



**HIGHLAND PARK
NEIGHBORHOOD ASSOCIATION, INC.**

www.highlandpark-colorado.com
hpa@highlandpark-colorado.com

Subject: An administrative fee will be owed if water meter readings are not reported on a timely basis.

Dear HPA Owners:

Three times a year homeowners are required to read their water meters and email readings to the HPA; ON (not around) 10/31, 12/1, and 2/28-29. The readings are time sensitive, so getting the readings days or weeks late affects the accuracy of our water usage data. Most owners comply, and we thank them! However, there are usually a few who do not timely report, despite email and telephone reminders. We also have had owners who ignore or refuse to timely report.

The responsibility of the HPA well owners to read and report is stated on their well permits. The HPA Board of Directors' job is to collect and report those readings to the State by the deadline, as stated in our Water Court decree and augmentation plan. These are referenced in our Highland Park covenants. All of these documents are of record and would have been provided to owners in their title insurance commitments before they bought their homes in Highland Park, so it is presumed that owners read and agreed to comply with them before they chose to buy in this community. Plus, these documents have been available on our web site since 2008 for easy access. Failure to comply with pumping limitations or reporting can result in curtailment of our wells, and a suit against the HPA by the State.

Please note the following:

1. For the homeowner's convenience the HPA will send a reminder email, plus a USPS notification, prior to each reading. It is important that each owner keep the HPA informed of any email or address changes throughout the year.
2. If an owner is going to be away over a reading date, and will return more than 3 days after the due date, then the owner shall read the meter on the day before leaving and email the reading to the HPA. If there will be house sitters or other family in the home (or have access to the home), please make arrangements for the reading to take place ON the specific date and email the reading to the HPA.
3. If an owner is going to be away for an extended period of time, that owner is to read the meter prior to leaving and email that reading to the HPA. If the home continues to be vacant and no water is used in the interior or exterior, and the vacancy extends past the next reading due date, the owner shall notify the HPA and then read the meter on the day of return and email the reading to the HPA.
4. In the event that a valid explanation is not received for a missed reading, and a reading is not received by the end of the third day following a reading date, a fee of \$25.00 per day, starting on the 4th day until received, will be due and payable.
5. If emailing a reading is not an option, please communicate by telephone or USPS.

The current address for the Highland Park Association, plus telephone contacts for all of the current Board Members, is on the Highland Park website: <http://www.highlandpark-colorado.com>.

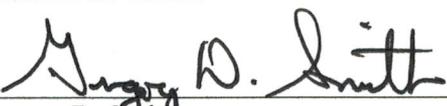
6. In the event that the home is tenant occupied, the homeowner is still responsible for reporting the reading. Please make arrangements with the property manager or the tenant to provide readings.

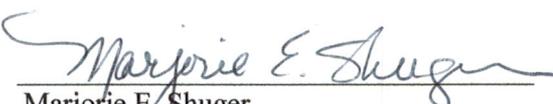
Thank you for your cooperation!

Your Highland Park Neighborhood Association Board September 14, 2015


Cameron B. Garner


Brian Tuttle


Gregory D. Smith


Marjorie E. Shuger