



Frequently Asked Questions – Willowridge Umbrella Association, Inc.

Community Manager: Tara Segura

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. 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.

3. 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.

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

Please contact Westwind Management at 303-369-1800 Ext. 118 for more information.

5. How do I reserve the clubhouse?

All arrangements and scheduling for the clubhouse are through Westwind Management. Please call 303-369-1800 Ext. 118 to make your reservation. All reservations are made on a first come/first served basis.

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

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

7. Can I make my association payment by credit card or by E-check?

Yes, please go to www.westwindmanagement.com and click on 'Make a Payment.' You may pay with any major credit card, debit card or by E-check. You may make a one-time payment or set up recurring payments to be deducted directly from your checking account. The E-check feature is free of charge, however there is a 3% fee for credit card transactions and a \$5.00 fee for debit card transactions.

8. Where should I send my maintenance fee payment?

Please send your payment to: PO Box 95854, Las Vegas, Nevada 89193-5854

9. 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.

Willowridge Umbrella Association has been registered with the Colorado Department of Regulatory Agencies / Division of Real Estate as now required by law. The HOA number assigned to this Association is 22392.