

SUMMER GLEN ESTATES OWNERS ASSOCIATION, INC. INFORMATION SHEET (1/08)

This listing should help you with getting comfortable at Summer Glen Estates Townhomes. Keep this information near the phone for quick reference.

PROPERTY MANAGEMENT: Z & R Property Management is the company responsible for the management of Summer Glen Estates. 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, unless you do not have payment coupons!!**

LANDSCAPING: Unlimited Landscaping 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. 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: Bestway Disposal provides the trash pickup for the complex. Pickup is scheduled for early on Tuesday 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 Tuesday morning. If you get missed, please contact Bestway at 633-8709

HOMEOWNER'S DUES: The Association dues for Summer Glen Estates are \$175.00 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 \$15.00 late fee if not received on or before the 15th 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 Summer Glen Estates Owners Association, with your address in the memo section to 6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918. 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: The **O' Donnell Agency** covers the structures at Summer Glen Estates. The local agent is Mark O' Donnell and he can be reached at 227-7100. Claims or questions on the insurance itself should be called directly to Mr. O' Donnell.

PARKING: No parking shall be allowed in any fire lanes or other restricted areas of the private streets. Vehicles violating this subsection shall be subject to immediate towing without notice. All streets of this subdivision are considered fire lanes by code.

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). In addition, no exterior changes should be made without prior written ACC approval.

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, meaning two cats or two dogs or one dog and one cats shall be permitted on any lot. Each dog and each cat must weigh under 35 pounds at mature weight. The Association may require registration of dogs and cats, as well as a pet security deposit. Pets shall only be allowed outside the buildings when on a leash or in a carrier container.

Pets shall be under complete control at all times. In the event that a pet defecates on the walks, driveways, landscaped areas the pet owner must immediately pick up after the pet.

UTILITY EMERGENCIES: Emergency Numbers for utility problems that occur during NONbusiness hours are:

Gas - (800) 303-0752 Water - 488-3603 Electricity - 495-2283