

# HIGH POINT CONDOMINIUM OWNERS ASSOCIATION

## INFORMATION SHEET (1/09)

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This listing should help you with getting your feet on the ground at High Point. You were given a copy of the Bylaws and Declarations for the Association at closing. If you do not find these documents in your closing papers, contact your realtor or title company immediately so he or she can get you a copy of these important documents.

### **PROPERTY MANAGEMENT:**

Z & R Property Management is the company responsible for the management of High Point Condominiums. If you are not sure about whom to call or how to handle a problem, contact Z & R. The number is 594-0506. All correspondence, **not payments**, should be mailed to: Board of Directors, c/o Z & R Property Management 6015 Lehman Drive, Suite 205, C/S CO 80918.

**DUES:** The Association dues for High Point are \$145.00 per month. They are due on the first and late after the tenth of the month. The Association Declarations and Bylaws specify a \$15.00 late fee if not received on time. A coupon booklet & mailing labels will be sent to you the month after your closing. If you don't receive them within 30 days after your closing, contact Z & R. Please mail your check made payable to **High Point COA to: Dept. L.B. (High Point COA), P.O. Box 35031, C/S CO 80935.**

### **WARNING- NOT RECEIVING YOUR COUPONS DOES NOT EXEMPT YOU FROM LATE FEES OR PAYING YOUR DUES.**

**LANDSCAPING:** Greener Grass Lawn Care provides the lawn service 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, and removal begins when the storm subsides. If you have specific questions that you would like to discuss in these areas, call the company owner Ken at 282-3259 and identify yourself as a resident at High Point. Sprinkler heads that are off or portions of the system that stick on for long periods of time, over an hour, should be reported to Greener Grass at 282-3259 and Z & R at 594-0506.

**PETS:** Pets are restricted to 25 pounds in size with a maximum of (1) one pet, meaning one dog or (1) one cat per unit or other bonafide pet. Pets must be on a leash at all times when outside a unit. The person in control of the animal must pick up after the pet immediately. Pets may not be chained outside a unit at any time.

**EXTERNAL MAINTENANCE:** The following items are covered under external maintenance that is taken care of by the Association: all Common Areas, paint, repair and replacement of the roofs, gutters, downspouts, exterior building surfaces (*except doors, locks, light bulbs, glass and window screen surfaces*), trees, grass, roads, driveways, walks and other exterior improvements.

**INSURANCE:** CB Insurance covers the structures in High Point. The local agent is Andy Cobb and he can be reached at 228-1070. Questions on insurance should be called directly to Mr. Cobb.

**TRASH:** Bestway Disposal provides the trash pickup for the complex. The depositories are in the enclosures on McNichols Court. 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. If your children take the trash to the dumpsters, insure they are big enough to raise the lids and get the trash inside. The dumpsters are picked up every Monday, Thursday and Saturday. The number for Bestway is 633-8709. Jonathon Court residents are not permitted to use the McNichols Court dumpsters for their extra trash.

**SIGNS / ADVERTISING:** No signs, advertising, billboards, unsightly objects or nuisances shall be placed, erected or permitted to remain in or on any Condominium Unit or any part of the Project. For Sale or For Rent signs or other window displays or advertising shall not be maintained or permitted by any Owner on any part of the property or in any Unit.

**LIGHTS:** Common Area Lights are on electric eyes, which come on in the evening. The lights on the fronts of garages and by your front door are on electric eyes as well and are an important part of security for the complex. The lights are checked every other week and reports on inoperative lights should go directly to Z & R at 594-0506.

**VERY IMPORTANT!**

**PARKING:** There is one reserved parking spot for each unit that does not have a garage. If your unit does have a garage, you are expected to park in the garage or the concrete pad in front of the garage. **Parking in High Point is by PERMIT ONLY.** If you live on McNichols Court and do not have a garage, you will be issued two silver parking stickers. They should be installed in the front or rear window of your auto. If you live on McNichols and have a garage, you are issued two red stickers. Those on McNichols without a garage have one reserved parking space that only they may park in. The second car may be parked in one of the unmarked spots on first come, first serve basis. If you have more than two cars, they must be parked off site. Guests without stickers may not park anywhere on McNichols and should use Tuckerman. **CARS PARKED ON MCNICHOLS IN VIOLATION OF THE RULES LISTED ABOVE WILL BE TOWED WITHOUT FURTHER NOTICE AT THE SOLE EXPENSE OF THE OWNER.** There is a designated motorcycle parking area on McNichols. This area is strictly for motorcycles since they may not be parked in any other slots in the complex. Motorcycles do not need a parking sticker.

On Jonathon Court, units on the West Side of the street with garages are issued two red stickers. They must park in their garages or on the pads in front of their garages. Units on the East Side of Jonathan Court have two marked spots for their use and are issued two blue stickers to identify them. There are four marked visitor slots on Jonathan Court at the far South end of the street by the mailboxes. These four slots are **STRICTLY FOR VISITORS** to units on Jonathan Court. **Any resident parking in one of these four slots will be towed without notice.** If you have more than two autos, they must be parked off site. PLEASE CALL Z & R PROPERTY MANAGEMENT AT 594-0506 TO HAVE YOUR STICKERS ISSUED BEFORE YOU PARK IN THE COMMON PARKING AREAS THE FIRST TIME. If you need new stickers, the old sticker(s) must be removed and turned into Z & R, even if there are only pieces. Any owner who fails to produce the original sticker will be charged a \$25.00 fee for new stickers.

**WINDOWS, STORM/SCREEN DOORS:** If you wish to install a storm door on your unit, it must be “white” or “beige” and of good quality. No other colors are allowed. An ACC request must be submitted prior to installation.

**ARCHITECTURAL CONTROL:** No changes to the exterior of any building are allowed without first getting prior written approval of the Architectural Control Committee. Send written requests to Z & R Property Management, 6015 Lehman Drive, Suite 205, C/S, CO 80918, 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 the neighbor 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 fine after a certain period, but this process is very slow and generally not as effective as calling the police. Any complaints to the Association must be in writing and signed by the author.

**UTILITY EMERGENCIES:** If you have a utility problem that occurs after regular business hours, the contact numbers are:

**Gas - 520-0010    Water - 448-4200    Electricity - 448-4811**