

# Strawberry Fields Condominium Owners Association

## INFORMATION SHEET (7/17)

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This listing should help you with getting your feet on the ground at Strawberry Fields Condominiums. Keep this information near the phone for quick reference, or you can access the Association website: [www.strawberrycoa.com](http://www.strawberrycoa.com)

**PROPERTY MANAGEMENT:** Z & R Property Management is the company responsible for the management of Strawberry Fields. 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](mailto:Chris@ZandRMgmt.com) and [Darren@ZandRMgmt.com](mailto:Darren@ZandRMgmt.com).

**LANDSCAPING:** **Greener Grass** provides the lawn care and snow removal for the complex. Snow removal is done on an as-needed basis meaning that their contract specifies that snow will not be removed until there is at least 2 inches of accumulation. Snow is cleared up to the front door of your unit. Problems with the sprinkler system and snow removal should be reported to Z & R immediately.

**TRASH PICKUP:** **BestWay Disposal** provides the trash pickup for the complex. Pickup is scheduled for Tuesday, Thursday and Saturday. Please ensure that all of your trash is placed inside the dumpsters. Trash left outside the dumpster results in the Association paying an extra fee for cleanup. If your family members take trash to the dumpsters, please ensure they are big enough to raise the lids and get the trash inside. The number for BestWay Disposal is 633-8709.

**HOMEOWNER'S DUES: DUES:** The dues vary depending if a garage was purchased with a unit and the floor plan, and are payable in advance on the first day of the month and becomes delinquent after, the 15<sup>th</sup> at which time a late charge of \$20.00 per month is assessed. Make your check payable to **Strawberry Fields COA** and mail all payments to: **Dept. L.B. Strawberry Fields COA, P.O. Box 912752, Denver, CO 80291**. The statement is only a helpful reminder of your dues. **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). You may also go to [www.web.condomanager.com](http://www.web.condomanager.com) to make an online credit card payment. **If you would like to set up automatic withdraw through our office please fill out page 5.**

**INSURANCE:** **American Family Insurance** covers the structures in Strawberry Fields. Specific questions should be directed to [Chris@ZandRMgmt.com](mailto:Chris@ZandRMgmt.com) or [Darren@ZandRMgmt.com](mailto:Darren@ZandRMgmt.com)

**EXTERNAL MAINTENANCE:** The Association maintains the following: (Common Elements) – paint, repair, replace and care for roofs, gutters, downspouts, exterior Building surfaces [except doors, locks, light bulbs, glass and window screen surfaces], trees, grass, roads, driveways, walks and other exterior improvements.

**PARKING:** There is one reserved carport parking spot for each unit, not including garages. This parking spot is marked with your address and belongs only to the unit designated. Unmarked spaces are on a first come first serve basis.

**CLUBHOUSE ACCESS:** Pool cards may be obtained at Z & R. There is a \$30.00 fee if your card is lost or stolen.

**GATE ACCESS:** If you need a personal pin number for the front gate or need to make changes in the front gate directory, please email Darren. Gate openers are available for purchase at Z&R for \$35.00.

**ARCHITECTURAL CONTROL:** No changes to the exterior of any building are allowed without first getting written approval of the Architectural Control Committee. Send requested changes to Z & R and they will be taken to the next meeting of the Board of Directors. The Board of Directors is allowed thirty days to issue a response, so please submit plans well ahead of when you have the work planned. This includes satellite dishes.

**NOISE COMPLAINTS:** If you are having trouble with noise from a neighbor, please contact them directly. 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 fine after a certain period, but this process is very slow and generally not as effective as calling the police.

**MAILBOXES:** The mailboxes are government owned and you must get new keys from the 8<sup>th</sup> Street substation. Their number is 800-275-8777.

**PETS:** One (1) dog (not over 30 lbs.) and/or one (1) one cat are allowed with other bonafide household pets in reasonable numbers. 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.

**UTILITY EMERGENCIES:**

Emergency Numbers for utility problems that occur during NON-business hours are:

**Gas - Water - Electricity - 448-4811**

**CLUBHOUSE - SWIMMING POOL & HOT TUB:** The pool is open from Memorial Day through Labor Day each year and the hot tub is open year-round. Use is solely restricted to residents and their guests. You may not give your key to others and owners must accompany any guests and/or family members. Failure to do so can result in loss of pool privileges.

*Hours of Operation:*

Clubhouse & Weight Room:

6:00 a.m. – 9:00 p.m., Monday through Thursday

6:00 a.m. – 10:00 p.m., Friday, Saturday, Sunday

Pool / Hot Tub: 6:00 a.m. – 9:00 p.m., Monday through Thursday

6:00 a.m. – 10:00 p.m., Friday, Saturday and Sunday

**CLUBHOUSE RESERVATION:** To request a date, please go to [www.StrawberryCOA.com](http://www.StrawberryCOA.com). Click on the “**Reserve Clubhouse**” tab. Renters will need prior approval from Owners or Property Managers. Before using the facility, a cash deposit of \$100.00 for the damage deposit, plus a non-refundable usage fee of \$25.00. Please contact William James at 719-579-9331 to obtain a key. The Owner/Renter will be responsible for lock up. The damage deposit of \$100.00 will be released after a cleanliness inspection has been made. **Commercial use of the clubhouse is strictly prohibited.** The pool, hot tub area and weight room may not be reserved.

# STRAWBERRY FIELDS COA

## Contact Request Form

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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!

Owner's Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Mobile: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Mobile: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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**Tenant/Renter Info:**

Name: \_\_\_\_\_

Mobile: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**For All Rentals Please Provide The Following:**

Property Manager Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

***Please mail or email to:***

Z & R Property Management  
6015 Lehman Drive, Suite 205  
Colorado Springs, CO 80918  
[Office@ZandRMgmt.com](mailto:Office@ZandRMgmt.com)

# Z&R PROPERTY MANAGEMENT

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

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 or about the 2<sup>nd</sup> day of each month effective the month **after** receipt of this form:

## AUTHORIZATION AGREEMENT FOR AUTOMATED PAYMENTS

Company: Strawberry Fields

(To Be Completed By Owner)

I (we) hereby authorize Strawberry Fields, 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.

Depository: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Transit/ABA 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 #(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_ For Unit: \_\_\_\_\_ Start Month: \_\_\_\_\_

Email Address: \_\_\_\_\_