



## **Frequently Asked Questions – Seville Townhome Association**

---

Community Manager: [Lisa Spriggs](#)

---

### **1. Does the Association carry insurance?**

Yes, for Association insurance information, please contact Commercial Risk Solutions at 303.996.7800.

### **2. When will the snow removal company remove the snow?**

The snow removal company removes snow after 2" of accumulation on sidewalks and 4" of accumulation on the driveways.

### **3. When does the Board of Directors meet?**

The Board of Directors meets on the 4th Tuesday of every month at 6:00 p.m., located at the Smokey Hill Baptist Church. Please contact Westwind Management to confirm the date and time.

### **4. Do I need approval from the Board of Directors to make exterior improvements on my home?**

Yes, every homeowner must obtain written approval from the Board of Directors prior to making any exterior improvements on their home. Please contact Tara with Westwind Management Group, Inc., at 303.369.1800 Ext. 125 to request a form.

### **5. Are front porch lights and rear door lights my responsibility to repair and replace?**

No, the Association will repair or replace light fixtures on front porches and rear doors. Please contact Tara at 303.369.1800 Ext. 125 if you have a problem with either your front porch light or rear door light.

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

There is one sign allowed in the window per unit.

**7. Are there pet restrictions in the community?**

The pet restrictions are per city ordinance.

**8. Is there reserved parking?**

There is garage parking for owners.

**9. Is there a pool and/or clubhouse?**

There is no pool or clubhouse.

**10. Is there a security company in the community?**

There is no security.

**11. Can I have my HOA payments taken out automatically from my checking account?**

Yes, print the ACH form from our web site or call 303-369-1800.

**12. 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.

**13. 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.

**14. What do the maintenance fees cover?**

- Water and sewer
- Irrigation water
- Common area electric
- Trash removal
- Exterior building maintenance
- Snow removal
- Lawncare

- Painting (exterior, front doors & garage doors)
- Roof repair
- Asphalt repairs
- Fence repairs
- Professional management
- Insurance (common areas, building envelope and liability)
- Contribution to reserves for future capital improvements and maintenance