



The Heights

December 2003

Merry Christmas and Happy New Year!



Letter from the President

Dear Autumn Heights Homeowners,

I would like to take this opportunity to wish you all a happy, healthy holiday season and a prosperous New Year.

During the course of the year, we completed two projects, the roofs and the fence, listed on the 2002 Replacement Reserve Inventory. We completed the roofs in one phase instead of the five phases recommended by the Reserve Study, by securing a loan from the Bank at Broadmoor and using only \$43,000 from our Reserve Funds.

2004 maintenance projects scheduled include painting, siding repair, swimming pool hardware, concrete deck work and seal coating

of the asphalt. The estimated cost of this work is \$120,000. The financial position of our Reserves, as of November 30, 2003, stands at \$168,024.08.

2003 also brought about a few changes. Larry Pierce, our on-site property manager resigned effective July 1, 2003. Due to his resignation, Z&R Property Management, an off-site management company, was hired to take over the management duties of Autumn Heights. At this time, I would like to thank Larry Pierce and his wife, Carol, for their dedication to Autumn Heights while he served as Property Manager and welcome Z&R Property Management.

Speaking of changes, as many of you are aware of, there was much

controversy over the increase of our HOA dues last year. I believed it was an issue that we as homeowners should have been able to vote on. I still maintain that belief. I asked that an additional budget be prepared at a level of \$170 dues per month along with a budget of the current dues. I proposed that, with full financial disclosure, the homeowners be allowed to vote on the dues level and budget. Unfortunately, my proposal was voted against by the rest of the Board.

In closing, I want to thank you all for the opportunity to serve as Board President.

Sincerely,

.....L. T.H.L.

Annual Homeowners Meeting January 8, 2004

The Annual Homeowners Association Meeting is scheduled for 6:00 PM in the Clubhouse. Homeowners will need to elect a new board member as one position will be vacant. If this position interests you, it's still not too late to submit your resume to Claus Weidner (320E), Chairman of the Nominating Committee.

The Board is considering an update to our existing

Rules and Regulations. Specifically, the current prohibition of the display of "For Sale" and "For Rent" signs within the community.

Also, a discussion of the pet rules will be on the agenda. This meeting should prove to be quite informative.



Simplify Your Life

Being productive and efficient are admirable qualities, but the best reason for being organized is to have more time for yourself and your family. Here are ways to simplify your life:

- *Attack the clutter.* Homes and offices contain many things that will never be used again. Check your cabinets, closets, bookshelves, storage areas, and garage. You can't get rid of it all at once, so tackle one area at a time. Even 15 minutes is

enough time to de-clutter a file drawer, a stack of papers, or one shelf in a closet. Schedule two to four hours for a larger area, such as a garage or storeroom.

- *If you don't actually need it, don't buy it.* Some people gauge their success by the amount of goods they have stacked up.

Instead, choose to gauge your success by what you do.

- *Tackle the paperwork.* Use your printer only when a paper copy is needed right now.

- *Handle each paper using the TDAF method.* This method stands for Toss it: Delegate it: Act on it: or File it.

- *Use time wisely.* Avoid driving across town to save a few pennies on gas or to get a bargain at another grocery store. Spend the time you gain with your family or friends.

- *Stop procrastinating.* The easiest time to do a job is now. Avoid putting things off until the last minute.

Resident Reminders:

Speed Limit 10 MPH:

Although the signs post 15 MPH, the AHCOA Rules states that 10 MPH is the speed limit. Accordingly, the signs will be changed.

Holiday Decorations:

Only one homeowner/resident has inquired about Christmas decorations guidelines. Feel free to contact Z&R Property Management at 594-0506.

Animals in the attic:

Feeding wild animals (even

birds) is prohibited. Some elements of bird food will attract other animals such as squirrels, raccoons, foxes and possibly even bigger critters as well. There are bears afoot in our area from time to time. Also bird seed, when it gets spilled, creates crabgrass in the landscaped and rock areas. This is probably the reason the prohibition was included in our Rules. Many residents put out their garbage on

Tuesday night. Placing trash out on Wednesday morning may be a better solution so as not to attract wild animals.

Bulb replacement: Please replace bulbs on the fixtures you maintain (by your front door) in addition to the fixture on your garage.

For Rent/For Sale Signs: The AHCOA Rules prohibit placing these signs on the property. The Board is proposing to amend this rule and will take input from Owners at the annual

FYI:

House Cleaning Services:

Do you need help with chores? Call Evelyn Woehr at 633-6918.



Complaint Form

As you are aware, the Board established punitive structures for violations of the Bylaws.

PLEASE NOTE:

THE HOT TUB WILL BE CLOSED FOR REPAIRS!

Select Fresh Fruits This Summer!

People are born with a natural sweet preference. But instead of reaching for a fattening piece of pie or cake, reach for a piece of fruit! Fruit provides sweet-ness in a form the body can handle easily. Fresh fruits are also an excellent source of fiber for digestion and carbohydrate for energy. The most nutritious and least caloric fruits are cantaloupes and watermelons. Oranges, grapefruits, honeydews, strawberries and pineapples are high in vitamin C, a vitamin that helps maintain strong, healthy tissue, fight infection and heal cuts. Bright orange fruits such as cantaloupes and apricots are

potent sources of potassium and beta-carotene, a strong chemo-protector. Apples, prunes and plums are some of the best sources of fiber.

How to select good fruits:

Apples-Apples should be firm and crisp without a soft, watery give. Excellent ones for eating include Red and Golden Delicious, and Granny Smith. *Hint:* cut apples drizzled with lemon juice prevents browning. *Apricots*-Select those that are fat and golden. Or, eat them dried. *Cantaloupes*-Pick ones that are a dull, creamy yellow. Look for pronounced lacy netting. The blossom ends should be slightly soft when ripe.

Grapefruit and Oranges-Choose ones that are round and heavy for the size and thin-skinned.

Pineapples-Select heavy ones with deep green leaves at the crown and a sweet aroma (not fermented or acidic). The skins should yield slightly when pressed with your finger.

Plums-Choose ones that aren't rock hard, but that are plump and firm to the touch.

Watermelons-Pick ones with a smooth surface, dullish sheen and a creamy yellow underside.



Surprising Ways to Energize Your Body

The editors of *Prevention* have these suggestions for keeping energy high:

- *Eat your heaviest meal for breakfast.* A good breakfast will help you to feel more energetic & alert throughout the day. Then eat a moderate lunch and light supper.
- *Check your iron levels.* If you don't get enough iron-

rich foods, your red blood cells can't carry enough oxygen.

- *Drink water.* You need eight 8-ounce glasses, especially if you don't get enough sleep.
- *Take a walk.* If you get moving, you'll have more energy. Physical activity stimulates the release of

hormones that affect your brain and make you feel energized. You'll sleep better and feel better tomorrow, too.

- *Put color in your life.* Leatrice Eiseman, author of *Colors for Your Every Mood*, says red is the most energizing color. Orange and purple also have a similar effect.

Home Safety Checklist

Home may be where many people feel the safest, but it's also the place where many of the most common injuries occur. **Use this checklist to make your home a safer place:**

- Keep an eye out for any object that could cause a

potential injury. Cover or move furniture with sharp edges.

- Light all walkways adequately. Use night-lights in bedrooms, bathrooms and stairwells. Never take or give medicine in the dark. Keep flashlights near beds

and in the basement

- Tag shut-off valves for your gas, water, oil and electrical supplies. Teach everyone in your home how to shut off these valves in the event of an emergency.
- Install grab bars and handrails as needed.

Checklist (continued)

- Consider areas that may cause potential burns. Purchase faucets that mix hot and cold water sufficiently.
- Find out if any of your indoor or outdoor plants are poisonous.
- Keep cleaning products and medicines in the original containers. Never store them in cups, cans or bowls that

may be mistaken as food.

- Store all household chemicals out of reach. This includes cleaning products, detergents, pest killers, liquid fuel, cosmetics and medicine.
- If little ones live at or visit your home, stick plastic safety plugs in electrical outlets that aren't in use.

Install child-safety gates at both the top and bottom of stairwells.

- Post a list of emergency phone numbers beside each phone. This list should include numbers to the police and fire departments, the local poison control center and family physicians.



Inside Story Headline

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build your organization's identity among peers, members, employees, or vendors.

First, determine the audience of the newsletter. This could be anyone who might benefit from the information it contains, for example, employees or people interested in purchasing a product or requesting your

service.

You can compile a mailing list from business reply cards, customer information sheets, Business cards collected at trade shows, or membership lists. You might consider purchasing a mailing list from a company.

If you explore the Project Gallery, you will find many publications that match the style of your newsletter.

Next, establish how much time and money you can spend on your newsletter. These factors will help

determine how frequently you publish your newsletter at least quarterly so that it's considered a consistent source of information. Your customers or employees will look forward to its arrival.

Your headline is an important part of the newsletter and should be considered carefully.



Inside Story Headline

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Word offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

The subject matter that appears in newsletters is

virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a

column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Selecting pictures or graphics is an important part of adding content.



"To catch the reader's attention, place an interesting sentence or quote from the story here."



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Caption describing picture or graphic.

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money you can spend on your newsletter. These factors will help determine how frequently you publish your newsletter at least quarterly so that it's considered a consistent source of information. Your customers or employees will look forward to its arrival.

Inside Story Headline

In a few words, it should accurately represent the contents of the story and draw readers into the story. Develop the headline before you write the story. This way, the headline will help you keep the story focused.

Examples of possible headlines include Product Wins Industry Award, New

Product Can Save You Time, Membership Drive Exceeds Goals, and New Office Opens Near You.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, and market studies.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your reader.



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**Company
Name**

Address line 1
Address line 2
City, ST 12345

Phone:
(123) 1234567

Fax:
(123) 1234567

E-Mail:
name@hotmail.com

*Add your Business
Tagline here.*

We're on the Web!

See us at:

www.Example.com

Back Page Story Headline

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Continued Story Headline

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A great way to add useful content to your newsletter is

to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can

write about a variety of topics but try to keep your articles short.

About Our Organization...

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



**CUSTOMER NAME
STREET ADDRESS
CITY, STATE, 00000**