

CIMARRON PONDS HOMEOWNERS ASSOCIATION (CPHA)

CONCERN FORM USE

The CPHA website contains several Concern Forms, completion of the applicable form is required before you begin any project. All may be printed and filled out for delivery, and most are available in fillable format for sending electronically (e-mail).

ALL FORMS, concern forms, directory updates, approval requests (e.g., alterations, landscaping, etc.), should be e-mailed to cp.concernform@gmail.com OR placed in the designated mailbox (by the front door) at 991 Yuma Lane.

The Concern Form is the tool used to communicate, to the Board, the need for repair and/or maintenance of our buildings and grounds. This also includes **ANY** alterations to the buildings and grounds.

Please remember that all projects **REQUIRE** completion of a Concern Form and Board approval **BEFORE** any work is started. The Concern Form starts the process for both **Association Responsibility and Homeowner Responsibility**. Listed below are some of the most common projects.

ASSOCIATION RESPONSIBILITY	HOMEOWNER RESPONSIBILITY
All common property areas	Dumpster, storage unit or portable toilet
Roof, fascia, soffits, gable ends & brick	Garage door, utility screen and gable louver
Fence and exterior wood trim	Front door, storm door and service door
Home numbers and front light fixture	Patio door and windows
Garage door jamb, sweep and weatherstrip	Exterior faucet and GFI outlet
Driveway and sidewalk	All HVAC and plumbing equipment
Lawn care, irrigation and snow removal	Gutters
Water service line to the home	Patio slab
	Landscaping on the owner's property
	Complete exterior on permanent porch

PLEASE CONSULT CPHA RULES AND REGULATIONS ON THE CPHA WEBSITE WHEN PLANNING YOUR PROJECT.