

Pebble Creek Condominium Homeowners Association
c/o Colorado Property Management Services, Inc.
P.O. Box 260849, Lakewood, Co 80226-0849
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Website: www.e-cpmsinc.com
Email: eric@e-cpmsinc.com (Community Association Manager)

September 20, 2016

Dear Pebble Creek Condominium Homeowner:

This letter is to introduce us to you as your community's new management company. **Colorado Property Management Services, Inc.**, has been selected by the Pebble Creek Condominium Homeowner's Association (Association) Board of Directors to assume property managerial responsibilities for the Pebble Creek Condominium Homeowners Association (Community) effective September 19, 2016.

One of our main goals is to "make a difference" in the community and communication is very important to us! Our primary purpose is to assist in administering and coordinating the affairs of the Association, and the following is a summary of some of the services we'll be providing:

- Contact for concerns relative to the business of the Association/common areas.
- Record homeowner assessments, including collections actions provide status updates.
- Oversee common-area maintenance and repairs, landscaping and etc.
- Administer Community inspections for compliance with covenants and rules.
- Maintain finances and associated records
- Communicate items of interest to community
- Coordinate and attend regularly scheduled monthly Board and Annual Homeowners Meetings.

A common goal we can all share for the Pebble Creek Condominium Homeowners Association is to be aesthetically pleasing and that you, as a homeowner, will be able to maintain property values while taking pride in the neighborhood. The Pebble Creek Condominium Homeowners Association is a common interest community with covenants and architectural standards, and every homeowner is required to adhere to the stipulations and guidelines contained in the Association's governing documents. Therefore, please familiarize yourself, as well as family members, roommates, and tenants, with these documents, and if you do not have a copy, please call us so that we can get you copies.

ASSESSMENTS: Assessments are due on the 1st of each month and considered late if received after the 15th at which time a late fee will be billed for any outstanding balances.

Note: If you have recently mailed your monthly dues payment, it or payment details will be forward to us. If you have concerns, please feel free to call us!

Payment Options:

1. **(EFT) Electronic Fund Transfers or Bill-Pay-** If you are currently enrolled in "EFT" or "Bill-Pay" through your current bank, you do not need to make any changes at this time. If you are currently set-up on "ACH" already, you do not need to make any changes at this time. If you wish to set up new "ACH" payments, please complete and return the included form.
2. **Checks or money-orders:** Please continue to mail payments to the address currently in use and on previously provided coupons. If you drop checks off at the Pebble Creek Clubhouse office, please continue to do the same at this time. Make checks payable to: Pebble Creek Condo HOA, be sure your address/unit number is on your check and include any coupons if available.

The mailing address is:

Pebble Creek HOA
C/o Management Processing Solutions
PO Box 57063
Irvine, CA 92619-7063

CONTACT INFORMATION: Please feel free to call CPMS at the telephone number above during normal business hours Monday through Friday. If we are unavailable, please leave a message, and we will return your call within 24-48 hours. Should you have an **emergency** please **call** our office at **303-952-9257** and **follow the prompts to reach the on-call representative through the emergency line**. We place great emphasis on communication, so you can expect us to be open and willing to work with you!

ACC REQUESTS: Each homeowner **must** receive written approval **prior** to making any changes, additions or deletions to the exterior of their home or lot, including, but not limited to, air-conditioners, fences, storage units, landscaping, decks, patios, awnings, structural changes, antennas/satellites, windows, doors, and lighting, etc. Homeowners should send via USPS, fax or email all Architectural Request Forms, effective immediately to **Colorado Property Management Services, Inc.**, at the contact information above. ***If you are in need of an ACC Request form anytime, please contact us to make arrangements to get one until a more permanent system is in place.***

Remember: As a homeowner and member of the Association, you're encouraged to attend the regularly scheduled monthly Board meetings held the third Wednesday of each month at the clubhouse.

Finally, enclosed, please find an ACH Debit Form, Homeowner Emergency Contact Form and an ACC Request form for completion and return at your earliest convenience as applicable. The Homeowner Emergency Contact information is for the sole purpose of reaching the proper person(s) in case of any emergency and will not be shared with anyone outside the Pebble Creek Condominiums HOA Board of Director's and Colorado Property Management Services.

We appreciate this opportunity to work with all of you and look forward to a long working relationship with you and your Board!

Sincerely,

Colorado Property Management Services, Inc.
Pebble Creek Condominiums Homeowners Association-*Management Company*