



Frequently Asked Questions – Carriage Club Homeowners Association

Community Manager: [Silvia Gregory](#)

1. **What is a Homeowners Association?**

By purchasing a home within Carriage Club, you have become a member of Carriage Club Homeowners Association. A Homeowners Association is a community that has been established to promote harmony, help protect property values and provide various services to the homeowners within the community.

2. **Who should the check be payable to and where should it be mailed to?**

Payments to Carriage Club HOA, shall be payable to “Carriage Club Homeowners Association” and mailed to Carriage Club HOA c/o Westwind Management Group, P.O. Box 5207, Denver, CO 80217-5207. Payments may be made electronically, please print and complete the [ACH Form](#) and return to Westwind Management. For payments by credit card on-line, please go to www.westwindmanagement.com and click on the ‘On-line Payments’ link. You may pay by Visa, MasterCard, and Discover, or by eCheck. There is a \$9.95 fee for each transaction. If you set up a reoccurring payment through the eCheck feature, there will be a \$2.00 fee per transaction.

3. **What services and items are covered by the monthly assessment to the Association?**

Carriage Club Homeowners Association provides the following services and items to the community:

- Covenant Enforcement
- Architectural Review
- Common Area Landscaping
- Common Area Utilities (Water, Electric, Storm Drain, etc.)
- Community Events
- Professional Management
- Insurance (common area property, general liability, etc.)
- Snow Removal from Common Area Sidewalks

4. **What are the restrictions, standards and guidelines?**

Please refer to the Declarations and Guidelines for Carriage Club.

5. How do I report a covenant violation?

Complaints must be submitted in writing to Melissa@westwindmanagement.com. Complaints shall identify the violation in detail, the address where the violation is occurring, dates and times of the violation if applicable, and your name and address. Verbal and anonymous complaints will not be acted on, immediately. Those violations will be noted for inspection by management during the next regular inspection.

6. When are Board Meetings held?

Board Meetings are generally held on the 4th Monday of each month, except December. The meeting begins at 6:30p.m. and are held at Cornerstone Baptist Church of Lone Tree, 9941 Lone Tree Parkway, Lone Tree, CO 80124. Board Meetings are subject to change, please contact management if you would like to attend a Board Meeting.

7. Do exterior improvements to the home or landscaping require approval?

Yes, all exterior improvements and landscaping improvements require prior approval please view the Declarations and Guidelines for specific information. The Carriage Club HOA Improvement Request form must be completed and returned to management for consideration by the Architectural Review Committee. Generally, requests take 2 weeks to be processed although in some cases it may take longer.

8. Who do I contact regarding trash removal services?

Trash removal services are provided for by the City of Lone Tree. Please contact the City of Lone Tree at 303.708.1818 with questions or concerns. The City has contracted with Pro Disposal who may be reached at 303.791.3827. Trash Removal occurs on Tuesdays with the exception of a one day delay in the event of a Holiday.