

AMERICANA TOWNHOMES



March Winter News

2019

BOARD OF DIRECTORS

President

Anissa Alderman

V. President

Sonja Pridmore

Secretary/Treas.

Linda Heersink

Member at Large

Lotus Alexander

Tom Alderman

BOARD MEETING

The next
scheduled
Board Meeting
will be held
March 27, 2019
at 6:30 pm in the
Lowry Room of
the Aurora

From Jim Crigler

Maximum Property
Management
2851 S Parker Rd
Suite 40
Aurora, CO 80014
303-369-0800 x1000

Americana Master

Winter's not over yet....

Driving in Colorado in the winter...

Keep a winter survival kit handy,
especially if you are planning to travel a
distance. Jumper cables, a wool blanket,
gloves, flashlight, energy bars, a folding
shovel, tow rope, and a first aid kit in your
trunk, may one day come in handy.



Slow and Steady

FROM THE AMERICANA MASTER ASSOCIATION – MAILBOX UPDATE

•The dates for installing the new mailboxes have been set and barring unforeseen circumstances this will be the schedule. The new mailboxes will be **installed on Tuesday March 5, 2019** and the **mail delivery will begin the next day Wednesday March 6, 2019**.

Please be advised that this is the third date that has been provided and the first two were changed due to problems in the delivery of the mailboxes from Houston, Texas.

•Procedures for distributing new keys to the mailboxes will be as follows. There will be separate procedures for owners who reside on-site and for owners who reside off-site.

Tenants will not be able to pick up keys. Owners will have to arrange to get the mailbox keys to their tenants. **There will be no cost for keys to owners!**

•**Procedures for Owners who Reside on Property**—You may pick up keys on site in person at the mail kiosk on Tuesday March 5, 2019 between 4:00 p.m. and 6:00 p.m., or Saturday March 9, 2019 (also at the mail kiosk) between the hours of 10:00 a.m. and 1:00 p.m. Owners will need identification to pick up keys. If you are unable to pick up your keys at these times, they will be available at Maximum Property Management at 2851 S. Parker Rd., Ste. 840, Aurora, Colorado, 80014, between the hours of 9:00 a.m. and 4:30 p.m. Monday through Friday beginning March 6, 2019. Owners who pick up their keys at Maximum Property Management must also have identification.

•**Procedures for Owners who Reside Off the Property**—The keys will be mailed to your address of record and you will then have to arrange to get keys to tenants. Mailings of keys should be done on March 5, 2019. Sorry for any inconvenience this late date causes but the keys will not be released to Maximum Property Management until May 5, 2019.

•We are sorry for any inconvenience but we have to comply with Post Office procedures and we cannot receive keys until March 4, 2019. •We recommend that all owners keep a copy of the mailbox key or have copies made in the event keys are lost in the future. •If you have any questions regarding this issue, contact Maximum Property Management at jim@maximumgt.com. Thank you.



COMMUNITY MANAGER

Jean Ronald CAM

jean@weststarmanagement.com

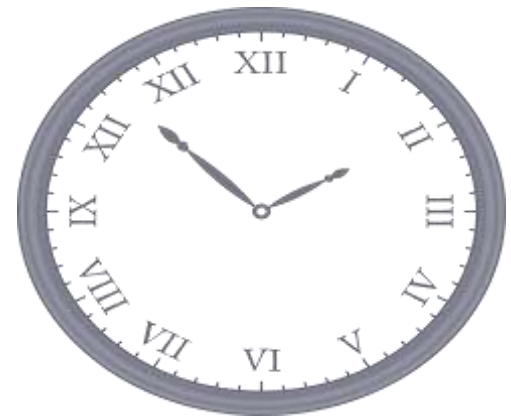
6795 E. Tennessee Ave. #601

Denver, CO 80224

Tel: 720-941-9200 fax: 720-941-9202

IT'S COLD OUTSIDE

Maintain heat in your unit to avoid a pipe freeze. You are responsible for your plumbing and water damage to your unit and to neighboring units.



Don't forget to "spring forward" and set your clocks 1 hour ahead Sunday, March 10, 2019 at 2:00 am



VEHICLES WILL BE BOOTED IMMEDIATELY IF YOUR CAR IS NOT PARKED WITHIN THE LINES, IF YOU DO NOT DISPLAY YOUR PARKING PERMIT, AND IF YOUR LICENSE PLATE OR REGISTRATION IS NOT UP TO DATE.

PLEASE CONTINUE TO USE YOUR 2018 PARKING PERMITS. ALL PARKING PERMITS ISSUED IN 2018 ARE VALID UNTIL JANUARY 31, 2020.

IF YOU REQUIRE PARKING PERMITS PLEASE CONTACT jean@weststarmanagment.com TO REQUEST THE PARKING PERMIT FORM.

Fire Extinguishers

Residents are not required to have a portable fire extinguisher in their unit. Fire extinguishers are available in the common hallway for use in case of an

emergency. You may choose to purchase a small kitchen extinguisher available at Home Depot or Ace Hardware.

Remember to check the expiration date.



The **TRASH** dumpsters are for daily household trash only. Please secure trash bags to avoid items spilling out.

No furniture, appliances, electronics, TVs or other large items may be placed in or outside the dumpsters. Residents are responsible for arranging disposal of large items. If pick up is required the cost is charged to all owners.

Leasing

Owners leasing their units must provide an address and telephone number where the owner can be reached. The owner shall also provide to Building Manager a copy of the lease agreement and the name(s) and telephone number(s) of all unit Tenants.

Thank you