

**May 15, 2012  
Board Meeting  
Canyon Club Condominiums Owners Association  
7:00 p.m. Canyon Club – Clubhouse**

**AGENDA**

- I. Call to Order**
  - Introduction of Attendees
  - Board Roll Call
- II. Approval of January 17, 2012 Board Meeting Minutes**
- III. Approval of Revised Architectural Guidelines**
- IV. President's Report**
- V. Budget Report**
- VI. Committee Reports**
  - a. Architectural /Landscape
  - b. Maintenance Report
- VII. Old Business**
- VIII. New Business**
- IX. Adjournment**

**Canyon Club Homeowner's Association  
Board Meeting  
January 17, 2012**

Attending BOARD Member:

Lofton Petty – President

Jeff Sterkel – Member at Large

Bea Fittler-Totth – Secretary

The meeting was called to order at 7:03 pm by President Lofton Petty.

Introductions were made by attendees and the BOARD.

**Approval of November 2011 Board Minutes**

Approval of the November 2011 minutes was postponed until March, due to insufficient number of Board Members attending.

**Reports**

**Presidents Report – Lofton Petty**

Lofton thanked Susan Schubert for her work on the annual Holiday Party.

The FHA re-certification was approved, which will help potential new owners looking to finance through the FHA.

We request that all residents obey winter parking guidelines, which will help the maintenance department keep the streets and walkways clear, and to wear proper footwear and use stair handrails for safety

Our annual board meeting will be in March. Two Board positions are available. Those interested in running for the Board should complete the nomination form and return it to the office. For those who will be unable to attend the annual meeting, they should complete their proxy cards and return them to the office.

**Budget Report**

In Sandy's absence, Lofton did a brief review of the financials.

**Committee Reports**

**Architectural/Landscape by Corrine Hatlen**

Only one architectural request received since the last board meeting; a satellite dish was approved for #25.

The process of revising the Architectural Design and Landscaping Guidelines should be completed soon and, hopefully, the updated version will forward to the Board for their review soon. A big thanks to Patra Attig, Terry O'Connor, and especially Adam, for their work on the revisions of the guidelines.

As a result of the meetings for the revisions, Patra Attig and Terry O'Connor have volunteered as members of the Architectural Design and Landscaping Committee. I am very happy to have them to assist in the committee's duties.

Typically, we have a walkabout to inspect the premises on a bimonthly basis on the third Saturday of the month. However, due to my schedule, the walkabout was last Saturday, January 14th. The next walkabout is tentatively scheduled for March 17th. Anyone can join in. We meet at the mailroom at 9:00 a.m.

If you would like to part of the architectural design and landscape committee or any other the committees for the complex, please advise the office. We always request if you notice anything in the complex that needs repair or attention, please contact the office or maintenance.

### **Maintenance by Adam Blake**

As usual with this time of year, we have kept busy dealing with the snow storms and cold weather. I would like to remind everyone of a few things that will keep things safer as well as help us out with snow removal.

- When we have snow, please make sure your carport space is being utilized. The fewer vehicles we have to work around during snow removal, the more effective our efforts are.
- If you do find that you need to park on the street please keep your vehicle at least 12” away from the curb. This allows us to get the tractor safely past your vehicle on the sidewalks and allows us to keep gutters cleared for proper drainage.
- Keep your speeds down when driving. This is both for the safety of the community as well as to help prevent splash-back onto the sidewalks which makes them icy.

I also wanted to mention that we are always accepting information for individuals who are interested in making a little extra money to help us during snow removal. Signing-up is not a commitment to every storm; it simply puts you on a call list we use. When help is needed we call and ask availability, even if it's only an hour or two. These calls are typically made the day before an expected storm. Applicants must be 18 years old. For more information please contact me via phone at 303-757-3426 or send me an email: [adammaintenace@ymail.com](mailto:adammaintenace@ymail.com). I would like to say “Thank You” to those who have helped us already this year; Chris Guiver, Mark Olson, Kurt Rappel, Guzel Vafina, Robin Chadwick, and of course all of the work that Robert Chadwick does is greatly appreciated!

We continue to see many dog owners who are not picking up after their pets. Just because there has been snow on the ground, it is no excuse for being irresponsible. Not only is not cleaning up after your pet a direct violation which is fineable, but it creates a health risk to the entire community. There are a dozen pet-stations throughout the property, please utilize them and keep things cleaned up.


I have also been working with the Architectural Committee volunteers to update and revise the Architectural Guidelines. At this time I think primary revisions are complete and review by the BOD and attorney will follow before being implemented. Thank you to Corrine Hatlen, Patra Attig, Terry O’Conner, and all those who have volunteered their time on the matter.

Aside from snow removal we have been working on general tasks and upkeep of the property. As always, if you have a concern or question about anything please let us know. You can contact maintenance directly or leave a message with the HOA office. All contact information is listed below. We are also on Facebook! This is a great way to get notifications about upcoming meetings and events, community happenings, and other important information.

HOA Office – Hours 2pm-6pm Monday-Friday → 303-757-8527 or [canyonclubcondos@yahoo.com](mailto:canyonclubcondos@yahoo.com)

Maintenance Office – Hours 8am-5pm Monday-Friday → 303-757-3426 or [adammaintenace@ymail.com](mailto:adammaintenace@ymail.com)

Community Website: [canyonclubcondos.org](http://canyonclubcondos.org) *(has lots of great information and all documentation)*

 (Facebook) search "Canyon-Club Maintenance"

### **Social Committee by Susan Schubert**

The annual Holiday Party was attended by approximately 60 residents. Delicious food and fun was shared by all. Thank you to the Board and all those who came. Social events are a great way to get to know your neighbors!

### **Old Business**

None

### **New Business**

None

### **General Discussion**

Vajie Shakib from unit #64 raised concerns over unleashed dogs in the community after her confrontation with one. Lofton suggested a community-wide email to all residents to remind them of the rules and regulations for pets. Alice Elliott of unit #17 also advised of a coyote spotted roaming the community and the neighboring water facility.

Kevin Elliott stressed the need to move cars during snow storms so maintenance can clear the snow. Jeff suggested that a community-wide email be sent to remind residents of the parking procedures during the winter months. Bea also suggested that it be placed in the Canyon Club Newsletter.

Mr. and Mrs. Elliott thanked the Board for serving and voiced their appreciation for the Board members, especially for Sandy's work with the money reserves for the community.

Jeff stressed the importance of resident input and participation, so that residents can be aware of what is happening in their community.

Vajie also thanked the Board members for their service and asked about a parking place swap with Stu McKnelly in unit #72. The Board advised that she and Stu would have to arrange that between.

### **Lofton adjourned the meeting at 7:35pm.**

These minutes are a record to the best of our knowledge of the events. If you have any questions and/or changes, please contact the Canyon Club Office.

***CANYON CLUB CONDOMINIUMS  
ARCHITECTURAL/LANDSCAPE  
GUIDELINES***

**CANYON CLUB CONDOMINIUMS**  
**ARCHITECTURAL/LANDSCAPE COMMITTEE**

General:

A community's architectural character is established by the architects' design. The Architectural/Landscape Committee is responsible for the preservation of that exterior design. The Committee establishes architectural control standards and informs owners of those standards. Standards are not intended to limit the residents' personal creativity, but rather to assure that protective guidelines are in effect to help maintain the appearance and value of their property.

Design Guidelines:

The Architectural/Landscape Committee may recommend to the Board guidelines regarding anything relevant to the Committee's functions including, but not limited to:

- The construction, alteration or removal of specified improvements;
- The terms and conditions on which such improvements may be constructed, altered or removed;
- Design and landscaping standards for improvements;
- Materials, colors, textures and other aesthetic matters concerning improvements;
- Procedures for the submission of plans and specifications by an owner to the Architectural/Landscape Committee and for the Architectural/Landscape Committee's review, approval, denial or approval with conditions of plans and specifications.

The Board, at its discretion, may adopt or declare such guidelines as Design Guidelines and, once so adopted or declared, the Design Guidelines shall have the same force and effect as any other rule declared by the Board. Until such guidelines have been adopted or declared by the Board as Design Guidelines, they shall have no effect.

**ARCHITECTURAL/LANDSCAPE COMMITTEE**

**REVIEW OF PROPOSED EXTERIOR CONSTRUCTION**

Prior to commencement of any alteration of, or addition to, any residence or improvement or reconstruction of a residence, the plans and specifications shall be submitted to the Architectural/Landscape Committee, and construction thereof may not commence unless and until the Committee has given written approval to such plans and specifications. The Committee shall consider and act upon any and all plans and specifications submitted for its approval and perform such

other duties as the Board may assign the Committee from time to time, including the inspection of construction in progress to assure its conformance with plans and specifications approved by the Committee.

The Committee shall have the power to approve or disapprove plans and specifications submitted for its approval based on considerations of whether the proposed construction, alteration or addition conforms to or violates the restrictions or Design Guidelines, or their spirit, changes the appearance of any structure in relation to the aesthetic harmony of the surrounding structures, or other considerations, including, without limitation, landscaping, color schemes, exterior finishes and materials and similar features, as the Committee may adopt from time to time. The Committee may condition its approval of plans and specifications on such changes therein as it deems appropriate, and may require submission of additional plans and specifications or other information prior to approving or disapproving the material submitted. The Committee may require such detail in plans and specifications submitted for its review and such other information as it deems proper.

Until receipt by the Committee of all required plans and specifications and other required information, the Committee may postpone review of anything submitted for approval. Upon certified receipt and acceptance by the Committee of all required plans and specifications and other required information, the Committee shall have a specified time limit in which to approve or disapprove in writing such Plans and Specifications. If the Committee fails to approve or disapprove properly submitted plans and specifications within 30 days of receipt to the Committee, the submitted Plans and Specifications shall be deemed to have been approved.

Failure to Comply with Architectural Review Process:

Any construction addition, or alteration of structure, requiring the approval of the Committee, which the Committee does not approve, will result in the right of the Association to remove the non-approved change at the expense of the owner. Prior to removal of the non-approved change, the Board shall request, in writing, removal of the change by the owner and shall allow at least seventy-two (72) hours for the owner to complete the removal.

ARCHITECTURAL/LANDSCAPE COMMITTEE

Meeting of the Committee:

The Committee shall meet at a minimum of once a quarter or as necessary to perform its duties. The Committee may from time to time, by resolution unanimously adopt one of its members to take any action or perform any duties for and on behalf of the Committee, except the approval of plans and

specifications and the granting of variances of the Design Guidelines. In the absence of such designation, the vote of the majority of the members of the Committee, or the written consent of a majority of the members of the Committee taken without a meeting, shall constitute an act of the Committee.

Inspection of Work:

The Committee and Maintenance staff shall provide for inspection of completed work and work in progress, as well as correction of defects in such work, in accordance with rules concerning such matters established by the Committee.

Non-Liability of Committee Members:

Neither the Committee nor any member thereof nor the Board nor any Director shall be liable to the Association or to any owner or to any other person for any loss, damage or injury arising out of or in any way connected with the performance of the Committee's or the Board's respective duties, unless due to the willful misconduct or bad faith of the Committee or such member of the Board or such Director, as the case may be. Neither the Committee's review process, nor its approval of any plans or specifications shall be deemed approval of structural safety, engineering soundness, or conformance with building, zoning or other codes.



## ARCHITECTURAL/LANDSCAPE COMMITTEE

### Variances:

Subject to federal, state and local laws, Ordinances, Rules and Regulations, the Committee, in its sole and absolute discretion, may authorize variances from compliance with any of the architectural provisions or Design Guidelines (including restrictions upon height, bulk, size, shape, floor area, land area, placement of structures, set-backs, building envelopes, colors, materials, or similar restrictions) when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental consideration may warrant. Such variances must be evidenced in writing and must be signed by at least a majority of all the members of the Committee. If the Committee grants a variance, no violation of the restrictions shall occur with respect to the matter for which the Committee granted the variance. Nevertheless, the granting of a variance shall not operate to waive any of the terms and provisions of the restrictions for any purpose except as to the specific property and particular provision and in the particular instance covered by the variance. Any variance of the type described relates only to the architectural provisions or the Design Guidelines, as applicable, and does not relate to any federal, state or local laws, ordinances, Rules or Regulations concerning any of the matters described above.

### Administrative Procedure:

All written requests shall be submitted to the Canyon Club office for review by the Architectural/Landscape Committee and tiled by Unit Number (#). Each file shall contain a progress report and final decision. For quick reference, a Cross-Index of "Request Type" shall be kept in addition to the Unit # file.

## DESIGN GUIDELINES: Canyon Club Condominiums

### Additional (or detached) structure:

A. Deck – No second story deck additions are permitted. [Currently there are three (3) deck additions in place that are not original to the property. These are located at units #12, #29, & #61 and shall be grandfathered in with the approval of these and future changes to Architectural Guidelines & Rules.] Decks at grade (or less than 24” in elevation) shall be permitted on a case-by-case basis for those desiring to construct a deck in a patio area. ***Prior to any construction work*** the deck must be approved by the Architectural Committee ***including*** submission of detailed plans to be reviewed by Architectural Committee and/or Maintenance. Additionally, a signed approval must be included from the **owner(s)** of all adjacent units. It shall be noted that any deck additions shall be “floating” structures and are not permitted to be permanently attached in any way to existing structure. All deck additions shall be the sole-responsibility of the unit-owner for the entire life of the deck. This includes, but is not limited to; all construction, maintenance, repair, and removal of the deck. A signed “Acceptance of Responsibility & Ownership” form must be submitted with all requests.

B. Storage Containers (i.e. storage sheds, closets, etc) – Must not be seen above enclosed patios and are prohibited on upper balconies except where included as part of the original construction. All requests for storage containers will need to include plans for constructed containers, or product literature for any “pre-manufactured” storage container including, but not limited to; Rubbermaid closets or pre-constructed sheds. No storage containers are permitted to be built onto or attached in any way to any existing structure; all containers must be stand-alone units. A signed “Acceptance of Responsibility & Ownership” form must be submitted with all requests.

### Patio Grade Changes/Drainage:

Grade in patios shall be maintained in such a manner to allow positive drainage away from the foundation of the building. If grade change of patio areas will impede drainage, buried drainage channels shall be installed to permit positive flow away from the foundation and past the perimeter fence line of the patio enclosure. This includes, but is not limited to additions of; concrete, soil, planting beds, decorative rock, etc.

Any addition of material which will rise above the base of the perimeter fence shall be contained with installation of a shoring board system along the perimeter of the patio area. Shoring boards must be made of P/T (pressure-treated) 2x or 4x dimensional lumber materials or similar product. Shoring material to be no less than 1.5 inches in thickness and is to be installed/attached to the interior of the steel support post for perimeter fence. This shall provide approximately a 3-4” space between the fence and outer shoring edge. Any drainage channels must be permitted to pass through or over/under any shoring material to permit water ejection beyond the perimeter fence line. Please see graphic “Patio Drainage, Fences & Trellises” of the Architectural Guidelines for more detail.

## **DESIGN GUIDELINES**

### **Patio Hose Spigot Additions:**

Hose spigots can be installed on patios through a line tapped from an adjacent bathroom, kitchen, or even from the crawlspace. Any retro-fitted plumbing becomes the responsibility of the unit owner to install and maintain including any required winterization. All hose spigot installs shall have an isolation shut-down valve installed in a climate controlled space (inside the unit) or shall be a minimum of 10 feet from any foundation walls. Isolation valve shall also have a “back-bleed” valve which will permit draining of water from line downstream from valve. A signed “Acceptance of Responsibility & Ownership” form must be submitted with all requests.

### **Fences:**

All common and enclosed patio fences will be installed and maintained by Canyon Club HOA. Individual fences, visible to the community, are prohibited. “Baffle” fences (used to screen items such as A/C units) within patio enclosure fences shall be the responsibility of the homeowner to construct and maintain. Such “baffle” fences must be requested and approved with the submission of an Architectural Request Form. Request must also include detailed plans for fence including design and material choice. A signed “Acceptance of Responsibility & Ownership” form must be submitted with all requests for such “baffle” fence.

No material, landscape or otherwise, shall be permitted to rest against perimeter fences of patio enclosure areas. This includes, but is not limited to; soil, rock, plantings (including climbing vines), stored items, and mechanical systems. Shoring boards must be installed along the interior of the steel fence posts (or posts installed if not present) must be in place if grade will rise higher than 1” below perimeter fence line (must maintain a minimum of 1” of daylight below perimeter fences). Additionally, any grade work which may affect positive drainage away from structure must include plans for buried drainage channels to permit water evacuation to discharge outside of the perimeter fence line. This drainage plan must be included in any submission for patio enclosure grade changes. Please see graphic “Patio Drainage, Fences & Trellises” of the Architectural Guidelines for more detail.

Gate additions must be submitted for with an Architectural Request form. Request must include a detailed plan including material specifics. Construction and associated costs shall be the responsibility of the unit owner, with ownership and responsibility of the gate transferring to Canyon Club Condominiums HOA upon final inspection of the project.

### **Hanging Plants & Entry Plantings / Patio Plantings & Trees:**

- A. Up to two (2) planters are permitted at each individual entry. Planters may not obstruct pedestrian traffic, fire lanes, or mowing path. Plantings must remain within area of planter, no “creeping” plants or tall/bushy plants that may lean or grow into traffic path. Planters on catwalks (second-story sidewalks) must not project more than 8” from the facing wall of the building.
- B. Hanging baskets, planters, or decorative pieces (including but not limited to: flags, chimes, “wind-art”, etc.) may not exceed two (2) per unit and may not obstruct pedestrian traffic, traffic sightlines or fire lanes.
- C. Hanging & Potted plantings are permitted on patios and balconies unless they obstruct traffic or fire lanes. Crawlspace access covers must be accessible at all times. Up to four (4) potted plants may be placed on crawlspace covers but must not exceed a pot size of 10” diameter (or 10”x10”x10”).
- D. Trees & Shrubs must be approved before being planted in patio areas. This can be done with an Architectural Request Form including a specific location for the planting and specific variety of plant. Trees and shrubs within the patio areas shall be pruned and maintained by the unit owner. Trees and shrubs shall not be permitted to have contact with buildings or fences [see section F for trellis guidelines]. For trees, a minimum clearance of 3 feet off building walls, and 4 feet off eaves, soffits, and roofs must be maintained.
- E. All plantings within a patio area shall be the responsibility of the unit owner. This includes, but is not limited to; watering, pruning, dead-heading, trimming, and seasonal care. Failure to maintain such may result in a violation notification and issued correction deadline. Failure to correct within timeline will result in the right for Maintenance to trim, prune, or remove any plantings that are affecting any portion of the buildings and or common elements of the property in a negative manner. Any charges incurred by Maintenance, including time/wages, shall be assessed to the unit owner at a minimum charge of \$100.00 per occurrence.
- F. Climbing or creeping plants (such as vines) shall be trellised in such a way to prohibit plant growth onto, into, or over any buildings or fences. An independent, free-standing trellis shall be constructed to carry the load of the plant. Plants growing on, over, or into/through buildings or fences may be trimmed or removed by maintenance under the guidelines mentioned under section E. Please see graphic “Patio Drainage, Fences & Trellises” of the Architectural Guidelines for more detail.
- G. Artificial flowers/plants in exterior spaces are prohibited except within unit-specific patio or balcony areas. (a.k.a. – “Limited Common Elements”)

### **Awnings, Sunshades, & Umbrellas:**

- A. Retractable awnings are permitted upon the Architectural/Landscape Committee's approval. Fabric color must be as close to the exterior paint as possible. A request form may be obtained from the office.
- B. Roll down sunshades are permitted on the exterior sliders or windows of your patios or balconies. The Architectural/Landscape Committee suggests either natural canvas or natural woven materials. These shades are to be used for control of sunlight and heat.
- C. Umbrellas are permitted on patios, but must not extend past patio perimeter fence when extended. Umbrellas on balconies are prohibited.

### **Window Tinting:**

Window tinting is acceptable for purposes of UV rays and fading of furnishings and rugs. No mirrored or metallic (silvered, chrome or copper) finishes on window coverings.

### **Balcony/Storage & Furnishings:**

Balconies and enclosed patios are not to be used for storage areas or clutter. Items such as boxes, tires, auto parts, appliances, interior furnishings such as sofas and lounge chairs, and an inordinate amount of children's tricycles, bikes and large toys are prohibited. Each resident must remember that the upper balconies are seen by everyone and the enclosed patios are seen by the residents who live above.

Canyon Club provides common storage units in several locations on the property for everyone's use. Storage space is not guaranteed, please contact Maintenance for space availability. Prohibited items for storage areas include, but are not limited to; flammable/explosive items, firearms/ammunition, automotive parts/fluids, food items (pet or human), and large items such as furniture and/or appliances.

Canyon Club Condominiums HOA accepts no responsibility for the loss, damage, or theft of items in storage areas. Stored items must be clearly labeled with ***all*** of the following: Name, unit number, date depicting last "owner sort". Owner of stored items must check/sort stored items at least once per year. Twice per year (spring & fall) maintenance will inspect storage areas and clear out any prohibited or not properly labeled items.

## **Barbeque Grills:**

Propane (LPG) grills are permitted within Canyon Club, but Charcoal grills and smokers are prohibited. Patio areas must have grill in location where open air is above (not under balcony above), and cannot exceed a fuel capacity of more than 20 lbs. Balconies may only have a fuel capacity of 1 lb. or smaller. Barbeque grills of any kind are prohibited on entry walkways at any level. This Guideline is strictly enforced for safety purposes. Not adhering to this law carries a large fine. Please refer to the City & County of Denver Uniform Fire Code below:

*“The use of barbecue cookers and/or smokers, whether charcoal, LPG or compressed gas inside of buildings, on roofs, or on balconies that are located above first floor, and one above the other is prohibited.”*

*“Only a container equal to or less than one (1) pound LPG gas can be used on balconies, but only if they can be transported by exterior stairs serving the balcony.”*

*“Gas greater than one (1) pound may be located on ground level patios when there are no balconies located directly above or within ten (10) feet.”*

## **DESIGN GUIDELINES:**

### **Exterior Light Fixtures on Patios/Balconies:**

Exterior lights located on patios and balconies are the responsibility of the unit owner. Replacement of such fixtures must be approved by the Architectural Committee using a Architectural Request Form *prior* to installation. A photo of requested fixture and listed dimensions and finish of fixture shall be included in request. Vertical length not to exceed 20". Preferred finish to be black, bronze or rust finish.

### **Windows/Sliding Door Replacement:**

Window replacement must be approved by the Architectural Committee. All windows must conform to the exact configuration of the existing ones being replaced and must be vinyl/vinyl covered. The color will be limited to beige or tan.

Sliding patio doors may be a different configuration due to the size of the original doors. For example, they may be paired/split sliders with fixed side panels or French doors opening to the inside of the unit. The color will limited to beige or tan and, if wood, painted in those colors.

### **Greenhouse Windows (also called Garden Windows):**

Must be a vinyl frame window in beige or tan to match existing (if applicable) as close as possible.

### **Entry Doors:**

Size to be 3'0" x 6'8", thickness 1 ¼" solid core flush paint grade wood, steel, or fiberglass. An Architectural Request Form must be submitted and approved for all entry door replacements. Details or features on door such as 6-panel or decorative "lites" (windows) must be expressed in Architectural Request Form and may not be approved in new door request. Exterior entry door paint color codes and/or paint (if available) may be obtained by contacting the Maintenance Department.

### **Screen/Storm Entry Doors:**

Size to be 3'0" x 6'8", material to be aluminum or wrought iron, frame finish to be black, brown or bronze.

### **Combination Security/Storm Entry Doors:**

Vertical bars not to exceed five (5), limit simple design medallions to two (2) per door, frame finish to be black, brown or bronze.

*\*Note: If you have provided Maintenance with keys to your unit, be sure to update with any applicable security door keys.*

### **Exterior Door Hardware:**

Latch set and cylinder lock. Peep hole optional. Finish to be bronze, polished brass, antique brass or brushed nickel. All door hardware exterior finish must match. One (1) kick plate (6"x34" or 8"x34") is permitted to be installed per entry door and must match all other door hardware in finish.

### **Interior Window Coverings:**

The outside facing color of all interior window coverings must be white, ivory, or light natural in color. Window coverings in disrepair, such as torn draperies, broken or damaged blinds or no window covering must be replaced with new product at the owner's expense. Sheets, blankets, towels or paper coverings are prohibited.

### **Flooring:**

Hardwood flooring, laminate, tile, or any non-carpet floor covering may be installed in second level condominiums; however, the Architectural/Landscape Committee requires special barrier materials be installed for noise control. Examples such as QuietFloor® or ImpactBarrier® for hardwoods and Ditra® for tile. When looking into such products, check for both impact noise (foot falls) and ambient noise (talking, stereos, etc) ratings. Not all products are created equal or for both purposes. ***Inspection of flooring during install is required. Contact Maintenance to inform of install date once it has been scheduled. Either a representative from the Arch Committee or Maintenance (whichever is available) will be available for an inspection on that day.***

### **Air Conditioners, Evaporative Coolers (swamp coolers), & window/attic fans:**

- A. No window mounted A/C units are permitted.
- B. No evaporative coolers of any kind are permitted
- C. No large window fans or attic/whole-house fans are permitted. Small, removable window fans which are not "hard-wired" are allowed.
- D. No solar panels may be installed on any unit.

### **Gas Log Fireplaces:**

Gas log fireplaces which replace wood burning fireplaces are acceptable, but must be submitted for using an Architectural Request Form. Product and contractor information must be included on request form. Planning and design must be discussed with, and approved by the Maintenance Superintendent. Because of the high risk of fire and carbon monoxide issues, gas fireplace additions are very strictly monitored. ***All gas-log or gas insert conversions must be done by a licensed contractor, designed and installed to current Denver building codes, and permitted and inspected.***



### **Laundry Addition to Unit:**

While primarily on the interior of a unit, a laundry addition does require an Architectural Request Form to approve proper venting of the system to the exterior of the building. *All laundry additions must be vented to the exterior (not attic or crawlspace).* Each request shall be reviewed by both the Architectural Committee **and** Maintenance to determine the best location for an exterior vent to be installed. Inspection will be done by Maintenance and will also include inspection of plumbing, power, and vent runs within unit. A signed "Acceptance of Responsibility & Ownership" form must be submitted with all requests. Damage and costs incurred as a result of an un-approved or improperly installed laundry setup shall be the sole responsibility of the unit owner including, but not limited to roof leaks.

### **Custom Crawlspace Covers:**

Alternatives to the heavy concrete covers for the crawlspaces may be requested. Such covers must be displayed in a detailed drawing/design which must be submitted with an Architectural Request Form for review by the Architectural Committee **and** Maintenance. Cover must be removable, structurally sound, and durable to the elements. Installation and maintenance costs are the responsibility of the unit owner if such a cover is approved. A signed "Acceptance of Responsibility & Ownership" form must be submitted with all requests.

### **Satellite Dishes:**

Requests for satellite additions must be made *prior to scheduling installation*. Satellite and antenna requests are made through the "Satellite Addition Request Form", a specific form which is different from the Architectural Request Form. Approval of this form must be made by both the Architectural Committee **and** the Maintenance Superintendent. Absolutely no rooftop installations are permitted. Instructions specific to each install will be included with the Maintenance approval, including photographs. Satellite dishes installed without approval must be removed at the unit owners cost, or may be removed by maintenance at a cost of \$100.00 per device which will be added to the unit fees. Such added charges can and will accrue interest until paid in full.

Any charges applied by service provider from un-approved installations and/or device removal are the sole responsibility of the party subscribing to service. Canyon Club Condominiums HOA and its employees/agents/officers shall not bear any financial responsibility for cost incurred from un-approved installations.

Dish size is limited to no larger than 24" in height/diameter, and quantity is limited to one (1) dish per unit. If satellite request is being filed by a leaseholder, signed approval of owner must be included on request. Satellite dishes which are no longer used must be removed within ten (10) days of service termination and/or upon unit vacancy. Failure to remove unused dishes promptly shall result in \$100.00 removal charge by Maintenance as mentioned above.

Exterior television and/or radio antennas are prohibited with exception of those existing antennas already in place by Canyon Club Condominiums HOA. Unit specific antennas may be placed near windows (on interior) for better reception.

**Trash Removal:**

- A. Oversized Items – Common area dumpsters are provided throughout Canyon Club for household trash; however, oversized items such as furniture, appliances, tires, batteries, construction debris, and items containing Freon, oil, or antifreeze, etc. are prohibited. For disposal of these types of items, please contact the HOA Office (303-757-8527) or Maintenance Department (303-757-3426) for assistance. For a nominal charge the vendor used for trash removal will dispose of these items, but **such requests must be made by the Canyon Club Staff** and arrangements must be made for the fee to be paid by the resident disposing of such items. Any costs associated with unreported disposal will be added to the unit fees as well as possible fines for violation.
  
- B. Hazardous Material Disposal – Items containing Freon, oil, antifreeze, mercury, batteries, tires, televisions, computer components, construction debris, carpet, paint, etc. are all items that require special care for disposal. Please contact Maintenance for assistance with these items and their proper disposal.
  
- C. Christmas Trees – Natural (not man-made) Christmas trees may be left beside the dumpster areas up until the last pick-up day of January to be disposed of at no cost. Please ensure all decorations have been removed and disposed of properly including any tinsel or “icicles”. Please clean-up any dropped needles which were left behind on the trip to the dumpster. Trees left after the last pick-up day in January may incur additional trash charges to the unit. Please call the office or maintenance for a schedule of current pick-up days.

**Design Guidelines Violation Schedule**

The following violation schedule is in accordance with the Canyon Club Condominiums Collection Policies and Procedures effective April 2012.

First Violation	A warning letter
Second Violation	\$25.00
Third Violation	\$50.00
Fourth and Subsequent	\$100.00



# Architectural & Modification Acceptance of Ownership & Responsibility Claim

This document outlines the scope of a project and provides acknowledgment of ownership and responsibility for any and all additions, modifications, and/or alterations made by a unit owner (or tenant with owner consent) within Canyon Club Condominiums.

Please print clearly on all portions of this form. Attach additional sheets and photos if needed. Please complete all sections

Unit # \_\_\_\_\_ Unit Owner(s) \_\_\_\_\_

Date Submitted: \_\_/\_\_/\_\_\_\_

# of Attached Documents: \_\_\_\_\_

Brief Description of Alteration/Addition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Common Areas that will be affected by Alteration/Addition: (Location and ways building exterior will be affected)

\_\_\_\_\_

\_\_\_\_\_

As the unit owner of above mentioned unit located at Canyon Club Condominiums - 6495 Happy Canyon Road – Denver, CO 80237 I acknowledge that I approve all modifications, alterations, and/or additions disclosed within all submitted documents for above mentioned project. I understand filing of this document must be accompanied by the filing of an Architectural Request form for the same project, that approval of both forms must be acquired **before** beginning any work on outlined project, and that alterations to approved project plans during project must be separately approved and attached to original approval documentation. I also understand access for periodic inspections may be required throughout the duration and at completion of said project. If such inspections are required they will be outlined in approval notes by Architectural Committee Chairperson and/or Maintenance Superintendent. Unapproved changes, or missed inspections may require removal of some or all current progress of project at my own cost.

Once project is complete I acknowledge that I, as the unit owner, hold sole responsibility for any and all repairs, maintenance, removal, and general care of all elements of said project. Additionally, I acknowledge that I shall be solely responsible for any costs incurred from damage caused directly, or indirectly, as a result of the construction and/or existence of above mentioned project. Lastly, I acknowledge that I shall be responsible to ensure above mentioned ownership and responsibility shall be documented and transferred to any and all future owners of unit. Canyon Club Condominiums Home Owners Association and any of its officers, agents, and/or employees shall be free of any responsibility (financial or otherwise) of above mentioned addition/alteration.

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
2<sup>nd</sup> Unit Owner Signature (if needed)

\_\_\_\_\_  
Date

*\*Additional unit owner signatures (if more than 2 owners) shall be provided on separate sheet clearly labeled as attachment to this document.*

**This document must be filed in conjunction with an Architectural Request form, as well as any prints, plans, photographs, drawings, or permit documentation. This form alone does not grant approval for project.**

**Arch Committee Approval:** Attached sheets # \_\_\_\_\_ Approval Date: \_\_\_\_\_

Signed and Printed Name: \_\_\_\_\_

**Maintenance Approval:** Attached sheets # \_\_\_\_\_ Approval Date: \_\_\_\_\_

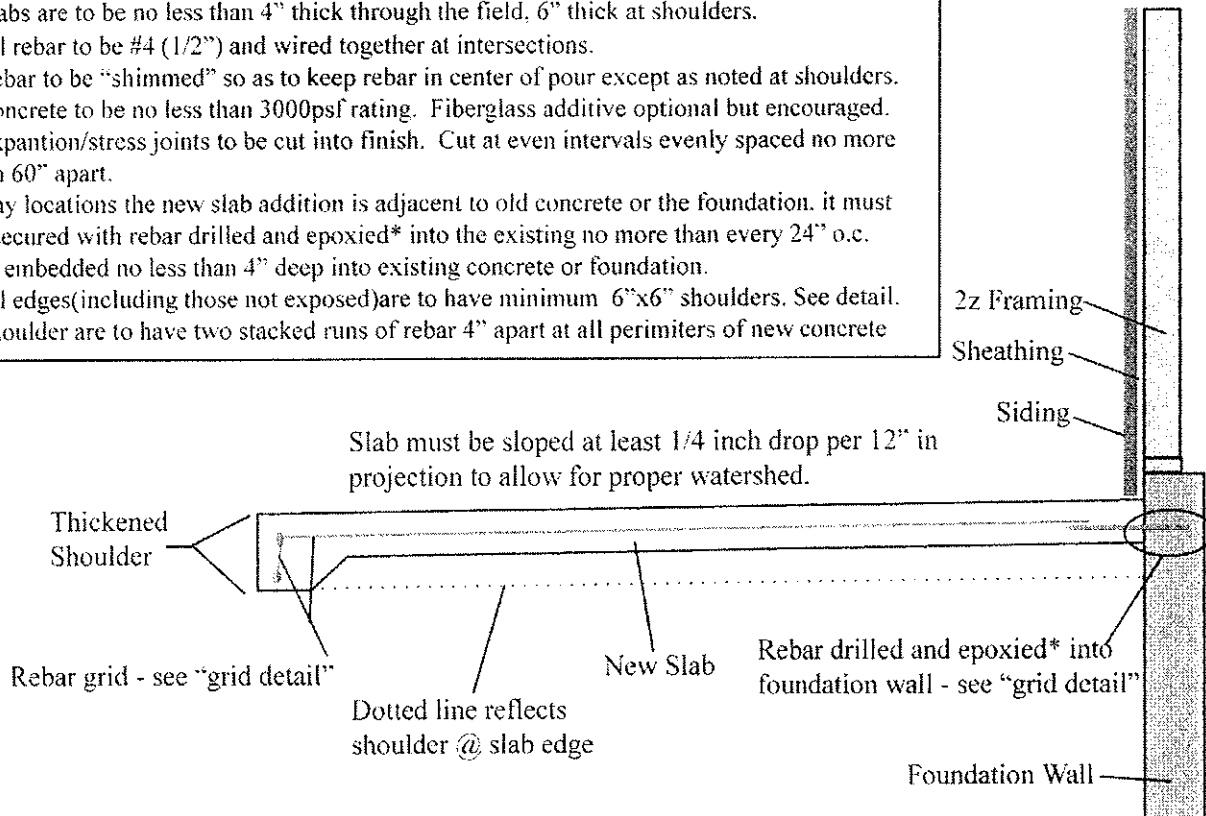
Signed and Printed Name: \_\_\_\_\_

# Concrete Addition Guidelines - Patio Additions

## General Information -

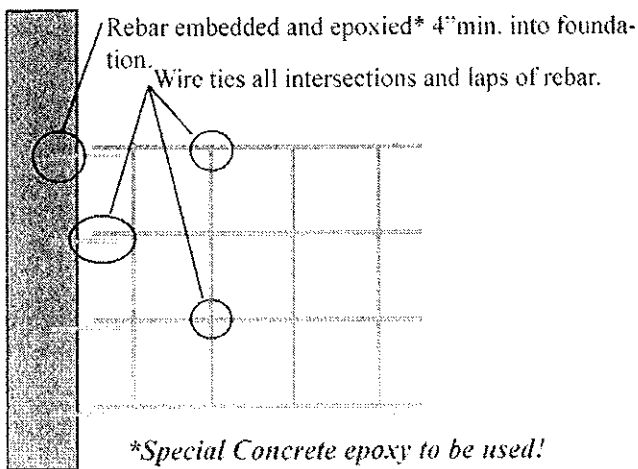
All concrete slab additions must be approved by the Arch Committee and Maintenance **PRIOR** to any work performed. Inspections also to be performed of forms and rebar before concrete is poured.

- Slabs are to be no less than 4" thick through the field, 6" thick at shoulders.
- All rebar to be #4 (1/2") and wired together at intersections.
- Rebar to be "shimmed" so as to keep rebar in center of pour except as noted at shoulders.
- Concrete to be no less than 3000psf rating. Fiberglass additive optional but encouraged.
- Expansion/stress joints to be cut into finish. Cut at even intervals evenly spaced no more than 60" apart.
- Any locations the new slab addition is adjacent to old concrete or the foundation, it must be secured with rebar drilled and epoxied\* into the existing no more than every 24" o.c. and embedded no less than 4" deep into existing concrete or foundation.
- All edges (including those not exposed) are to have minimum 6"x6" shoulders. See detail.
- Shoulder are to have two stacked runs of rebar 4" apart at all perimeters of new concrete



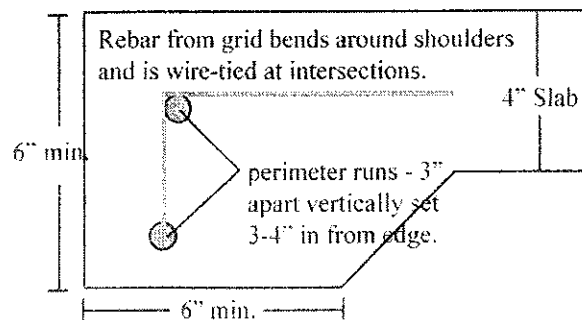
## Grid & Shoulder Details

At Foundation (see from above)



- Rebar should be wire-tied at all intersections and laps of rebar.
- At shoulders the grid bar is bent downward over the upper shoulder bar and ended at the lower bar.
- Shoulder depth and width does not include any slope to field slab in measurement.

Shoulder (as seen from side view)



# Presidents Report

## May 15, 2012

In March we held our Annual Meeting. I want to say “Thank You” to everyone who attended. There were some discussions and feedback provided to the Board. We want to hear what homeowners have to say, as this helps us in maintaining the complex. We consider all opinions when looking at various projects, including what the majority of people want and the costs.

A couple weeks ago the Board, along with Adam and Robert walked the property. We were looking at various areas that need some attention including landscaping, mailroom and laundry rooms. You may have noticed a list of projects on the mailroom door. Here Adam and Robert will keep everyone posted as to what is planned to happen and when. This information is also available on the website, [CanyonClubCondos.org](http://CanyonClubCondos.org).

A big “Thank You” goes out to the Architectural/Landscape Committee for all the work they did on getting the guidelines revised and updated. Corrine Hatlen, Patra Attig, Terry O’Conner and Adam spent several hours working on this project. The Board met with the committee and made a few minor changes, but they are ready to be rolled out. You can obtain a hard copy through the Beth in the office or visit our website.

Spring has arrived and it is that time of year we want to enjoy the outdoors. I just want to remind everyone about those outdoor grills. On balconies no charcoal grills, smokers or ten pound LPG containers are permitted. You can use up to a one pound LPG container or an electric grill. This is a Denver City ordinance and is patrolled by Denver Fire Department. If the complex incurs any fines, which the DFD will issue immediately, these will be passed on to the owner. The Canyon Club HOA will also send letters and impose fines when appropriate. Again please refer to the Rules and Regulations.

Many residents have noticed increased speeding within the community, as well as a failure to stop at the stop signs. As a reminder, our speed limit is 10 mph. Please keep in mind that there are many children and elderly residents in our community, and with the warmer months upon us, they will be outside enjoying the weather. For the safety of all, please adhere to the posted speed limit and stop at all stop signs.

Everything else has been business as usual. The next Board meeting will be July 17<sup>th</sup>. We wish everyone a wonderful and safe July 4<sup>th</sup> holiday.

Canyon Club Condominiums  
Funds Balance Sheet  
APRIL 30, 2012

	OPERATING	RESERVES	TOTAL
<b>ASSETS</b>			
<b>CASH</b>			
11100	Cash - Citywide Banks	115,954.96	194.40
			116,149.36
11101	Cash - Debt Card	1,904.45	
			1,904.45
11120	Cash - Merrill Lynch MM 04030	13,005.12	
			13,005.12
11125	Cash - Merrill Lynch CD Accts	1,120,000.00	
			1,120,000.00
11150	Petty Cash	160.19	
			160.19
	<b>TOTAL CASH</b>	<b>118,019.60</b>	<b>1,133,199.52</b>
			<b>1,251,219.12</b>
<b>RESERVE TRANSFERS TO BE MADE</b>			
11295	Due (to)/from	(15,695.74)	15,695.74
11296	Due (To)/From Prior Years	44,043.28	(44,043.28)
	<b>NET CASH PER FUND</b>	<b>146,367.14</b>	<b>1,104,851.98</b>
			<b>1,251,219.12</b>
<b>ACCOUNTS RECEIVABLE</b>			
<b>ASSESSMENTS RECEIVABLE</b>			
11310	Assessments Receivable	8,857.35	
			8,857.35
11311	Allowance For Doubtful Acct	(18,950.00)	
			(18,950.00)
	<b>NET ASSESSMENTS RECEIVABLE</b>	<b>(10,092.65)</b>	<b>0.00</b>
			<b>(10,092.65)</b>
<b>OTHER ACCOUNTS RECEIVABLE</b>			
11315	Accrued Int Receivable	2,953.71	
			2,953.71
	<b>TOTAL OTHER RECEIVABLES</b>	<b>0.00</b>	<b>2,953.71</b>
			<b>2,953.71</b>
	<b>TOTAL RECEIVABLES</b>	<b>(10,092.65)</b>	<b>2,953.71</b>
			<b>(7,138.94)</b>
<b>OTHER CURRENT ASSETS</b>			
11505	Prepaid Workers Comp Ins	587.00	
			587.00
11510	Pre-Paid Ins	5,600.00	
			5,600.00
11520	Employee Loans	419.28	
			419.28
11525	Prepaid Storm Drain	9,020.22	
			9,020.22
	<b>TOTAL OTHER CURRENT ASSETS</b>	<b>15,626.50</b>	<b>0.00</b>
			<b>15,626.50</b>
<b>FIXED ASSETS</b>			
11610	Furniture & Equipment	47,858.96	
			47,858.96
11611	Accuml Dep Furniture & Equip	(34,926.17)	
			(34,926.17)
	<b>TOTAL FIXED ASSETS</b>	<b>12,932.79</b>	<b>0.00</b>
			<b>12,932.79</b>
11995	Payroll Clearing	557.37	
			557.37
	<b>TOTAL ASSETS</b>	<b>165,391.15</b>	<b>1,107,805.69</b>
			<b>1,273,196.84</b>
<b>LIABILITES</b>			
<b>CURRENT LIABILITES</b>			
21110	Accounts Payable	5,314.02	
			5,314.02

Canyon Club Condominiums  
 Funds Balance Sheet  
 APRIL 30, 2012

	OPERATING	RESERVES	TOTAL
21115	Accrued Property Taxes	750.00	750.00
21120	Pre-Paid Assessments	21,643.11	21,643.11
21125	Prepaid AT&T Lease	12,000.00	12,000.00
21130	Salaries Payable	870.00	870.00
21135	Payroll Taxes Payable	3,385.83	3,385.83
21140	Income Tax Payable	843.00	843.00
	TOTAL CURRENT LIABILITIES	45,306.96	0.00
INSURANCE PROCEEDS			
21155	Unexpended Insurance Proceeds	(5,000.00)	(5,000.00)
	NET INSURANCE PROCEEDS	(5,000.00)	0.00
	TOTAL LIABILITIES	40,306.96	0.00
FUND BALANCES			
31100	Retained Earnings	167,332.34	964,815.59
31105	Transfers Between Funds	(47,640.07)	47,640.07
31110	Adj For (Gain)/Loss on Sale#44		17,769.71
31115	Prior Year Audit Adjs	(11,576.86)	588.80
	Current Earnings	16,968.78	76,991.52
	TOTAL EQUITY	125,084.19	1,107,805.69
	TOTAL LIABILITIES & EQUITY	165,391.15	1,273,196.84



Canyon Club Condominiums  
 Funds Income Statement  
 For The Month Ending APRIL 30, 2012

	OPERATING	RESERVES	TOTAL
<b>REVENUE</b>			
<b>ASSESSMENT REVENUE</b>			
41100	Assessments	38,458.00	38,458.00
41101	Reserve Revenue Frm Budget	(8,213.67)	(8,213.67)
	<b>TOTAL ASSESSMENT REVENUE</b>	<b>30,244.33</b>	<b>30,244.33</b>
<b>OTHER REVENUE</b>			
41180	Late Charges-LF ADMIN/REIMB	103.50	103.50
41200	Late Interest	28.72	28.72
41260	Key Fees	60.00	60.00
41280	Collection/NSF Fees	95.00	95.00
41335	Income - Clubhouse	(50.00)	(50.00)
41380	Interest Income	5,767.60	5,767.60
41910	Miscellaneous Income	180.37	180.37
	<b>TOTAL OTHER REVENUE</b>	<b>6,185.19</b>	<b>6,185.19</b>
	<b>TOTAL REVENUE</b>	<b>36,429.52</b>	<b>36,429.52</b>
<b>EXPENSES</b>			
<b>BUILDING</b>			
51025	Building Maintenance	229.95	229.95
51240	Gutters	(47.19)	(47.19)
51340	Sewer	870.00	870.00
51440	Cleaning	165.00	165.00
51460	Pest Control	219.07	219.07
51470	Tools/Equipment	87.90	87.90
	<b>TOTAL BUILDING</b>	<b>1,524.73</b>	<b>1,524.73</b>
<b>EQUIPMENT SYSTEMS</b>			
	<b>TOTAL EQUIPMENT SYSTEMS</b>	<b>0.00</b>	<b>0.00</b>
<b>RECREATION FACILITIES</b>			
61560	Pool/ Hot Tub Supplies	461.15	461.15
	<b>TOTAL REC FACILITIES</b>	<b>461.15</b>	<b>461.15</b>
<b>GROUNDS</b>			
71020	Landscape-Contr	1,693.25	1,693.25
71040	Landscape-Other	22.44	22.44
71100	Sprinklers	32.57	32.57
71120	Snow Removal	50.00	50.00
71211	Vehicle - Gas/Mileage	48.01	48.01
71215	Equipment-Repair	22.06	22.06
71220	Grounds Equipment	488.35	488.35
	<b>TOTAL GROUNDS</b>	<b>2,356.68</b>	<b>2,356.68</b>

Canyon Club Condominiums  
 Funds Income Statement  
 For The Month Ending APRIL 30, 2012

		OPERATING	RESERVES	TOTAL
UTILITIES				
31020	Gas/Electric	2,086.00		2,086.00
31040	Water/Sewer	2,296.09		2,296.09
31100	Trash Removal & Recycle	1,024.00		1,024.00
	TOTAL UTILITIES EXPENSE	5,406.09	0.00	5,406.09
RENTAL EXPENSE				
	TOTAL RENTAL EXPENSE	0.00	0.00	0.00
ADMISTRATIVE EXPENSES				
91020	Management - Accounting	775.00		775.00
91021	Office Supplies/Printing-Actng	99.84		99.84
91040	Legal	13.00		13.00
91220	Salaries	9,135.33		9,135.33
91235	Payroll Taxes	816.26		816.26
91265	Payroll Insurance Workers Comp	508.00		508.00
91270	Payroll Processing	110.50		110.50
91345	Uniforms	228.21		228.21
91400	Telephone/Pagers/Answer Svc	409.66		409.66
91420	Office Supplies & Exp	(2.00)		(2.00)
91480	Recrdng/Filing/Lic/Permit Fees	200.00		200.00
91620	Bad Debt	206.00		206.00
91900	Other Admin ** USE ** 91022	489.00		489.00
	TOTAL ADMIN EXPENSES	12,988.80	0.00	12,988.80
	TOTAL EXPENSES	22,737.45	1,800.00	24,537.45
	NET PROFIT / (LOSS)	7,924.47	12,181.27	20,105.74

Canyon Club Condominiums  
 Funds Income Statement  
 FOR 7 MONTHS ENDING APRIL 30, 2012

	OPERATING	RESERVES	TOTAL
<b>REVENUE</b>			
<b>ASSESSMENT REVENUE</b>			
41100 Assessments	269,206.00	57,495.69	326,701.69
41101 Reserve Revenue Frm Budget	(57,495.69)		(57,495.69)
<b>TOTAL ASSESSMENT REVENUE</b>	<b>211,710.31</b>	<b>57,495.69</b>	<b>269,206.00</b>
<b>OTHER REVENUE</b>			
41180 Late Charges-LF ADMIN/REIMB	1,011.60		1,011.60
41200 Late Interest	287.29		287.29
41220 Fines & Violations	75.00		75.00
41260 Key Fees	170.00		170.00
41280 Collection/NSF Fees	3,227.18		3,227.18
41300 Laundry Income	1,179.50		1,179.50
41330 Repairs/Maint Reimb	30.00		30.00
41335 Income - Clubhouse	450.00		450.00
41380 Interest Income		21,295.83	21,295.83
41910 Miscellaneous Income	180.37		180.37
<b>TOTAL OTHER REVENUE</b>	<b>6,610.94</b>	<b>21,295.83</b>	<b>27,906.77</b>
<b>TOTAL REVENUE</b>	<b>218,321.25</b>	<b>78,791.52</b>	<b>297,112.77</b>
<b>EXPENSES</b>			
<b>BUILDING</b>			
51025 Building Maintenance	4,895.77		4,895.77
51240 Gutters	102.97		102.97
51340 Sewer	870.00	1,800.00	2,670.00
51440 Cleaning	165.00		165.00
51460 Pest Control	1,163.92		1,163.92
51470 Tools/Equipment	762.92		762.92
<b>TOTAL BUILDING</b>	<b>7,960.58</b>	<b>1,800.00</b>	<b>9,760.58</b>
<b>EQUIPMENT SYSTEMS</b>			
<b>TOTAL EQUIPMENT SYSTEMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>RECREATION FACILITIES</b>			
61560 Pool/ Hot Tub Supplies	589.03		589.03
61600 Pool	1,744.34		1,744.34
<b>TOTAL REC FACILITIES</b>	<b>2,333.37</b>	<b>0.00</b>	<b>2,333.37</b>
<b>GROUNDS</b>			
71020 Landscape -Contr	5,081.25		5,081.25
71040 Landscape -Other	110.44		110.44
71060 Fence	60.37		60.37
71100 Sprinklers	32.57		32.57
71120 Snow Removal	3,542.87		3,542.87
71205 Security	913.83		913.83

Canyon Club Condominiums  
 Funds Income Statement  
 FOR 7 MONTHS ENDING APRIL 30, 2012

	OPERATING	RESERVES	TOTAL
71210 Vehicle	271.75		271.75
71211 Vehicle - Gas/Mileage	937.90		937.90
71215 Equipment-Repair	107.24		107.24
71215 Equipment Rental	140.88		140.88
71220 Grounds Equipment	809.33		809.33
<b>TOTAL GROUNDS</b>	<b>12,008.43</b>	<b>0.00</b>	<b>12,008.43</b>
<b>UTILITIES</b>			
81020 Gas/Electric	17,611.73		17,611.73
81040 Water/Sewer	15,425.63		15,425.63
81100 Trash Removal & Recycle	7,280.00		7,280.00
<b>TOTAL UTILITIES</b>	<b>40,317.36</b>	<b>0.00</b>	<b>40,317.36</b>
<b>RENTAL EXPENSE</b>			
<b>TOTAL RENTAL EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>DEPRECIATION</b>			
<b>TOTAL DEPRECIATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>ADMINISTRATIVE EXPENSES</b>			
91020 Management - Accounting	5,425.00		5,425.00
91021 Office Supplies/Printing-Actng	934.87		934.87
91022 Other Admin - Accounting	242.35		242.35
91040 Legal	3,461.65		3,461.65
91080 Audit/Review & Tax Prep	1,600.00		1,600.00
91100 Insurance	40,206.00		40,206.00
91220 Salaries	67,997.77		67,997.77
91235 Payroll Taxes	6,228.44		6,228.44
91255 Payroll Insurance Workers Comp	3,087.00		3,087.00
91270 Payroll Processing	946.94		946.94
91345 Uniforms	1,728.22		1,728.22
91350 Contract Labor	62.50		62.50
91400 Telephone/Pagers/Answer Svc	2,934.51		2,934.51
91420 Office Supplies & Exp	200.54		200.54
91430 Petty Cash Exp	532.96		532.96
91460 Holiday/Events	784.98		784.98
91480 Recrdng/Filing/Lic/Permit Fees	255.00		255.00
91550 Income Taxes	1,409.00		1,409.00
91620 Bad Debt	206.00		206.00
91900 Other Admin ** USE ** 91022	489.00		489.00
<b>TOTAL ADMIN EXPENSES</b>	<b>138,732.73</b>	<b>0.00</b>	<b>138,732.73</b>
<b>TOTAL EXPENSES</b>	<b>201,352.47</b>	<b>1,800.00</b>	<b>203,152.47</b>
<b>NET PROFIT / (LOSS)</b>	<b>16,968.78</b>	<b>76,991.52</b>	<b>93,960.30</b>

BUDGET COMPARISON

OPERATING FUND

APRIL 30, 2012

CURRENT PERIOD

YEAR TO DATE

CURRENT PERIOD			YEAR TO DATE			ANNUAL		
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	BUDGET	
REVENUE								
ASSESSMENT REVENUE								
38,458	38,455	3	41100	Assessments	269,206	269,189	17	461,464
(8,214)	(8,214)	0	41101	Reserve Revenue Frm Budget	(57,496)	(57,498)	2	(98,564)
-----								
30,244	30,241	3		TOTAL OPERATING ASSESSMENT REV	211,710	211,691	19	362,900
OTHER OPERATING REVENUE								
0	0	0	41165	AT&T Wireless - Income	0	0	0	23,800
104	125	(22)	41180	Late Charges-LF ADMIN/REIMB	1,012	875	137	1,500
29	42	(13)	41200	Late Interest	287	294	(7)	500
0	8	(8)	41220	Fines & Violations	75	60	15	100
60	8	52	41260	Key Fees	170	60	110	100
95	0	95	41280	Collection/NSF Fees	3,227	0	3,227	0
0	208	(208)	41300	Laundry Income	1,180	1,460	(281)	2,500
0	0	0	41330	Repairs/Maint Reimb	30	0	30	0
(50)	0	(50)	41335	Income - Clubhouse	450	0	450	0
0	83	(83)	41380	Interest Income	0	585	(585)	1,000
180	0	180	41910	Miscellaneous Income	180	0	180	0
-----								
418	474	(56)		TOTAL OTHER OPERATING REVENUE	6,611	3,334	3,277	29,500
-----								
30,662	30,715	(53)		TOTAL OPERATING REVENUE	218,321	215,025	3,296	392,400
EXPENSES								
BUILDING								
230	750	520	51025	Building Maintenance	4,896	5,250	354	9,000
0	500	500	51200	Roof	0	3,500	3,500	6,000
(47)	42	89	51240	Gutters	103	294	191	500
870	42	(828)	51340	Sewer	970	294	(576)	500
165	83	(82)	51440	Cleaning	165	585	420	1,000
219	142	(77)	51460	Pest Control	1,164	994	(170)	1,700
88	42	(46)	51470	Tools/Equipment	763	294	(469)	500
-----								
1,525	1,601	76		TOTAL BUILDING	7,961	11,211	3,250	19,200
EQUIPMENT SYSTEMS								
0	0	0	61050	Fire Extinguisher Inspec	0	0	0	100
-----								
0	0	0		TOTAL EQUIPMENT SYSTEMS	0	0	0	100
RECREATION FACILITIES								
461	0	461	61560	Pool/ Hot Tub Supplies	589	250	(339)	1,500

BUDGET COMPARISON

OPERATING FUND

APRIL 30, 2012

CURRENT PERIOD

YEAR TO DATE

ANNUAL

ACTUAL	BUDGET	VARIANCE			ACTUAL	BUDGET	VARIANCE	BUDGET
0	0	0	61500	Pool	1,744	0	(1,744)	2,000
0	42	42	61560	Recreation Equipment	0	294	294	500
<hr/>								
461	42	(419)		TOTAL REC FACILITIES	2,333	544	(1,789)	4,000
<hr/>								
<p style="text-align: center;">GROUNDS</p>								
1,693	1,875	182	71020	Landscape-Contr	5,081	5,625	544	15,000
22	1,250	1,228	71040	Landscape-Other	116	3,750	3,634	10,000
0	167	167	71056	Concrete & Asphalt	0	1,169	1,169	2,000
0	0	0	71060	Fence	60	300	240	300
33	0	(33)	71100	Sprinklers	33	0	(33)	1,000
50	0	(50)	71120	Snow Removal	3,543	2,500	(1,043)	2,500
0	200	200	71205	Security	914	1,400	486	2,400
0	83	83	71210	Vehicle	272	585	313	1,000
48	100	52	71211	Vehicle - Gas/Mileage	938	700	(238)	1,200
22	58	36	71215	Equipment-Repair	107	410	303	700
0	42	42	71216	Equipment Rental	141	294	153	500
488	42	(446)	71220	Grounds Equipment	809	294	(515)	500
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2,357	3,817	1,460		TOTAL GROUNDS	12,008	17,027	5,019	37,100
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<p style="text-align: center;">UTILITIES</p>								
2,086	2,390	304	81020	Gas/Electric	17,612	19,449	1,837	33,000
2,296	1,403	(893)	81040	Water/Sewer	15,426	12,936	(2,490)	30,000
0	0	0	81080	Storm Drains	0	0	0	11,000
1,024	1,000	(24)	81100	Trash Removal & Recycle	7,280	7,000	(280)	12,000
<hr/>								
5,406	4,793	(613)		TOTAL UTILITIES	40,317	39,385	(932)	86,000
<hr/>								
<p style="text-align: center;">RENTAL EXPENSE</p>								
<hr/>								
0	0	0		TOTAL RENTAL EXPENSE	0	0	0	0
<hr/>								
<p style="text-align: center;">DEPRECIATION</p>								
<hr/>								
0	0	0		TOTAL DEPRECIATION	0	0	0	0
<hr/>								
<p style="text-align: center;">ADMINISTRATIVE EXPENSES</p>								
775	775	0	91020	Management - Accounting	5,425	5,425	0	9,300
100	183	83	91021	Office Supplies/Printing-Actng	935	1,235	300	2,200
0	167	167	91022	Other Admin - Accounting	242	1,169	927	2,000
13	250	237	91040	Legal	3,462	1,750	(1,712)	3,000
0	0	0	91080	Audit/Review & Tax Prep	1,600	2,000	400	2,000
0	0	0	91100	Insurance	40,206	38,000	(2,206)	38,000
0	500	500	91102	Ins-Deductible/Claims	0	3,500	3,500	6,000
9,135	10,917	1,782	91220	Salaries	57,998	75,419	17,421	131,000

BUDGET COMPARISON

OPERATING FUND

APRIL 30, 2012

CURRENT PERIOD

YEAR TO DATE

CURRENT PERIOD			YEAR TO DATE				ANNUAL	
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	BUDGET	
316	1,157	351	91235	Payroll Taxes	6,228	8,159	1,941	14,000
508	417	(91)	91265	Payroll Insurance Workers Comp	3,087	2,919	(168)	5,000
111	158	48	91270	Payroll Processing	947	1,110	163	1,900
228	200	(28)	91345	Uniforms	1,728	1,400	(328)	2,400
0	125	125	91350	Contract Labor	63	875	813	1,500
0	200	200	91355	Contract Labor - Pool	0	200	200	1,200
410	417	7	91400	Telephone/Pagers/Answer Svc	2,935	2,919	(16)	5,000
0	42	42	91407	Computer	0	294	294	500
0	83	83	91410	Copiers	0	585	585	1,000
(2)	125	127	91420	Office Supplies & Exp	201	875	674	1,500
0	0	0	91430	Petty Cash Exp	533	0	(533)	0
0	50	50	91440	Dues/Ed/Subscrip	0	350	350	500
0	0	0	91460	Holiday/Events	785	750	(35)	1,500
200	0	(200)	91480	Recrdng/Filing/Lic/Permit Fees	255	400	145	400
0	0	0	91560	Income Taxes	1,409	7,000	5,591	7,000
0	0	0	91580	Income Taxes-State	0	3,000	3,000	3,000
206	500	294	91620	Bad Debt	206	3,500	3,294	5,000
489	0	(489)	91900	Other Admin ** USE ** 91022	489	0	(489)	0
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12,989	16,276	3,287	TOTAL ADMIN EXPENSES	138,733	163,894	25,161	246,000	
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22,737	26,529	3,792	TOTAL EXPENSES	201,352	232,061	30,709	392,400	
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7,924	4,186	3,738	NET PROFIT / (LOSS)	16,969	(17,036)	34,005	0	
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## **Architectural and Landscape Committee Report**

May 2012

This is a short report this month. Only three architecture requests have been received since my last report. These were for an energy efficient patio door for Unit 72, energy efficient windows for Unit 4, and replacement of an exterior storage door for Unit 165.

As per the guidelines, any alterations planned for the exterior of a unit does require a request be submitted prior to any work for review and approval. Please contact the office if you have any questions or to obtain a request form; or check the website at [canyonclubcondos.org](http://canyonclubcondos.org).

The architectural committee has a bimonthly walkabout to look for safety issues and landscaping issues. If you would like to be part of the walkabout, we typically meet at the mail room at 9:00 a.m. with the next scheduled date for this Saturday, May 19th. A notice will be posted to confirm the date and time. We always request if you notice anything in the complex that needs repair or attention, please contact the office or maintenance.

Submitted by Corrine Hatlen



# Maintenance Report – May 2012

Written by Adam Blake – Maintenance Superintendent

Mid-March through Memorial Day is always a busy time of year for us, and this year is no different. We have been busy with cleaning gutters, preparing for and planting flowers, charging the irrigation system and making necessary adjustments and repairs, making the pool ready for the season, evaluating shrubs and trees, cleaning up the mess that winter left behind, and so many other projects.

In addition to the “routine” items that are mentioned above, we’ve had a few other projects keeping us busy this spring.

- A new pool gate and card-reader lock system has been added where the old “service” gate was located on the south end of the pool deck. New pool-area signage is in production which will more clearly outline the rules and expectations surrounding the pool-area amenities.
- We are in the process of repainting, refinishing, and making mechanical updates to the laundry rooms and mail room. Completion of these projects should be within the next few weeks.
- Steps are being taken to evaluate the condition of our turf areas and the soils they are growing in. Soil samples will be lab-evaluated and an overall care plan is to be implemented to improve not only our turfs appearance, but its health and stress tolerance. We are also testing various remedies for the destruction the rabbits have been causing in so many areas. We are seeing signs of success with a natural repellent we have tried. Additional, more extensive trials are planned. One of the first, and most important, steps is to get residents to STOP FEEDING THE RABBITS! If you are guilty, please stop. If you are aware of a resident doing this, please inform Maintenance so the problem can be addressed.

I would like to say a huge “Thank You” to the several volunteers we had to assist with the flower planting this year. Having the extra hands certainly made the project go much faster, and it was great to see the pride in ownership and community of the volunteers. Guzel Vafina, Alice Carver, Susan Melton, Sam (a friend of Susan’s), and Joyce Brooks all deserve the utmost thanks. Because of these individuals the planting was done in a timely manner, and it will provide beautiful flowers for the entire community to enjoy. I cannot forget to mention the work of Robert & Jeff in the Maintenance Department. These guys not only stepped up for the flower planting process, but they do so everyday. There are so many things that are taken for granted or go unnoticed that get taken care of everyday by the staff. If you see them on the property, tell all of these folks thank you.


In the coming months we will be concentrating our efforts into restoring and improving the landscape throughout the property. This is to include turf care, shrub & tree care, addition/replacement of turf & plants, evaluation and improvement of irrigation system to increase efficiency and decrease water usage, pest control (rabbits & insects), edging work, etc.

If you see anything around the property you feel needs attention, or if you simply have a comment or question please contact maintenance or the main office. We greatly value the opinion of *you* the resident. You are all additional eyes and ears and are encouraged to provide feedback on things we may have missed or concerns you may have.

Maintenance: 303-757-3426 or via email: [adammaintenace@ymail.com](mailto:adammaintenace@ymail.com)

Main Office: 303-757-8527 or via email: [canyonclubcondos@yahoo.com](mailto:canyonclubcondos@yahoo.com)

Find tons of info on the community webpage: [www.canyonclubcondos.org](http://www.canyonclubcondos.org)

 On Facebook: “Canyon Club-Maintenance”