

THE RETREAT HANDBOOK

March 2011



Introduction

We bought our property to escape and retreat from our everyday routine back home. We want to leave noise, air and light pollution, the fast pace of life behind us for those moments we are here. We should live and let live as good neighbors and enjoy and preserve our environment for all time.

This handbook has been developed to help you, as a property owner, become familiar with many of the entities in the Retreat. It is important that you realize it is your responsibility to become familiar with the Covenants and Bylaws of the Retreat Landowners Association (RLA). These are included in the newcomer's packet that you received and are also available from the website at www.retreat-glenhaven.com/documents.htm.

There is much more information on your new home and surrounding areas available on the Retreat website at www.retreat-glenhaven.com.

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Security

At the present time, there are no formal security measures in place for the Retreat. Car stickers are available from the Secretary and should be placed in the lower left (driver's) side of the front windshield. The residents themselves are our best form of defense. If you see activity that doesn't look right at your neighbor's property, call them. Phone numbers can be found in the Landowner's Directory or the Call Tree.

The Call Tree is a telephone relay network by which emergency information can be disseminated to residents of the Retreat by phone. Examples of call tree activation would be an evacuation order due to wildfire, power outage information, or oncoming storms.

Fire Department

The Glen Haven Area Volunteer Fire Department (GHAVFD) provides fire protection for the Retreat. We have a fire station located just inside the main entrance and to the right, which the Retreat helps to support with a \$100 annual donation from each member.

To report a fire, call 911 giving as accurate information as possible as to location (lot number, filing, etc.). Do not hesitate to report the slightest trace of smoke you may see and/or take the time to check it out yourself.

Watch for fire bans by Larimer County or the GHAVFD. Signs will also be posted at both Retreat entrances.

Fire Safety

A permit from the county is required for all open fires.

Be careful with campfires. Be sure you have an adequate, cleared area. Build a fire pit. Don't burn on windy days. Never leave a campfire unattended. Have water handy before building a campfire. Make sure campfires are out completely before you leave. It is best to cover a campfire with sand or dirt after you wet it down well with water. If your campfire causes property damage you can be held responsible for any and all costs.

Roads

The Road Committee is in charge of road maintenance. We cannot plow all of the roads all of the time. If only 4-6 inches of light snow falls, little or no plowing will be done. When snowfall exceeds this amount, plowing is done as soon as possible. Snow removal is costly and the Road Committee tries to spend its budget prudently.

Vehicles

The 20 mph speed limit is for all vehicles using roads within the Retreat. Please read and obey all road signs as they are there for your safety. There have been at least two instances where operators of recreational vehicles collided with automobiles inside the Retreat and required medical care beyond first aid. A large number of complaints arise from the engine noise of these trail bikes, three wheelers, motorcycles, snowmobiles, etc. Mufflers must be Forest Service approved. To preserve the peace and quiet of the Retreat and to minimize noise pollution, which has a disturbing effect on both wildlife and humans, the use of trail bikes, motorcycles, and snowmobiles is discouraged for purely recreational use. Their only legitimate function in the Retreat should be for transportation to and from work, search and rescue operations, and for emergencies. Except during the construction phase of your cabin, no trailers or motor homes may be used as a residence on any lot longer than 60 days in any calendar year.

Pets and Livestock

Each landowner is responsible for their animals' behavior; however, there are circumstances where the owner is unaware their animals may be disturbing the neighbors, such as dogs that howl while the owner is gone. It is generally the best practice then, to first call the landowner whose pet is causing the disturbance. If there is no response once this initial contact is made, animal control is enforced by Larimer Humane Society. Their website is www.larimerhumane.org.

In the case of barking and howling dogs, the requirement is a 15-minute tape recording for a judge to hear. However, complaints can be made to the sheriff after a night of howling and barking dogs; the sheriff does not need to hear a tape. Fines are determined by judges and each complaint about the same animal usually causes the fine to go up.

The RLA board does not address dog barking or loose dogs as public nuisances under covenant #8.

Therefore, RLA members who see dog violations (barking, howling, chasing or threatening) should contact Animal Control rather than the RLA Board. The telephone number, in Fort Collins, is 970-226-3647. This is the Humane Society number; ask for Animal Control. These violations generally must be reported immediately in order for them to be verified.

Larimer County ordinance (July 20, 2009) forbids dogs running free or "at large"; they must be on a leash or under voice control. If a loose dog threatens humans, livestock or wildlife, it can be shot without prior permission.

Larimer County defines "at large" as a dog "not physically controlled by a human being by means of a leash or lead held by the human being, or not at all times accompanied by a person and does not at all times immediately respond to sound, mechanical, electrical or other command of its accompanying person. Exceptions are: a dog while actually working livestock, locating or retrieving wild game in season for a licensed hunter; assisting law enforcement officers or while actually being trained for any of these specifically enumerated pursuits; and an animal that is within the confines of the real property of its owner or keeper or other real property that the

owner or keeper has permission to use or is within a motor vehicle (excluding an unleashed animal in an open bed of a truck)."

Covenant #17 states: *No animals, livestock or poultry shall be kept on any lot, except that dogs, cats and other household pets, and not more than two (2) horses per acre, if confined thereon by fence or other restraint may be kept thereon provided that they are not kept, bred or maintained for commercial purposes; furthermore, no fence or other restraint may be located closer than fifty (50) feet to any boundary line of any lot as defined herein above.*

There is no County ordinance regarding loose horses, except those grazing along roadways, to which Animal Control responds. Llamas and other pack animals are considered the same as horses: two per acre.

Trash

At the present time there are private trash removal services available. We share a beautiful area in the Retreat. Please help us to share the responsibility for keeping it clean. Do not litter, as cleanup costs come from the RLA assessments you pay.

Lighting

To preserve the beauty of the Retreat at night and to avoid light pollution, the use of mercury or sodium vapor lights is strongly discouraged. Covers or shields that direct light downward are encouraged.

Architectural Control Guidelines

This section is to guide the landowner with planning and building in the Retreat. Please remember the landowner is responsible for written notification to the Architectural Control Committee (ACC) of planned work; the ACC has thirty days to consider the application, and the landowner should have an approved application prior to starting work.

The ACC has adopted policies concerning construction in the Retreat. These can be found on the Retreat website or upon request from the Secretary or ACC chairperson.

Your land

First there was the land and now you are its steward as well as its owner. You must get to know all of your land, especially if you plan to build. What is it like in different seasons? What kinds of trees grow where? Is there a southern and northern exposure? What is the sun orientation in summer and winter? Are there prevailing winds? Snow drifts and windbreaks? Are there trails, either natural or public, crossing it? How much topsoil is present? Are there areas needing rehabilitation, reforestation, or thinning? What types of vegetation are present? What shrubs, flowers, noxious weeds, non-native plants? Are there areas for small animals and birds? What do

you and your family want to do with your land now? Ten years hence?

If you want to leave it as it is, fine. Suppose you want to be able to drive onto the lot, have picnics, and consider potential building sites. Or you want to build a summer use only cabin for six, or a year round weekend place for four, or a permanent home for two. Perhaps you only want a small campsite or a place to park a camper-trailer. Remember that even with several acres, it may take some real effort to find room for all your planned activities without greatly altering the environment.

You should look beyond your lot to the area surrounding you. What will be the visual impact of your plans on the neighbor's view? and vice versa? Are there methods to reduce your impact on your neighbors and the environment? Be certain to look both up and down the mountain for potential problems.

Regardless of your intended use, the knowledge from a study of your particular land should be a great aid in the intelligent and successful development of your plans.

Your covenants

Before you start doing anything beyond very preliminary thinking about a driveway, septic system, well, etc., re-read all the covenants with the idea of finding which covenants apply to what you wish to do.

If the covenants are not clear or you feel you might have a potential conflict, now is the time to ask the ACC and/or your Board of Directors for clarification. In particular, notice the setback distance for cabins, fences, and corrals. Observe the culvert requirements. Check to see when notification must be given to the RLA via the ACC of your intentions.

You are now at the point where you:

Know your land

Have a rough plan

Understand the covenants

and are ready to proceed. Most members who have problems have rushed into projects without an adequate planning period. The next important thing to do is find all your property boundaries. If you cannot find all the corner pins or stakes, get a surveyor to relocate them. If you cannot see from one pin to the next, install some auxiliary stakes. Because of the mountainous terrain, it is very easy to get directions and distances confused. There have been driveways started from the wrong lot, or constructed off the proper lot, potential cabins with improper setbacks, outbuildings actually on another lot, etc., all because of poor knowledge of the actual boundary lines. These can be very costly mistakes.

If you wish to build a driveway from a Retreat road onto your land, there should be few problems. First look at the Driveway Application sample form. Use it in talking with your potential contractors or for your own planning. Culverts are necessary on some driveways to allow proper drainage. Many of these culverts were too short when originally installed in hope of saving money. A heavy vehicle will crush an end making it useless or you can slide off an end in slippery weather. You are always responsible for the good condition of your culvert. Culverts can also be

used for stream crossings, and again must be of an adequate length and diameter. While many would think the culvert size is most important during high water in the spring, there have been more problems with ice buildup in the winter. If your driveway leads uphill, make certain the drainage or runoff is to the sides and not onto the Retreat roads.

You may be asked to place small reflectors at the culvert ends to aid the road grader. The Retreat road chairman may visit with you concerning your plans. You may wish to install a chain gate. You must submit a completed Driveway Application which may be obtained from the ACC or on our website before you begin construction. A copy with ACC approval will be returned to you. Even if you can drive directly onto your lot, please submit an application. This allows the Retreat to know you are using the lot rather than unauthorized people, and where your driveway is.

Utilities

If you wish to make a level area for a potential cabin, get a septic system or vault installed, and trench for a water supply, it is generally cheaper to get all this dirt work done at one time. You may want to include it with the original driveway work. It is recommended you learn about the different systems (aerobic, anaerobic, vaults, etc.) and then go to Larimer County Planning and Health Departments to ascertain their latest requirements as well as their current philosophy. These both are subject to frequent change. The site for a septic tank and field will probably take precedence over cabin sites, water well locations, etc. This can be an area of real frustration and potentially high costs. It pays to do it correctly and before you have committed yourself to a cabin site. Soil or percolation tests may have to be performed by qualified personnel. Don't start construction before you obtain a septic system permit from Larimer County.

With the location of the waste system fixed, you can proceed with a water well. The well drilling contractor can help in selecting a site and probably help with an application. This permit comes from the Colorado State Engineer; you must notify the Engineer when you start to use the water to establish your water rights. Wells drilled in the Retreat vary greatly in depth, delivery of water, and to some extent quality.

Electricity is furnished by the Town of Estes Park and initial contact can be made at the Municipal building in Estes Park. The Light and Power Department will explain their requirements and furnish cost estimates for installation up to the meter on your land. Depending upon your lot and plans, consideration might be given to putting the wires underground. There are some cost tradeoffs, plus some aesthetic gain by not having two or three poles on your land.

Assuming you have everything in order, you are ready to move some dirt. A few minutes with the dirt contractor may pay dividends. Since you should know how much topsoil is on your land, you may wish to stockpile it out of the way. The remaining earth may be sterile, and should be piled separately. Lay out a work area for the trucks, tractors, etc. to use. Any vegetation disturbed or marks made unnecessarily in the soil may take years to recover. Remember, who has agreed to do the restoration and rehabilitation of the ground?

If you are doing this type of work before building a cabin, you are still required to notify the Retreat. Please obtain a cabin construction form, complete the applicable information, and mail it to the ACC. Use the back of the form to make a site sketch showing distances to your boundaries.

An approved copy will be returned to you.

Building a cabin

At this point, considerable thought and planning should have been done. There are many books of layouts and exterior treatments available at libraries or bookstores. If you intend to have a contractor do the work, you must be able to explain what you want and need. Several members have made scale models of their proposed cabin and found them most helpful either for a contractor or the owner-builder. If you lack the experience of working with a contractor, again, there are many books and articles which will be helpful when it is time to select the one for your work.

As a minimum, you should:

- Ask to see examples of contractor's work
- Be able to talk with the contractor's clients
- Get in writing what is to be done and when
- Clearly outline the work area
- Decide who is going to do cleanup and rehabilitation

For the members who will build themselves, the process can be most rewarding. However you have to make certain materials, tools, and schedules coincide, plus coordinate the work of any outside subcontractors and insure that building inspections are performed in a timely fashion.

It is not our intent to detail all the factors involved in these preliminary steps. The ACC has a few planning books which may be borrowed. Please consult with the ACC if you need help with these areas or just want to talk to some people with experience.

Once your plans are firm, there are two forms to complete. The first is the "Application for New Construction, Application for Change to Existing Building, Application Notification of Land Use Change," and the second is "Application for Driveway Construction." Return these with drawings or pictures of the exterior views (outside), a dimensioned floor plan, and a lot layout especially showing setback distances. None of these need be professionally prepared. The ACC is generally not interested in structural details and requirements and has no need for a complete set of blueprints. Materials submitted will be returned if the member wishes.

All the members of the ACC will receive copies of your application. Some of the members will go to your lot. All are interested in the manner in which your cabin will blend with the general environment of your land and that of your neighbors. It is helpful if there are markers (stakes, stones, etc.) which outline the building site. Remember the Retreat has thirty days to consider your application. You will receive an approved copy when all possible problems have been resolved. Please don't start work until you receive it.

After the building phase

At the inception of the Retreat, no one visualized TV dishes being available for individual homes; in fact, it is doubtful that many year-round residents were anticipated. Regardless of the planning

of the original developers and the writing of the covenants, it is always difficult to anticipate these changes. The Retreat covenants are very basic and only seventeen in number; many associations have covenants and rules so numerous that a booklet this size could not hold them.

The Retreat members can resolve many of these unforeseen problems by themselves. Where can I put the TV dish so that it isn't a visual problem for my neighbors? How many hours of motor scooter noise should the other members have to bear? You can buy mufflers that are most effective. Do dogs running loose keep native animals away? Has a member circumvented his stated intentions on a building application? Can it really cause harm to continually ride across another person's land? Can you improve the environment by lessening the neighbor's view of the satellite dish, or five cars, etc.?

If you wish to make changes or additions to the exterior of your cabin or on the land, please send the information to the ACC before you begin the work.

Certainly it would be helpful if each would do unto others as you would have them do unto you - in moderation. Neither the RLA nor the ACC has any intention of interfering with the lifestyle of any individual member, if it is not infringing on the rights of others. However, they would like to help each of the members enjoy their time at the Retreat to the extent allowed by all the members' actions.

Water Use

Compliance with State of Colorado Water Division's augmentation plan

The augmentation plan for the Retreat provides each well to be used as household use and the watering of only one horse. Anything beyond the mentioned uses must be in an approved plan of augmentation. Any commercial use of the well, such as boarding and/or selling of horses, is prohibited. The state-approved augmentation plan is for Filings 3, 4 & 5 plus Bulwark. There is no augmentation plan for Filings 1 & 2. Hence the permitted uses in Filings 1 & 2 are different than those of Filings 3, 4 & 5 plus Bulwark. Owners planning to utilize water for livestock should be certain of their applicable rules.

Dams in streams

Obstructions shall not be placed in Miller Fork, Black Creek, or along the drainage alongside Dunraven Glade Road. Additional ponds shall not be created unless approval for a non-jurisdictional dam is obtained from the Office of the State Engineer. The owner is required to submit a Notice of Intent to Construct a Non-jurisdictional Water Impoundment Structure form. Typical requirements for approval include that the dam be built to the minimum specifications for an erosion control dam, which are small check dams built on normally dry water courses used to control soil erosion, and that the dam have a gated outlet capable of draining the reservoir and passing normal tributary inflow from the stream.

Revegetation

Best efforts should be made to restore exposed dirt. Suggestions on compatible grass seed and procedures are available from the ACC or environmental committee.

Woven burlap ground matting has been installed on the east slope behind the equipment barn. It is sturdy and well-matched to the steeper slopes above 20 degrees. It decomposes slowly while allowing the natural grasses to re-seed. The looser straw matting woven with string has had mixed results - it works well on the slopes that are not as steep. Grass seed can be spread under either matting to speed the regeneration process.

Landscaping

Landscaping (grading, ponds, rock placement, flowers, trellises, ornaments, decorations, lights, mulch, planting boxes, etc.) should not impede access by safety vehicles and must abide by the relevant water use restrictions. Wire mesh fences where the poles are not set in concrete are considered to be landscaping, not fences. Aesthetics are at the good judgment of the landowner.

Weed control

Landowners are responsible for removal of noxious weeds as defined by the Larimer County website www.co.larimer.co.us/weeds/articles.htm. The RLA environmental committee may coordinate weed control activities in collaboration with Larimer County and the Forest Service. These activities will be communicated in the RLA newsletter.

Use of common areas

The RLA owns several common areas. These are available for landowners and their guests for day use.

One of the common areas is on Elkridge. It is used for Fire House #2, RLA road equipment, fuel containers, and storage. The Glen Haven Area Volunteer Fire Department has a yearly lease for the area with the fire house.

An area will be provided each year for landowners to transport their slash. The accumulated slash is chipped regularly and is paid for using RLA funds. A trailer is available for landowners to transport their slash. Location and instructions for the use of the slash pile will be provided in the newsletter.

Hunting and Use of Firearms

Hunting is against the law except with the landowner's permission and a valid hunting license. Unauthorized walking across private property to gain access to public lands for hunting or

otherwise is trespassing. The Retreat covenants are in alignment with those laws, but the RLA does not enforce them. Evidence of hunting is an animal killed by a bullet or arrow.

A violation of these regulations can be reported to the Larimer County Sheriff at 970-498-5100 or the Colorado State Patrol at 303-239-4501 with a description of the vehicle (color, year, make, body, and license), date and time, number of people, number of shots, and any physical evidence such as bullets or shells. They will then contact a Wildlife Officer. There is the possibility of hunting and fishing licenses being revoked.

Hearing a shot is not sufficient evidence of a violation. Shooting is allowed with owner approval provided the bullet does not leave the owner's property or endanger others. Shooting of wildlife or animals is permitted on the surrounding public lands with the proper permit and during the proper seasons.

The entrances to the Retreat have signs that indicate it is private land and hunting is not allowed. This does not refer to the land surrounding the Retreat which can be accessed from those Retreat roads that are open to the public (Streamside, Black Creek, Dunraven Glade, and the far end of Miller Fork).

For the safety of all landowners, the board recommends that landowners not grant permission to use firearms for hunting on their property.

When the situation is conducive, a landowner can sometimes get the most immediate remedy by addressing the hunters directly and non-confrontationally (they do have guns, after all). A map can be used to identify the boundaries of the Retreat and the surrounding public lands.

Winter preparedness

Winter storms can create serious safety concerns. Severe weather has the potential to disrupt power to your home and to the entire Retreat and Glen Haven community. Severe weather may also limit your ability to get to Estes Park to buy groceries, prescriptions, and other necessities. Knowledge of forecasted weather conditions and attention to personal preparedness will reduce the impact to your family and your property. Make it a habit to listen to the local radio or television stations for weather watches and warnings.

Whether due to an extreme snowfall, an ice storm or a prolonged power outage, residents should be prepared to provide for their own needs for at least 72 hours.

Consider having these items available in your home:

- A 3-day supply of prescription medications. These may need to be purchased at your own expense since some insurance policies will not pay for these, or may require a form to be filled out to get reimbursed for them.
- A 3-day supply of water (include water for pets). You need one gallon of water per person per day -- half for drinking and half for food preparation and hygiene.
- Several varieties of canned foods, meat, and dried fruit. Include a manual can opener.

Dried soups, peanut butter, nuts, granola bars, evaporated canned or powdered milk and cereal are also good choices.

- Juice or juice crystals.
- If needed, sufficient infant supplies including disposable diapers, disposable bottles, formula, etc.
- A 3-day supply of pet food, if required.
- Large and medium-sized plastic garbage bags (orange or yellow make good visible signals). Large bags can also be used as ponchos, ground covers, or blankets.
- Plastic or paper dishes.
- Ice melt such as a calcium chloride mix. Rock salt can disintegrate concrete and harms the environment.
- Sand to improve traction.
- Snow shovels and other snow removal equipment.
- A portable radio and extra batteries.
- A first-aid kit that includes extra prescription medication, extra eyeglasses, bandages, sterile gauze pads, tape, scissors, tweezers, antibiotic ointment, hydrogen peroxide, and over-the-counter pain pills.
- A pocket knife (Swiss army style), a whistle, and a spare set of house and car keys.
- Sleeping bags and extra blankets.
- Water purification tablets.
- A flashlight and extra batteries, candles, and waterproof matches.
- Jumper cables.

You may also wish to have a large bucket with a tight-fitting lid on hand to use as a toilet. Use the bucket to store other emergency tools like an axe, a folding shovel, and rope.

Hazards associated with winter storms include:

- Car accidents due to slippery roadways
- Slips and falls due to slippery walkways
- Hypothermia and frostbite due to the cold weather exposure
- Being struck by falling objects such as tree limbs, wires, or utility poles
- Electrocution due to downed power lines or downed objects in contact with power lines
- Falls from heights (e.g. falls from ladders, roofs or skylights while removing snow)
- Roof collapse or property damage under weight of snow or falling trees
- Exhaustion, exposure, or dehydration
- Isolation and lack of basic supplies
- Stranded motorists

- Carbon monoxide poisoning
- Back injuries or heart attack while shoveling snow
- Melting snow causing flooding
- Blocked furnace vents on roof from snow. Know where that vent is and check it visually, particularly during windy conditions that cause drifting. Don't try to climb on the roof to clear it. You may be able to get access to it from the attic and clear it by pushing a heavy wire (such as from a coat hanger) through it.

Power Outages

- Most power outages last for just a few moments. In extreme cases, such as during severe weather events, outages can last for more than a day.
- Think ahead and have a flashlight, electric lantern, extra batteries, and candles handy. Remember to use candles with caution and use proper candle holders. Never leave burning candles unattended, as they are a potential fire hazard.
- Prepare for possible isolation in your home by having an alternate heating system or sufficient heating fuel for fire places or wood burning stoves.
- Stay away from fallen power lines. A hanging power line could be charged (live) and you run the risk of electrocution. Remember also that ice, branches, or power lines can continue to break and fall for several hours after the end of the storm.
- Customers in areas impacted by power outages may be asked to unplug or turn off all non-essential appliances, lights, and equipment. This allows the system to stabilize when it is restored in cold weather.
- It's a good idea to get in the habit of trimming dead branches and assessing the trees on your property to reduce the danger of these falling onto power lines or your house during a storm.

Heat Failure

If your home heating system fails, take these precautions:

- Remain calm -- your house will remain warm for several hours.
- Avoid opening doors unnecessarily.
- During a power failure, turn off all electrical appliances.
- If you have an alternate heat source, begin using it before the house cools down. Ensure that you maintain adequate ventilation.
- Stay warm by dressing in layers and bringing out extra blankets.
- Consider closing off one room for primary heating and use.
- If you are concerned about pipes freezing, leave a tap running slightly. Opening one tap even a small amount will keep water moving through the system and will be enough to

keep the water from freezing in all but extremely cold temperatures.

If your home is heated electrically you may wish to prepare for a power failure. If you consider installing a non-electric standby stove or heater, choose heating units that do not depend on an electric motor, electric fan, or other electrical device to function. If the standby heating unit will use the normal house oil or gas supply, make sure to have it connected and vented properly by a competent technician.

**Never use a camp stove, barbecue, or propane or kerosene heater indoors.
A build-up of carbon monoxide gas in unventilated areas can be deadly.**

Before considering the use of an emergency home generator during a power failure, check with furnace, appliance and lighting fixture dealers or manufacturers regarding power requirements and proper operating procedures. Use caution when operating generators, assuring they are in a well-ventilated area. Do not connect your home portable generator directly to a house wiring system without the proper installation of an approved transfer switch and an inspection and approval by an electrical inspector.

Icy conditions

Remember, stairways and sidewalks may be icy and increase the risk of falls. Keep these areas clear and snow-free. Consider using ice-melt, sand, or kitty litter to provide traction in these areas.

Evacuations

During extreme conditions, some people may want to make alternate arrangements for overnight stays with relatives, friends, or neighbors. Listen to the radio for emergency instructions from local officials.

If you must leave your home, remember to take your emergency "grab and go" kit. This should include:

- Flashlight and battery powered radio
- Extra clothing
- Essential medicines and toiletries
- Essential emergency supplies
- First-aid kit
- Important documents, cash, and family identification

Treating hypothermia

Wind chill is a combination of cold temperatures and wind conditions which may cause rapid loss of body temperature. Excess wind chill may require special precautions for outdoor activities. If frostbite or hypothermia is suspected, begin warming the person slowly and seek immediate medical assistance.

Prepare your home and structures

- Prepare for possible isolation in your home by having sufficient heating fuel; regular fuel sources may be cut off. For example, store a good supply of dry, seasoned wood for your fireplace or wood-burning stove.
- House fires pose an additional risk. The fire truck may not be able to make it to your house due to roads being closed from the snowfall. To give yourself some fire protection, have multiple fire extinguishers on hand, and make sure everyone in your house knows how to use them.
- Winterize your home to extend the life of your fuel supply by insulating walls and attics, caulking and weather-stripping doors and windows, and installing storm windows or covering windows with plastic.
- Winterize your house, barn, shed, or any other structure that may provide shelter for your family, neighbors, pets, or equipment. Clear rain gutters; repair roof leaks and cut away tree branches that could fall on a house or other structure during a storm.
- Insulate pipes with insulation or newspapers and plastic and allow faucets to drip a little during cold weather to avoid freezing.
- Learn how to shut off water valves (in case a pipe bursts).
- Know ahead of time what you should do to help elderly or disabled friends, neighbors, or employees.
- Hire a contractor to check the structural ability of the roof to sustain unusually heavy weight from the accumulation of snow.

Prepare your car

- Check or have a mechanic check the following items on your car:
- Antifreeze levels -- ensure they are sufficient to avoid freezing.
- Battery and ignition system -- should be in top condition and battery terminals should be clean.
- Brakes -- check for wear and fluid levels.
- Exhaust system -- check for leaks and crimped pipes and repair or replace as necessary. Carbon monoxide is deadly and usually gives no warning.
- Fuel and air filters -- replace and keep water out of the system by using additives and maintaining a full tank of gas.
- Heater and defroster -- ensure they work properly.
- Lights and flashing hazard lights -- check for serviceability.
- Oil -- check for level and weight. Heavier oils congeal more at low temperatures and do not lubricate as well.
- Thermostat -- ensure it works properly.
- Windshield wiper equipment -- repair any problems and maintain proper washer fluid level.

- Install good winter tires. Make sure the tires have adequate tread. All-weather radials are usually adequate for most winter conditions. However, chains or snow tires with studs are very helpful.
- Maintain at least a half-tank of gas during the winter season.
- Place a winter emergency kit in each car that includes:
 - a shovel
 - windshield scraper and small broom
 - flashlight
 - battery powered radio with extra batteries
 - water
 - snack food
 - matches
 - extra hats, socks and mittens
 - first aid kit with pocket knife
 - necessary medications
 - blankets
 - tow chain or rope road
 - salt and sand
 - booster cables
 - emergency flares
 - fluorescent distress flag

Dress for the Weather

- Wear several layers of loose fitting, lightweight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent.
- Wear mittens, which are warmer than gloves.
- Wear a hat.
- Cover your mouth with a scarf to protect your lungs.

Snow removal

- The Retreat roads crew will clear the primary roads except Dunraven Glade which Larimer County will do. Driveways will not be plowed.
- Consider purchasing a snow blower or get together with your neighbors to buy one to share.
- Several Retreat residents have snowplows on their vehicles. Contact them in the fall to make arrangements.

Keeping in contact

- Provide your email address to the Webmaster so that you can receive updates during the storm.

- Keep one phone that is hardwired to the phone jack (not portable) so that you have phone service in the event of a power outage.
- Check the website for updates.
- Have a copy of the Retreat Call Tree so you can contact your neighbors.

Wildfire Preparedness **In any emergency, call 911**

When wildfire occurs

Call **911** to report smoke or fire immediately. Don't assume that someone else has already called. Speak slowly and clearly. Be prepared to give the 911 dispatcher the following information:

- Your name, location, and phone number
- Location and approximate size of smoke/fire
- Proximity of houses

If evacuation becomes necessary

You will be notified by fire department, sheriff, or others appointed to give notification of evacuation. The "reverse 911" system may be used. Those mentioned above will give instructions on the route to take for evacuation.

Wear warm and protective clothing. This includes a cotton long-sleeved shirt or jacket, pants and sturdy shoes. Use a handkerchief to provide minimum protection for the lungs from smoke and hot gases.

Ensure your family's safety. If you are able, locate and evacuate your pets but do not jeopardize your life. If you have a horse, let it loose by opening gates or cutting fences. Know where safe areas are. Typically, meadows, rock outcrops and roads may provide safe areas.

If time allows, take a disaster kit containing drinking water, change of clothes for each member of the family, a blanket or sleeping bag for each person, first-aid kit with any prescription medications, emergency tools including a radio and flashlight, extra set of car keys, and credit cards or cash.

Shut off propane tank. If there is time, wet down shake shingle roofs, decks, and grass.

Leave outside lights on. Close windows and doors. Don't block driveway.

Take warm clothing. Take valuables (important papers, pictures).

Know all emergency escape routes and have a pre-planned travel route. Don't panic.

Drive slowly and safely. Turn on headlights to increase your visibility to other traffic in smoky conditions. Yield to emergency vehicles. Evacuation will usually be toward either entrance (Streamside or Dunraven Glade) depending where the fire is located.

Go to the community building in Glen Haven so that you can be accounted for.

In case of flood, move to high ground.