

Z&R PROPERTY MANAGEMENT

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

Darren@zandrmgmt.com Chris@zandrmgmt.com / www.zandrmgmt.biz

This listing should help you with getting your feet on the ground with your new Management Company. Keep this information for quick reference.

PROPERTY MANAGEMENT: Z & R Property Management is the company responsible for the management of Sherwood Condos. 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.

DUES: The dues vary from \$271 - \$367 per month 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 \$25.00 and 12% per annum each month is assessed.

Option 1: Make your check payable to **Sherwood CA** and mail all payments to:

Dept. L.B. Sherwood CA
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 number 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 of unit numbers: **2902101, 2902207** (Please include all Numbers and letters). **If you own multiple units, please write separate checks for each unit.**

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 4.** (Easiest – No Cost – Quickest - Worry Free Way to Pay!)

CONTACT PROTOCOLS FOR Z & R: As your Management Company, Z&R should be your first point of contact on every issue involving the Association from work order requests to Covenant violations. Office hours are from 8:30 a.m. to 5:00 p.m. on Monday through Friday. If you are planning to visit us in person, we encourage you to call ahead to ensure someone is expecting you. Should you need to contact us about Association matters involving Covenant violations, complaints, suggestions, etc., we ask that you put your thoughts in writing and forward them to us so that we may, in turn, keep them recorded and ensure they reach your Board of Directors for the appropriate response and follow up. Mail, email and faxes are all acceptable.

COVENANTS, RULES AND REGULATIONS: As with any community such as yours, there are certain guidelines that govern the dos and don'ts. As your Management Company, one of our directives is to understand and enforce all of your standing Covenants from pets to parking. For this reason, we ask that you dust off your copy of the Covenants, Design Guidelines and Community Standards and any Resolutions and encourage you to review them.

BOARD OF DIRECTORS: Your Board of Directors consists of non-compensated owners who volunteer their time to serve the community. For this reason, we ask that you first try to work through Z&R to have your concerns addressed. If you feel that Z&R has not served you well or that you have to deal directly with the Board, you have several ways you can contact the Board Members:

1. Attend one of the Board Meetings. Please call or email our office for specific dates and times.
2. Write a letter, fax or email to Z&R. We will forward all correspondence we receive to the Board.

We will then contact the highest ranking Officer available and request they contact you directly to listen to your concerns. By following these procedures, you allow your Board Members to govern effectively and remain neighbors who have lives apart from their volunteer work.

INSURANCE: O'Donnell Agency handles the Association's Insurance requirements. Specific questions should be directed to Chris or Darren.

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. The Association can write letters and issue fines after a certain period, but this process is very slow and generally is not as effective as calling the police. 10:00 pm to 7:00 am is quiet time with few exceptions. Please be respectful of neighbors. If a resident has been contacted regarding a noise complaint, a second reminder may include a fine assessment.

PETS: Only one pet with a weight limit of 20 lbs. is allowed. 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.

TRASH PICKUP: Waste Management provides the trash service for the community. Please ensure that all of your trash is placed inside the dumpsters. If your family members or guests take trash to the dumpsters, please ensure they are capable of raising the lids and getting the trash inside.

SHERWOOD CA CONTACT POINT REQUEST FORM

Dear Homeowner:

Please take a few minutes to fill out this form. This information **will not** be published or given out and is strictly for Association use should you ever need to be contacted. 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 / Company Name: _____

Phone No: _____

Email: _____

Please mail or email to:

Z & R Property Management
6015 Lehman Drive, Suite 205
Colorado Springs, CO 80918
Bev@ZandRMgmt.com



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Tel: (719) 594-0506 Fax: (719) 594-0473
books@zandrmgmt.com
ZandRmgmt.biz

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 or scan a voided check to accompany this form to validate the Routing 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 \$_____ between the 3rd and 5th day of each month effective the month **after** receipt of this form:

AUTHORIZATION AGREEMENT FOR AUTOMATED PAYMENTS

Company: Sherwood CA

I (we) hereby authorize HOA Name Sherwood CA, 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.

Bank Name: _____

Routing Number: _____ Account Number: _____

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: _____