



# Settling Into the Village

## An Important Checklist of Things to Do First

- ☐ **Visit the Castle Pines Homes Association to submit your proof of ownership (deed) or tenancy (lease agreement) and complete the New Resident Information packet.** At this time, you will have the opportunity to purchase RFID tag(s) for vehicle entry, and access cards for use at the pools and Village Lake Fitness Center. To receive an RFID tag, you must bring your vehicle, registration, proof of insurance and your driver license. RFID tags - \$10 each. Pool Pass and VLFC card - \$5 each. Check or cash is accepted. Monday through Friday, 8:00 am to 5:00 pm.
- ☐ **Complete your Moving Authorization form and submit it to Emergency Services before your move.** This form is available in the New Resident Information packet, or you may contact Emergency Services to obtain the form before you close on your new home. A Moving Authorization form is required since 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 Emergency Services for all moving trucks coming into the Village. Contact Emergency Services with questions at 303.688.6447.
- ☐ **Log on to dwellingLIVE, the Village access management site,** to set up your account, enter your contact information, and start entering your authorized visitors and guests. Login credentials will be provided to you by Emergency Services when you complete the New Resident Information packet. Go to [www.dwellinglive.com](http://www.dwellinglive.com)
- ☐ **Sign up for the Village Weekly email newsletter.** Every Friday afternoon the CPHA sends out the Village Weekly email newsletter which includes upcoming events, important notifications, and general information about the Village. Sign up as many email addresses as you wish – send your request with the new address to [newsletter@thevillagecastlepines.com](mailto:newsletter@thevillagecastlepines.com)
- ☐ **Visit the Village website and set up your resident login.** Create a resident login to view the community event calendar, download important forms, reserve a court, view archived Board minutes, learn about Committees and the services provided by Emergency Services and more. Go to [www.thevillagecastlepines.com](http://www.thevillagecastlepines.com) For questions or assistance with your resident login call 303.814.1345 or email [admin@thevillagecastlepines.com](mailto:admin@thevillagecastlepines.com).

- ❑ **Call the Welcome Ambassador** to receive your invitation to the next new resident reception where you will meet neighbors, other new residents, and receive a welcome gift bag. For more information and an invitation to the next reception, call Susan Clifford at 303.660.6323.
  
- ❑ **Schedule a New Homeowner Briefing.** If you would like additional information about the services and amenities available to you within the Village, please come in or call the CPHA with any questions you might have. To discuss gate access and alarm monitoring contact Emergency Services at 303.688.6447.

Castle Pines Homes Association  
688 West Happy Canyon Road  
Castle Rock, CO 80108  
Phone - 303.814.1345  
Fax - 303.814.1563  
[admin@thevillagecastlepines.com](mailto:admin@thevillagecastlepines.com)

Emergency Services is located within the  
Castle Pines Homes Association  
Phone - 303.688.6447  
Fax – 303.688.4992  
[esadmin@thevillagecastlepines.com](mailto:esadmin@thevillagecastlepines.com)  
To clear a guest or in case of emergency  
call 303.688.6447.