

Helpful Information



Z & R Property Management:

As our property managers, Z & R implements all of the Board's decisions. Any Association questions can be forwarded to Z & R at 594-0506.

Any homeowner who has a problem, comment or suggestion is asked to submit a letter to Z & R for proper follow-up and Board review.

The address for correspondence is 6015 Lehman Dr. #205, Colorado Springs, CO 80918.

Emails can be sent to Derek@ ZandRMgmt.com

The emergency pager for non-business hours and weekends is 719-594-0506.



If you would like to help maintain, improve or even adopt a section of the Common Area around your home or in another area of the community, please check with Z&R. Let Mr. Patterson know the details of your plans and for what amount of time you are willing to help ... then a plan can be developed. Whether it be watering plant material, adding new rock/edging, installing new plants (Perennials) or shrubs, or just restoring/beautifying an area. There may be help with material costs (limited by the budget) if you can commit to the time and labor. Thanks.



<u>Trash</u>: Pickup is Tuesday.

Ensure all trash is placed inside your provided rear yard container in sealed bags. If you have excess trash that will not fit in the rear yard container, you must take it to the toters at 2959.

If you have special items for pick up (furniture, appliances, etc.) please contact Z&R to inquire into removal fees and possible pick up. All items must be broken down completely to fit into the existing toters.

Excess trash and pet waste must be placed in a sealed bag and then in the toters at the rear of Building 2959. Any problems with trash removal, contact Mr. Ramos and Z&R.

Interior maintenance: If you have a question about a concern inside your home or you are unsure how to handle an emergency or unique

situation, please call Z&R for help.

Insurance: If you think you may have an insured loss relating to your home, please contact Z&R. There is a deductible per claim which may be assessed to the Unit owner. All owner's are responsible for securing insurance for personal property, loss of use, loss assessment, the HOA deductible and personal liability. This type of policy is often called a HO-6 Policy. For more information, call Z&R.



<u>Rental Properties:</u> If you rent your property YOU MUST provide Z & R with the tenant name and phone number and the HOA Lease Addendum - see the Rules; the information will only be used for the Gate software and HOA use.

Other Items of Interest



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Architectural Control Committee / Review:

If you plan on making any exterior change to your home, you must first submit your request (plan) to the HOA for review and approval before beginning any work. This includes changing any original or other structural item (windows, patio door, entry door, garage divider wall, landscaping in the rear patio area, etc.).

This also applies to making any changes to the Common Areas adjacent to your home. If you wish to install or remove rock, mulch, etc., you must submit a request. The HOA has one type of rock and size that's approved to be used.

Other items that require approval are satellite dishes, internet broadband dishes - their mounting location is very important and must be reviewed.

NOTE: If an item is installed without approval, the owner will be subject to removal of the item and possible assessment fines - pending an after the fact submittal and review process. If you are unsure about an item, please ask first.

Rear Patios:

Residents are asked to keep the rear patio areas clean and free of debris, hazardous items, the storage of personal items, bushes and trees that get overgrown, keep firewood stored at least 6" from the siding. Please remember - do not dispose of your cigars or cigarette butts in the Common Areas, patios, parking lots, etc.

Fire danger is always present - we all need to do our part.

Hail storm damages (window screens):

If you recall the hail storms last summer did some damage in the community. Many window and patio door screens were damaged, barbecue grill covers damaged, etc. The repair of these items is the responsibility of the owner. The Association is asking for your help in inspecting your home and completing any necessary repairs.

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Other Items of Interest

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b а Please take a few minutes to fill out this form and return it to Z & R or you can e-mail or call in this information. This <u>will not</u> be published or released to any outside agencies. It is strictly for Association use should you ever need to be contacted or in the case of an emergency. Thank you.

c k	Owner Name:
\mathcal{V}	Address:
í l	Mailing Address if Different:
l a	Home #:Work #:Cell #:
9 e	Email 1:
С	Email 2:
o n	
d 0	Do you wish for your email to be entered in the HOA website e-mail alert system?
m í	Yes \Box No \Box
n í u	Tenant Information: (If Applicable):
m	Owner Name:
A s	Address:
s 0	Mailing Address if Different:
с í	Home #:Work #:Cell #:
a t	Email 1:
í 0 n	Email 2:
	Signature and Date: