

New Owner Info

SUN MESA TOWNHOME OWNERS ASSOCIATION
INFORMATION SHEET (5/06)

This listing should help you with getting comfortable at Sun Mesa Townhomes. Please keep this information near the phone for quick reference. The Sun Mesa Rules and Regulations, Dated April 1, 2006, contain additional information on these subjects appearing below, that should be reviewed by all potential renters and buyers.

PROPERTY MANAGEMENT: Z & R Property Management is the company responsible for the management of Sun Mesa Townhomes. If you are not sure whom to call or how to handle a problem, contact Z & R. The number is 594-0506. Correspondence should be mailed to 6015 Lehman Drive, Suite #205, Colorado Springs, CO. 80918. Payments should not be sent to this address!!

LANDSCAPING: Unlimited Landscaping Inc. provides the lawn care for the complex. Snow removal is done on an as-needed basis -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. Questions regarding snow removal can be directed to Unlimited Landscaping, Gil Medina at 4759646. Please let Z & R Property Management know about any problem with the sprinkler system so that we can keep track of problems being fixed in a timely manner.

SPRINKLER PROBLEMS: Z & R 594-0506 Unlimited Landscaping 475-9646

TRASH PICKUP: Waste Management provides the trash pickup for the complex. Pickup is scheduled for early on Thursday morning. Please do not put your trash out any earlier than the evening before. If at all possible, wait to put your trash out on Thursday morning. If you get missed, please contact Waste Management at 632-8877

HOMEOWNER'S DUES: The Association dues for Sun Mesa are \$155.00 per unit. They are due on the first of the month and late after the last day of the month. The Association's Declarations and Bylaws specify a \$10.00 late fee if not received on or before the last day of the month. 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 Sun Mesa Townhome Owners Association (SMOTA), with your address in the memo section to Dept. L.B. (Sun Mesa), P.O. Box 15749, Colorado Springs, Co. 80935-5749. 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: Van Gilder Insurance covers the structures at Sun Mesa. The local agent can be

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reached at 719-634-8807. Claims or questions on the insurance itself should be directed to Andy Cobb.

EXTERNAL MAINTENANCE: The Association is responsible for the painting, repair, replacement, and maintenance of all exterior building surfaces, roofs, gutters, downspouts and Common Areas and window wells. Exceptions to this are glass surfaces, exterior light bulbs,

□ doors, screens, windows, patios, decks, and utility lines, pipes, wires, conduits or systems at a point where they enter the exterior walls are the homeowner's responsibility.

PARKING: With the exception noted in the Rules and Regulations, visitor parking throughout the Property is exclusively reserved for visitors. All residents are required to utilize their garages and driveways. Vehicle parking is restricted to garages, driveways and parking areas. Vehicles parked in any fire lane are subject to immediate towing at the owner's expense. Parking for trailers, boats, trucks larger than ¾ ton, and self contained motorized recreational vehicles is not allowed. The vehicle may remain overnight if the owner loads it and leaves immediately the next morning.

STORM DOORS: The installation of any storm/screen door must have the written approval of the ACC before being installed. If you wish to install a door, please forward a written request to Z & R Property Management.

ARCHITECTURAL CONTROL: No alteration, painting or staining of any deck, patio, fence, porch, window well or steps shall not be accomplished without the prior written consent of the Architectural Control Committee. Send requested changes to Z & R and they will be taken to the next scheduled meeting of the Board of Directors (Homeowners just like you).

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. If any condition becomes objectionable, the neighbor should advise the Property Manager.

MAILBOXES: The mailboxes are government owned and you must get new keys from the post office at Briargate Post Office, 8585 Criterion.

PET CONTROL: Not more than two pets are allowed. When outside, an animal must be on a leash and attended by a responsible person. Animals may not be tethered to any part of the townhome, landscape or stationary object on the Common Area. Owners are responsible for the immediate removal of their pet's waste from the common areas.

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

Gas - 520-0010 water - 488-3603 Electricity - 495-2283

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