

Subject: Nov 2020 Monthly Books

From: prospect heights <prospectheightshoa@gmail.com>

Date: 12/20/2020, 4:26 PM

To: Ashley Sheldon <ashley@rfssupply.com>, damonloe@gmail.com, Andrea Iten <dreten1810@gmail.com>, john.n.bishop@gmail.com, Nan Bishop <nan.c.bishop@gmail.com>, Lauren Nelson <lauren2nnelson@gmail.com>, Ben_Amy Lim <baealim44@live.com>, Amy Lim <amylim03@gmail.com>, Thomas Palkovic <thomas.palkovic@gmail.com>, Liz Wenzel <lizabethwenzel@gmail.com>, brycedc19@gmail.com, prospect heights <taliaficca@comcast.net>, David Gonzalez <mdcdave@gmail.com>, Heather Gonzalez <mdcheather@gmail.com>, prospect heights <prospectheightshoa@gmail.com>, Rob Man <robman218@yahoo.com>

Hello Prospect Heights Owners,

Attached is the monthly spreadsheet for Nov 2020

Items for Nov 2020:

A big thank you to everyone for sending in their special assessment payment to get the Asphalt work completed for the parking lot. You will see in the spreadsheet the deposit for this assessment and the bill has been **paid in full**.

With the sale of 6703 Unit C - I have also attached a **new Emergency contact list** with the new owner. Bryce, Welcome to Prospect Heights and we are happy to have you as part of our community.

Just a friendly reminder, the Emergency contact list is to be used only by Prospect Heights Homeowners.

Thank you to Damon, Ashley and David for going above and beyond and getting security flood lights installed on the property.

David, Heather and Ashley, thank you for helping with the Neighborhood watch program and working with the Arvada Police Department.

Everyone, please continue to report any strange or suspicious activity on the property.

Wishing everyone a very **"safe"** and **"blessed"** Christmas Holiday and Happy New Year

Prospect Heights HOA

— Attachments: —

Nov 2020.xlsx	825 KB
Prospect Heights Emergency Contact List - current 2020.docx	14.8 KB

Subject: Fwd: Oct 2020 Books

From: prospect heights <prospectheightshoa@gmail.com>

Date: 11/29/2020, 5:49 PM

To: brycedc19@gmail.com, Ashley Sheldon <ashley@rfssupply.com>, Liz Wenzel <lizabethwenzel@gmail.com>, David Gonzalez <mdcdave@gmail.com>, prospect heights <prospectheightshoa@gmail.com>, Rob Man <robman218@yahoo.com>

Hello Bryce,

Welcome to **Prospect Heights Community**. We are happy to have you as a new owner and new member of our small community.

My apology for the delay in getting this email to you. I have copied the other Prospect Heights HOA board members.

Just in case if you have any HOA questions, please feel free to let the following board members know:

1. Ashley Loe (HOA President) 6705 Unit A
2. Liz Wenzel (HOA Board Member) 6703 Unit B
3. David Gonzalez (HOA Board Member) 6703 Unit E
4. Robert Manzanares (HOA Treasurer) not on site

If you need to send an email, you can send it to: ProspectHeightsHOA@gmail.com

Attached is the monthly spreadsheet that is sent out to all Prospect Heights Homeowners. The spreadsheet gives a breakdown of all the monthly bills and HOA dues collected. You will continue to get an email monthly along with all the other owners showing monthly items and any new expenses.

Just a friendly reminder that **HOA dues are collected on the 1st of each month and NO later than the 10th of each month.** After the 10th of the month there is a \$25.00 late fee.

You can mail your HOA payment to the following address:

**Prospect Heights HOA
6707 Sheridan Blvd
Arvada, CO 80003**

There is an **outgoing mailbox** located where you have your assigned mailbox if you need to use a quick mailbox to send out your HOA payment.

A new/updated Emergency contact list will be sent out on the next monthly email with your email address added. We do not have a phone number for you to add yet (can you provide one).

We like to have an emergency contact phone number from all homeowners in case there is an

emergency and you are not home, then we would contact you. This emergency contact list is only shared within the Homeowners.

Continue to stay safe and healthy during this pandemic

Respectfully,
Prospect Heights HOA

----- Forwarded message -----

From: **prospect heights** <prospectheightshoa@gmail.com>

Date: Tue, Nov 17, 2020 at 1:33 PM

Subject: Oct 2020 Books

To: Ashley Sheldon <ashley@rfssupply.com>, <damonloe@gmail.com>, Andrea Iten <dreten1810@gmail.com>, <john.n.bishop@gmail.com>, Nan Bishop <nan.c.bishop@gmail.com>, Lauren Nelson <lauren2nnelson@gmail.com>, Ben_Amy Lim <baealim44@live.com>, Amy Lim <amylim03@gmail.com>, Thomas Palkovic <thomas.palkovic@gmail.com>, Liz Wenzel <lizabethwenzel@gmail.com>, prospect heights <taliaficca@comcast.net>, David Gonzalez <mdcdave@gmail.com>, Heather Gonzalez <mdcheather@gmail.com>, prospect heights <prospectheightshoa@gmail.com>, Rob Man <robman218@yahoo.com>

Hello Prospect Heights Owners,

Attached is the monthly spreadsheet for **Oct 2020**

Items for the month of Oct

1. **Sale of 6703 Unit C** - Completed and new owners moved in (need to get their info added to the emergency contact list and then I will update and send a new emergency list to all homeowners).
2. **Special Assessment** - Funds for the Asphalt Repair have been collected (deposit of funds will show on the Nov 2020 statement/spreadsheet. A big **THANK YOU** to everyone for helping out to get this task completed.
3. **Prepaid HOA Dues** - On the spreadsheet you will see there is a **\$500 deposit**. Owner for 6703 Unit B paid for Oct and Nov 2020

Wishing everyone a very safe and **Blessed Thanksgiving Holiday**.
With the coronavirus pandemic on the rise again, everyone please be safe.

Note: Zoom is offering Free Calls for Thanksgiving Day.

Thanks,
Prospect Heights HOA

— Attachments: —

Oct 2020.xlsx

927 KB

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From: prospect heights <prospectheightshoa@gmail.com>

Date: 11/17/2020, 1:33 PM

To: Ashley Sheldon <ashley@rfssupply.com>, damonloe@gmail.com, Andrea Iten <dreten1810@gmail.com>, john.n.bishop@gmail.com, Nan Bishop <nan.c.bishop@gmail.com>, Lauren Nelson <lauren2nnelson@gmail.com>, Ben_Amy Lim <baealim44@live.com>, Amy Lim <amylim03@gmail.com>, Thomas Palkovic <thomas.palkovic@gmail.com>, Liz Wenzel <lizabethwenzel@gmail.com>, prospect heights <taliaficca@comcast.net>, David Gonzalez <mdcdave@gmail.com>, Heather Gonzalez <mdcheather@gmail.com>, prospect heights <prospectheightshoa@gmail.com>, Rob Man <robman218@yahoo.com>

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Thanks,
Prospect Heights HOA

— Attachments: —

Oct 2020.xlsx

927 KB

Subject: Monthly Books for Aug 2020

From: prospect heights <prospectheightshoa@gmail.com>

Date: 9/15/2020, 11:40 AM

To: Ashley Sheldon <ashley@rfssupply.com>, damonloe@gmail.com, Andrea Iten <dreten1810@gmail.com>, john.n.bishop@gmail.com, Nan Bishop <nan.c.bishop@gmail.com>, Lauren Nelson <lauren2nnelson@gmail.com>, Ben_Amy Lim <baealim44@live.com>, Amy Lim <amylim03@gmail.com>, Thomas Palkovic <thomas.palkovic@gmail.com>, Liz Wenzel <lizabethwenzel@gmail.com>, Dai Huynh <huynhbaodai127@gmail.com>, prospect heights <taliaficca@comcast.net>, David Gonzalez <mdcdave@gmail.com>, Heather Gonzalez <mdcheather@gmail.com>, prospect heights <prospectheightshoa@gmail.com>, Rob Man <robman218@yahoo.com>

Hello Prospect Heights Homeowners.

Attached you will find the monthly spreadsheet for Aug 2020.

I have also attached an updated **Emergency Contact List** (only for Prospect Heights owners)

Items for this monthly email:

1. The Arvada Water department has charged 6705 building a hefty amount of money and we sent in a letter to dispute the charge. A big THANK YOU to Ashley Loe for having the City of Arvada come out to install and monitor the water consumption.
2. Friendly reminder the rescheduled HOA meeting has been set for Monday, Sept 21, 2020 at 6:00 p.m. - Everyone is encouraged to attend to review and vote on the Parking Lot Project. The meeting will be held in the courtyard (thank you all for practicing safe distance during COVID-19).
3. Property for 6703-Unit C sale is pending

Everyone, continue to stay safe and healthy.

Thanks and enjoy the remainder of the nice weather.

Respectfully,
Prospect Heights HOA

— Attachments: —

Aug 2020.xlsx	1.1 MB
Prospect Heights Emergency Contact List - current 2020.docx	13.9 KB

Subject: Re: June 2020 HOA Meeting - Action Item/Meeting Notes/Reminder
From: Amy Lim <amylim03@gmail.com>
Date: 9/14/2020, 3:21 PM
To: Ashley Shelden <ashley@rfssupply.com>

Is there a number we can call into

On Mon, Sep 14, 2020, 9:20 AM Ashley Shelden <ashley@rfssupply.com> wrote:

Hello Everyone,

I hope this email finds you in a timely manner. I apologize for the sort notice.

We will **NOT** be having the meeting tonight 09/14/20 at 6:00 pm.

We will have the meeting on Monday 09/21/20 at 6:00 pm. I did not realize not everyone received the original email and I would like everyone to have a fair opportunity to attend the meeting.

Thank you in advance for your understanding. Please mark your calendars for next Monday at 6:00 pm.

We will be disguising the quote for the parking lot and moving forward with the project, so this affects all homeowners.

Thank you,

Ashley

On 9/11/2020 3:00 PM, Ashley Shelden wrote:

Hello Everyone,

Looks like we will have the meeting Monday in the court yard at 6:00 pm.

Amy & Ben the meeting shouldn't take longer than 20 min. We can also email you a copy of the quote for the parking lot so you will have it.

Please be as close to on time as possible.

Thank you,
Prospect Heights

On 9/11/2020 3:56 AM, Amy Lim wrote:

We can do Mondays but only for 20 minutes, but Tuesday, we can do the entire meeting.

On Thu, Sep 10, 2020, 5:06 PM <lizabethwenzel@gmail.com> wrote:

I can't do Tuesday the 15th but can do either Monday the 14th or 21st.

Thanks,
Liz

Sent from my iPhone

On Sep 10, 2020, at 2:40 PM, David Gonzalez <mdcdave@gmail.com> wrote:

Good with any of those times. Thanks Ashley.

On Thu, Sep 10, 2020 at 2:38 PM Ashley Shelden <ashley@rfssupply.com> wrote:
Hello everyone,

As you all know we have to address the issues in our parking lot.
We would like to have a meeting to give everyone an opportunity to go over the
quote for Repairs and finished pavement.
Please let us know what day and time works best for you so we can try to meet at a
time that will work with everyone's schedule.

Monday--09/14/20 @ 6:00 p.m.
Tuesday--09/14/20 @ 6:00 p.m.
Monday--09/21/20 @ 6:00 p.m.

If anyone has any questions please let us know.

Thank you,
Prospect Heights Board

On 6/21/2020 9:39 PM, prospect heights wrote:

Prospect Heights Owners,

Thank you all for attending the HOA meeting on Friday. There is one **action item** that we need to vote on by the end of day tomorrow (Monday June 22nd).

Listed are notes from the HOA meeting from Friday evening.

Action Item:

New Insurance Policy Plan - Please vote **"YES"** to have Higher Deductible with a lower premium or **"NO"** to keep current policy (need to vote by end of day tomorrow). We currently have 5 "YES" votes for the Higher Deductible. (attached is the Current Policy and the Renewal Proposal)

Notes from HOA Meeting

1. All homeowners need to carry/add "Loss Assessment" on their property insurance property policy. If you don't have it now, please contact your Insurance agent to have it added. Please let Ashley know if you have any questions or if your Insurance Agent has questions. (Try to get the max amount)
2. Everyone has agreed to raise HOA monthly dues from \$225.00 to \$250.00 effective July 1, 2020 Owners who have already prepaid will need to adjust their balance
3. Owners asked about using **Venmo** to make their monthly HOA payments. We are looking into this but as a reminder you need to have this app installed on your Android or iOS device and you have to have an account created. On a side note, we currently do have some owners who do have "auto payment" setup on their account and this the best way to track your HOA payments. To get this setup, you will need to work with your bank and let them know you would like to setup auto pay and they will cut a draft check from your account to **Prospect Heights HOA** and they will also mail the payment on your behalf (you don't need to worry about mailing a check and the payment is automatic each month).
4. We have one "OPEN" position to add for a new HOA board member

Reminders:

Property Ownership - Just a friendly reminder that each homeowner is responsible for their backyard area. Please be mindful that weeds, trees need to be trimmed or removed by the homeowner. If trees or weeds cause damage to

the building property the Insurance policy can be cancelled, if not addressed by the owner.

Neighborhood watch - Please always make sure you close your building garage door when leaving or coming. Also report any suspicious activity or vehicle parked in the parking lot.

Good Neighbor - Since we are a small community, please be aware if you see a broken sprinkler/s or water damage, report to any of the HOA board members. Last year we had a couple of broken sprinkler heads and water waste caused Prospect Heights to have an extremely large water bill that hit our HOA reserve hard.

Thank you and continue to stay safe and healthy.

Note: An updated emergency contact list will be sent out on the next monthly expense email. If you have any changes, please let me know.

Respectfully,
Prospect Heights HOA Board

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Thank You,
Ashley
RFS, Inc.
303-423-1264
303-423-1267 fax

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David A Gonzalez
mdcdave@gmail.com
Phone 575-442-1245

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Subject: Re: June 2020 HOA Meeting - Action Item/Meeting Notes/Reminder

From: David Gonzalez <mdcdave@gmail.com>

Date: 9/10/2020, 2:40 PM

To: Ashley Shelden <ashley@rfssupply.com>

CC: prospect heights <prospectheightshoa@gmail.com>, damonloe@gmail.com, Andrea Iten <dreten1810@gmail.com>, john.n.bishop@gmail.com, Nan Bishop <nan.c.bishop@gmail.com>, Lauren Nelson <lauren2nnelson@gmail.com>, Ben_Amy Lim <baealim44@live.com>, Amy Lim <amylim03@gmail.com>, Thomas Palkovic <thomas.palkovic@gmail.com>, Liz Wenzel <lizabethwenzel@gmail.com>, Dai Huynh <huynhbaodai127@gmail.com>, prospect heights <taliaficca@comcast.net>, Heather Gonzalez <mdcheather@gmail.com>, Rob Man <robman218@yahoo.com>

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Prospect Heights HOA Board

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Ashley
RFS, Inc.
303-423-1264
303-423-1267 fax

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David A Gonzalez
mdcdave@gmail.com
Phone 575-442-1245