for the current year and do not expect a dues increase for next year. We have some deferred repairs and renovations to lighting that needs to be performed next year, and we need to begin painting and maintenance of the fences owned by the Association.

Several complaints have been received from homeowners with respect to violations of the Association's landscape design guidelines, particularly with respect to trees blocking view corridors and not planted within 10 feet of the house for lots along the golf course. Section 9.8 of the Subassociation Declarations requires single family homeowners to submit landscape plans for approval by the Architectural Control Committee prior to any exterior site improvements. We are actively researching whether homeowners have filed landscape plans and will be notifying homeowners that have not filed landscape plans that they are in violation and subject to fines if they do not comply. Section 9.17 requires the homeowner to issue a "Notice of Completion" to the Architectural Review Committee through the management company after the landscape improvements have been completed. The Architectural Review Committee is then obligated to inspect the completed work within 30 days of receipt of the Notice of Completion. If the homeowner does not receive a notice of noncompliance within 30 days of receipt of the Notice of Completion, then the site improvements shall be deemed in compliance. It therefore behooves all homeowners who have not filed a Notice of Completion to do so now so that problems of alleged noncompliance are not encountered in the future.

I regret to report that Donna Kalahar has resigned her position on the Board of Directors and Grounds Committee for personal reasons. Donna has largely been responsible for the beauty of the community by directing and inspecting the annual flower planting, as well as coordinating landscape maintenance issues and negotiated an extremely favorable tree replacement program with the landscape company. Her contributions have been immense and greatly appreciated. If you are interested in serving on the Board of Directors or Grounds Committee, please submit an email or letter of interest to Scott Ryan at Hammersmith Management. The Board will vote on a replacement at the November 13 quarterly meeting. The annual elections will follow in March, 2004.

Hope to see you all at the November 13 meeting.

Regards,  
Don Monahan

### INFORMAL NEIGHBORHOOD GATHERINGS

Highlands Ranch Golf Club  
Neighbors Meet at the  
Highlands Ranch Golf Club  
3rd Wednesday of the Month  
6:00 p.m. –8:00 p.m.

#### Upcoming Dates

**October 15, 2003**  
**November 19, 2003**

Neighbors gather each month to say "hello" and to enjoy some great conversation. We order refreshments in the dining area. Some of us stay for a light dinner. Some arrive after 6:00 p.m. or leave early, depending on their family or work schedules. This is a wonderful opportunity for neighbors to get together. Please join us!!

Please RSVP each month by noon the day before the social. This is helpful as we work with food services at the Golf Club. Please call either Aldis Sides at 720-344-9278, (e-mail absides@earthlink.net),

***We hope you will join us!!***

### THE DIRECTORIES ARE COMING!!!

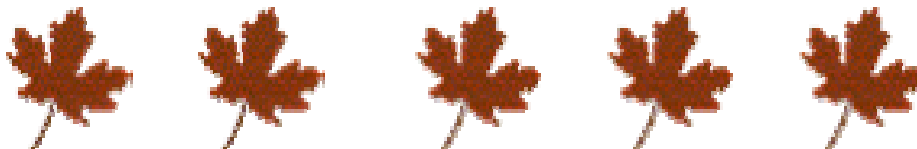
The Communications Committee will be delivering the new directories to you by the end of October. If you have not received your copy please call Gabrielle Knox at 303-683-7718.

### MORE SOCIAL HAPPENINGS

**Ladies Bridge Group**  
**1st Thursday of Each Month**

**Ladies Luncheon**  
**2nd Friday of Each Month**

**To Join In, Please Contact**  
**Jill Brown — 303-791-4640**  
**Luncheon Barb Tracy —**  
**303-730-0828-**





### WEBSITE INFORMATION

Hammersmith Management now has a convenient new website for homeowners to gain easier access to forms, services, and contact information. This includes links to services such as utilities, phone, etc. Please take advantage of this new and faster way of accessing information at [www.e-hammersmith.com](http://www.e-hammersmith.com).

### 2004 Assessment Coupons

2004 assessment Coupons will be mailed to all homeowners toward the end of November. These coupons need to accompany your monthly dues payments in 2004 in order for the payment processing center to direct your funds to the proper account. If for some reason you do not receive your coupons please notify Hammersmith Management.

For Homeowners who are into facilitating the payment process and not wanting to worry about writing a monthly check for payment, Hammersmith Management offers electronic funds transfer (EFT) as an option for payment. Your dues will be drafted directly from your bank account on a monthly basis and will eliminate any chance of a late payment and possible late fees. Please contact Hammersmith Management by website or phone and request an EFT if you are interested in having this service established.

### FINANCIAL RECAP August 2003

	YTD BUDGET	YTD ACTUAL
Income	\$110,120	\$133,693
Expenses		
Administrative	\$27,004	\$34,089
Grounds Maintenance	\$62,580	\$29,527
Utilities	\$32,650	\$4,446
Reserve Transfers	\$0.00	\$17,000
Total	\$122,234	\$85,062

### Best Ways to Save Water Indoors All Year Round.....

#### Bathroom

- *Flush toilets only when necessary. Try to flush two fewer times per day.*
- *Shower quickly (no more than five minutes).*
- *Fix all leaky toilets, faucets and pipes.*
- *Install a low-flow showerhead and take only a 4-minute shower or 3-inch bath. (Showers use less water than baths.)*
- *Replace your high-water use toilet with a new low flow one.*
- *Insulate your water heater and water pipes so you waste less while waiting for hot water to flow.*
- *Catch water in a bucket or watering can while waiting for hot or cold water and add to house plants., or use to flush a toilet.*
- *Turn off the water while shaving, brushing your teeth, and lathering in the shower.*
- *Shave with a small amount of water in the sink rather than running water.*
- *Put a water displacement bag or plastic bottle in each toilet tank.*

#### Kitchen and Laundry

- *Wash only full loads (laundry and dishwasher). Try to wash two fewer loads per weeks.*
- *Wash vegetables and fruits in a bowl or basin using a vegetable brush; don't let the water run. Use water on house plants.*
- *If you have to pre-rinse dishes, soak them instead of running water.*
- *Chill drinking water in the refrigerator instead of running the faucet until the water is cold.*
- *Defrost food in the refrigerator, not in a pan of water on the counter or in the sink. Besides saving water, it's less likely to breed bacteria.*

## Highlands Ranch Community Association Events

*Join the HRCA in the remainder of 2003 for a variety of fun-filled events for adults, kids, and the whole family!*

Oct. 24: Sci-Fi Movie Night

Nov. 1: Wine Tasting

Nov. 15/16: Holiday Photos

Oct. 10: Sci-Fi Movie Night

Oct. 11: Wine Tasting

Oct. 17: Family Hayride

Oct. 17: Sci-Fi Movie Night

Oct. 18-19: Craft Show

Oct. 25: Trick or Treat Street

Nov. 8/9: Holiday Photos

Nov. 15: Turkey Bingo

Nov. 29: Holiday Celebration

Dec. 6: Wine Tasting

Dec. 13: Breakfast with Santa

Dec. 20: Teddy Bear Tea

Dec. 31: A New York New Year's Eve

For further information or questions regarding any of these events,  
please visit [www.highlandsranch.com](http://www.highlandsranch.com).

Homeowners Association at  
Highlands Ranch Golf Club  
c/o Hammersmith Management, Inc.  
12200 E. Briarwood Avenue, Suite 250  
Centennial, CO 80012