

Hillsboro Condominium Owners Association, Inc.

INFORMATION SHEET (1/11)

This information should help you with getting your feet on the ground at Hillsboro Condominiums. Keep this information near the phone or computer for quick reference. Owners are responsible for ensuring their tenants and guests abide by the Rules and Regulations included with this information sheet or log on to Hillsboro's website: www.hillsborocoa.com.

PROPERTY MANAGEMENT: Z & R Property Management is the company responsible for the management of Hillsboro. If you are not sure about whom to call or how to handle a problem, contact Z & R, (719) 594-0506. Correspondence should be mailed to 6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918. **Payments or warranty information should not be sent to this address!**

LANDSCAPING AND SNOW REMOVAL: Greener Grass provides the snow removal and lawn care for the community. 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. NOTE: Ice or other hazardous conditions that require immediate attention, regardless of the amount of accumulation, should be called in to the management company immediately. Snow is cleared up to the front door of your unit. Problems with the sprinkler system should be reported to the management company immediately. Please let the management company know about any problem with landscaping, snow removal or any other maintenance issues so they can keep track of work orders being completed in a timely and professional manner.

SATELLITE DISHES: All owners and tenants are required to submit a written request and receive written approval prior to installing a satellite dish, pursuant to the Hillsboro Declarations and FCC guidelines. Dishes installed without the Board's written approval or otherwise in violation are subject to removal at the owner's expense, fines, repair costs and other fees.

TRASH PICKUP: Waste Connections provides the trash pickup for the complex. Pickup is scheduled for early morning on Wednesday and Friday. 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 or guests take trash to the dumpsters, please ensure they are capable of raising the lids and getting the trash inside. The number for Waste Connections is (719) 591-5000.

HOMEOWNER'S DUES: The Association dues for Hillsboro vary, depending if a garage is included with a unit. Monthly dues assessments 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 **Hillsboro HOA**, with your address in the memo section to **Dept. L.B. (Hillsboro COA), P.O. Box 5191, Denver, CO 80217**. If you have not received the coupon booklet within a month, please contact the management company. The coupon booklet is only a helpful reminder of your dues. Not receiving the coupon booklet will not exempt you from late fees and other fees if payment(s) are not received. **Paying your Association dues using a credit card may be made by accessing Z & R's website www.zandrmgmt.biz.**

INSURANCE: Traveler's Insurance covers the commercial insurance coverage for Hillsboro. The local agents are CB Insurance and Linda Engle and they can be reached at (719) 228-1070. Homeowners are required to provide adequate "HO-6" Condominium Insurance coverage for their unit(s) to cover any loss not covered by the master insurance policy, including deductibles, wind/hail deductibles (if applicable) contents coverage and rental coverage.

PARKING: Vehicles may not sit unmoved for more than 72-hours in uncovered parking spaces. Uncovered parking spaces are on a first-come first-serve basis. There is one reserved carport parking space for each unit, not including garages. This covered parking space is marked with a corresponding address and is designated for your unit (you do not own the carport parking space). **Vehicles parked illegally in the Fire Lane are subject to immediate tow at the vehicle owners' expense.** Any fees incurred by the Association that are not recoverable from the vehicle owner will be forwarded to the unit owner and he or she is responsible for those fees.

EXTERNAL MAINTENANCE: The Association maintains the following Common Elements – paint, repair, replace and care for roofs, gutters, downspouts, exterior Building surfaces (except doors, locks, glass and window screen surfaces, which are considered Limited Common Elements), trees, grass, roads, driveways, walks and other exterior improvements.

GARAGES: It is against the Declarations to purchase or sell a garage separately from the condominium unit to which it was originally assigned. Warranty Deed, assessments, maintenance and tax issues arise from this type of property transaction.

ARCHITECTURAL CONTROL: No changes to the exterior of any building are allowed, including the roof, stucco and building trim. Architectural requests should be submitted in writing to the management company for review. The Board of Directors is allowed thirty days to respond, so please submit your written request in advance. Items such as storm doors and window replacements do require written approval by the Board, as well as any other type of exterior modification.

NOISE COMPLAINTS: If you are having trouble with noise from a neighbor, please contact them directly (if you are comfortable doing so). If this does not solve the problem, file a complaint with the Colorado Springs Police Department and submit a written complaint to the management company. The Board will review matters and respond pursuant to the Declarations.

MAILBOXES: The mailboxes are government owned and you must get new keys from the Cimarron substation on Galley Rd. Their number is (800) 275-8777.

PETS: Pets are limited to two (2) per household and are to be less than fifteen (15) inches in height when measured at the shoulders when full-grown. When a pet is outside, it must be physically leashed at all times and a responsible person must be physically present with the pet. **All pets must be immediately picked up after and the pet waste properly disposed of.** No doghouses or other pet type structures are allowed to be placed anywhere in the Common Element or Limited Common Element, including in the unit's patio area. **Pets may not be left outside unattended.** Doggie doors are not permitted to be installed for access to the patio area.

SWIMMING POOL & HOT TUB: The pool and hot tub are open from Memorial Day Weekend through Labor Day Weekend 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.**

CLUBHOUSE:

Hours of Operation:

Clubhouse & Weight Room--	5:00 a.m.-- 10:00 p.m. Monday through Sunday (year-round)
Pool--	8:00 a.m.-- 10:00 p.m. Monday through Sunday (seasonal)
Hot Tub--	8:00 a.m.-- 10:00 p.m. Monday through Sunday (seasonal)

You must have a computerized access card to gain access to the clubhouse. There is a small, black box near the main entrances, simply scan your card and the magnet will release the door. (There is a \$20.00 replacement fee for this card if it is lost or not transferred between owner/tenant. Pool replacement passes are also \$20.00 for 4 passes if not transferred). Please contact the management company to confirm dates and time of reservations. Before using the clubhouse for a reserved activity, a **cash** deposit of **\$100.00** is required and will be refunded upon inspection of the clubhouse. Clubhouse deposits should be brought to Z&R at 6015 Lehman Drive, Suite 205. The deposit will be released within 2 working days, after the clubhouse has been inspected 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 for any purpose.

HILLSBORO CONDOMINIUM OWNERS ASSOCIATION
CONTACT REQUEST FORM

Please fill this out and mail it back to Z & R so we can ensure we have your proper email address and other contact information. This information **WILL NOT** be published or released. It is strictly for office and Association use should we need to contact you. Thank You!

UNIT ADDRESS: _____

OWNER'S NAME: _____ DATE: _____

(If different) MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE No: () _____ WORK: () _____

FAX: () _____ E-MAIL: _____

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TENANT/RENTER INFO: _____

TELEPHONE No: () _____ WORK: () _____

FAX: () _____ E-MAIL: _____