

Strawberry Fields Condominium Owners Association

INFORMATION SHEET (1/15)

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.

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, **594-0506**. Correspondence should be mailed to 6015 Lehman Dr., Ste. 205, Colorado Springs, CO. 80918 or you may email your Property Manager, Darren Burns at Darren@zandrmgmt.com. **Payments should not be sent to this address!**

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: The Association dues for Strawberry Fields vary depending on unit size and if a garage was purchased with a unit and the floor plan. Dues are due on the first of the month and late after the 15th. The Association's Declarations and Bylaws specify a \$20.00 late fee if not received on or before the 15th. A coupon booklet and mailing labels will be sent to you the month after your closing. Until the booklet comes, please mail your check, payable to **Strawberry Fields HOA**, with your address in the memo section to **Dept. L.B. (Strawberry Fields), P.O. Box 912752, Denver, CO 80291-2752**. If you have not received the coupon booklet within a month, please contact Z & R. The coupon booklet is only a helpful reminder of your dues. Not receiving the coupon booklet **will not** exempt you from Association late fees if payments are not received.

INSURANCE: American Family Insurance covers the structures in Strawberry Fields. The local agent is Dean Skaret and he can be reached at 719-597-4330. While the Association's policy is fairly comprehensive, please note that individual Owners should also carry their own policy, commonly referred to as an HO-6 policy. This policy extends your coverage for your personal effects or "contents" in the home in addition to some basic liability coverage. When shopping for this coverage, it is advised that you put your personal agent directly in touch with the Association's agent to ensure there are no gaps in coverage. The Association has a 5% wind and hail deductible, so each Owner's HO-6 policy should have at least \$10,000 of Loss Assessment Coverage.

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 contact Derek at Z & R Property Management, 594-0506.

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 8th Street substation. Their number is 800-275-8777.

PETS: One (1) dog (not over 30 lbs.) 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. 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:

7:00 a.m. – 9:00 p.m., Monday through Thursday

7:00 a.m. – 10:00 p.m., Friday, Saturday, Sunday

TV Room: 10:00 a.m. – 6:00 p.m.

Pool: 7:00 a.m. to 10 p.m.

Hot Tub: 7:00 a.m. – 9:00 p.m., Monday through Thursday

7:00 a.m. – 10:00 p.m., Friday, Saturday and Sunday

Clubhouse: Please contact Z&R Property Management to confirm a date and time. Hours of operations are listed above. Before using the facility, a cash deposit of \$125.00 is required (\$100.00 for the damage deposit, plus a non-refundable usage fee of \$25.00). It can be left with Board Member, William James, Unit 3770E Penny Point. A key will need to be obtained from Board Member, William James and the individual owner will be responsible for lock up. The damage deposit of \$100.00 will be released after an on-site representative has inspected the clubhouse for cleanliness. **Commercial use of the clubhouse is strictly prohibited (i.e.: Mary Kay, Amway).** The pool, hot tub area and weight room may not be reserved.

After-hour use is available upon request.