



Here is a list of to-do items we highly recommend completing either right before or right after you move in.



Call Emergency Services: 303-688-6447 BEFORE your moving truck arrives. Many streets within the Village will not accommodate moving vans in front of residences and may require the use of a smaller, shuttle truck. Prior approval must be obtained from ES for ALL moving trucks coming into the Village, and must be escorted by ES Officers.



Visit the ES window at the CPHA office to purchase transponders for gate entrance. You must bring each vehicle, vehicle registration, proof of insurance, driver's license and documents showing you have either purchased or are renting a home in the Village. Transponder Hours are: Monday—Friday: 8 am to 5 pm and the first Saturday of the Month: 12 pm to 4 pm. \$40 EACH—CASH OR CHECK ONLY. Questions? Call ES at 303.688.6447.



Complete the HOMEOWNER INFORMATION SHEET and return it to ES as soon as possible. This form provides the critical information ES needs to provide the most complete level of security for you, your family members and your home. *A blank form is provided at ES.*



Complete the EMERGENCY NOTIFICATION FORM and return it to ES as soon as possible. This form provides ES with the phone numbers that we can call using our Reverse 911 system in the event of an emergency.



Schedule a New Homeowner Briefing. A representative from the CPHA and ES will come to your home to review all of the services and amenities available to you within our community as well as discuss gate access and alarm monitoring services. Call Lisa Goodwin at the CPHA office: 303.814.1345



Log on to QuickPass to set up your account, enter your contact info, and start entering your authorized visitors and guests. Log in credentials will be provided to you by ES when you come in to purchase a transponder. *Questions? Contact the ES Administrator, Emily Ostby at 303-952-0924.*



Call the Welcome Committee Representative to receive your invitation to the next New Homeowner Reception. This is a very fun event where you will meet your neighbors and other new residents. You will also receive a fabulous welcome gift bag full of free goodies from local merchants. The receptions are held quarterly at the Country Club at Castle Pines. Call Susan Clifford at 303.660.6323 for dates, times, and to confirm location.



Visit the CPHA office to pick up your recycle bins. Two recycle bins are free of charge. Visit the reception desk Monday through Friday, 8 am to 5 pm. Additional recycle bins can be purchased directly from Waste Management, or at Home Depot or Lowes.



Sign up for the Village Weekly email newsletter. Every Friday afternoon the CPHA office sends out via email a weekly newsletter regarding upcoming events, important notifications and general information regarding your community. Sign up as many email addresses as you wish – send a request to admin@castlepinesvillage.org.



Visit the CPV website. Read about current events in the community, download important forms, view archived Board documents, learn all about the CPHA and services that ES provides and create a resident log in to view the community's event calendar, reserve tennis courts, view archived newsletters and more. Go to www.castlepinesvillage.org



Sign up for the CPV Homeowner's Directory. The Homeowner's Directory is published once a year in January and is mailed directly to all residents in the Village. The deadline for submissions is typically in December of the previous year. It is important to note that the directory is published independently of the CPHA. All entries are the responsibility of the Homeowner as the CPHA does not release any resident information to individuals or organizations outside of the Homes Association. *Please see the Homeowner's Directory page on the CPV Website for more information and to download a participation form.*