

Welcome to Woodmoor Mountain



Woodmoor Mountain Property Owner's Handbook

Woodmoor Mountain Home Owners Association (WMHOA)

Website: www.woodmoormountain.com

Email: info@woodmoormountain.com

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Larkspur, CO 80118
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Woodmoor Mountain

Property Owner's Handbook

Welcome!

Welcome to the Woodmoor Mountain (WM) Community which is situated on the eastern foothills of the Rocky Mountains. Woodmoor Mountain is an ideal, truly mountain, community that is conveniently located between Denver and Colorado Springs. The purpose of this communication is to welcome you to the mountain, to provide information regarding our covenanted community, and to provide points of contact for any questions, concerns or needs that you may have.

Our website (www.woodmoormountain.com) has a public and a secure "member's only" private area. For access to the secure areas of the website, you may email webmaster@woodmoormountain.com. Please include your name, lot number/address and the password you would like to use (password must be 8 or more characters with a capital letter and a number)

Governing Body

Woodmoor Mountain Homeowners Association Elected Board Members Listing and Email Contacts Are Found Here:

<http://www.woodmoormountain.com/PL/BoardT.html>

Woodmoor Mountain Committees (A small list of the many resident volunteer positions)

<http://www.woodmoormountain.com/PL/CommitteesT.html>

- **Architectural Control Committee (ACC)**
- **Covenants, Bylaws, Policies & Procedures and The Rules & Regulations (CBPPRs) Committee**
- **Fire Mitigation Committee**
- **Front Entrance Beautification Committee**
- **Gate Committee**
- **Roads Committee**
- **Snow Plow Committee**
- **WM Communications Committee**

Do you have a passion for community participation? There are many ways to serve. If you would you like to join a committee or volunteer your time, labor or money to the Front Gate Beautification Project? Please contact the lead of any one of the Committees above via the website for an opportunity to get involved.

Community Communications:

We use <https://nextdoor.com> for community communication and alerts.

You may send your email address to info@woodmoormountain to be added to the email list.

Our community website address is <http://woodmoormountain.com> .

It is important that if you are renting a home on the Mountain to keep the renter's as well as the property owner's information current with the HOA in case of emergency.

Important Documents

Please be sure to download copies of the WM documentation found on our website at:

<http://www.woodmoormountain.com/PL/DocumentsT.html>

- WMHOA Covenants
- WMHOA By-Laws
- WMHOA Policies and Procedures
- WMHOA Rules and Regulations
- WMHOA Architectural Control Committee (ACC) Pre-Construction Checklist

Property Accounting and Billing information

In 2011, the WMHOA Board voted to have Balanced Bookkeeping & Community Association Management (BBCAM) manage our invoicing and collection for property assessment, trash removal, administrative, and legal fees.

Annual Property Owner Assessments are due January 1 each year and cover that calendar year (January – December). Trash Removal Fees are due July 1 and cover that calendar year as well (January – December). You will receive an invoice from BBCAM in December for both Property Owner Assessments and Trash Removal Fees. You may pay both Property Owner Assessments and Trash Removal Fees on January 1 or as prescribed above by the due date. **Please ensure BBCAM has your current mailing address to be able to receive statements.** Fees are due regardless of receipt of fee statements.

Balanced Bookkeeping & Community Association Management

PO BOX 25696

Colorado Springs, CO 80936

E-mail address Balbookacc@aol.com; phone number: 719-593-9811.

Property Owner Assessments

Property Owner Assessments are due annually and payable on all originally platted (1972) lots (both vacant and residential) no later than January 1st for the calendar year (January – December). Assessments not paid by January 31 will incur a late fee of 10% of the amount due and any administrative costs, interest, or legal fees incurred for past due accounts. Invoices are mailed annually by BBCAM; however, it is the property owner's responsibility to pay assessments annually regardless of notification as provided by the Colorado Common Interest Ownership Act (CCOIA). [Click Here](#) for current assessment amounts. The WMHOA Covenants limit the increase per year in the annual assessment to no more than 3%.

The WMHOA Board of Directors actively addresses non-payment of assessments and has taken legal action against owners who have failed to pay their assessments. The assessment funds collected are disbursed to meet budgeted expenses which have been approved by the WMHOA Board of Directors. These expenses include electric utility costs (for lights at the gate and mail house), road maintenance, excess snow removal, administrative costs (postage, mailing), tax preparation, meeting costs, common area maintenance and improvements, and other expenses. Owners may obtain a copy of the budget in the secure property owner's access areas of the website.

Trash Removal

Trash Removal is available to all homes on the mountain, regardless of habitation. Any home with a certificate of occupancy issued by Douglas County is required to pay Trash Removal Fees. Trash removal fees are due annually no later than July 1st for the calendar year (January – December). [Click Here](#) for current trash fees. Invoices are mailed each year by BBCAM, but it is the home owner's responsibility to pay their trash fees annually regardless of notification.

The [trash compactor](#) is provided for your household trash at the entrance to the community.

You must be 18 years of age or older to touch the compactor.

Only household trash is permitted in the compactor. Chemicals, paint, propane tanks, automobile parts, construction materials, furniture, slash and any other item not considered household trash is strictly prohibited. Recycle centers in Monument, Colorado Springs, and Castle Rock greatly reduce waste, help keep recyclable materials and toxic materials out of the landfills, and are easy to access, often for free.

Help keep wild bears wild. Please remember to completely close and latch the compactor door. If the compactor is, do not leave your trash on the ground. Hold your trash until the compactor is emptied.

Gate

The Woodmoor Mountain gate is intended to provide some security for WM Residents. The code is changed approximately twice a year. Code change notifications are communicated and are posted in the property owner's [secure areas of the website](#). We would like to ensure that entry into our community is restricted to property owners and authorized visitors. Please always try to escort your visitors when possible so that you do not have to give out the gate code. Please ensure you are extremely careful when giving the [gate code](#) to visitors and vendors. Gate remote controls are currently available for \$15.00 per remote. Please contact the WMHOA at: info@woodmoormountain.com, if you wish to purchase one.

Requests for the gate to be left open must be made to the WMHOA Board in writing at least 48 hours via email (info@woodmoormountain.com). Please include the date, timeframe, the event and parking plans.

Mail House

The Mail House is a place where we get our mail, packages, and news. The [mail house code](#) is changed when the front gate code is changed. Code change notifications are communicated and are posted in the property owner's secure areas of the website.

Emergency Communications

Woodmoor Mountain utilizes <https://nextdoor.com> to send out emergency text messages and emails to the community. Please register at Nexdoor and provide you contact information to receive [emergency](#) notifications.

Roads

Woodmoor Mountain is provided GID (General Improvement District) funds from the payment of your Douglas County taxes and are primarily used for maintenance and improvement of [roads](#). WMHOA manages those funds to provide for road grading, culvert installation, maintenance, and additional road base to improve the basic quality of the roads. In addition, a major part of the annual budget is devoted to road maintenance. Operation and maintenance of our grader are the major expenses covered by these funds. For questions or concerns about roads you may e-mail wmroads@woodmoormountain.com.

Architectural Control Committee (ACC)

Please note: Before you start any construction or improvements including remodels on your property (i.e. adding a driveway for lot access, cutting down trees, adding a fence or retaining wall, etc.), it must be approved by the [ACC](#) prior to construction.

The ACC is in place to insure the regulations of the Woodmoor Mountain Homeowners Association (WMHOA) are adhered to and to help you plan and complete your project within the guidelines of the WMHOA and the Douglas County Planning Department.

Before determining or scheduling the placement and building your home, cutting live trees, adding an out-building such as a shed, gazebo, garage, fence or retaining wall on or around your property, you must get approval from the ACC. For more information about the ACC requirements, please read Article 5 of the WMHOA Covenants. You may also review the WMHOA Rules and Regulations and the ACC pre-construction checklist. All of these forms are posted on the website. For any ACC questions or concerns you may e-mail acc@woodmoormountain.com.

Snow Removal

We value and appreciate our voluntary [snow](#) plow force on Woodmoor Mountain. These volunteers provide valuable service to our community. The volunteer snow plow effort involves many residents who own their own plows, spend their own money for gas, tire chains and repairs/maintenance of their plows and vehicles. The plowers generally plow to control their own destiny (i.e. they need to get themselves off the mountain). The people who happen to live along their path are the lucky ones. The more remotely you live on the mountain, the more likely it is that you will want to own your own plow so as not to be dependent on others. For those who have plows and would like to join the voluntary snow plow force, contact snow@woodmoormountain.com for more information on how you can help serve our community.

If extreme conditions exist, the WMHOA will contract with a snow removal company to remove the snow. During heavy snow conditions, snow removal contractors are in high demand and the WMHOA cannot guarantee this service. If a heavy snow storm is expected, please be prepared to be snowed in for 4 days or more. If you have important business or a personal situation that would be impacted by being snowed in, the WMHOA highly recommends that you plan appropriately.

If you would like to have your driveway plowed under these extreme circumstances (3+ feet of snow) at the same time the road is cleared, please contact wmroad@woodmoormountain.com. You will have to pay the contractor who clears your driveway. Please understand that all the roads will be cleared first before any driveways are cleared.

On occasion, such as extreme snow conditions, there may be times when Woodmoor Mountain will need to impose a "one way" use for around the loop (Mountain Ranch Road/Woodmoor West/Cook Creek Loop). You will be notified of this change via [Nextdoor](#) SMS and/or email notifications.

Fire Mitigation

Woodmoor Mountain was evacuated for a week during the Hayman Fire of June 2002. An increased awareness of being “fire wise” resulted. A community-wide fire mitigation effort was initiated at the annual meeting in September 2002. Many homeowners volunteered to provide time and money to help reduce the burden on the Mountain by cutting dead/diseased trees, helping de-limb and removing the resulting slash, creating defensible spaces around individual homes and working with the Larkspur Fire Protection District, US Forest Service and the WMHOA Board of Directors to create less hazardous entry/exit routes to the mountain.

You are responsible for [fire](#) mitigation on your property whether there is a home on it or not. **Fire mitigation, in order of importance, should start first around any buildings, followed by areas along roadways and driveways, and then the entire lot.** If the fire department cannot easily access your house (see it from the road and have access to maneuver their vehicles in – ambulance, fire tanker, fire truck), your safety and property may be further jeopardized during an emergency.

Full participation by all property owners is essential to make the fire wise program reach its goal of significantly reducing the risk of disastrous fire damage from a future wildfire. Everyone is strongly encouraged to donate at least a few hours of their time to this very worthy effort. Please contact firemitigation@woodmoormountain.com if you have any questions or want to join the committee.

Any work you do for fire mitigation, be it on your property or common areas, should be logged on the fire mitigation log sheet available on the website or in the Mail House. Any mitigation you have done on your property by a hired contractor should be annotated on your invoice/bill that it was for fire mitigation. These mitigation reports are essential to show our Mountain residents interest and action with regard to mitigation when we apply for grants for fire mitigation funding.

Link to the WMHOA Fire Mitigation Web Page: <http://www.woodmoormountain.com/PL/FireT.html>

Homeowners Association Meetings (Monthly)

WMHOA Board of Directors meet once a month at the Larkspur Fire Department. Updated schedules are posted on the website [calendar page](#). Property owners are encouraged to attend. Anyone wishing to bring a topic to the board must submit a request to be added to the agenda at least 24 hours in advance to president@woodmoormountain.com.

Homeowners Association Annual Meeting

The WMHOA holds one annual meeting for all property owners in September. The location and time for the annual meeting is posted on the website, in the Mail House and in the minutes from the [Board](#) meeting as soon as they are available and at least 30 days prior to the meeting. At this meeting, elections are held for members of the Board of Directors. Terms vary and positions for election are published prior to the Annual Meeting. Only property owners in good standing may run for a board position. Current board members can be found in the Property Owner's secure area at www.woodmoormountain.com.

At the Annual Meeting, the status of key programs is reviewed including the roads, common areas, community wide programs (e.g. fire mitigation), budget, legal issues and information on proposed programs for the coming year. All property owners are encouraged to attend so that everyone can participate and contribute to a sound and healthy community.

The tentative agenda is posted to the membership at least one month prior to the annual meeting. All agenda items need to be submitted to the WMHOA Board in writing at least 30 days prior to the annual meeting.

Local Community

If you are new to the area, there are many local businesses, activities and services available to the community. For a list of local resources, go to, www.woodmoormountain.com to find general information and local [links](#). Be sure to visit one of the many businesses that support our Front Entrance Beautification project:

Bella Panini - <http://www.bellapanini.com/>

The Villa - <http://thevillalpalmerlake.com/>

1st and 10 Bar and Grill - <http://www.1stand10monument.com/>

Pikes Peak Brewing Co - <http://pikespeakbrewing.com/>

Serrano's Coffee - <http://www.serranoscoffee.com/Home.aspx>

Village Inn Monument - <http://www.villageinn.com/>

Wine Seller - <http://thewineseller.net/>

Wisdom Tea House - <http://www.wisdomteahouse.com/>

Wesley Owens - <https://www.facebook.com/#!/WesleyOwensCoffee>

Faricy Jeep - [<http://www.faricy.com/index.htm>](http://www.faricy.com/index.htm)

Papa Johns (Monument) - www.PapaJohns.com

Texas Roadhouse (Monument) - <http://www.texasroadhouse.com/>

For general questions please e-mail info@woodmoormountain.com

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