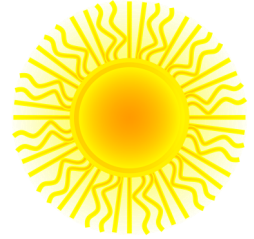


# ELK RUN TOWNHOMES

## SPRING/SUMMER NEWSLETTER



Whether the winter and summer seasons are abundant with moisture that promotes the growth of flowers and grasses that can become fuel in a fire or if drought conditions persist, there is always a risk of **fire** in and around our beautiful mountain town. Summer monsoon storms with lightning along with regular wind events also contribute to overall **fire risk**.

It is very important for residents and guests to be mindful of all behaviors that might increase the risk of fire. It is imperative, for the safety of our community, homes and surrounding area, that all homeowners be especially mindful of fire risk throughout the spring, summer and fall season. Please be especially attentive when grilling or using tools that could cause sparks. Per the CC&Rs, open fires are **prohibited** and charcoal fires on decks are **prohibited**. Natural gas, propane and electric grills are allowed *but must be used with caution*. Additionally fireworks and similar are **prohibited** at all times. Smoking devices such as cigarettes, cigars and matches should be disposed of in appropriate containers.

### **BE PREPARED!!!! EMERGENCY NOTIFICATIONS!!!!**

Coconino County maintains an established **emergency response system** for alerting county residents of impending and significant weather events, emergencies, disasters and other events that warrant immediate resident contact and action response. Previously, homeowners were advised to sign up for the CodeRed contact program. This program has been replaced by the following emergency response system:  
[www.coconino.az.gov/ready](http://www.coconino.az.gov/ready)

(If you previously signed up for the **CodeRed** contact program, your contact data should have transferred over to the new program. It is advisable that you check to see if your contact information has migrated to the new system. If it has not, you may sign up with the new program by going to the website noted above.

If your data did transfer to the new system, you may want to visit the new online system to check for accuracy and do updates as needed.)

**Contact Information: [www.coconino.az.gov/ready](http://www.coconino.az.gov/ready); 928-679-8311**

**For a Comprehensive Emergency Preparedness Guide please visit:**

**<https://issuu.com/azds/docs/emergencyprep2020>**

***Additional information is available via links at the main Coconino County website as well as via county Facebook and Twitters social media platforms***

As with the previous alert system, there are a variety of contact options available to you so that you may select the contact format that best suits your specific communication needs.



*Museum Fire July 2019*

*Fire can happen anytime,  
anywhere. It only takes a spark  
Practice fire safety at all times!!!!*



# ATTENTION

## ARCHITECTURAL REQUESTS



In order to prevent CC&R violations, projects that require architectural review must be presented to the board for review and approval prior to beginning work on a project. It is advisable to contact the HOA manager prior to initiating any building or grounds projects in order to determine if an intended project meets CC&R and community structural, design and materials parameters. Additionally, it is suggested that approved work be completed by a licensed contractor in order to ensure code compliance and work/material quality. As an additional note, following submission of an **Architectural Request Form**, homeowners may now replace deck boards and components with engineered boards at their own expense. Please contact the community HOA property manager for **Architectural Request Forms** and approved materials information prior to making an architectural request.

The following projects require approval through submission of an **Architectural Request Form**:

- window replacement
- external door replacement
- deck replacement or modifications
- landscape modifications
- fireplace modifications
- air conditioning or satellite dish additions
- laying of cables on or around building structures
- Any modifications, additions or deletions that impact or touch the external building structure
- **Homeowners are advised that this is *not* a finite list and are advised to contact the community HOA property manager for Architectural Request Forms, project requirements/parameters and approved materials/design/color information.**

## HOW WE LOVE OUR DOGS!

To ensure the enjoyment of our community for all, including common areas, walkways and surrounding wooded areas, owners and guests are asked to practice good pet ownership by adhering to the following:

\*Dogs must be leashed and in the positive control of a human being.

\*Do clean up your doggie droppings. Three “**poop stations**” have been installed in the two green belt areas to make clean-up more convenient.

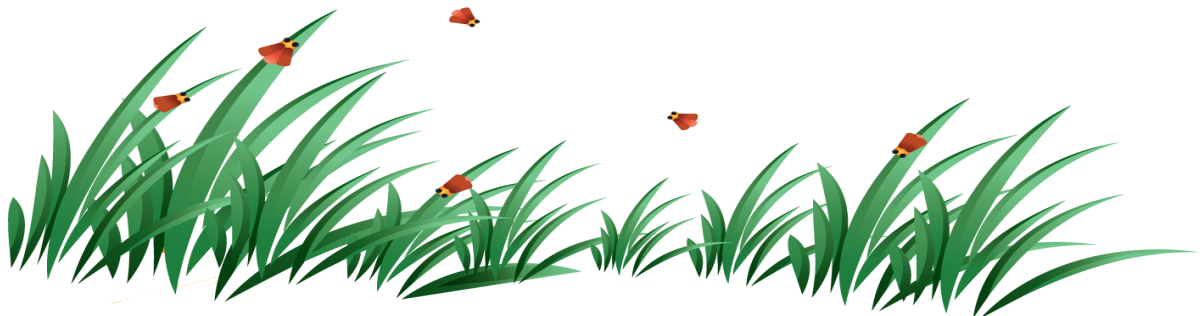
\*Please address any barking issues that your dog may have.

\*Dog waste is not a fertilizer and can attract rodents as a food source.

(References regarding dog ownership: Elk Run CC&R's: Article III, Section 3 of the Declaration (CC&R's) requires that "all pets are kept within the boundaries of the Lot of their Owner or, if on the Common Area, on a leash in the control of a human being."; Article VII, Section 3 of the Declaration (CC&R's) also prohibits pets from becoming a nuisance to other Lot owners.; City of Flagstaff: Code 6-02; sections 6-02-01-001 through 6-02-01-0014)



**GOLF COURSE AND ETIQUETTE RULES:** While we are privileged to have easy access to the golf course, homeowners and guests are reminded that the golf course is not available for walking and other enjoyment in the morning after the cart path chains are down or again until the end of the playing day when the chains are again in place. Typically, the course is considered closed for golfing when all flags have been removed and the cart pathways are closed by chains at the road access points. Please avoid risk of injury by following access rules. Additionally, dogs should be leashed and in control of a human at all times while on the golf course grounds. All dog waste should also be removed and disposed of properly.



## PROPERTY BOUNDARY CONSIDERATIONS

As many of us have begun work on our immediate properties with clean-up and a desire to put a summer face on our homes, it is important to clarify that while homeowners may elect to make improvements to their external property and yard, all yard property is considered common property and is not directly owned by homeowners. Ownership of land is limited to the space that the each townhome sits on. If changes beyond simple décor and plantings is desired, homeowners are asked to submit an architectural request form for board review and approval prior to making changes or upgrades to the external building or physical property around the townhome. It is the intent of the board to help support and ensure a uniform look throughout the neighborhood in order to maximize visual appeal and retain property values.

### QUICK TIPS

With the spring/summer season underway, whether a year 'round or part-time resident, now is the perfect time to review and address as needed the following spring/summer considerations:

*\*Clean up and remove dead pine needles within individual yard areas. Our contracted maintenance crew will address the common areas throughout the season.*

*\*Per the CC&Rs, open fires are prohibited and charcoal fires on decks are prohibited. Natural gas, propane and electric grills are allowed but must be used with caution.*

*\*As spring/summer winds blow, it is helpful if we can all make an effort to maintain closed trash bin lids and pick up any trash that may escape when the winds inevitably blow open the trash containers.*

*\*Please keep garage doors closed.*



**IF YOU DISCOVER A ROOF LEAK** in your home, please contact your HOA manager as soon as possible. A roofer will immediately be contacted to check for the source of the leak and make appropriate repairs. If the leak creates damage inside your home, please contact your homeowner's insurance agent to address those repairs. If you need assistance, Hoamco can help you find a reputable maintenance person to complete the work.

**LANDSCAPING**-If you wish to put more than a few pots of flowers in front of your house, you must complete and submit an Architectural Review Consideration application (ARC) to the HOA Community Manager for board approval. ARC applications are available from the community manager.

*Outdoor furniture should be confined to patio/deck areas and not placed in open front yard areas. Homeowners are also reminded to do an annual review of the condition of yard décor with removal or replacement as items no longer retain color and quality. All holiday décor should be removed at the conclusion of each holiday.*





**Elk Run Townhome Community Guidelines for Residents:** Water line leaks may be the responsibility of the Owner, the Association, or the City, depending on where the leak occurs. The Association will be responsible for the underground water line between the City shut-off valve/meter and the Homeowner shut-off valve, generally located near the outside wall of the townhouse. The townhome shut-off valve is the responsibility of the Homeowner since the Homeowner controls the use of this valve. In the event the townhome does not have a shut-off valve outside of the townhome, the Association will cover water leak repairs up to the location where the water line enters the townhome (when in common space). The Association is not responsible for repairs to a hose bib on the townhouse. The City of Flagstaff is responsible for the City valve/meter and upstream water line.

**The following information was provided in the Flagstaff Winter 2019 edition of CityScope:**

**LEAK DETECTION REACHES A NEW LEVEL THROUGH GIS TECHNOLOGY It's Just a Simple Leak, Right?** When addressing mystery water leaks, there is more than meets the eye for Water Services staff. The source of a leak can be very evasive. Leaks sometimes just disappear, or expand and contract. Water can actually surge up from our groundwater. Often, the damage originates in a different location from where the water surfaces. There could also be leaks at private connections.

Keeping track of the water distribution system just got easier. Water Services has employed a new tool for tracking the water piping system where the leaks in the system are detected and can even provide an estimate of how much water is leaking. This allows the Distribution Crew to prioritize their work and maximize efficiency.

So far, we've surveyed 98 miles of distribution system this year alone (480 miles over the past 4 years), logging in the conditional assessment of valves, hydrants and meters throughout the city. Pipeline leaks and breaks can be detected without disturbing our streets-until we're ready to actually perform repairs. We can even document locations and equipment condition with photos and field notes. This is an invaluable tool for our field crews, who are able to update their work in real time, using a tablet-collector software app.

When a leak is reported, crews have the capability to review the location and equipment condition recorded with photos of the last assessment. We now have several years of data collected, identifying where consistent problems occur to find a long term solution.

While the use of GIS technology to diagnose underground problems doesn't always look like a construction project, City employees are still monitoring and maintaining our community's infrastructure. If you have questions about work being done in your neighborhood, call us at 928-213-2400.

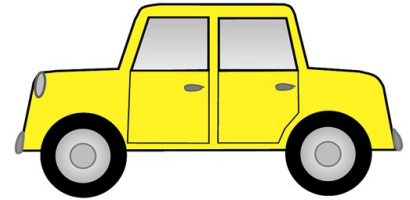
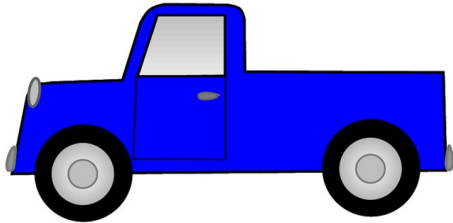
If you suspect a leak, please call the Water Services Emergency line at 928-774-0262. To learn more about on-going and planned projects, visit our Capital Improvements Page on the City website.

**A friendly reminder** that as you encounter vendors and workers who are providing a service to our community, if you have a concern or question regarding their work, please contact the community property manager so that he may address your concern with the vendor rather than attempting to address the concern yourself. Additionally, please do not approach a vendor to request or begin a work order. All work orders for exterior work must be processed through the community property manager. Thank you for your support of best communication with all who work to make our community safe, clean and appealing.

Please park only in established owner parking spots. Do not park in guest parking, on the street or block driveways, garages or dumpster access with a parked vehicle. Your consideration and courtesy in this matter is appreciated by all.



Residents are reminded that guest parking spots are reserved for guests and should not be used for resident parking.



*With an increase in guests and visitors to our neighborhood during the spring/summer season, parking violations may occur more frequently. You may want to consider copying and printing the following statement for placement on car windshields as a friendly reminder of parking rules and options:*

**As a permanent resident of Elk Run Townhomes I would appreciate it if you would make other parking arrangements so that this owner dedicated parking spot remains available for my family, friends and guests. Open, un-numbered guest parking spots are available on the cul de sac at the east end of Goodwin Circle and Whispering Pines Way. There are also two guest parking spots on the right as you enter the Elk Run townhome community. Additional un-numbered, open guest parking locations are available in the Earle Drive area of our neighborhood. Thank you.**

*Mail delivery tip: Mailbox numbers are not the same as property numbers. In order to ensure accurate mail delivery you may want to consider writing your name and property address on an index card, placing it in a small Ziploc bag and taping it to the inside, back portion of your mailbox so that the mail delivery person can have it as a visual reference when opening the back of the mail box system to deliver mail.*



° Bathroom exhaust fans can be a fire risk when lint and dust accumulates over time. Additionally, bathroom exhaust fans are meant to run only for moderate periods of time. If allowed to run for extended periods they may be at risk for overheating and fire. Regular cleaning of exhaust fans is recommended along with consideration to running time. Many newer exhaust fan models have an automatic timer shut off switch that can prevent overheating.



**Water Heater Maintenance:** Regular maintenance and repairs will extend the life of your water heater. If you have a leak, if your water heater is greater than 8-12 years old or if you want upgrade and save on energy costs, it might be time to consider purchasing a new water heater. Factors that may impact water heater life include: age, location, unit design, quality of installation, water quality and maintenance schedule.



**Drier Vent Cleaning:** The Chimney Institute recommends annual inspection to ensure efficient operation of your clothes drier. The Consumer Product Safety Commission recommends periodic check of the drier vent and exhaust vent to ensure that exhaust air is escaping.

Every vent is installed different with vent length and use impacting performance. Always watch for warning signs of drier function and performance issues; drier getting hotter than normal, clothes taking longer to dry; drier cutting off before clothes are dry.

*Be safe and perform periodic checks of your drier!*

Many of our units still have the large **glass mirrors** that were installed in bathrooms during the original build. Over a long period of time, the adhesive may fail or have a compromised ability to adhere to the paint. It is suggested that homeowners periodically and carefully inspect large mirror sections with the addition of mirror anchor brackets, framing or glass replacement as needed and preferred.



**Homeowners are reminded that HOA insurance only covers common property and detached garage units.**

**Homeowners are responsible for all other insurance needs.**

Working with an attorney the Board has clarified CC & R wording and intent in a number of areas. Homeowner insurance was one facet of the CC & R's that was reviewed. Please review the following points of clarification:

- The HOA does not carry a multi-peril insurance policy on the ER townhomes. It does, however, maintain a master policy that provides liability coverage of all members with regard to their interest in Common Areas. The Common Area does not include townhomes. The policy does cover garages with reference to repair as well as replacement in the event of damage from wind, fire, vandalism and other extended named perils. The association is also responsible for the outside maintenance of the Common Area and may extend to exterior and non-structural portions of the townhomes as it sees fit.
- The property insurance paid for by the HOA insures the common area as well as all detached garages. There are no units in Elk Run insured by the HOA.
- The CC&Rs state, "The Association may, but is not obligated to, provide coverage of the Townhouses that is reasonably available and is in the best interest of the Association and the Owners, as determined by the Board of Directors." However, per the CC&Rs, the HOA is responsible for repairs and maintenance of the exterior of each building, whether or not it is insured by the HOA.
- Interior damage repair is the responsibility of the homeowner. As an example, this includes interior water damage due to roof leakage. In this instance, the HOA would correct the exterior roof damage but the homeowner would be responsible for interior related damage repair.
- Homeowners should regularly check their personal homeowners insurance policy to be sure that it includes coverage for the entire home, i.e. "walls-in," "walls-out" and contents to ensure that it is in compliance with Article X of the CC & R's.

*HOAMCO is your management company. We have a local office in Flagstaff, AZ. Our corporate office is located in Prescott, AZ. Prescott is the location for all accounting activity for Elk Run Townhomes. (Your dues assessments go to Alliance Bank in Las Vegas.)*

*When you have an after hours emergency, which is after 4pm and on weekends, your call goes through a central number in Prescott. Managers are rotated through on-call duty. If the on-call manager cannot assist you with your emergency they will then call your Community Manager.*

**HOA Community Manager:**  
 928-779-4202 X6  
 Fax: 928-776-0050  
 Email: (first initial + last name) @hoamco.com

**Office: 523 N. Beaver St. Flagstaff, AZ 86001**

**Mailing: PO Box 30520 Flagstaff, AZ 86003**

**Emergency After Hours: 4 pm & on weekends; 844-744-4316**

## FUN AND INTERESTING THINGS TO DO IN FLAGSTAFF!!!!

flagstaff365.com: A great current on-line source for events in Flagstaff.

azdailysun.com/flaglive: A weekly on-line and free hard copy periodical with a weekly event calendar and articles.

creativeflagstaff.org: A source for a variety of art and music events and classes around Flagstaff.

azdailysun.com: A daily on-line and hard copy newspaper with local news and events.

events.nau.edu: A source for a wide-variety of music, art and education events and activities.

flagstaffchamber.com/flagstaff/visiting-flagstaff: An on-line source as well as a walk-in location on Rte. 66 in downtown Flagstaff; activities, maps and information regarding events and areas of interest in Flagstaff.

pollstar.com: note Flagstaff as your location

## HELPFUL RESOURCES IN FLAGSTAFF

flagstaffresources.com

discoverflagstaff.com

flagstafflocal.com

www.RecyclebyCity.com/Flagstaff or call 928-213-2151

www.flagstaff.az.gov/EnergyRebates

www.flagstaff.az.gov/ClimatePlan

flagstaff.az.gov/wcplan (water conservation)

