



HOMEOWNERS ASSOCIATION

QUICK GUIDE **OF** **INFORMATION**

QUICK GUIDE OF INFORMATION

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LETTER FROM THE BOARD OF DIRECTORS

Indian Creek Homeowners

Dear Homeowner:

Your Board of Directors has updated this Quick Guide of Information to help you with important information and to clarify questions regarding our covenants.

Living in a covenanted community has many benefits. Our Covenants are in place to insure that our community will continue to maintain its integrity, beauty, and continuity now and in the years to come. Living by them is seldom onerous, especially when we understand them fully. This guide has been created for a quick over view of information. We urge you to read it over and also to review the Declaration of the Covenants and Restrictions in Section 1 of the Indian Creek Document & Information Booklet, known in our community as the Green Book. Many homeowners have left this booklet for you and you may also obtain it from our web site. Go to www.indiancreekhoa.net and you may click on Green Document Booklet for all the Declaration of Covenants and Restrictions and all other legal association documents.

Please keep this Quick Guide of Information and the Declaration of Covenants and Restrictions handy for reference. If you have any question, contact Management and Maintenance at 303-755-2732.

Sincerely,

Indian Creek Board of Directors

INFORMATION PAGE

We live in the City and County of Denver.
Denver has two area codes: 303 and 720.
Our zip code is 80231.

INDIAN CREEK MANAGEMENT AND MAINTENANCE COMPANY

- Location – 7803 E. Harvard Avenue, Denver, CO 80231
- Phone Number – 303- 755-2732, extension 214
- Contact Danielle at danielle_mm214@hotmail.com
- Emergency number for weekends – After reaching M&M, press 7

INDIAN CREEK ASSOCIATION WEB SITE

www.indiancreekhoa.net

You can pay your dues automatically each month at no cost to you and you can obtain Indian Creek Homeowners Association documents i.e. Board Minutes, Monthly Newsletters, and the association legal documents i.e. Covenants, By-Laws, Articles of Incorporation, Board Resolutions, Architecture Control Committee Procedures and any necessary forms.

COMMUNITY ACTIVITIES

- For a list of current activities contact our Management and Maintenance office at 303-755-2732. Currently there are 3 community events: the pool opening & closing parties, and an annual garage sale. We have a Community Committee and a Welcome Team. WT Members welcome new residents, and assist with the community events. We welcome new residents' participation in these events and on these committees.

HOW TO GET POOL AND TENNIS KEYS AND CODES

- Call Management & Maintenance – 303-755-2732, Ext. 214

TRASH COLLECTION

Trash Collection Day is Thursday (or Friday if an observed holiday falls before Wednesday); Trash cans must be placed out on Wednesday after 5:00 p.m. and must be placed out of view by Thursday night.

Questions regarding trash collection may be obtained by dialing 311 or www.denvergov.org/recycle.

- Trash Collection Information and Large Item Pickup – dial 311
- Denver Recycles – dial 311
- Hazardous Waste Pickup –1-800-449-7587 or www.curbsideinc.com, click on “residential”

Holidays Observed:

- January: New Year's Day (Jan. 1st), Martin Luther King Day (3rd Mon. in Jan.)
- February: Presidents' Day (3rd Mon. in Feb.)
- May: Memorial Day (last Mon. in May)
- July: Independence Day – 4th
- September: Labor Day (1st Mon. in Sept.)
- November: Election Day (Tues. following 1st Mon. in even years), Veterans' Day (11th), Thanksgiving Day (4th Thurs. in Nov.)
- December: Christmas Day (25th)

IMPORTANT PHONE NUMBERS

- All Emergency Fire, Medical, Police – dial 911
- Non Emergency Police Assistance – 720-913-2000
- Online Support – www.denvergov.org/police
- Cop Shop at Safeway– 303-329-0500 and 303-329-0589 FAX
Located at Leetsdale & Quebec
- Non Emergency Fire Department #19 – 720-913-2400
- All City and County of Denver Non Emergency issues, **Dial 311** 7am-8pm M.-F - Weekends from 8am-5pm. Or the web site www.denvergov.org
Some of the most contacted departments are listed below.
 - Animal Control
 - Barking Dogs:
 - Leash Law Violations:
 - Denver Partners Against Graffiti:
 - Parking Violations Bureau:
 - Pet Droppings Violations:
 - Pet Licensing:
 - Street Light Repair – Go to Excel Energy form on the web at:
www.xcelenergy.com/ODL/OUTAGEREPORT/postmultiple.asp
 - Snow Control –
 - Traffic Sign and Signal:
 - Trespassing – contact police at 720-913-2000 – **If Emergency - 911**
- City Council – District 6
 - To find the current Council members, dial 311 or use the following web site:
www.denvergov.org/council

LOCATIONS OF VARIOUS SHOPPING

- Cherry Creek Shopping Center – Bounded by Steele Street on the East, 1st Avenue on the North, University Boulevard on the West and Cherry Creek Drive North on the South
- Costco - 1471 South Havana – (Havana and Florida)
- Home Depot – 860 South Colorado Blvd.
- Sears Essentials– 2150 South Monaco (Monaco and Evans)
- King Soopers Shopping Center – Southeast corner of Leetsdale and Monaco
- Lowe's – 1701 South Havana
- Lowry Town Center – North of Alameda on Quebec Street between 2nd Street South and 3rd Street North
- Safeway Shopping Center – Southwest corner of Leetsdale and Quebec
- Target – 4300 East Virginia Avenue (Colorado Blvd. and Alameda)
- 1400 South Havana (Havana and Florida)
- Tamarac Square Shopping Center – Northwest corner of Tamarac Street and Hampden Avenue
- Tiffany Plaza – Southwest corner of Tamarac Street and Hampden Ave

LIBRARIES – www.denver.lib.co.us

- Virginia Village Branch– 1500 South Dahlia - 303-757-6662
- Schlessman Family Branch at Lowry – 1st and Quebec Street - 720-865-0000
- Ross Cherry Creek Branch – 305 Milwaukee St. – 303-331-4016
- Eloise May Library, Arapahoe County – 1471 Parker Road (Florida & Parker) 303-542-7279

MOTOR VEHICLE – www.colorado.gov/revenue/dmv

Drivers License

- Denver Central – 1865 West Mississippi – 303-973-9507 approx. 8.7 miles, est. 17 min.
- Parker Location – 17924 Cottonwood Dr. – 303-627-0985 approx 12.7 miles, est. 18 min.

Motor Vehicle Registration

- 303-376-2200 www.denvergov.org/motovehicle for locations open 8am-4:30pm

Emissions Inspection Station – www.aircarecolorado.com

- Denver – 10190 E. Warren Ave. – 303-456-7090
- Mon-Fri (8 a.m. to 5:30 p.m.), Sat (8 a.m. to 12 p.m.)
- One block North of Iliff and Havana

POST OFFICE – www.usps.com

80231 – Sullivan Station – 8700 East Jefferson Way

303-853-6818 or 303-221-5209; Mon-Fri (8:30 a.m. to 6 p.m.) Sat (9 a.m. to 1 p.m.)
South of Hampden, West off Yosemite

Closest Drop Box - Corner of Quebec and Iowa, Northeast corner

Other Locations

- Ace Hardware Store, Tamarac Square, 7777 E. Hampden
- Wellshire Station – 2080 South Holly (Holly and Evans)
- Glendale Station – 945 South Birch Street (just east of Colorado Blvd & Missi.)
- Cherry Creek Station – 201 Columbine Street
- Montclair Station – 8275 East 11th Avenue

VOTER REGISTRATION

Denver Election Commission

- Denver – 311 – **We are in Precinct 907.** To register, go to any motor vehicle registration location or to 3999 Mexico Ave. & Colorado Blvd. Voters can now vote in various locations, watch the mail and newspapers for locations.

UTILITIES

- **HIGH SPEED INTERNET, TELEPHONE AND DIRECTV**
 - Qwest – www.qwest.com - 800-244-1111
- **CABLE TV AND HIGH SPEED INTERNET**
 - Comcast – www.comcast.com - 800-222-0300 – 800-746-7846
- **SATELLITE TV**
 - Direct TV – www.directTV.com - 888-238-7177

MAILBOXES

- No postings allowed on mailboxes according to City Ordinances
- Call locksmith for broken mail box locks, lost keys, house locks

ADDITIONAL VEHICLE PARKING ON STREET

- City Ordinance requires that all vehicles parked on city streets must be moved after a maximum of 72 hours.

WHO TO CALL AND WHEN TO CALL

WHO TO CALL AND HOW TO REPLACE WINDOWS, DOORS, EXTERNAL LIGHT FIXTURES, HOUSE NUMBERS, and ROOFS

Please see the Declaration of Covenants and Restrictions and Information Brochure (in the Green Booklet) for guidelines and obtain the Association Architectural Control guidelines and forms on the Indian Creek Association web site (www.indiancreekhoa.net) or in the Green Booklet. You may also call the Management and Maintenance Company for procedures and forms.

WHEN TO CALL THE MANAGEMENT AND MAINTENANCE COMPANY

- Pool Keys, Tennis Court Keys, and Gate Codes
- Board of Directors Meeting Location and Time
- Board of Directors Agenda Items, Meeting Minutes, or Requests to include an item in the Newsletter
- Common Area Questions or Problems
- Architectural Problems, Requests or Violations
- Rule Violations
- Neighbor Disputes Regarding Covenant Issues
- Copies of Covenants or Other Documents (and questions regarding them)
- External Changes (House Numbers, Light Fixtures, Windows, Doors) for Procedures

WHEN TO CALL A MEMBER OF THE BOARD OF DIRECTORS

- When having a problem with Management Company

WHAT HOMEOWNER IS RESPONSIBLE FOR

- Snow Removal from sidewalks, and driveways. City ordinance states sidewalks must be shoveled within twenty-four (24) hours of snowstorm.
- Lawn Maintenance Front and Back
- Any landscaping plan must be pre-approved by Architectural Control Committee (ACC) (refer to Covenants Article VI, Section 2, Page 13)
- Structural Maintenance, including sewer lines inside the foundation wall.
- All external structural improvements must be pre-approved by the Architectural Control Committee (ACC) (Refer to the Declaration of Covenants and Restrictions and Information Brochure)
- Roof - Maintenance and Replacement
- Fences – Maintenance and Replacement
- Siding – Maintenance and Replacement
- Note – Any change in the appearance of roof, fence, or siding must be pre-approved by the Architectural Control Committee prior to change (Refer to the Covenants)
- Utilities
- Water, Sewer, Gas, Electric, Trash Pick-Up
- Concrete - Maintenance and repair of all sidewalks on property including those bordering the street, driveways, and walkways. Caulk annually where needed, Replace if necessary.
- Disputes with Neighbor Regarding any issues not explicitly addressed in Covenants

WHAT THE ASSOCIATION DUES PAYS FOR

- Painting homes on an ongoing maintenance schedule – call management for schedule

- Maintenance of trees, landscaping at pool and tennis area and community entrances
- Frequent ongoing maintenance of common areas: pool, tennis courts, pool pavilion, entrance medians
- Sewer from street to basement wall, but not responsible for landscaping or sidewalk repair/replacement due to sewer repairs
- Snow Removal around perimeter on Florida and Quebec way; inside community streets only in the event that we have equal to or greater than 2 feet.

WHAT THE ASSOCIATION IS NOT RESPONSIBLE FOR

- Re-Roofing – except for pool pavilion
- Snow Removal on individual properties
- Repair of Concrete – except for pool, tennis courts, and parking area
- Repair to Structure – except pool pavilion
- Repair or Replacement of Fence
- Yard Maintenance – except common areas
- Tree Replacement – except common areas
- Dog Droppings Pick-up on private property
- Mailbox and Key – Contact Sullivan Station – 303-853-6818 or 303-221-5209

POOL RULES AND REGULATIONS

Hot Tub Rules

1. No balloons or toys in the hot tub.
2. General Pool Rules also apply to the hot tub.

General Pool Rules

1. No attendant is on duty. Swim at your own risk.
2. Gates must be locked at all times. Pool gates cannot be propped open for any reason or any length of time or insurance is void.
3. No radio/IPOD except with headphones
4. Toddlers must wear swim diapers.
5. No diving allowed.
6. No smoking inside fenced area closest to pool.
7. No more than 4 guests per unit at any one time without prior approval for party.
8. Guests are required to be accompanied by a resident the entire time guests are in the pool area.
9. No glass inside fenced area closest to the pool area.
10. No alcohol may be present or consumed in the pool area.
11. No children under 14 years of allowed without adult supervision at all times.
12. Any child under 10 must be accompanied by an adult within arms reach.
13. Any child 6 or under must wear floatation devices.
14. No cut-offs, no jeans, no disposable diapers, only bathing attire allowed.
15. No pets allowed.
16. Please crank down umbrellas before leaving. This helps keep costs down from wind damage.
17. Adult only lap swim daily from 7:30a.m. to 10:30 a.m.

Pool Party Guidelines

1. Reservations are required for use and will be accepted one month in advance by the management company on a first-come, first-served basis.
2. Guests shall be limited to a maximum of twenty (20) people per unit. A resident must accompany guests at all times.
3. No alcohol may be present or consumed in the fenced area closest to the pool

4. Noise must be kept at a reasonable level.
5. Party pool users shall remove all materials, food, dishes and trash. Wipe down all counter tops and tables used, and ensure all doors are locked and secured immediately upon end of party.
6. Owners are responsible to place a sign at the pool the day before the party.
7. Parties held on Saturday or Sunday must be over by noon, or must begin after 4:30 p.m. and end by 10:00 p.m.
8. There must be one adult for every five persons under the age of 18.
9. General Pool Rules also apply to all Pool Parties.
- 10.

**There are picnic tables in the BBQ area and the grass picnic area adjacent to the pool.

Please crank down umbrellas before leaving. This helps keep costs down from wind damage.

TENNIS COURTS RULES AND REGULATIONS

- Open to Indian Creek Homeowners/Renters and their guests only
- Smooth bottomed tennis shoes only, no knobby or black soled shoes
- No skateboards or bikes allowed
- Please leave food or drinks outside the fence
- Limit play to one hour when others are waiting
- **Please make sure the door are closed and locked when you are finished. Do not prop open or leave door unlocked. This helps keep repair costs down.**