



Frequently Asked Questions – The Parkfield Master Owners Association

Community Manager: [Silvia Gregory](#)

1. What is a Homeowners Association?

By purchasing a home within Parkfield, you have become a member of The Parkfield Master Owners 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. What is the maintenance fee amount?

The quarterly maintenance fee is \$97.50 (per quarter). Payments are due on the first of the month and considered late if received after the last day of the month. A \$25.00 late fee is assessed for each month the account remains delinquent. Additional charges will be assessed to delinquent accounts. The Delinquency Policy itemizes the charges and schedule of charges.

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

Payments to Parkfield shall be payable to “The Parkfield Master Owners Association” and mailed to The Parkfield Master Owners Association 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.

4. What services and items are covered by the quarterly assessment to the Association?

The Parkfield Master Owners Association provides the following services and items to the community:

- Landscape Maintenance of Common Areas
- Liability Insurance on common areas only
- Common area water
- Common area electricity
- Periodical newsletters

- Community Events
- Professional Management
- Covenant Enforcement
- Architectural Review

5. How do I report a covenant violation?

Complaints must be submitted in writing to management. 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 2nd Monday of each month, except December. If you would like to attend a Board Meeting, please contact management to verify the location, date and time of the Board Meeting.

7. Do exterior improvements to the home require approval?

Yes, all exterior improvements and landscaping improvements require prior approval.

8. Who do I contact regarding trash removal services?

Please contact Solid Waste Management at 720.865.6900 or online at <http://www.denvergov.org/Trash/>.

9. Who do I contact to obtain a mailbox key?

Please contact your local post office for additional information regarding your key and mailbox.

10. Can I make my association payment by credit card or on-line?

Yes, 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.

11. Where should I send my maintenance fee payment?

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