

## New Centennial Homeowner Information and Welcome Packet

Welcome to the community!

This letter provides a brief overview of Centennial operations, policies and procedures.

Centennial is currently a **self-managed** association. We have nine volunteer Board Members that handle association business. If you need to get in touch with the Board of Managers (BOM) for any reason, please email.

All communication (almost) from the Homeowners Association (HOA) is handled by email.

Centennial e-mail address: **centennialhoa@gmail.com**

**The Website, your greatest resource:** [www.centennialaspenowners.com](http://www.centennialaspenowners.com)

Most of the information you are looking for can be found on the website. Official/Governing condo docs (declarations, bylaws, articles); rules & regulations; Senate Bill 100 Policies, Insurance documents, other HOA policies, upcoming meetings. Some info (newsletters, meeting minutes, upcoming repairs) must be accessed with the owner login:

**Owner Registration Form:** **required** to be completed annually for contact info, vehicles, pets (registration fees: \$10/cat, \$20/dog), Registration can be completed online by clicking the link at the top of the website homepage. Or a form (PDF or hard copy) can be provided upon request. All information is kept confidential and is solely for the purpose of administering the HOA. There will be a fine for any owner not registered by January 15 of each year. Any changes need to be reported to the BOM.

**Board Meetings, the Annual Meeting & Special Meetings:** Board meetings are typically held monthly and are open to all owners. Your participation in these meetings is always welcome and appreciated. Meeting dates, times, and locations can be found on the main page of the HOA website and in the newsletters. The Annual Meeting is held in December. Owner participation is vital as new Board Members are elected, the annual budget must be approved, and issues or policy changes that require majority approval are voted on. Special Meetings are held on occasion if important issues arise prior to the Annual meeting where an Association vote is needed. Owners who cannot attend may choose to vote by proxy. An owner must be current on all dues and fees owed to the HOA in order to vote.

**Committees:** Your participation in the HOA is greatly appreciated. You do not need to be a Board member to be on a committee and assist in the management and operation of Centennial. Please contact the BOM if you are interested in becoming a Board or committee member.

**Newsletters:** Email newsletters are sent periodically to inform & educate owners of important happenings, deadlines, opportunities, pressing issues, policy changes, construction projects, etc.

**Monthly Dues:** handled by **Aspen Bookkeeping**. Invoices are **emailed** during the last week of the month. Payment in full is due by the 10<sup>th</sup> of every month to avoid late fees. **Automated monthly payment** is available and encouraged. The sign-up form can be found on the website. Please email us or contact Aspen Bookkeeping with any questions.

**A-1, our maintenance company:** weekly inspections, common area maintenance, snow shoveling, replacing exterior lights, and general building maintenance. Please keep in mind that this is a very large complex and A-1 cannot catch everything that needs attention. Your help is essential. Please contact the Board if you notice something in need of repair.

**Mailbox keys:** part of the homeowner exchange at the time of purchase. The HOA does not have extra keys nor does the Post Office. You can however call a locksmith, provide proof of ownership, and get a new lock installed.

**Cable television and Internet:** provided by Comcast at a discount and are included in your HOA dues. A digital cable box and modem/router should be in your unit upon purchase. Contact Comcast directly (888-895-6504) concerning issues with television or internet service.

**Parking:** Each owner is allowed 1 parking permit per bedroom. Vehicles must fit wholly within one parking space and be in good working order. Parking spaces are not assigned. Vehicles that are used infrequently and guests should park in the back rows. After heavy snowfall, vehicles should be moved for more effective snow removal.

**Common Areas:** are for everyone's enjoyment. Please respect your neighbors and help keep them tidy. Please do not store personal belongings in common areas.

**Pets:** Please clean up after your pet immediately. **Bags for pet waste** can be found at every garbage dumpster. Please report empty bag stations. Dogs must be on leash or under voice command.

**Reporting Problems:** Please report any and all problems with the buildings before damage happens or becomes severe. This includes any leaks, ants, structural damage, etc. If damage can be prevented and does not get reported, it may be the full or partial financial responsibility of the unit owner. Centennial HOA is self-managed by a volunteer Board so all 92 owners need to assist in preventing problems.

**Fire Hazards:** Charcoal grills, firewood, and gas-powered vehicles are not permitted within 10 feet of the buildings.

**Homeowner Insurance:** Each owner must carry an individual unit policy. Please be sure your loss assessment sometimes called "replacement cost" covers the HOA deductible of \$10,000 in case there is a claim involving your unit. This information is important in properly setting up an insurance policy.

**Balconies:** Some units have 2nd story balconies (decks) which were added after original construction. They must be diligently cleared of snow and ice as many are prone to leaks. If your unit has one, please inspect and maintain it as any damage to the building or the lower units is ordinarily the responsibility of the balcony owner.

**Remodels, Upgrades & Landscaping:** Any alterations to the buildings' exterior or grounds and any changes to the building's structural framing, plumbing, or electrical need **HOA written approval** including, but not limited to windows, doors, tree planting, etc. Plans must be provided. A licensed contractor is necessary. Building permits, if needed, can be arranged with the City building dept. Windows must be the same in type, size, shape, and exterior color as the originals. For example, casement windows are not allowed as they violate fire codes.

**Flooring:** Carpeting, rugs, and padding are required on all floors except in the kitchen, front entry hallway, front entry closets, and bathrooms. If hard flooring exists in other areas and legitimate noise complaints occur, the owner may be required to replace the hard flooring with carpet at their own expense.

This letter is not designed to give all details for every policy of the HOA. You are responsible to review and comply with all policies. They can be found on the HOA website.

Please email or attend a meeting with any questions, concerns, or suggestions

Thank you and we look forward to getting to know you at Centennial!

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