



To: Windsor Highlands Metro District Residents
Re: Metro Districts Updates

May 2020

Hello,

We hope you, your families, and friends are safe during these stressful and uncertain times due to COVID-19. We are giving an update on the community, which will be updated as more information comes along.

To address the Community Pool:

As you know the COVID-19 issues is causing a lot of uncertainty's around the communities as what to do or not do. One question we get a lot is when will the swimming pool open on time or even be opened? As of right now the District is unsure on what will be allowed to open. What will social distancing or physical distancing requirements be? What size groups can gather? What cleaning requirements will be in place?

At this time, the Community Swimming Pool, will remain closed until the Districts gets updated regulations/guidelines from the Federal, State, County or Town Governmental agencies. We have a few ideas that are being discussed with the board on how to open the pool, but again waiting on actual requirements. More than likely we will have to limit the number of District resident into the pool area and at this time NO GUESTS or POOL PARTIES will be allowed. **Only District residents will be allowed access to the pool when it opens** with possible limited hours of being in the pool area and/or hours of operations. Time limits may be in place on pool usage, too allow more people in over the hours of operation. More than likely little too no pool furniture will be in the pool area.

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As the District is waiting on any new regulations/guidelines we are going to move forward on getting the pool ready to open. We have spoken with the contracted pool management company (A & B Pools), they state they are at full staff for opening as scheduled which would be 5/23/2020, but again waiting on new requirements.

As for opening the pool, not sure what is going to happen over the next roughly 25 days. Right now, we have A & B Pools ordering the chemicals and chlorine as normal. We fear if we wait to hear from the State and Federal Government as to when we can open the pool, it may be hard to acquire what is needed to open and maintain the pool on time or at a new date. If any pool chemicals and chlorine are not used this year, they will be stored for next year.

Over the next few weeks, you will see activity at the Community Pool area, we will be having the boilers maintained and inspected by the state, the plumber will prep all water lines to the bathrooms and drinking fountains, and the shade covers installed. We will have contractors power washing outside of the pumphouse/guard room and cleaning the pool furniture if we can use and pool deck, flush and clean all piped lines and filter casings, along with the actual filter cleaning, and testing the new chlorine injection pump we just installed. Then maintenance on the heater all in preparation for opening day. We will be setting up cleaning service on the restrooms. (pest control is year-round) Yearly Inspection of playground in Pool area and repairs, along with a COVID-19 cleaning. The District feels we should move ahead as normal and wait to see what happens.

At worst, we can hold off on fully filling and heating the pool until we know for sure what the opening date will be if allowed to open. It will take about 4 to 5 days to fill the pool capacity and get the pool to the correct temperatures of 82 to 84 degrees. One additional item to be set up after the pool opens would be a power wash crew to clean all pool furniture (**if in use**) or have any pool furniture in the pool area. Then cleaning service as required for the bathrooms under COVID – 19 requirements. Not sure what will be required under the new COVID-19 policies and what that cost will be to our budgets. Overall, we will wait to see what the requirements will be then set up schedules and opening as current budgets allow.

The Community Pool hours of operation if allowed to open will be posted on the web site and at the Community Pool when we learn what the required social distancing or physical distancing requirements and restrictions are going to be, along with size groups that can gather.



District No. 1 Operation & Maintenance Fees:

Yearly **District No. 1 O and M Fees** go out late April and are due June 1st; we THANK YOU for paying on time. Any past due Operations and Maintenance Fees will be assessed a \$25.00 late fee after due date and then every 30 days a late fee will be assessed until paid. To avoid late fees and or collections please pay O and M fees on time. Past due is received after the 1st of June. Late Fees are determined by USPS processing date on the envelope, not the date on your check. If you ever have any questions on your yearly O and M fee, more than likely you will see an O and M fee in 2021

REMINDER: All residents must be in good standing with the District to have their Clubhouse/Pool tag issued and or re-activated. District members in good standing are paid in full on their taxes, O and M fees, along with no outstanding covenant violations.

Web Site:

Our web site is www.windsorhighlandsmetrodistrict.com , please make sure you go to the web site and join to have access to all the community documents and District e-mails. If you don't sign into the web site you cannot see all the information. The District sends out community E-mails from the web site, you must sign up on the District web site to receive e-mails from the Districts.

Pool Information:

As stated on the first page: The Community Swimming Pool, will remain closed until the Districts gets updated regulations/guidelines from the Federal, State, County or Town Governmental agencies, before opening.

2020 Community Garage Sale Dates: **Spring Garage sale is cancelled.**

SPRING Garage Sale: **Friday May 15th and Saturday, May 16th 2019.** (Starting at 8:00 a.m. and ending 4:00 p.m.)

The third weekend in May every year starting at 8:00 a.m. and ending 4:00 p.m. (Friday and Saturday)

FALL Garage Sale: **Friday, Sept. 25th and Saturday, Sept. 26th 2020.** (Starting at 8:00 a.m. and ending 4:00 p.m.)

The 4th weekend of Sept. every year starting at 8:00 a.m. and ending 4:00 p.m. (Friday and Saturday)

The District will place ads in the Fort Collins Coloradoan and on the web (Craig's List), along with placing community signs. You are encouraged to run your own ads in the local papers or web sites highlighting your special items for sale. Mark your calendars and start pulling out all the unwanted treasures your basement or garage has to offer. Garage Sales will not be rescheduled due to inclement weather. The District places the ads with the publications in advance as to meet print deadlines; we don't always know what the weather will be. You do not need to contact the District to participate in the event. Homeowners can have Garage sales any time during the year that they wish, however, the District requires that any signs you have put up be taken down immediately after your garage sales ends.

Restrictions on garage sales may apply if you live in an area with a sub-HOA, check with your HOA on your guidelines for having a garage sale.



Trash/Recycle/Yard Waste day for WHMD is Friday.

The board has chosen Friday as trash day, as not to have trash/recycle bins sitting out several days a week. The Districts does not want several trash trucks driving around the neighbor all different days of the week. This helps with neighborhood appearance, wear and tear on the street and just general safety for all in the neighborhood.

Do not leave Trash cans out:

Trash cans should be put away in your garage or behind your side fence when it's not trash day (Friday). If you don't have a side wing fence, place trash can 10 to 15 feet from front corner of house. Please be considerate of your neighbors/neighborhood, **do not leave trash cans out.**

Architectural Design Application:

The "ADA" is used for when you are building a new home, first time landscaping or doing modifications /up-grades to the exterior of your existing home. If you're placing a deck, concrete patio, covered patio, upgrading your landscaping, painting your home or any exterior projects you must submit the Architectural Design Application ("ADA") for approval. Review fees may apply. You can find this document on the District web site. Just go to windsorhighlandsmetrodistrict.com, on the home page click on the library tab on the left side of the page. You will see this document listed first.

Landscaping Maintenance:

After you spend time and money on your yard please make sure your landscape in front and/or rear of your home is neatly maintained, including shrubs and trees. Pay close attention to shrubs and trees that are planted near the sidewalk. Please remember to prune your trees and shrubs, this will improve and maintain the health of the trees/shrub plus promote grow. Edging should be properly secured and maintained in an attractive manner. All dead trees in your lawn area must be replaced. A neat tidy yard makes the community look better. (If you live in an area with a sub-HOA, your contract maintenance company handles your maintenance, check with your sub-HOA if you have questions on what maintenance is completed for you.)

Homeowner wood fence:

If you live in an area where your fence is cedar, your fence (side lot and wing fences) will need to be stained. Stain color for WHMD: **Walnut – Sherman Williams**. The District will send out letters this spring, reminding you of your fence maintenance. See Fence map on our web site if you're unsure on who owns the fence.

A brief history on our District stains; years ago, when the developer and/or the builder first used the "Walnut" stain it was manufactured by Diamond Vogel and they used an oil base stain. Then the Districts switch to a Diamond Vogel water-based stain ("Environmentally safe"). This basic switch can make the fence stain look a little different on each fence. Plus, with the Diamond Vogel store being so far away, the Districts decided to switch the base stain (Stain before color mix) and manufactures of the District stain.

The Districts choose **Sherman Williams "Walnut"** stain because it was **a close match** to what fence stain exists in the community and we have a Sherman Williams store nearby in Fort Collins.

Over all the new approved **Sherman Williams "Walnut"** stain for the Districts may not match existing fence stain exactly but we have the "Walnut" stain appearance in the community where fence stain is required.

If only staining a portion of your fence the **Sherman Williams "Walnut"** stain may not be an exact match, which may cause you to stain your whole fence if you want it all to match the new **Sherman Williams "Walnut" stain**.



Home Painting & Maintenance:

It's that time of home ownership where the folks that live in Districts No. 1 and No. 2 to be painting the exterior of your homes and/or budgeting for that expense. A lot of homes have taken on this task, but this is a reminder to the folks that have not repainted their home as of yet. Please start to get proposals and plan on painting the home in the near future. Also, it may be time to look at shutters and other areas on the exterior.

District Greenbelts:

Recently the District has had several residents weeding their yards and just throwing the weeds they pulled over the fence into the Districts tracts. But this year besides the weeds, we have had dead shrubs, dead trees, dog waste, bags full of dog waste and other trash. Please remember the District tracts are not a trash can for your trash that you do not know what to do with. Dump your waste in the appropriate place. Also, the District has a few areas with native grass and folks dump wheel barrels of dirt, trash or other items in these areas, again please refrain from dumping in the native areas or in the fields to the south, no dumping is allowed.

If you see any issues in the green belts around the community, please send us an e-mail and we will check out the issues.

Parking in Cul-de-sac's:

We receive calls/e-mails about parking in the Cul-de-sac's. Front end parking is a Town violation is not allowed. All vehicles must be park parallel with the curb. Vehicles may not be parked face in at the end of a Cul-de-sac. Passenger side must be towards the curb. Vehicle cannot be more than twelve (12) inches from the curb.

If you have issues with some parking in the Cul-de-sac's you can call Windsor Code Enforcement at 970-674-6400.

Street Parking:

Any vehicle one-ton or less parking in the street/ROW, non-commercial vehicles can park in the streets/ROW as long as they have current registration/tag. Homeowners are encouraged to park in their own driveway and or garage. (No Storage of Unlicensed/Registered Vehicles allowed on lot, driveway or street)

District Snow Removal:

The WHMD has its snow removal map and policy on our web site. The District is responsible for the snow removal on the walks that adjacent to District property. Homeowners are responsible for their own walks in front of their home or on their side lot if on a corner. The Town is responsible for the snow removal of the streets. See Town of Windsor web site for the Town's policy. Snow is required to be removed 24 hours after the last snow.

District Maps:

We have District maps on our web site showing the District Boundaries, showing what walks the District does snow removal on, the District Maintenance map and so forth. You will see the new developed areas added to our District maps as they are approved and or accepted by the District.

Neighborhood Mail Boxes:

Cluster boxes are provided by the developer/builder at time of development. Cluster boxes meet USPS specifications and are placed in locations that the USPS has chosen. The District asks that no posting/advertising be placed on the mail boxes. Please keep in mind, mail boxes are located in the street ROW, in doing this some mail boxes are on your neighbor's lots, please do not walk in their grass or leave postings in their yard.



Posting Political Signs:

We appreciate everyone's enthusiasm for their political beliefs and who you are voting for, but we ask that you do not place any signs on the District fence and/or on any District property. You can place 1 political sign per office, Proposition, and/or Amendment in your front yard or placement of political signs in the window of your resident's. Check with your sub-HOA if allowed to hang signs in your HOA. Signs are not to be posted higher than 4 feet and or not exceed 24 inches by 36 inches in size. Political signs can be display for 45 days prior to the election and must be removed within 7 days after the election.

Dog Poop and Dog on the Loose:

We receive e-mails and calls on this one a lot: Pick up after your pets when walking through the neighborhood. Do not walk your dogs on your neighbor's yard. The light pole or fire hydrants are tempting for your dog, but most of the time they are in your neighbor's yard. **Please pick up after your pets.**

Walking your dog: Please keep dog on a leash or have full control of your dog when off a leash. If your dog runs up to someone and or their pets, it is not under control, put dog on a leash. If your dog is on a leash, keep control and keep the dog from jumping on people or going after other pets when on a leash. Some people are frightened when a dog runs up to them or their children and/or pet, they don't know the dog's intentions. To avoid issues, leash your pet.

If you see loose/stray dogs please call Windsor code enforcement at 970-674-6400.

2.6.1 Animal Waste: The Owner or his or her representative shall be responsible for collecting and properly disposing of any animal waste and dispose of properly (use dog stations on site). The Town does have a code on this and if you see or have an issue call Town enforcement. No Owner or his or her representative of a dog may permit it to leave feces or upset garbage on public property or the private property of another. The Owner or his or her representative should be considerate of dogs urinating on private property.

2.6.2 Barking/Nuisance: The Owner or his or her representative shall be responsible for animal nuisance/barking. Animal nuisance/barking must be controlled. If you have these issues contact the Town animal control. It is unlawful for any person owning or keeping and to fail to prevent such animal from disturbing the peace of any other person by loud, persistent, and habitual barking, howling, yelping, mewing, or making any loud, persistent and habitual noise whether the animal is on or off the owner's premises.

2.6.5 Pet Leased: All household pets shall be controlled by their Owner and shall not be allowed off the Owner's Lot except when properly leashed and accompanied by the Owner or his or her representative. Proper control of your dog means to simultaneously monitor, direct and restrict a dog's movement and activities in a humane manner. If you see loose animals or have issues with an animal you should call Town enforcement.

The Golf Course and/or Tennis Facility:

The Golf Course or Tennis Facility are not part of Districts No.1 through No. 10. You must contact these facilities directly for questions.

Contact information:

Windsor Highlands Golf Course: 970-204-4653

Windsor Highlands Tennis Center: 970-217-9291



Highland Meadows Golf Course:

The Highland Meadows Golf Course is now District No.11 and is not part of the Districts No. 1 through No. 10 that you live in. With this being said the Highland Meadows Golf Course is still private property and you are asked not to trespass. You cannot take walks on the golf course; you cannot walk your dogs or cross-country ski on the golf course.

You are not allowed on the golf course unless you are paying and playing golf. You are not allowed just to enter the golf course and start playing golf, you must check in and pay to play golf on the golf course. Those of you that live along/back up to the golf course you **cannot put a gate in the District fence to access the Golf Course.** If you would like more information on Highland Meadows Golf Course please go to the Golf Pro-shop.

As you know The Highland Meadows Golf Course has native grasses around the community and they butt up to the aluminum wrought styled fence. Please do no spray weed and grass killer on any of the Highland Meadows Golf Course property.

Golf Cart Community:

The Windsor Highlands Metro Districts No. 1 through No. 6 ("WHMD") is a Golf Cart Community as you know (Town of Windsor Resolution No. 2014-18).

We have still have had a few cases of young children driving golf carts around the community and over loading golf carts with passengers. Please make sure you read the Town of Windsor codes on driving a golf cart on the Public Roadways within the neighborhood and obey all traffic laws. This Town of Windsor Resolution No. 2014-18 does not include ATV's.

Golf cart drivers should have a valid driver license. If caught driving a golf cart on the Public Roadways within the neighborhood without a valid driver's license or not obeying traffic codes, you will be looking at the normal fines and other costs, associated with any traffic ticket.

Please make sure when driving a golf cart, you stay within the District/community boundaries. You will see signs posted at all the exits from our District/community. You can also go to the District Web site at <http://windsorhighlandsmetrodistrict.com>, on the home page click on the library tab on the left side of the page and scroll down to "District Map" and you will see our District map with the boundaries.

In general, you cannot cross CR 30 to the North, you cannot cross Crooked Stick Drive to the south and you cannot go out on to CR 5 to the west.

This is for WHMD Districts No. 1 through No. 6 (Highland Meadows Golf Community) only; if you have friends that live outside our Districts they cannot drive their golf cart on the Public Roadways to get to our District/community.

Keep in mind the Golf Course is private property and you should only be on the golf course cart paths if you are a paying customer and playing golf. You are not to drive around on the cart paths for a leisure drive or walk.

Please see the Town code below, which are ARTICLE VI section 8-6-30 of the Town of Windsor codes. We are fortunate enough to be the first community to get this Municipal Code approved by the Town Board and we must follow all the code; however, our privileges can be revoked if the codes are not followed.

Sec. 8-6-30. Of Town of Windsor Municipal Code: Golf Cars, restricted operations. (Town of Windsor code)

Notwithstanding the issuance of any permit under Section 8-6-20 above, the following restrictions shall apply:

- (1) **No golf car shall be operated by any person under the age of sixteen (16) years.**
- (2) No golf car shall be operated by any person unless such person holds valid driving privileges pursuant to Title 42, C.R.S., or the equivalent under the law of any other jurisdiction within the United States.



(3) No golf car shall be operated upon any sidewalk, pedestrian trail or recreational facility within the Town, whether or not such trail or recreational facility is operated under authority of the Town, with the exception of golf courses and associated golf facilities.

(4) Golf cars shall not be operated upon or across any portion of Colorado State Highway 392 or Colorado State Highway 257.

(5) The operator of a golf cart must obey all traffic and parking regulations otherwise applicable to motor vehicles.

(6) No golf car shall be operated between sunset and sunrise or at any other time when, due to insufficient light or unfavorable atmospheric conditions, persons and vehicles on the highway are not clearly discernible at a distance of one thousand (1,000) feet ahead, unless such golf car is equipped and illuminated with head lamps, tail lamps, stop lamps and turn signals as required under Title 42, Article 4, Part 2, C.R.S.

(7) No golf car shall be operated in violation of any limitation or condition imposed by the Town Board pursuant to the authority provided under Paragraph 8-6-20(b)(5) above. (Ord. 2009-1357 §1)

Sec. 8-6-40. Golf cars, operation within roadway.

Golf cars shall be operated as close to the right side of the roadway as practicable, exercising due care when approaching, overtaking or passing a standing vehicle or one proceeding in the same direction or when approaching, overtaking or passing a pedestrian or bicyclist. (Ord. 2009-1357 §1)

Sec. 8-6-50. Violations.

Violations of this Article shall be punishable in accordance with the penalty provisions as set forth in this Code. (Ord. 2009-1357 §1)

See Town of Windsor web site for all traffic codes.

Please do not send us corrections on the Town of Windsor Municipal Code: Golf Cars, restricted operations.

This is a copy of the Town of Windsor code; the Metro District did not write this code.

Retention/Detention Ponds:

The Districts have several dry and wet detention/retention ponds within our boundaries. It is the District responsibility to keep the detention ponds working as designed. This is cleaning the edges of detention/retention ponds, the outlets and inlets, along with cleaning and maintaining the rip rap that is in place.

The short non-technical story is that the detention/retention ponds were designed by engineers as a part of an overall drainage plan for the area to help with any flooding issue that may occur. As you can see by our community with all the new streets and homes, this has changed the water shed for our area. Due to all the asphalt, concrete and roof tops, when it rains/snows your lots were designed to shed the water off your lots, into the streets then into the storm outlets, then into the detention/retention ponds. Then from the District detention/retention ponds off our site into other water ways downstream.

The detention/retention ponds retain the water (Rain/snow fall) for a limited time. The outlets in the detention/retention ponds were design to let the water out over time. This is why you see the detention/retention ponds fill quickly during a rain storm or heavy snows, then over time the water level slowly recede. The detention/retention ponds on our site work as they were designed, to help prevent flooding in our community and downstream.

The detention/retention ponds that retain water in the Districts are maintained by the Districts. The Districts places sludge remover, (Waste and Sludge Reducer) and place algae growth control (Aquatron) in these ponds to try and control the algae growth.

With the runoff from the yards and streets going into the detention/retention ponds it hard to control algae in the detention/retention ponds due to all the streets run off, fertilizers from the yards and the District green belts. This is why it's important not to blow your grass clippings/trash in the gutters; it will end up in the detention/retention ponds.



Retention/Detention Ponds:

Then once we get the products (Aquatron and Waste and Sludge Reducer) in the ponds and working as designed, we get a rain or snow and that changes the makeup/balance of the detention/retention ponds. Once this happens, we almost have to start over with our products. (Placing these very expensive products back in the pond, that just washed away)

The products we place in the detention/retention ponds are environmentally safe, but have to be placed in limited amounts over 4 to 6 weeks as not to harm the detention/retention ponds aquatic growth and fish. The District has come up with a maintenance plan with a company that works on detention/retention ponds; we are trying to control the algae.

Street Lights:

We have a lot of street lights in in our community. The street lights are owned and operated by PVREA. If you see and issue (Out or Flickering) with a street light get the pole number off the side of the pole and/or the closet house address, street intersection. Call PVREA at 970-226-1234.

Coyote Conflicts in Our Neighborhood!

Please do not feed the coyotes. Don't leave out bowls of dog or cat food overnight you will attract coyotes, or leave out small dogs and cats. Questions on coyotes go to the Colorado Division of Wildlife web site at <http://www.wildlife.state.co.us>.

2020 Windsor Highlands Metro Districts Directors Election up-date:

The Designated Election Official for the Districts' May 2020 director election did not receive any self-nomination and acceptance forms from any candidates and/or interested parties for the May 5, 2020 election. The Designated Election Official for the Districts cancel the Districts' director elections.

If you are interested in being on WHMD board for your area, please send the District an e-mail. We will keep it on record for when one of the current board members steps down.

Board of Directors Meeting:

The WHMD Board of Directors Meeting's for 2020 has not been scheduled as of yet. Meeting dates will be posted on our District web site calendar when dates are set. As always meetings will be posted on site at least 72 hours before the meeting. Meeting location is at WHMD Clubhouse/Pool
6795 Crystal Downs Drive, Windsor, Colorado 80550.

That's it for now, as always, any questions please feel to contact Windsor Highlands Metro District.

If you know someone that did not get the District up-date, please tell them to join the District web site.

Windsor Highlands Metro District Mailing Address:

Mailing address:

WHMD

6795 Crystal Downs Drive

Windsor * Colorado * 80550

Office Phone: 970-223-5473 Fax: 970-225-0054 or after hour's Emergency phone: 970-412-1440.

Actual Business Location: 1927 Wilmington Drive, Unit 101 * Fort Collins * Colorado * 80528

E-Mail: manager@windsorhighlandsmetrodistrict.com