

Vistas at West Mesa Metropolitan District Welcome!

Congratulations on your new home!

We are excited to introduce ourselves at **WSDM – District Managers**, your Management representatives for the Vistas at West Mesa Metropolitan District. With over 20 years in service to Homeowners' Associations and Metropolitan Districts in the Pikes Peak area, we at WSDM pride ourselves on providing only the highest level of service to our community clients. We invite you to visit our website at www.wsdistricts.co to learn about the experience and expertise brought by our staff at **WSDM – District Managers**.

Heather Smith will serve as your District Manager and is available to answer any questions you may have!

WSDM – District Managers office:

614 N. Tejon Street
Colorado Springs, CO 80903
Office: (719) 447-1777

Our office is open Monday through Friday from 8:00 am to 5:00 pm, excluding Holidays.

Heather Smith – Director of Association Services
and your primary contact as District Manager:

(719) 639-2656

heather.s@wsdistricts.co

Kevin Walker – President of WSDM, LLC

kevin.w@wsdistricts.co

The Metropolitan District's primary purpose is to finance the Public Improvements and infrastructure necessary to develop the land and provide specific ongoing maintenance services throughout the financing period.

Your District Manager is Responsible for:

- Overseeing the certification and collection of Mill Levy Taxes and fees funding the District
- Managing the issuance and repayment of Public Improvement debt incurred by the District
- Governmental accounting and bookkeeping on behalf of the District
- Fulfilling State, County, and City compliance filing requirements
- Maintaining the District website and posting compliance at <https://wsdistricts.co/projects/vistas-at-west-mesa-metropolitan-district/>
- Facilitating meetings, business, and directives of the District Board of Directors
- Managing Vendor contracts and services as appropriated by the annual Budget
- Managing and maintaining the District Service Area to include the streets, curb and gutter, sidewalks, detention facilities, trails, and public landscaping
- Coordinating landscape maintenance, snow removal, and waste disposal services for District residents
- Enforcing the Covenants, Conditions, Restrictions and Easements of the District

Metropolitan Districts are often confused with Homeowners' Associations,
especially when they provide similar services.

We prefer to be clear right from the start that this is not a Homeowners' Association!

Buying a home is a big deal and understanding what you own can help you get the most out of your property
and your investment.

What is the difference between a Metropolitan District and a Homeowners' Association?

HOA	Metro District
<ul style="list-style-type: none">• Subject to the Colorado Revised Nonprofit Corporation Act (CRNCA) and Colorado Common Interest Ownership Act (CCIOA)• Private Corporation with Owner based membership.• Imposes lien-based Assessments (not tax deductible) to fund specific duties and responsibilities• Funds private property repair, replacement, and maintenance for the benefit of the membership.• May restrict use of private facilities• Typically responsible for private property maintenance, covenant enforcement, and Architectural Requests• May Assign or foreclose on a Lien in pursuit of collection of past due assessments• Board meetings are open to the membership• Duties and powers are established by the Governing Documents – Articles of Incorporation, Declaration of Covenants, Bylaws, Policies, and Rules and Regulations.	<ul style="list-style-type: none">• Subject to Title 32 of the Colorado Revised Statutes (Special District Act)• Quasimunicipal Corporation and Political Subdivision of the State, operating as a form of local government• Imposes property-based Mill Levy taxes and/or fees to fund debt and ongoing maintenance• Finances Public Infrastructure, operations, and maintenance for the benefit of the Owners and the Public.• Must open facilities to the public• Typically responsible for funding repayment of debt and maintenance of public improvements• Collection of fees flow through statutory perpetual liens• Board meetings must be open to the public• Duties and powers are established by the Service Plan and Resolutions of the Board.

Board of Directors

Jeff Powles, President (Term 2027)
Thomas Pucciano, Vice President (Term 2025)
Chris Musselman, Treasurer (Term 2025)
Slade Nelson, Secretary (Term 2025)
vacant, Assistant Secretary (Term 2027)

2023 District Funding

Operations & Maintenance (General Fund):

Mill Levy: 5 mills
Operations Fee: \$125 per unit / per month

Debt Service (Bond Repayment):

Mill Levy: 30 mills

A full version of the adopted 2023 Budget as filed with the State and can be viewed on the District website.

Operations & Maintenance Fee

The Operations & Maintenance Fee is \$125 per unit, per month. Payment is due on the 1st day of each month. Following a 15-day grace period, unpaid balances will be subject to a \$15 late fee, applied automatically on the 16th day of the month. Interest at a rate of 18% per annum shall be applied to all outstanding Fees.

This Fee may be adjusted annually in conjunction with the adoption of the Annual Budget. Please keep an eye out for notifications from the District regarding fee changes. These notices are generally sent in late November or December each year.

Payments

You have the following options for payments:

- **Bill-Pay:** Through your personal bank, using your bank's Bill-Pay feature, you can set-up automatic payments to be sent directly from your bank to the HOA each month. Please note that most Bill-Pay systems process payment by check sent through the mail. When establishing your payment schedule, please account for potential delays in mail delivery to ensure that payment is not received late. Bill-Pay payments should be made to:
Vistas at West Mesa Metro District c/o WSDM, LLC
PO Box 93113
Las Vegas, NV 89193-3113
- **Personal Check:** Payments made by personal check should be mailed to the Association's lockbox at the Alliance Association Bank Payment Processing center:
Vistas at West Mesa Metro District c/o WSDM, LLC

PO Box 93113
Las Vegas, NV 89193-3113

- **Online Payments:** You may enroll in automatic payment processing (ACH) or submit individual payments by visiting the Alliance Association Bank Online Payment Portal at:
<https://pay.allianceassociationbank.com/Home?cmcid=04A85B24>.
- Alliance Association Bank, the Association's financial institute, ensures same day processing of payments with direct deposit into the Association's Account(s), reducing delays. Credit card payments will be charged a 3% service fee and debt card payments will be charged a flat \$5 service fee per transaction. There is no processing fee when linking the automatic payment system directly to a checking account. Please see the attached informational sheet regarding Online Account Creation and Payments through Alliance Association Bank. The following information can be used to establish your account access:
 - **Management Company ID: 9401**
 - **Association ID: VWM**
 - **Property Account Number:**
- To ensure proper accounting and protection of the Association's fund, WSDM employees may not accept cash or checks made payable to WSDM directly.

Homeowner Portal (CINC - WebAxis)

WSDM has teamed with CINC Software Systems to provide a secure online portal for property owners. This Portal will allow Owners to view District communications, make payments, submit maintenance requests, respond to Covenant violations, and submit Architectural Applications.

To register for access to the Homeowner Portal, please visit <https://wsdm.cincwebaxis.com/> and click the green Sign In button at the top right corner of the screen. Select the option to Create Account and fill in the requested Login Registration information.

- The User Information section should be entered for the person registering. Households with multiple adults are encouraged to register each adult separately to ensure everyone receives any time sensitive announcements in a timely manner.
- The "Receive Correspondence" section should be used to establish your preferences for receipt of communications from the District. It is important to note that keeping district costs down, reduces your fees, therefore, minimizing printing and postage expenses by opting for email correspondence is encouraged.
- The Directory Listing section allows you to opt into the online directory, which can be accessed by other residents for neighborhood communications. This feature and the depth of information shared should be adjusted base on your level of comfort. Residents are encouraged to address privacy concerns by opting out of the directory in full.
- The email address provided will be used for all emailed communications as well as the Online Payment Portal. If you intend to use the Online Payment Portal through Alliance Association Bank, you must

register using the same email address for both Portals. Registering for both Portals with the same email address will initiate the single-sign on feature, which will allow you to make payments through Alliance Association Bank directly through your Homeowner Portal at <https://wsdm.cincwebaxis.com/>.

- Once your registration has been submitted, Management will be asked to confirm your account, granting access.
- Once your access is granted, you will receive an email (from donotreply@cincsystems.net) with a link to set your password for your new login ID. Check your Spam folder if you have filters which may prevent this email from reaching your inbox. Access the email and password link to reset your password as soon as possible, as it will expire within 5 days of the date of the email. If you miss the 5-day deadline, return here and click "Forgot Password". A new password link will be emailed to you, which will also expire within 5 days.

NOTE:

If you have an additional property in the community, once approved and registered for your first property, log into the website, click on the **Account Info** dropdown, choose **My Profile** and scroll to the bottom to **Register an Additional Property**. Once your additional property registration is verified and approved you can toggle between property information from your **My Profile** page.

Waste & Recycling Collection

Trash and recycling services are provided by HBS Trash Services and funded through the District.

All residents are provided a 96-gallon toter for trash collection.

Recycling is offered as an optional service in an effort to minimize your expenses. If you wish to recycle, please email your District Manager at heather.s@wsdistricts.co to request delivery of a recycling toter.

Waste collection is scheduled for Wednesday of each week, with recycling collection occurring every other week. We have enclosed the updated 2023 HBS recycling schedule for your reference. Vistas at West Mesa is serviced for recycling on the weeks noted with the green recycling symbol. This recycling calendar is updated annually and placed on the District website for your convenience.

Waste collection trucks will empty bins along Beckton Heights. Bins should be labeled with your address and placed along Beckton at the end of the row your home is located on for collection. Please refer to the enclosed Waste Collection Location Map for further clarification.

Certain holidays and/or weather events may result in a service delay. Please visit <https://hbstrash.com/service-alerts/> for reliable updates and announcements regarding potential delays in collection.

The District is subject to Colorado Springs City Ordinance 19-72, which requires waste bins to be stored out of the reach of wildlife. To meet this requirement and keep the community clean, trash bins must be stored in the closed garage at all times, with the exception of collection day.

Landscape Maintenance

The Developer has contracted with Robertson's Landscape for the initial installation of the landscape in the community. This initial installation will be cared for by Robertson's throughout the landscape warranty period, beyond which, maintenance will be turned over to the District. The District has engaged Brightview Landscape Services for maintenance of the areas, which have currently been turned over to the District.

Snow Removal

The District has engaged Brightview Landscape Maintenance for snow removal services this season. Snow removal services include shoveling of the common walkways and plowing of the street and alley after a threshold of 3" snow accumulation has been met.

It is important to note that the 3" threshold is measured universally across the property and does not take drifts into consideration. Residents are responsible for clearing snow on the common walkways adjacent to their unit for any event resulting in less than 3" snow accumulation.

Covenants / Declaration

In addition to the Service Plan and Resolutions of the Board, all homes within the District are subject to the Declaration of Covenants, Conditions, and Restrictions of Vistas at West Mesa ("Covenants" or "Declaration"). The Covenants establish certain rules and procedures for the community, to which all residents and guests must adhere.

Architectural Improvement Process

The Covenants establish an Architectural Review process, by which an Owner may request authorization to make improvements or alterations to the property. Approval is required for any alteration or improvement – including placement of prominent décor. We strongly recommend that you thoroughly review the Covenants and contact the District Manager with questions prior to considering changes. It may take up to 30 days to receive a response to an Architectural Improvement Application, so we encourage you to plan accordingly. Architectural Improvement Requests may also be submitted online, through your Homeowner Portal. We have enclosed a copy of the Architectural Improvement Application here for your convenience.

Party Walls

Each home within the District is subject to a Party Wall Agreement, which outlines rules and requirements for maintenance and improvements involving the wall(s) shared with your neighbor. We encourage you to read the agreement in full to ensure both you and your neighbor(s) get the peaceful enjoyment that you deserve in your new home.

Leasing

The Declaration prohibits leases for a term shorter than 30 days. If you intend to lease your unit, the lease must be in writing, for a period of 30 days or more, and contain stipulations acknowledging that the tenants must adhere to all provisions of the District. Please note that each Property Owner remains perpetually

responsible for the behavior and actions of their tenants and their invitees at all times. We strongly recommend conducting credit and background checks prior to leasing your unit, to help prevent future enforcement action against you as Property Owner for actions by a tenant.

Rules and Regulations

Article 3 of the Covenants specifies certain restrictions intended to ensure the peaceful enjoyment of all Vistas at West Mesa residents. Failure to abide by these restrictions can result in fines to the Property Owner. We encourage you to review this section of the Covenants with all members of your household, frequent guests, and tenants if applicable.

Maintenance & Insurance

The **District** is responsible for general maintenance and carries Property and Liability coverage for the Public Tracts throughout the community. This includes the streets, curb and gutter, sidewalks, detention facilities, trails, and public landscaping.

Each **Owner** is responsible for all maintenance and insurance on their private Lot. This includes the building's envelope and structure, exterior patio and balcony, and exterior surfaces of the building, in addition to all personal fixtures and property within the home.

Please contact the District Manager with any questions pertaining to these responsibilities.

Enclosures:

Management Business Card
Recycling Calendar & Guidelines
Waste Collection Location Map
Architectural Improvement Application
Owner Information Form

Heather Smith

Director of Association Services



 heather.s@wsdistricts.co

 www.WSDistricts.co

(719) 447-1777 ext: 108 

(719) 639-2656 

614 N. Tejon St. - Colorado Springs, CO 80903



2023 CALENDAR

TRASH TUESDAYS & RECYCLE ODD EVERY OTHER WEEK

Trash Services Pick up Dates

Trash carts must be out at 7am until 7pm.

01 | JANUARY2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

02 | FEBRUARY2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

03 | MARCH2023

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

04 | APRIL2023

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

05 | MAY2023

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

06 | JUNE2023

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

07 | JULY2023

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

08 | AUGUST2023

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

09 | SEPTEMBER2023

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

10 | OCTOBER2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 | NOVEMBER2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

12 | DECEMBER2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Highlighted days indicate trash pick up day

Trash pick up will be moved to the following day if pick up day falls on or after a holiday during the week.

Recycle logo indicates recycle week

- New Year's Day - Jan 1st - Falls on a Sunday (service does not change)
- Memorial Day - May 29th - Falls on a Monday (service starts Tuesday)
- Independence Day - July 4th - Falls on a Tuesday (Tuesday is moved to Wednesday)
- Labor Day - Sept 4th - Falls on a Monday service starts Tuesday
- Thanksgiving - Nov 23rd - Falls on a Thursday (Thursday is moved to Friday)
- Christmas - Dec 25th - Falls on a Monday service starts Tuesday



Colorado owned
and operated.



RECYCLING GUIDELINES

All of the following items can be recycled in your curbside bin!

PAPER



Mixed Paper



Newspapers,
magazines,
and catalogs



Cardboard



Cartons



Paperboard



Phonebooks
and paperback
books

Rigid Plastic
Bottles and Containers

NO PLASTIC BAGS

NO STYROFOAM

NO HARD PLASTIC ITEMS
(toys, PVC pipe, flower pots. etc)



PLASTICS

METALS



Aluminum cans,
foil and pie plates



Loose metal jar lids
and bottle caps



Steel cans

PLEASE

- Empty and rinse all containers
- Place recyclables loose and unbagged in your curbside recycling container
- Flatten all cardboard and paperboard boxes
- Place your recycling container 4 feet from parked cars and other obstacles

NO

- GLASS BOTTLES OR JARS
- GARBAGE
- PLASTIC BAGS
- PLASTIC FILM
- STYROFOAM®

RECYCLING GUIDELINES

Please **DO NOT** place the following products in your curbside recycling container.

NO GLASS BOTTLES OR JARS

Do NOT place glass products in your curbside recycling container. We do not recycle glass in our recycling drop-off center or in your curbside bins at this time.

NO PLASTIC BAGS OR FILM

We cannot accept plastic bags in your curbside recycling bin. Plastic bags can be recycled at most local grocery stores.

NO GARBAGE

NO NON-RECYCLABLE PLASTICS

We accept Plastics #1-7 but there are some plastics that are not recyclable. These products include Styrofoam, hard plastic items including toys, plastic chairs, flower pots, PVC pipes and any other plastic products that are not listed in these guidelines.

NO LIQUIDS OR FOOD RESIDUE

Please completely empty and rinse out all containers before recycling.

NO CERAMICS OR OTHER GLASS PRODUCTS

Do not place glass, ceramics, china, dishes, mirrors, light bulbs, Pyrex, porcelain, or window glass in your curbside recycling container.

NO SCRAP METAL

Do not place scrap metal items of any size in your curbside recycling container.

NO ELECTRONICS

Do not place electronic devices in your curbside recycling container.

NO HAZARDOUS WASTE

We do not accept hazardous waste such as oil-based paint, automotive fluids, car batteries, fertilizers and pesticides. Latex paint recycling locations can be found on PaintCare.org.



UNACCEPTABLE MATERIALS BY LANDFILL FOR ANY TRASH REMOVAL SERVICES.

This includes Bulk Pick up days, Dumpsters, Roll Offs or Resident Totes.

► UNACCEPTABLE MATERIALS INCLUDE, BUT NOT LIMITED TO:

- Hazardous waste
- Dirt
- Industrial waste
- Chemical products
- Oil filters
- Herbicides & pesticides
- Radioactive material
- Solvents
- Other flammable liquids
- Aerosol cans
- Propane tanks
- Motor oil
- Antifreeze
- Appliances
- Tires
- Batteries
- Computers
- Monitors
- Televisions
- Microwaves
- Other electronics
- Fluorescent tubes
- Railroad ties
- Medical waste
- Asbestos
- Animals
- Barrels
- Paint (except completely dried latex paint cans, no liquids)
- Transmission oil/lubricant/hydraulic oil
- Contaminated oils (mixed with solvents)
- Petroleum contaminated lead paint chips
- All liquids

No Hazardous Materials are permitted in our containers and customer shall use the container in compliance with all law. Refer to list above and or any other materials deemed hazardous under 40 CFR.

*261.3. You may be subject to fines based on the quantity, origin and level of contamination of unacceptable materials or other penalties.

Important procedures and guidelines for a successful event

Please note do not fill past the fill line visible inside your roll off.

We will not be able to transport it per DOT regulations.

Our drivers drop off and pick up only.

If we cannot transport, you will have to have another delivered at your expense and transfer contents with your own labor.

It is important that you supervise and don't broadcast your event, as other neighborhoods will utilize your community resource with their trash.



720.547.8600 • hbstrash.com



Colorado owned and operated.



Berg Point

LOT 6
LOT 5
LOT 4
LOT 3
LOT 2
LOT 1

LOT 7
LOT 8
LOT 9
LOT 10

LOT 11 LOT 12

LOT 28
LOT 27
LOT 26
LOT 25

LOT 24 LOT 23

Drunlin Grove

LOT 29
LOT 30
LOT 31
LOT 32

LOT 33 LOT 34

LOT 50
LOT 49
LOT 48
LOT 47

LOT 46 LOT 45

Bivy Point

LOT 51
LOT 52
LOT 53
LOT 54

LOT 55 LOT 56

LOT 72
LOT 71
LOT 70
LOT 69

LOT 68 LOT 67

Sobo View

LOT 73
LOT 74
LOT 75
LOT 76

LOT 77 LOT 78

LOT 93
LOT 92
LOT 91

LOT 90 LOT 89

Beckton Heights

LOT 94
LOT 96
LOT 97
LOT 98
LOT 99

Hook Grove

LOT 100
LOT 101
LOT 102
LOT 103
LOT 104
LOT 105

Beckton Heights

Berg Point

LOT 13 LOT 14

LOT 21 LOT 22

LOT 15
LOT 16
LOT 17

LOT 20
LOT 19
LOT 18

Drunlin Grove

LOT 35 LOT 36

LOT 43 LOT 44

LOT 37
LOT 38
LOT 39

LOT 42
LOT 41
LOT 40

Bivy Point

LOT 57 LOT 58

LOT 65 LOT 66

LOT 59
LOT 60
LOT 61

LOT 64
LOT 63
LOT 62

Sobo View

LOT 79 LOT 80

LOT 87 LOT 88

LOT 81
LOT 82
LOT 83

LOT 86
LOT 85
LOT 84

Beckton Heights



Vistas at West Mesa Metropolitan District Architectural Improvement Application

Property Owner (applicant): _____

Property Address: _____ Zip: _____

Applicant Contact Information:

Day Time Phone: _____ Night Time Phone: _____

Mailing Address (if different than property address): _____

City: _____ State: _____ Zip: _____

Email Address: _____

Contractor Information:

Contractor Name / Company: _____

Contractor Phone: _____ Contractor Email: _____

Project Start Date: ____/____/____ Project End Date: ____/____/____

Proposed Modification (check all that apply and attached additional pages if necessary):

- | | | |
|--|---|--|
| <input type="checkbox"/> Structural Alteration | <input type="checkbox"/> Fencing | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Exterior Modification |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Ornamentation | <input type="checkbox"/> Patio/ Arbor/ Deck |
| <input type="checkbox"/> Vegetable Garden | <input type="checkbox"/> Shed | <input type="checkbox"/> Other: _____ |

Description of Modification:

Please attach all of the following information:

- A completed and signed Architectural Improvement Application.
- A detailed description of the project, including; height, width, depth, materials, colors, etc.
- A complete materials list including paint samples and/or stain color.
- A picture, diagram, or drawing of the existing Lot (sketches, clippings, catalog illustrations and other data or links to websites).
- A site plan illustrating the location of the proposed improvement along with the existing home and any other existing improvements on your lot. Site plan must include the dimensions of the proposed improvement and the distance for placement in relation to existing improvements on the Lot.

***Please return your request to:**

Vistas at West Mesa Metropolitan District
c/o WSDM – District Managers
614 N Tejon St
Colorado Springs, CO 80903

Phone: (719) 447-1777

Website:

<https://wsdistricts.co/projects/vistas-at-west-mesa-metropolitan-district/>

Email: heather.s@wsdistricts.co

****For Office/ Committee Use Only:**

Date submission received: ____/____/____ Committee Approval/ Denial Date: ____/____/____

☐ APPROVED ☐ APPROVED W/ STIPULATIONS ☐ DENIED ☐ DENIED – INSUFFICIENT INFORMATION

Stipulations/ Comments/ Suggestions:

Authorized By:

Owner's Acknowledgements:

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Review Committee (ARC).
- Any construction or alteration to the subject property prior to written approval of the ARC is strictly prohibited.
- If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at my own expense.
- If I fail to adhere to the ARC process and/or fail to satisfactory remedy any deviations from an approved application, and the District incurs any legal fees related to my construction and/or application, I will reimburse the District for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner.
- It is solely my responsibility to ensure my application and improvements are in full compliance with the Architectural requirements in the Covenants.
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- Any variation from the original application must be resubmitted for approval.
- That if approved, said alteration must be maintained to the standards set forth by the Board and the Covenants.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible, at my own expense for correcting any drainage issues that may occur as a result of this work or alteration. Additions or alterations must not affect the grades, swales, and drainage patterns established by Builder, which intends that any water falling on the property surrounding the homes whether from natural precipitation or turf irrigation, will flow positively away from the Residence. I will be responsible, at my own expense, to repair any damage caused to my house or a neighbor's home, resulting from grading modified by this work or alteration.
- That no portion of my proposed work will encroach on the neighboring properties or impede access in, over, or across established easements.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, Covenants, and standards. I also certify that the proposed improvement(s) will be completed in accordance with the approved application and District standards. I understand that construction is not to begin until approval has been received from the Architectural Review Committee. The Architectural Review Committee has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____ **Date:** ____/____/____

Co-Owner/Applicant Signature: _____ **Date:** ____/____/____

Informational Addendum:

REVIEW PROCESS – Your District's Covenants stipulate the amount of time the ARC may take to render a decision. However, the ARC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the ARC may request additional information to help clarify your proposal.

APPLICATION – The application must be accompanied with necessary documents, photos, drawings, brochures, and any other information pertinent. Property owners must sign the application. A contractor's signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the ARC.

NOTIFICATION - Owners will be notified of the ARC's decision in writing, by mail (USPS) or email.

APPEALS – The appeal of a denied application must follow the process and timeframes outlined in the Covenants.

VISTAS AT WEST MESA METROPOLITAN DISTRICT
Property Owner Information Form

Property Address: _____

1st Owner Name: _____

Contact:

Cell Phone: _____ Alternative Phone: _____

Email: _____

2nd Owner Name: _____

Contact:

Cell Phone: _____ Alternative Phone: _____

Email: _____

Additional Owner Names (if applicable): _____

Owner Mailing Address (if different from the property address above):

City: _____ State: _____ Zip: _____

This information will be used to create the Property Owner's Portal, providing access to the Vistas at West Mesa Metropolitan District account information. *The information herein will not be shared with any other person or entity outside of the District's management company. By signing this form, you are agreeing to be enrolled in the District's online Portal system. You will receive an email requesting confirmation of your enrollment and providing instructions for access.*

Signature of Owner: _____ **Date:** _____

Once completed and signed, please return this form to:

WSDM – District Managers
614 N. Tejon St.
Colorado Springs, CO 80903
heather@wsdistricts.co