

HILLSBORO CONDOMINIUM OWNERS ASSOCIATION, INC. INFORMATION SHEET (01/18)

This listing should help you with getting your feet on the ground at Hillsboro Condominiums. Keep this information for quick reference.

PROPERTY MANAGEMENT: Z&R Property Management is the company responsible for the management of Hillsboro. If you are not sure about whom to call or how to handle a problem, contact Z&R and ask for Chris or Darren. Their emails are Chris@zandrmgmt.com and Darren@zandrmgmt.com. **Please visit the website: www.HillsboroCOA.com**

DUES: The dues vary monthly and are payable in advance on the first day of the month and becomes delinquent after the 10th, at which time a **late charge of \$20.00 per month is assessed.**

If you use checks to pay, rather than automatic withdrawal, please make your check payable to **Hillsboro COA** and mail all payments to:

**Dept. L.B. Hillsboro COA
P.O. Box 912752
Denver, CO 80291**

We can send you dues coupons for the year as a friendly reminder. **Not receiving your statement or coupons will not exempt you from Association dues or late fee.** Please use your "**UNIT NO:**" as your account number in the online bill pay section of your bank's website or in the note section on your handwritten check. Examples: AB1234C, AB1234, 1234C (Please include all Numbers and letters).

Option 2: Online Credit Card Payment. You may go to www.web.condomanager.com to make an online payment. Please contact our office for a username and password.

Option 3: Automatic withdrawal. If you would like to set up EFT (Electric Funds Transfer) through our office please **fill out page 4.** (Easiest – No Cost – Quickest - Worry Free Way to Pay!)

MAILBOXES: Mailboxes are home owner's responsibility. If you need a key to your mailbox, please contact a locksmith.

ARCHITECTURAL CONTROL COMMITTEE: No Improvement shall be placed, erected, installed or permitted to occur or exist on any Lot, nor shall the exterior of any existing Improvement be painted or altered, nor shall any construction be commenced on any improvements, nor shall any Landscaping be installed or modified, unless and until the plans and specifications for such Improvements shall have been submitted to and approved in writing by the Architectural Control Committee. If you are interested in making an exterior modification to your home or landscaping, please contact Z&R in writing so that your request can be forwarded to the committee for review and a written response. The ACC, prior to commencement, must approve all exterior modifications in writing.

CONTACT PROTOCOLS FOR Z & R: As your Management Company, Z&R should be your first point of contact on every issue involving the Association from work order requests to Covenant violations. Office hours are from 8:30 a.m. to 5:00 p.m. on Monday through Friday. If you are planning to visit us in person, we encourage you to call ahead to ensure someone is expecting you. Should you need to contact us about Association matters involving Covenant violations, complaints, suggestions, etc., we ask that you put your thoughts in writing and forward them to us so that we may, in turn, keep them recorded and ensure they reach your Board of Directors for the appropriate response and follow up. Mail, email and faxes are all acceptable.

COVENANTS, RULES AND REGULATIONS: As with any community such as yours, there are certain guidelines that govern the dos and don'ts. As your Management Company, one of our directives is to understand and enforce all of your standing Covenants from pets to parking. For this reason, we ask that you dust off your copy of the Covenants, Design Guidelines and Community Standards and any Resolutions and encourage you to review them.

BOARD OF DIRECTORS: Your Board of Directors consists of non-compensated owners who volunteer their time to serve the community. For this reason, we ask that you first try to work through Z&R to have your concerns addressed. If you feel that Z&R has not served you well or that you have to deal directly with the Board, you have several ways you can contact the Board Members: #1. Attend one of the Board Meetings. Please call our office for specific dates and times. #2. Write a letter, fax or email to Z&R. We will forward all correspondence we receive to the Board. #3. Call Z&R and request to have a Board Member call you back. We will then contact the highest ranking Officer available and request they contact you directly to listen to your concerns. By following these procedures, you allow your Board Members to govern effectively and remain neighbors who have lives apart from their volunteer work.

INSURANCE: Farmers' Insurance handles the main Association's Insurance requirements. Specific questions should be directed to Michael Hendrickson at (719) 572-5938.

NOISE COMPLAINTS: If you are having trouble with noise from a neighbor, please contact them directly first. If this does not solve the problem, filing a noise complaint with the police department is the next best alternative. The Association can write letters and issue fines after a certain period, but this process is very slow and generally is not as effective as calling the police. 10:00 pm to 7:00 am is quiet time with few exceptions. Please be respectful of neighbors. If a resident has been contacted regarding a noise complaint, a second reminder may include a fine assessment.

PETS: 2 pets with a 15 inch height limit are allowed. When a pet is outside the unit, it must be on a physical leash at all times. The person in control of the animal must clean up after the pet immediately. Pets may not be left unattended or tied to an outdoor structure. Please do your part by complying with pet rules.

TRASH PICKUP: Springs Waste Systems provides the trash pickup for the complex. Pickup is scheduled for early morning on Monday, Wednesday and Friday. Please ensure that all of your trash is placed inside the dumpsters. The number for Springs Waste is 719-576-9098.

HILLSBORO COA CONTACT POINT REQUEST FORM

Please fill out this form and mail it back to Z&R. This information WILL NOT be published or released. It is strictly for office and Association use should we need to contact you. Thank You!

Owners' Name: _____ Date: _____

Mailing Address: _____

Unit Address: _____

Home: (____) _____ Cell: (____) _____

E-Mail: _____

TENANT/RENTER INFO:

Name: _____

Phone: (____) _____ E-Mail: _____

Name: _____

Phone: (____) _____ E-Mail: _____

Vehicles:

Make: _____ Model: _____ Year: _____ Color: _____

Make: _____ Model: _____ Year: _____ Color: _____

FOR ALL RENTALS PLEASE PROVIDE THE FOLLOWING:

Property Manager Name: _____

Phone: (____) _____

Email: _____

Please mail or email to:

*Hillsboro COA
C/O Z & R Property Management
6015 Lehman Drive, Suite 205
Colorado Springs, CO 80918*

Bev@ZandRMgmt.com



6015 Lehman Drive, Suite 205 Colorado Springs, CO 80918
Phone: (719) 594-0506 Fax: (719) 884-4496
books@zandrmgmt.com

EFT (Electronic Funds Transfer) Form

Dear Homeowner:

Please complete and return to Z&R the agreement below to initiate direct payment of your Homeowners Association dues. **Please attach a voided check to this form to validate the ABA and Account number.** Dues changes will automatically be adjusted and you will be notified in writing of such an occurrence. Your signature will activate automatic withdrawal of dues from the account indicated in the amount of \$_____ on the 2nd day of each month effective the month *after* receipt of this form:

AUTHORIZATION AGREEMENT FOR AUTOMATED PAYMENTS

Company: **Hillsboro COA**

(To Be Completed By Owner)

I (we) hereby authorize **Hillsboro COA**, hereinafter called COMPANY, to initiate debit entries to my (our) Checking Savings account (select one) indicated below and the depository or bank named below, hereinafter called DEPOSITORY, to debit same to such account.

Bank Name: _____

City: _____ State: _____

Routing No: _____ Account No: _____

This authority is to remain in full force and effect until COMPANY and DEPOSITORY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name(s): _____

Phone #: _____

Signature(s): _____

Date: _____ For Unit: _____ Start Month: _____

Email address: _____