

Strawberry Fields Condominium Owners Association

INFORMATION SHEET (12/17)

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.

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 and Darren@ZandRMgmt.com. **Please visit the website:** www.StrawberryCOA.com

HOMEOWNER'S 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 15th 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).

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 withdraw. If you would like to set up EFT (Electric Funds Transfer) through our office please **fill out page 5.** (Easiest – No Cost – Quickest - Worry Free Way to Pay!)

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

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.**

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.

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.) 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.

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.

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 and hot tub are 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:

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, you will need to put in a request online. This will be located under the “**Reserve Clubhouse**” tab. Tenants/Renters will need prior approval from Owners or Property Managers. 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). A Board Member will get in contact with you. At this time the deposit can be left with them. A key will need to be obtained from the Board Member and the individual Owner/Tenant 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.** The pool, hot tub area and weight room may not be reserved.

STRAWBERRY FIELDS COA

Contact 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!

Owner's Name(s): _____ Date: _____

Mailing Address: _____

Unit Address: _____

Mobile: (____) _____ Email: _____ Home: (____) _____

Mobile: (____) _____ Email: _____

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:

Strawberry 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 or about the 3rd 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: _____