



Frequently Asked Questions – Willowridge Umbrella Association, Inc.

Community Manager: [Janelle Maninger](#)

1. Why do I pay quarterly maintenance fees and when are they due?

The Association is responsible for maintaining and facilitating the business of the community. Each year the Board of Managers establishes a budget for the year's expected expenses. The Association pays for all utilities and maintenance of the pool, clubhouse and tennis courts. Other expenses include administrative services such as legal counsel, collection of delinquent accounts, accountants, and management. The reserves are also funded out of the monthly maintenance fees, and the Board makes monthly contributions to these saving accounts for capital expenses. You may request a more detailed copy of the current year's budget in writing from management. In your request, please include your name, address, and the name of your Association. All maintenance fees are due on the first of each quarter and are late if received after the 30th of the quarter. Late payments are subject to additional fees and collection procedures.

2. Can I have my maintenance fees automatically deducted from my checking or savings account?

Yes, arrangements for automatic payments may be made by contacting management for the necessary form. The Association encourages payments through electronic funds transfer. When you sign up for this type of payment you will save yourself time and the worry about mailing your payment on time. Print the ACH form from our web site or call 303-369-1800 Ext. 110.

3. When is the Annual Homeowners' Meeting?

The Annual Homeowners' meeting is traditionally held in July of each year. A notice of the meeting date, time and place is mailed to each owner approximately thirty days in advance of the meeting date.

4. When does the Board meet?

The Board meets on the fourth Monday of each odd numbered month in the Willowridge Community's clubhouse at 6:30 p.m. Meeting times do vary; please call 303-369-1800 to verify the meeting time and location. The clubhouse is located next to the pool. Homeowners are welcome to attend these meetings to observe the business proceedings of the Association. The Board does allow each attending household five minutes to address them at the beginning of each meeting with questions, requests, and concerns. All questions, requests, and concerns may also be mailed to the Board of Directors in care of Westwind Management.

5. How do I obtain a pool / tennis court key?

Please contact Westwind Management at 303-369-1800 Ext. 117 for more information.

6. How do I reserve the clubhouse?

All arrangements and scheduling for the clubhouse are through Westwind Management. Please call 303-369-1800 Ext. 117 to make your reservation. All reservations are made on a first come/first served basis.

7. What is the name of the association's insurance company?

The insurance company is Anderson - Ban (liability only) 303.814.3558.

8. Is there a security service in the community?

Yes, Advanced Security is the security company for the community. They may be contacted at 303.961.5006.

9. 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 or savings account as you have authorized.

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, the fee reduces to \$2.00 fee per transaction.

11. What do the maintenance fees cover?

The Association pays for all utilities and maintenance of the pool, clubhouse and tennis courts. Other expenses include administrative services such as legal counsel, collection of delinquent accounts, accountants, and management.

12. Where should I send my maintenance fee payment?

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