

VICTORIA VILLAGE TOWNHOMES ASSOCIATION, INC. INFORMATION SHEET (2/11)

PROPERTY MANAGEMENT:

Z & R Property Management is the company responsible for the management of Victoria Village Townhomes. If you are not sure about whom to call or how to handle a problem, contact Z & R. The number is 594-0506. The address for correspondence is 6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918.

LAWN CARE / LANDSCAPING:

Green Springs Ground Maintenance 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. Questions regarding lawn care or snow removal can be directed to Z & R Property Management. 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.

HOMEOWNER'S ASSESSMENTS (DUES):

The Association assessments (dues) are due on the first day and late after the 30th. The Association's Declarations specify a \$10.00 late fee if not received on or before the 30th. A coupon booklet and mailing labels will be sent to you the month after your closing. Until the booklet comes, please mail your check, made payable to **Victoria Village Townhome HOA**, with your address in the memo section to: **P.O. Box 5191, Denver, CO 80217**. If you have not received the coupon booklet within a month, please contact Z & R. Not receiving the coupon booklet from Z & R **will not** exempt you from Association late fees if payments are not received. You may also contact Z&R for alternative payment methods.

INSURANCE:

CB Insurance covers the structures in Victoria Village. The local agent is Andy Cobb and he can be reached at 719-228-1070. You should consider a supplemental HO-6 policy to cover the interior items that may not be covered by the blanket policy of the Association. Questions on insurance itself should be called directly to Mr. Cobb. Any questions about filing a claim, please call Z & R.

MAINTENANCE:

The Association takes care of external maintenance. Exceptions to this are windows, doors, screens, extensions of interior plumbing, electrical, and pest control for ants and mice. Attached is a copy of the condensed rules and regulations for the Association. If there are any questions, please don't hesitate to call Z & R with your questions. In addition, please become familiar with the Bylaws and Declarations that you received at

closing. They will help you in getting familiar with living in a multi-family community such as Victoria Village. If you did NOT receive a copy of your Bylaws and Declarations at closing, contact your title company. You may also access all the Governing Documents including the Rules and Regulations at the HOA website: www.victoriavillageca.com

PETS:

Owners shall be permitted to have not more than two household pets, i.e. dogs and cats 25 lb. maximum weight limit. Residents shall not permit any pet to run loose around the grounds. A pet must be walked on a leash or under voice control of a responsible person. Pet owners must immediately pick up after their pets or face HOA enforcement action.

PARKING:

Parking is limited at Victoria Village. There is one reserved parking space for each unit. The remaining parking places are on a first come basis. It is the responsibility of the residents to inform their guests and visitors to not park in the numbered (reserved) spaces. Residents may utilize any towing company to have vehicles towed if someone is parked in their numbered space. The entire inside curb of Queen Anne Way is a fire lane. Vehicles parked in fire lanes will be removed without any notice whatsoever. The reason for this is that emergency vehicles cannot pass through Queen Anne Way when vehicles are parked on both sides of the street. All towing costs will be the responsibility of the vehicle owner.

EXTERIOR CHANGES:

Any changes to the exterior of a unit or to any portion of the common area must be approved in advance. This includes satellite dishes, over the air reception devices, central air conditioning, requests for patio / deck improvements, etc. Please submit requested changes in writing to Z & R Property Management and the request will be taken to the next Board of Directors meeting. Response time will not exceed thirty days.

TRASH REMOVAL: Your trash pickup day is Tuesday. Please place your trash in strong plastic bags or containers on the curb or other common point near your unit no earlier than Monday evening, and pick up your containers promptly after removal.

UTILITY EMERGENCIES:

Emergency Number for utility problems that occur during NON-business hours is: **Gas, Water, Electricity Call 719-448-4800 and follow the prompt.**