



DRAINAGE  
HOMEOWNER'S  
ASSOCIATION

## NEW OWNER INFORMATION SHEET

C/O Z&R Property Management  
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This listing should help you with getting your feet on the ground at The Spires Drainage Homeowners Association. Most information can be found on the website, [www.thespireshoa.com](http://www.thespireshoa.com). Keep this information for quick reference.

**Property Management:** Z & R Property Management is the company responsible for the management of The Spires DHA. If you are not sure about whom to call or how to handle a problem, contact Z & R and ask for Derek Patterson.

**Yearly Assessments (Dues):** The dues are \$300.00 annually and are payable in advance on the first day of each calendar year (January – December) and becomes delinquent after the 15<sup>th</sup> day of each month, at which time a late charge of \$4.50 per month is assessed.

**Mailboxes:** Mailboxes are government owned and operated. If you need a key to your mailbox, contact the United States Post Office.

**Architectural Control Committee:** No Improvement shall be placed, erected, installed or permitted to occur or exist on any Lot, nor shall the exterior of any existing Improvement be painted or altered, nor shall any construction be commenced on any improvements, nor shall any Landscaping be installed or modified, unless and until the plans and specifications for such Improvements shall have been submitted to and approved in writing by the Architectural Control Committee. If you are interested in making an exterior modification to your home or landscaping, please contact Z&R in writing so that your request can be forwarded to the committee for review and a written response. The ACC, prior to commencement, must approve all exterior modifications in writing.

New home (original construction) plans MUST be submitted to Z&R Property Management and be accompanied by a \$250.00 check for the review. After the initial construction of the home and installation of landscaping, all requests for changes must be in writing, but need not be accompanied by a review fee.

**Contact Protocols for Z & R:** As your Management Company, Z&R should be your first point of contact on every issue involving the Association from work order requests to Covenant violations. Office hours are from 8:30 a.m. to 5:00 p.m. on Monday through Friday. If you are planning to visit us in person, we encourage you to call ahead to ensure someone is expecting you. Should you need to contact us about Association matters involving Covenant violations, complaints, suggestions, etc., we ask that you put your thoughts in writing and forward them to us so that we may, in turn, keep them recorded and ensure they reach your Board of Directors for the appropriate response and follow up. Mail, email and faxes are all acceptable.

**How Do I Contact the ACC Members?:** Your ACC consists of three (3) volunteers. We ask that you work through Z&R to have your concerns addressed or questions answered regarding a submittal/project. If you have to deal directly with the ACC, you can attend one of the ACC Meetings (there are 11 per year). Please call our office or check your website ([www.thespireshoa.com](http://www.thespireshoa.com)) for specific dates and times. You can also write a letter, fax or email to Z&R. We will forward all correspondence we receive to the Committee.

**Covenants, Rules and Regulations:** As with any community such as yours, there are certain guidelines that govern the do's and don'ts. As your Management Company, one of our directives is to understand and enforce all of your standing Covenants from pets to parking. For this reason, we ask that you dust off your copy of the Covenants, Design Guidelines and Community Standards and any Resolutions and encourage you to review them.

**How Do I Contact the Board?:** Your Board of Directors consists of non-compensated owners who volunteer their time to serve the community. For this reason, we ask that you first try to work through Z&R to have your concerns addressed. If you feel that Z&R has not served you well or that you have to deal directly with the Board, you have several ways you can contact the Board Members: #1. Attend one of the Board Meetings (there are 4 per year). Please call our office or check your website ([www.thespireshoa.com](http://www.thespireshoa.com)) for specific dates and times. #2. Write a letter, fax or email to Z&R. We will forward all correspondence we receive to the Board. #3. Call Z&R and request to have a Board Member call you back. We will then contact the highest ranking Officer available and request they contact you directly to listen to your concerns. By following these procedures, you allow your Board Members to govern effectively and remain neighbors who have lives apart from their volunteer work.

**Living with Wildlife:** Living in a foothills environment also creates an appropriate need for caution where wildlife is concerned. It is a violation to feed and/or harass wildlife. Any persons caught doing this will be subject to State, City and Association penalties. The State fine for a dog harassing wildlife is \$274. Colorado considers big game animals as state property valued at \$500 for a deer, \$700 for an elk and \$1,000 for a bighorn sheep. That means pet owners could be billed for any wildlife injured or killed by their dog. Colorado law also allows any peace officer to capture or kill a dog that is caught chasing wildlife. Under Colorado law, intentionally feeding big game animals is illegal. Violators face a \$50 State fine. Please visit the Colorado Division of Wildlife's web page, (<http://wildlife.state.co.us/>).

**Snow Removal:** Each owner is responsible to remove snow from his or her sidewalks; this includes all sidewalks on a Lot that border the street. Please reference Colorado Springs City Code, updated by Ordinance 06-162 passed September 26, 2006, the following information and policies apply:

3.4.202: It shall be unlawful for the owner to permit snow or ice or both to remain on the sidewalk which abuts the real property, or to which the real property is adjacent, or upon any sidewalk located upon the real property subject to a public easement or right of way, at any time after:

For residential property, twenty four (24) hours after the termination of the falling snow.

Violation shall constitute negligence and an unlawful act, subjecting the violator to civil liability for any injury proximately caused by the violation, civil liability for the costs of removal and criminal prosecution.

**Maintenance of the Common Areas / Debris Flow Ponds / Drainage Ways:** The primary purpose of The Spires Drainage Homeowners Association is to maintain the drainage ways "shaded dark" in the community and the two (2) debris flow ponds on the upper west boundary. See below.

