

# CVCA

6015 Lehman Drive, Suite 205  
Colorado Springs, CO 80918

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Updated 1/12

## **Important! Please Read- New Owner Information**

### **I. DISPOSITION OF TRASH**

A. Trash pickup is Tuesday by Bestway Disposal. Contractor's will pick up trash throughout the complex and place it by the entry way for Bestway to pick up.

B. If trashcans are inadequate to contain the amount of trash; the excess shall be taken to the shop (Bldg. 2959) to be placed in the toters.

C. Residents are responsible for the disposition of all trash, which will not fit in a trash bag. Do not leave large items in designated trash areas, i.e. furniture, mattresses, etc.

### **II. DAMAGE TO GENERAL COMMON ELEMENTS**

A. Any damages or disturbances caused by owners, renters or guests should be reported immediately to the Colorado Springs Police (444-7000) and then to Z & R Property Management at 594-0506. The Owner shall be responsible for repairs caused, whether by the owner, guests or renters.

### **III. PETS**

A. Cats or small dogs are permitted. The Board of Directors shall grant a REVOCABLE permit to keep pets. The permit shall be revoked if the pet owner, after written notice that the pet has become objectionable to other residents, fails to correct the situation-giving rise to the objection. Revocation shall be in writing and shall require removal of the offensive pet within ten days of the notice. Pets shall not be permitted to roam unattended through the community and must be on a leash. Feces of any pet within a patio or within the confines of the complex must be cleaned up and disposed of properly by the pet owner as soon as possible.

### **IV. COMMUNICATIONS**

A. Call, or forward in writing, all work order requests to Z & R Property Management at 6015 Lehman Drive, Suite 205/ Colo. Spgs. CO. 80918 (719-594-0506). This address is for correspondence only. Fax: 719-594-0473 / Email: [Derek@zandrmgmt.com](mailto:Derek@zandrmgmt.com). For payments, please see Section V. below. All complaints must be in writing and forwarded or hand delivered to the above address.

B. An owner who leases a unit shall furnish tenants with a copy of CVCA Rules and Regulations and be responsible to the Association for the conduct of the occupant. Owners shall furnish the Managing Agent with all move-in information for management records, the Elite Gate Software directory at the front gate, mailboxes and the resident telephone directory.

## V. ASSESSMENTS

A. Monthly assessments are due the FIRST DAY OF EACH MONTH and are DELINQUENT after the TENTH DAY OF EACH MONTH. Owners will be charged a \$10.00 late charge after the tenth of month. **All payments should be mailed with your coupons to:**

**Dept. L.B. (Camelback HOA)  
P.O. Box 5191  
Denver, CO 80217**

## VI. GENERAL

A. Solicitors/sales persons are not permitted on Camelback Village Association property. Such persons should be asked to leave. Any problems experienced by an owner/renter in regard to such persons should be reported to the management company, Nestor Ramos, or any officer of the Board. Real Estate sales persons are not allowed to leave their business cards on doors, windows, etc. **No “For Sale” or “Open House” signs will be posted on the lawn or in windows.**

### B. Conservation

1. Owners are responsible for repair of dripping faucets.
2. Lowering your thermostat during even short absences will aid in the control of heating costs.
3. Please do not leave windows open while operating your furnace.
4. Absent owners are asked to provide a key to a neighbor or friend to check on their property from time to time, especially in extremely cold periods.

C. Reporting Damage: Z & R Property Management needs to know **promptly** (for insurance & repair purposes) of damages due to leaks, wind, hail or any cause.

D. Sewer Care: No one shall dispose of sanitary napkins, tampons, paper towels or disposable diapers in the toilets. Waste fats shall not be put through the garbage disposals. Repairs due to the above are the owner's responsibility to repair and pay for.

E. Repair and maintenance of any internal structure is the owner's responsibility. This includes painting, lighting fixtures, fireplace cleaning (to be done periodically), etc. Any structural changes need to be submitted in writing and approved by the Board of Directors BEFORE being done.

NOTE: Association insurance does not cover interiors of units or contents of garages.

## VII. RULES AND REGULATIONS

A. A copy of the Rules can be obtained by calling Z & R or by visiting the website, [www.camelbackvillagecondos.com](http://www.camelbackvillagecondos.com). Click on the CC&R's / Rules tab and select the July 2010 version.

CAMELBACK VILLAGE CONDOMINIUM ASSOCIATION  
CONTACT REQUEST FORM

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**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: \_\_\_\_\_