



## **Frequently Asked Questions – Otero Ridge Condominium Association**

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Community Manager: [Jessica Hanson](#)

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### **1. Who is the master insurance company?**

Please contact Van Gilder 303-837-8500.

### **2. When are the meetings held? 4<sup>th</sup> Wednesday at 7p.m.**

Board Meetings are held monthly at the Association's Clubhouse commencing at 7:00 p.m. The Annual meeting is held in March of each year, as determined by the Board of Directors.

### **3. What amenities are in Otero Ridge?**

A beautiful clubhouse, fitness room, and an exterior seasonal swimming pool.

### **4. How do I obtain a Pool and Fitness Room key?**

Contact Westwind Management at 303-369-1800 Ext. 125. The 1st key is issued at no charge. Replacement keys are \$35.00 per key.

### **5. Are there restrictions on "For Sale" signs in the community?**

There is one sign allowed in the window per home.

### **6. Are there pet restrictions in the community?**

The pet restrictions are per city ordinance.

### **7. Is there a security service in the community?**

There is no security service within the Community.

### **8. Is there reserved parking?**

There are one to two reserved parking spaces per home. Please contact 303.369.1800 X 125 if you have any specific questions.

### **9. Can I have my HOA payments taken out automatically out of my checking account?**

Yes, print the [ACH form](#) from our web site or call 303-369-1800 X 109.

### **10. If the HOA dues increase do I have to fill out a new ACH form?**

No, the new amount for the dues will automatically be taken out of your checking account.

### **12. Can I make my association payment by credit card or on-line?**

Yes, please go to [www.westwindmanagement.com](http://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.

### **13. What do the maintenance fees cover?**

- Water and sewer
- Irrigation water
- Common area electric
- Common area gas (Pool & Hot Water)
- Trash removal
- Exterior building maintenance
- Snow removal
- Lawncare
- Painting
- Roof repair
- Asphalt and concrete repairs
- Clubhouse maintenance
- Pool maintenance
- Fitness room maintenance
- Fence repairs
- Professional management
- Common area and building insurance. The Association does not insure personal property of residents. Please consider purchasing an "HO6" policy for your personal property.

### **14. Where should I send my maintenance fee payment?**

Please send your payment to: P.O. Box 5207, Denver, CO 80217-5207