

Strawberry Fields Condominium Owners Association, Inc.

www.strawberrycoa.com / Darren@zandrmgmt.com

October 8, 2019

Dear Strawberry Fields Homeowner:

Our Annual Meeting this year will be held:

**Thursday, October 24, 2019 at 6:00 p.m. at the
STRAWBERRY FIELDS CLUBHOUSE.**

Included in the agenda will be the opportunity to vote to fill the vacating positions on the Board of Directors. To establish a quorum, we need 33% of the units represented in person or by proxy (approximately 77). A quorum has been difficult to achieve in the past, so please send in your proxy if you can't attend the meeting. Emailed or faxed proxies are preferred but will be accepted via snail mail and at the door as well.

If any homeowner is interested in serving on the Board, please submit your name to Darren Burns at Darren@zandrmgmt.com so he can add your name to the ballot. The term is for 3 years. In addition to any names on the ballot, nominations will be taken from the floor the evening of the meeting.

Work on repairs from the 2018 hailstorm should be wrapped up before the end of the year with some windows remaining and all the carports' roofs.

Included with this packet are last year's meeting minutes, the latest financial statements, the proposed budget for 2020 and a proxy. As stated before, please return your proxy if you cannot attend the meeting. The 2020 budget does include an increase in the monthly dues of about 3% with another increase in what is being put into reserves. The battle to continue funding reserves and improving the roads and concrete in the process continues while the newly required repairs to the backflow prevention systems continue. As you know, half the Community got all new asphalt this year and large projects like this will continue in 2020 as funds allow.

We encourage all homeowners to join us at the Annual Meeting.

Thank you,
The Strawberry Fields COA Board of Directors
(Ben, Autumn, Dean, James and Marc)

Professionally Managed by:



6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918
Phone (719) 594-0506 • Fax (719) 594-0506



STRAWBERRY FIELDS COA GENERAL MEMBERSHIP MEETING

October 24, 2019
6:00 p.m.
Strawberry Clubhouse

Website: www.strawberrycoa.com

Type of meeting:

GENERAL MEMBERSHIP MEETING

Agenda Topics

A. CALL TO ORDER

1. Roll Call
2. Certifying of Proxies
3. Proof or Waiver of Notice – Quorum = 33%
4. Approval of Previous Year's Minutes

B. REPORTS

1. President's Report
2. Financial Report / 2020 Budget

C. NEW BUSINESS

1. Introduction of Candidate(s)
2. Nomination(s) from Floor
3. Voting for Board Members

D. COMMUNITY FORUM

E. ADJOURNMENT

*STRAWBERRY FIELDS CONDOMINIUM
OWNER'S ASSOCIATION, INC.*

General Membership Meeting
October 25, 2018

President Ben Smith called the meeting to order at 6:03 p.m.

Board Members present:	Ben Smith	President
	Marc Stewart	Director at Large

<i>Absent: James LaLiberte</i>	<i>Vice President</i>
<i>Justin Teenor</i>	<i>Secretary</i>
<i>Autumn Ascano</i>	<i>Treasurer</i>

Management present:	Darren Burns	Property Manager
	Chris Schade	Property Manager

Mr. Burns and Mr. Schade conducted roll call at the door and certification of proxies. 48 homes were represented with 28 in person and 20 by proxy. The required 33% quorum was not present as only 21% of the homes were represented. Owners present provided proof of notice of the meeting and elected to continue without the quorum.

The budget is automatically ratified, and the election can't be held, but ballots will be collected and counted, and the Board will appoint the highest vote-getters to 3-year terms.

The meeting handouts included the agenda, minutes of the 2017 general membership meeting, the September 2018 financials and the 2019 Budget. The previous year's minutes were reviewed and unanimously approved.

Ben Smith presented the President's Report and gave a summary of work completed through the year.

Darren covered the financial reports and the 2019 budget in detail. No dues increase was proposed for the coming year. Steve Kinder from DRC was introduced as the general contractor working with the insurance adjuster to handle the claim settlement and repairs. He provided a history of his company and a summary of the damages and tentative schedule going forward to replace the roofs, gutters, carports and a number of windows and screens.

Marc Stewart was introduced as the candidate placed on the ballot. There were no other volunteers in response to the call for volunteers in the annual meeting notice. Darren opened the floor for additional nominations and there none. Nominations were closed and Marc was approved unanimously by acclamation to a 3-year term.

General discussion followed on multiple topics including camera systems, unauthorized dumping, landscaping, the hail damage and more. There being no further business, the meeting was adjourned at 7:14 p.m.

Marc was later unanimously appointed for a three-year term by the Board and Officers were elected as follows:

		<u>Board Term Expiration</u>
Ben Smith	President	2019
James LaLiberte	Vice President	2020
Justin Teenor	Secretary	2020
Autumn Ascano	Treasurer	2019
Marc Stewart	Director at Large	2021

Respectfully Submitted,

Ben Smith
President

Darren H. Burns
Property Manager

Strawberry Fields Condominium Owners Association, Inc.

Balance Sheet

09/30/2019

Assets

Owner Receivables	33,536.30
Cash Operating - First Bank	120,332.29
2018 Insurance Proceeds/SLA - First Bank	80,075.24
Reserve Funds	
Reserve - First Bank	36,571.38
Reserve - RBC Wealth Management	45,121.47
RBC 9/6/19 2.35%	50,000.00
RBC 11/15/19 2.35%	50,000.00
RBC 2/18/20 2.4%	50,000.00
RBC 5/13/20 2.4%	50,000.00
RBC 7/24/20 1.9%	50,000.00
TOTAL Reserve Funds	<u>331,692.85</u>
Allowance for Bad Debt	(6,730.04)
<u>Total Assets</u>	<u><u>558,906.64</u></u>

Liabilities

Owners Receivable Over Collected	16,432.97
Accounts Payable - Net Total	141,187.00
2018 Hail Loss	
2018- Special Loss Assessment Proceeds	770,224.00
Insurance Proceeds	908,093.77
Hail Loss - Expense	(1,587,353.53)
TOTAL 2018 Hail Loss	<u>90,964.24</u>
<u>Total Liabilities</u>	<u><u>248,584.21</u></u>

Net Worth

Reserve Funds	
Reserve Interest Earned	2,300.88
Reserve-Consolidated	499,886.46
Reserve Exp-Consolidated	(170,794.49)
TOTAL Reserve Funds	<u>331,392.85</u>
Retained Earnings	(1,534.77)

Strawberry Fields Condominium Owners Association, Inc.

Balance Sheet

09/30/2019

Net Income	(19,535.65)
<u>Total Net Worth</u>	<u>310,322.43</u>
<u>Total Net Worth and Liabilities</u>	<u>558,906.64</u>

Strawberry Fields Condominium Owners Association, Inc.

Income and Expense Comparative Statement

From 09/01/2019 to 09/30/2019

	<u>September 2019</u>		<u>January to September</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
<u>Revenues</u>							
Monthly Dues	54,912	54,912	494,208	494,208		658,944	659,000
Garage-Dues	1,854	1,908	16,686	17,172	(486)	22,896	22,896
Entrance/Gate Income	35		105		105		
Key and Card Fees	260	50	1,615	450	1,165	600	600
Rental-Storage Unit	200	138	800	1,242	(442)	1,650	1,650
Fines			4,250		4,250		
Club House Fee			340		340		
Late fee-Nsf Charges	391	333	2,734	2,997	(263)	4,000	4,000
Returned Check Charges			100		100		
Total Revenues	57,652	57,341	520,838	516,069	4,769	688,090	688,146

Expenses

Operating Expenses

Accounting Fees	2,300		2,300	1,500	(800)	1,500	1,350
Administration Costs	1,248	625	7,658	5,625	(2,033)	7,500	6,950
Bad Debt			13,952		(13,952)		4,000
Cable/Satellite Dish	42	42	397	378	(19)	500	456
Carport Repair							500
Clubhouse Maint	907	229	2,931	2,061	(870)	2,750	2,750
Concrete Repair	105	42	724	378	(346)	500	1,500
Electric	1,533	1,500	12,054	13,500	1,446	18,000	18,000
Fence/Wall Repair	381		1,814	1,800	(14)	1,800	1,800
Gas	374	333	3,356	2,997	(359)	4,000	4,000
General Mx and Repair	2,308	667	7,555	6,003	(1,552)	8,000	8,000
Gutter Repair							1,000
Insurance Property/Liability	5,296	4,200	47,555	46,600	(955)	65,000	75,000
Janitorial	330	600	5,185	5,400	215	7,200	7,200
Landscaping	2,035	708	9,100	6,372	(2,728)	8,500	8,500
Legal Expense	536	708	11,598	6,372	(5,226)	8,500	7,000
**Legal Reimb	(646)	(417)	(4,257)	(3,753)	504	(5,000)	(5,000)
Lawn Contract	5,650	2,417	24,410	21,753	(2,657)	29,000	28,200
Light (Electric) Maint/Repair	650	250	3,140	2,250	(890)	3,000	3,500
Management Fees	3,364	3,214	30,276	28,926	(1,350)	38,568	40,368

	<u>September 2019</u>		<u>January to September</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
Pest Control		354	915	2,478	1,563	2,600	2,200
Gate-Maintenance	573	375	2,283	3,375	1,092	4,500	3,750
Clubhouse / Pool Access	2,009	500	8,193	4,500	(3,693)	6,000	6,000
Pool/Jac Operations	2,905	1,200	11,550	8,700	(2,850)	9,800	8,000
Pool/Jac Repairs		50	4,968	600	(4,368)	750	750
Professional		208	9,500	1,872	(7,628)	2,500	2,500
Plumbing	1,014	333	1,614	2,997	1,383	4,000	5,500
Sign Repair/Replacement		100	313	400	87	400	400
Siding/Stucco Rpr/Rpl		350		350	350	1,000	1,000
Snow Removal			12,988	25,500	12,512	27,500	27,500
Street Repair/Sweep	60	208	540	1,872	1,332	2,500	2,500
Sprinkler Repair	860	435	3,198	2,600	(598)	2,600	2,250
Supplies		21		189	189	250	150
Telephone	386	258	3,329	2,322	(1,007)	3,100	2,500
Trash	1,190	993	12,760	8,937	(3,823)	11,920	18,500
Tree Maintenance		125	498	1,125	627	1,500	1,500
Water	19,197	25,000	115,474	138,570	23,096	175,000	150,000
Wastewater Cleanout		333		2,997	2,997	4,000	4,000
TOTAL Operating Expenses	54,607	45,961	367,871	357,546	(10,325)	459,238	454,074
Reserve Funding							
Reserve Allocation Consolidated	19,167	19,167	172,503	172,503		230,000	230,000
TOTAL Reserve Funding	19,167	19,167	172,503	172,503	0	230,000	230,000
Total Expenses	73,774	65,128	540,374	530,049	(10,325)	689,238	684,074
Net Income	(16,122)	(7,787)	(19,536)	(13,980)	(5,556)	(1,148)	4,072

STRAWBERRY FIELDS CONDOMINIUMS OWNERS ASSOCIATION, INC.

2020 BUDGET - 3% Increase

Effective January 1, 2020

<u>INCOME:</u>	<u>MONTHLY DUES</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Delta</u>	<u>Comments / Dues Increase</u>	
	2 Bedroom Small	\$221	226,350	225,984	233,376	7,392	3.2%
	2 Bedroom Large	\$249	255,369	255,552	262,944	7,392	2.8%
	3 Bedroom	\$272	177,281	177,408	182,784	5,376	2.9%
TOTAL BASE DUES:		\$659,000	\$658,944	\$679,104		\$20,160	Full Increase to Reserves
OTHER OPER. INCOME:	GARAGES - 106 Units	\$20	22,896	22,896	25,440	2,544	10.0%
	KEY/CARD FEES		600	600	1,000	400	
	LATE FEE-NSF		4,000	4,000	4,000	0	Based on Actuals
	STORAGE UNITS		1,650	1,650	1,000	(650)	
GARAGE/MISC INCOME:		\$29,146	\$29,146	\$31,440		\$2,294	
TOTAL INCOME:		\$688,146	\$688,090	\$710,544		\$22,454	
OPERATING EXPENSES:	Accounting Fees		1,350	1,500	425	(1,075)	Tax Return
	Administration Costs		6,950	7,500	8,000	500	More Newsletters, Bank Fees
	Bad Debt		4,000	0	0	0	Not an Actual Expense
	Cable		456	500	500	0	Based on Actuals
	Carport Repair		500	0	0	0	New Carports 2019
	Clubhouse Maint		2,750	2,750	3,000	250	Based on Actuals
	Clubhse/Pool Access		6,000	6,000	6,250	250	Better Security Company
	Concrete Repair		1,500	500	500	0	Large repairs from reserves
	Electric		18,000	18,000	18,000	0	Based on Actuals
	Fence/Wall Repair		1,800	1,800	1,800	0	
	Gas		4,000	4,000	4,250	250	Longer Pool Season
	Gate Maintenance		3,750	4,500	3,500	(1,000)	Upgrade to UL 325 standards
	General Mx and Repair		8,000	8,000	8,000	0	
	Gutter Repair		1,000	0	0	0	New Gutters 2019
	Janitorial		7,200	7,200	7,200	0	Based on actuals
	Landscaping		8,500	8,500	8,500	0	Dog pickup, misc. projects
	Lawn Contract		28,200	29,000	28,680	(320)	Contract Amount
	Legal Expense		7,000	8,500	9,500	1,000	Dog violations - FHA Claims
	**Legal Reimb		(5,000)	(5,000)	(5,000)	0	Collection reimbursements
	Light Maint/Repair		3,500	3,000	3,000	0	Mult New LED Fixtures
	Insurance		75,000	65,000	70,000	5,000	Estimated Increase
	Management Fees		40,368	38,568	41,352	2,784	1st Increase in 5 yrs - 1.4% avg
	Pest Control		2,200	2,600	1,500	(1,100)	Swallows, Wasps, Flaming Spiders
	Pool/Spa Operations		8,000	9,800	9,800	0	Extended Pool Calendar
	Pool/Spa Repairs		750	750	1,500	750	Aging System
	Professional		2,500	2,500	3,500	1,000	Engineering Inspections
	Roof Repairs		0	0	0	0	New roofs 2018
	Sewer Cleanouts/Plumbing		5,500	4,000	4,000	0	1/2 of Community Each Year
	Siding/Stucco Repair		1,000	1,000	500	(500)	New paint and stucco rprs 2017
	Signs Repairs/Repl		400	400	350	(50)	
	Snow Removal		27,500	27,500	25,000	(2,500)	Multiple trips each storm
	Sprinkler Repair		2,250	2,600	2,600	0	Based on Actuals
	Street Repair/Sweep		2,500	2,500	1,000	(1,500)	Half new asphalt done
	Supplies		150	250	0	(250)	Moved to Clubhouse Acct
	Telephone		2,500	3,100	4,420	1,320	Internet and Wifi in Lodge?
	Trash		18,500	11,920	12,000	80	New Contract plus extra pickups
	Tree Maintenance		1,500	1,500	1,000	(500)	
	Water/Sewer		150,000	175,000	172,000	(3,000)	Projected Actuals + 5.9% Inc.
TOTAL OPER. EXPENSES:		\$450,074	\$455,238	\$456,627		\$1,389	
RESERVE ALLOCATIONS:		\$230,000	\$230,000	\$250,000		\$20,000	8.7% Increase
TOTAL BUDGET:		\$680,074	\$685,238	\$706,627		\$21,389	
Surplus (Shortage)		8,072	2,852	3,917			

Strawberry Fields Condominium Owners Association, Inc.

Darren@zandrmgmt.com • www.StrawberryCOA.com

Dear Strawberry Fields Resident,

We recently conducted a few walk throughs and noticed that there are a lot of violations throughout the neighborhood. These violations are against the covenants and need to be addressed and taken care of as soon as possible;

- Flowerpots/planters and other personal items in the common area.
- All items being stored under stairs, and on the landings.
- Wreaths/decorations on the doors.

If these issues have not been addressed in a timely manner, we will be sending out formal violation letters.

We appreciate your time and assistance to this matter.

If you have any further questions or concerns, please email Z&R Property Management.

At the Direction of the Board of Directors,
Strawberry Fields Condominium Owners Association, Inc.



Darren Burns
Property Manager
cc: Board of Directors

Professionally Managed by:



6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918
Phone (719) 594-0506 • Fax (719) 594-0473

STRAWBERRY FIELDS CONDOMINIUM OWNERS ASSOCIATION, INC.

RULES & REGULATIONS

(Apply to All Occupants and Owners)

(Dated December, 1997)

1. Condominium Association Management. The services of a management firm have been contracted to handle the day-to-day enforcement of the Rules and Regulations, Declaration, and Bylaws. The managing agent is authorized to take those actions necessary to ensure the compliance of all residents with the standards of the complex.

2. Leasing of Condominium Units. An owner who leases a unit shall provide a copy of the lease, fully executed, to the Managing Agent. The owner and/or occupant must take extreme care in moving into and out of the complex. Any damage to the common areas of the complex caused by an owner, resident, their agents or visitors will be repaired by the Association at the expense of the owner or occupant. All leases shall provide that the Association may, on behalf of the owner, evict any tenant or occupant who is violating the Declaration or these Rules and Regulations. An owner who leases a unit shall be responsible for advising his tenants of the Declaration and these Rules and Regulations and shall be responsible for any violations or damages caused by the tenants.

3. Architectural Control. No buildings, fence, wall, or other structure shall be constructed or maintained until plans are approved by the Board of Directors. No homeowner shall enclose by means of screening or otherwise, any common element including any balcony, patio or porch, without prior approval from the Board.

4. Driveways and Parking Areas.

- a. No vehicular traffic shall exceed 10 mph within the complex.
- b. All vehicles shall meet local noise requirements, and automobiles or motorcycles without mufflers in good working order are prohibited.
- c. No boats, trailers, or inoperative vehicles shall be parked on the complex without written consent from the complex manager (managing agent). Such vehicles are subject to immediate removal (towing) at the owner's expense.
- d. No mechanical work whatsoever will be performed on vehicles on the complex, without the consent of the manager.
- e. One parking space will be assigned, and the balance of the spaces will be on a first-come, first served basis.
- f. The driveways and parking areas around the complex have been designed for automobile traffic only. Heavily-loaded trucks or moving vans should remain on the main roads to avoid causing irreparable damage to the asphalt driveways and parking area. Any damage resulting from unauthorized vehicles will be repaired at the expense of the occupant and owner.
- g. To ensure the adequate illumination of the driveways and parking areas, any resident observing an inoperative light fixture should report this condition to the complex manager.

h. Parking is allowed only in designated parking areas and all fire lanes around the complex shall be kept unobstructed at all times.

i. Any vehicles which are parked illegally or in violation of the Declaration may be removed by the Board or any owner at the expense of the offending party.

j. "Junk" vehicles are prohibited. A junk vehicle shall mean a vehicle which appears in the discretion of the Board to be in need of repainting or substantial repairs or lacks a current license plate or appears to be inoperable and damaged.

5. Pets.

a. Residents shall be permitted to have not more than one dog (not to exceed an adult weight of 30 pounds), one cat, fish and reasonable numbers of small animals, so long as all are bona fide household pets and not kept for commercial purposes, do not make objectionable noises or otherwise constitute a nuisance or inconvenience to any residents, and are kept in compliance with all applicable ordinances. Residents shall not permit any pet to run loose around the buildings or about the grounds. No resident shall permit any pet to be outside the unit unless on a leash in the hand of a responsible person. Pets shall not be permitted to defecate on the walks, driveways, or landscaped areas in or about the buildings and in the event such shall occur, the pet owner must immediately pick up after the animal. The Association may adopt rules in the future to regulate or even prohibit any of the above types of pets.

b. No feeding of wild birds or pigeons is allowed.

c. Noisy pets, whether inside or outside a unit, will not be tolerated.

6. Soliciting. Soliciting is strictly forbidden. Please notify the complex manager if a solicitor appears and appropriate action will be taken.

7. Balconies and Patios.

a. Balconies and patios may not be used as storage areas nor in any way that may distract from the appearance of the building.

b. Cooking shall be done only on stoves and in ovens installed for that purpose. The use of outdoor grills on the balcony or patio areas will be permitted only if it does not disturb other owners or occupants.

c. Residents shall not dry or air clothes on the decks, balcony or patio areas or on lines or poles hung on the exterior of any building.

d. No resident shall allow anything whatever to fall from the balcony nor shall resident sweep or throw from the balcony any dirt or other substance.

e. No awnings or other projections shall be attached to the outside walls of the building, and no blinds, shades or screens shall be attached to, hung, or used in conjunction with any balcony, patio, window, or door of the unit without the prior written consent of the Homeowners Association. All residents and occupants shall use care in items or fixtures kept on balcony or patio areas to ensure items are not blown from or fall from same.

8. Signs and Displays

a. No sign, decoration, advertisement, notice or other lettering shall be displayed, exhibited, inscribed, painted or affixed by any owner or occupant on any part of the unit or displayed in the window or door of any unit.

b. No unit owner or occupant shall put solar film or similar products on any windows in the unit without the prior written consent of the Homeowners Association.

9. Trash Collection and Removal. No owner or occupant shall allow garbage cans, supplies, milk containers, or other articles to be placed in the entry areas or Common Elements. All refuse must be placed in a strong plastic bag, sealed, and deposited into the appropriate dumpsters located around the complex. Bags should not be set beside the dumpsters.

10. Grounds, Sidewalks and Common Areas

a. The sidewalks, entrance areas and staircases must not be obstructed or used for any purpose other than ingress and egress to and from your unit.

b. These areas should not be used for the storage or temporary placement of anything. This includes toys, bicycles, etc.

c. No owner or occupant shall plant flowers, plants, gardens, or any other shrubbery unless prior written consent is given by the Homeowners Association.

d. Traffic across the lawn and landscaped areas in conjunction with doors in patio enclosures is not permitted. Openings in patio enclosures should be kept closed and secured to avoid wind damage and an unsightly appearance. These openings are to be used for emergency purposes only and are not to be used as everyday ingress and egress.

e. No owner or occupant shall erect or have erected any form of aerial, antenna, poles, wires or similar objects or unsightly objects of any kind for the purpose of radio, television or hi-fi reception on any balcony, roof or building exterior without the prior written approval of the Association.

11. Assessments

a. Assessments shall be due on the first of each month and late on the 15th of each month. The Association may collect a late charge or administrative fee of twenty (\$20.00) dollars per month per late assessment, fine or charge, plus all other expenses of collection, including without limitation attorneys fees and court costs. The Board of Directors may increase the amount of the late charge/fee at any time in the future.

b. The Association may collect a fee of twenty-five (\$25.00) dollars for the preparation of any certificate regarding assessments.

12. Garage Assessment. The monthly assessment for a garage shall be eight dollars (\$8.00) per month which shall be a unit assessment imposed upon the Owner of such garage and the Unit as provided in the Declaration but such assessment shall be subject to future increases by the Board of Directors in its sole discretion regardless of any limitations or restrictions in the Declaration applicable to other assessments.

13. Drapes. All drapes, shades, blinds, and other window coverings shall be white when viewed from the outside, unless prior approval of the Board is obtained. An owner and/or occupant shall not install drapes or curtains within the unit unless drapes have a white lining visible from outside the unit.

14. Fines. From time to time as determined by the Directors of the Homeowners Association, a schedule of fines for the violation and noncompliance of owners and/or occupants

with respect to the Rules & Regulations, Declaration and Bylaws may be adopted. Fines must be paid when demanded; owners and/or occupants shall be liable for costs of collection and reasonable attorneys fees. The Board may impose fines on a daily or lump sum basis to remedy any violation, after notice and opportunity to be heard.

15. Insurance. The comprehensive project policy DOES NOT cover the contents of your unit or liability growing out of guests on the premises. Each condominium owner and/or occupant should arrange for insurance coverage for all losses and risks growing out of the ownership and/or occupation of the premises.

16. No Nuisances.

a. Owners and/or occupants shall not create any situation wherein their actions or conduct, as determined by the complex manager or the Board, represents a nuisance or disturbance to other residents. This includes but is not limited to noise, loud music, late-night parties, offensive cooking odors, etc.

b. Owner and/or occupants shall not store or keep flammable fluids, solvents or toxic materials of any kind in the unit or storage area.

c. The kitchen and bathroom fixtures shall not be used for purposes other than those for which they are designed and no improper materials, substances or articles shall be put therein.

17. Utilities.

a. All owners and/or occupants must exercise diligence in the conservation of utilities.

b. During periods of extreme cold, it is the responsibility of each owner and occupant to maintain a temperature within their condominium unit sufficient to prevent interior pipes from freezing. If an occupant turns their thermostat to a low setting and leaves the unit unattended during periods of extreme cold, there is a risk of pipes freezing and causing substantial damage to their unit and possibly to the adjoining condominium units. If such damage occurs, Strawberry Fields Condominiums Owners Association, Inc. shall not be liable.

18. These Rules may be changed or added to by the Board of Directors of the Strawberry Fields Condominiums Owners Association, Inc.

STRAWBERRY FIELDS CONDOMINIUM
OWNERS ASSOCIATION, INC.

by Carol Steen Secretary
Dated: December 12, 1997

Strawberry Fields HOA Rules and Regulations

The following is not a complete list of Strawberry Fields rules and regulations but a list of the most frequently violated. Hopefully, you received a complete list from the last owner or your landlord. For a complete list, contact Z and R Management, 594-0506, 6015 Lehman Dr. Suite 205, 80918. Our best hope is that you will put these rules in a safe place, like the inside of the coat closet or inside one of the kitchen cupboards so they can be passed on as necessary. Remember that guests of yours are also held to these rules. **Violations of the rules and regulations are subject to letters of warning and/or fines.**

Noise:

- Loud music or parties in individual units or at the pool will not be tolerated. Vehicles with loud audio systems must turn the volume down when operating in the community.

Pets:

- Residents may have one (1) dog, one (1) cat, and a reasonable numbers of small pets i.e. hamsters, birds, fish that qualify as household pets.
- **Dogs may not exceed 30 pounds in weight.**
- Pets may not run loose around the buildings or grounds. Any pet must be on a leash in the hands of a responsible person. No pet may be tied to any doors, posts, trees, or tethers placed in the ground.
- Pets may not defecate on the walks, driveways, or landscaped areas in or about the buildings. In the event that such occurs, **the pet owner must immediately pick up after the animal.**
- Noisy pets, whether inside or outside the unit, will not be tolerated.
- These rules apply to "guest" pets also.
- No feeding of wild birds or animals is allowed.

Parking/Vehicles:

- Each unit is given an assigned carport parking space.
- Open spaces are on a first come, first served basis.
- An unoccupied unit, one that is not being lived in, or one where the owner does not own a car does NOT mean that that parking space is available without the owner's written permission.
- No mechanical work whatsoever may be performed on vehicles on community grounds.
- All fire lanes are NO PARKING areas. All curbed areas are NO PARKING areas. Any vehicles parked in these areas will be towed.

- Any vehicle deemed "junk" (inoperable or unlicensed) will be towed at the owner's expense.
- Any vehicle not moved for 15 consecutive days will be considered "abandoned" and will be towed at the owner's expense. If you are on vacation, deployment, etc. and know your vehicle will be parked longer than 15 days, you may request in writing an extension from the Board. This is for assigned and unassigned parking spaces.
- Residents are responsible for making sure their guests know the parking regulations.
- The speed limit is 15 mph in the community.
- No vehicle washing is permitted.

Balconies and Patios:

- Balconies and patios may not be used as storage areas or in any way that may detract from the appearance of the building.
- Gas or electric grills may be used only if it does not disturb other residents. **No charcoal grills are allowed.**
- Lines or poles hung to dry or air clothes are not allowed.
- No resident may allow anything to fall or be thrown from the balcony.
- Nothing may be hung from or attached to the outside of any building.

Signs and Displays:

- Political signs may be displayed only in a unit's window during the political season.
- Outdoor or window holiday decorations must be removed within 2 weeks after the holiday is over.
- No signs or displays may be placed in any common area including the parkway along Cheyenne Meadows Blvd.

Grounds, Sidewalks, and Common Areas:

- The sidewalks, entrance areas and staircases may not be obstructed or used for storage. This includes toys, bicycles, etc.
- No plants, flowers, or shrubs may be planted in the common areas unless prior consent is given by the HOA Board.
- TV satellite dishes must be installed in a freestanding container i.e. on a pole in a large bucket with sand or rocks, etc. or on a tripod. They may not be attached to the outside of the building or placed in a common area.

Floors:

- The owner of a second story unit may not install wooden, tile, stone, or other hard surface floors without the prior written consent of the HOA Board.

Trash:

- No trash may be placed in the entry way or in common areas.
- Place the trash in the dumpster, close the lid, and close the gate.
- No large items i.e. mattresses, furniture, T.V.s, may be placed in the dumpster or dumpster area.
- No hazardous materials i.e. auto grease or oil, propane tanks may be placed in the dumpster or dumpster area.
- Do not send children to dispose of trash unless they can lift the dumpster lid and are tall enough to place the bags into the dumpster.

January, 2014

STRAWBERRY FIELDS CONDOMINIUM
OWNERS ASSOCIATION

GENERAL MEMBERSHIP MEETING OFFICIAL PROXY

A. I hereby certify that I/we own, via recorded deed in my/our name only, the following described property:

(UNIT ADDRESS)

B. I hereby appoint as my official proxy (please circle one or fill in the blank below. If nothing is circled or filled in the proxy will be assigned to the Association President):

Dean Kelsey (Secretary),

Marc Stewart (Director), or

_____ to exercise my vote on any and all matters and that may properly come to the attention of the membership of Strawberry Fields Condominium Owners Association at, and only at, the annual meeting of that body to be held on October 24, 2019, or at any adjournments thereof.

Name: _____
(PRINT)

Signed: _____ *(Required to be Valid)*

Date: _____

*Please do your best to return this proxy, **in advance of the meeting**, to: Darren Burns, Property Manager, Z & R Property Management, 6015 Lehman Dr. #205, Colorado Springs, CO 80918. Faxed or emailed proxies are welcome: Fax (719) 594-0473 or Email: Darren@zandrmgmt.com. Proxies will be accepted at the door as well.*