



# Sundance Homeowner Association

## New Owner Reference Guide

*Revised 03.27.2023*

### Welcome to the Sundance Community

Welcome to the Sundance neighborhood. We are glad you have joined our community. This guide is meant to help you navigate association information and understand neighborhood expectations.

All key information on our homeowner’s association is located on our [Sundance HOA](#) website. We are a community of 70 homes that was built in 1987. We abut against the City of Boulder [Elks Park](#) that was renovated in 2014. We encourage you to read about the history of our Sundance community under the [About Us](#) page.

In this new owner reference guide, you will find the following:

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## HOA Management and MSI Web Portal

Our HOA has been managed by [MSI](#) based in Westminster, Colorado since 2023. Heather Pancratz is the our association community manager.

Heather can be reached at: E-mail: [hpancratz@msiho.com](mailto:hpancratz@msiho.com) telephone: (720) 974-4109

The HOA manages the maintenance of the common areas including landscaping, tree maintenance and snow removal.

Homeowners are responsible for their own utilities and waste pick up. [Western Disposal](#) services our area for waste, recycling and compost pick up. The [City of Boulder Water Utilities Division](#) manages water and sewer services. [Xcel Energy](#) is the energy provider.

MSI has a designated [Sundance Web Portal](#) that will be used to track homeowner dues, design requests and approval and access to current information. The following provides directions on how to create a new account for a homeowner.

1. Go to the HOA website: <https://sundancehoa.nabrnetwork.com/>
2. Click on Login > Need to Register
3. Click on 'I am a new owner', then skip the account number field.
4. Entered my first and last name, then clicked 'Continue'
5. Next screen will ask if you are the new owner of an address, confirm the new address.
6. The web portal will send an email with a temporary password to set up the new homeowner account.
7. Click on the link in the email received to reset the password and complete the process of setting up a new account.

## Governance, Policies and Guidelines Documents

On our website there is a Document page that has all our [Governance](#) documents including:

**Articles of Incorporation.** This [document](#) defines the basis of purpose of our association and the powers we have as an organization. It is also the document that brings the association into existence. The Articles of Incorporation was revised December 26, 2019.

**Bylaws.** This [document](#) provides guidance on operational procedures of the association. It clarifies board leadership and responsibilities. This document was revised on October 6, 2016.

**Declaration of Covenants.** This [document](#) provides guidance on the rules and regulations within our community and architectural guidance on our properties. We highly suggest you read through Article 6: Maintenance Responsibility, Article 7: Architectural Controls and Article 8. Covenants to understand what is allowed and restricted in our association. This document was revised December 19, 2019.

**Association Policies.** The following [policies](#) are mandated by [Colorado Common Interest Ownership Act](#) (CCOIA) and the State of Colorado. These policies were adopted by the board in 2016:

- Adoption and Amendment of Policies
- Alternative Dispute Resolution Policy

- Board Member Conflict of Interest Policy
- Collection of Unpaid Assessments and other Association Charges
- Conduct of Meetings Policy
- Covenant and Rule Enforcement Policy
- Inspection and Copying of Assoc Records Policy
- Investment of Reserve Funds Policy
- Reserve Study and Funding Policy

**Design Guidelines.** This [document](#) provides more detailed guidance on exterior and landscape improvements to properties within the association. This document was created and approved by the board of directors September 11, 2019. It provides specifics and guidelines on the following:

- Accessory buildings
- Additions and expansions
- Air conditioning equipment
- Decks
- Fences
- Exterior lighting
- Painting
- Recreational and play equipment
- Outdoor fire pits and grills
- Windows
- Landscape and yard maintenance

## Neighborhood Expectations

We pride ourselves on a safe, friendly and abiding community. On the [Neighborhood Info](#) website page you will find expectations regarding the following topics:

- Trash/Recycling/Compost
- Lawn Care and Weeding
- Leasing and Short-term rentals
- Outside Security Lighting
- Snow Removal
- Pet Care
- Drive Limits
- Guest Parking
- Outside Security Lighting

## Home Improvements and Architectural Review Committee

The following home improvement projects require HOA Architectural Review Committee (ARC) approval:

- Paint on the outside of the home
- Landscaping modifications (major only)
- Fence changes
- Home Remodel changes that affect the exterior and/or increase the footprint of the home
- Structures erecting on the property including sheds, porches, outbuildings, playgrounds, etc.

For detailed guidance on changes please view the [Design and Landscape guidelines](#). Please complete architectural design form located on the [MSI Sundance HOA web portal](#). Forms must be submitted at least 30 days PRIOR to any improvements to the HOA Community Manager. The board has 30 days to review the requests and provide a determination. Any outside structural improvements require a permit from the [City of Boulder Planning and Development](#) department. The permit must be submitted at the time of the home improvement ARC request. We encourage you to also review the [Declaration of Covenants](#) on Architectural Controls for our association (refer to Article 7).

*NOTE: Our Sundance subdivision is [Planned Urban Development \(PUD\)](#). This PUD was an agreement between the City of Boulder and the developer in restrictions of use with our particular community. In our PUD there is a requirement of 12% of open space ratio to structures. This includes not only our common areas but our house lots as well. At this time, based on previous permits, our open space ratio is now less than 12% and therefore it is highly unlikely that any additional structures will be permitted in our community. Homeowners are certainly welcome to contact the City of Boulder and obtain a permit as well as a minor modification request. **Home improvements that entail a structure being built such as sheds, decks, patios, house additions, and playgrounds will only be accepted by the Architectural Review Requests (ARR) if the proper City of Boulder permitting and minor modification request has been approved.***

## HOA Dues and Assessments

On our website under [Dues](#), is detailed information on current dues and payment options. HOA dues are due the first day of each month. If dues are not paid within 30 days, there is a late fee of \$5.00 per month and an interest late charge of 15% per annum. We also encourage you to review the policy on [Collection of Unpaid Assessments and Other Association Charges](#), so you are aware of details of late fees and interest charges.

## Board Meetings

The HOA [board of directors](#) meets generally twice a year in the Spring and Fall. The board will upload meeting minutes to the website at least two weeks after a board meeting. When you click on the [Meeting Minute](#) page, choose the year via the category option located on the right side of the page. On the website, is an archive of the HOA board meeting minutes from 2008 to the present year. If you have any issue or concern you would like addressed by the board, please submit your inquiry to the association community manager.

## Board Engagement

We encourage all homeowners to serve on the board for at least a two-year term. Board members get connected to the community and neighbors. It ensures our board remains diverse and all homeowners are engaged. It is a way to give back to your community and gain a full perspective of managing community and association matters.

The board provides the following oversight:

- Monitors, maintains and regulates the **common areas** of the HOA
- Enforces the association governance documents including the **covenants and by-laws**.
- Engages in **strategic and financial planning** to monitor the health and solvency of the association.
- Provides direction to the **HOA management company** and assists in managing the day-to-day affairs of the association.

Prior to the annual homeowners meeting in October, the homeowners will be provided an opportunity to nominate themselves to the board of directors. Board of directors are voted by the homeowners at the annual homeowner meeting.

## Annual Meetings

The HOA holds an annual homeowner meeting in mid-October. The association community manager notifies homeowners, both via email and mail, for this meeting 30 days prior to the date. Topics covered at the annual homeowners meeting include review of financial statements and next year's budget, board of director elections and homeowner concerns. Meeting minutes and handouts are posted on the website under the [Meeting Minute](#) page by each calendar year.

## Newsletter and Communications

The HOA primarily communicates via email to homeowners and residents. It is important to notify the association community manager if you have an email address change.

The HOA will send out generally a Spring and Fall newsletter to update the community. These are posted on the website on the [Newsletter](#) page, as well as emailed to all homeowners.

The HOA will also send out periodic email updates, reminders and notifications to homeowners throughout the year.

Located at the mailbox area on Amber street, there is a Sundance notification box. This box is intended for community announcements. If you have an announcement you would like posted, please notify the association community manager.

[Nextdoor](#) is a private social neighborhood network. Many of our homeowners use this app to share announcements, giveaways, items of need or lost/found animals. We encourage you to sign up and become part of the north Boulder [NextDoor network](#).

## Neighborhood Transportation.

The [RTD](#) has a bus stop just off of 28<sup>th</sup> street and easy access to our community. The bus is [route 205](#) and the bus stop is 1 block south of Jay Road and 28<sup>th</sup> Street, just off the ditch creek sidewalk.

We are fortunate to abut against the City of Boulder Elks Park that is a gateway to array of bike paths in the City of Boulder. Here is a downloadable [map and guide to City of Boulder bike paths](#). The bike paths are maintained by [Public Works](#) of the City of Boulder.