

## **Cherry Creek III**

Third Cherry Creek Townhouse Corp.  
9084 E. Nassau Ave.,  
Denver, CO 80237-1921  
*Jim Robson, Realty One, Property Manager,  
Realty One (303) 237-8000*

Dec. 20, 2013

To: All Owners  
From: The Board of Directors

**Subject: New rental/leasing requirements for owners who rent/lease their townhomes. A response is needed by Jan. 15, 2014 to be in compliance with these changes and to avoid potential fines.**

Dear Owner:

In October, the Board of Directors unanimously approved a change in HOA rules that requires **all** landlord-owners to provide tenant information for properties in Third Cherry Creek Townhouse Corp. A copy of the policy and the new tenant/lessee information form are attached. Please save these documents in your homeowner's manual.

About 75% of the 251 homes in the Association are owner-occupied while the remaining 25% are rented/leased. Generally speaking, it is easy for the Association to reach owners who live here. This new policy will help us have better communication with all renters/tenants.

In the past, it has sometimes been extremely difficult for the Association to contact renters/tenants regarding: emergencies, news of water service interruptions, upcoming maintenance projects, driveway work and so forth. Difficulties determining ownership of stray pets and locating owners of improperly parked vehicles, etc. also have led the Association to passage of this policy to clarify HOA regulations.

**Starting Jan. 1, 2014, a tenant information form is required for all existing tenants and, moving forward, for each change of tenants. Failure to register new tenants in your townhome will lead to a warning and/or possible fines.**

As new tenants move into a property, the Association would like to visit them and extend a welcome to the community. We will provide them with information that should help make their transition into the HOA smoother and help avoid problems.

If you have any questions, please contact Jim Robson, Property Manager, at Realty One: [jrobson@realtyone-co.com](mailto:jrobson@realtyone-co.com) or (303) 237-8000.

We believe this new legislation will help all of us as we strive to make Cherry Creek 3 a better place in which to live. **To those of you who rent/lease your townhome, thank you in advance for your prompt cooperation and response before Jan. 15, 2014.**

Sincerely,

The Third Creek Townhouse Corp. Board of Directors