

How to Initiate a Special Assessment

Owner Requirements – Stagecoach Property Owners Association

1. Submission Deadline

All materials must be delivered to the General Manager no less than seven (7) days prior to the Board meeting at which consideration is requested. Incomplete submissions will not be placed on the agenda.

2. Engineering Requirements

You must provide fully engineered, stamped plans prepared by a licensed civil engineering or surveying firm. Plans must show right-of-way location, construction specifications, and compliance with Routt County and Oak Creek Fire Protection District standards (if applicable).

3. Contractor Bids & Cost Documentation

Provide at least one written construction bid or detailed estimate from a licensed contractor. Include total project cost, unit pricing (if applicable), contingency amount, bid expiration date, and documentation of any engineering costs already incurred.

4. Draft Resolution

Submit a draft Special Assessment Resolution including project description; list of benefiting Lots; cost calculation per Lot; payment terms; interest provisions; contingency and refund language; 67% approval requirement; and enforcement language referencing the Covenants.

5. Draft Owner Notice Letter

Provide a draft letter to affected Owners explaining the project scope, benefits, cost breakdown, per-lot assessment amount, voting requirements, payment timeline, and contact information.

6. Board Review & Discretion

Submission of materials does not guarantee approval. The Board will evaluate engineering sufficiency, cost reasonableness, potential Association contribution, and whether to move the proposal to ballot.

7. If Approved by Board

If the Board adopts the Resolution, ballots are mailed to affected Owners. Approval requires 67% YES votes within a 180-day voting period. If approved, the assessment becomes mandatory for all listed Lots.

Important: If no contract is executed within 120 days of owner approval, collected funds are refunded and the assessment is void. Failure to pay an approved assessment may result in lien and foreclosure under the Covenants.