



Dear Promontory Pointe Homeowner,

Congratulations on choosing Promontory Pointe as your new home!

On behalf of the Board of Directors and Z and R management, welcome to the Promontory Pointe EPC Owners Association, Inc. We are happy that you have bought in this community and look forward to working with you in the future. This letter will provide you with some information regarding your new community.

As an owner in Promontory Pointe, you are automatically a member in the homeowner's association, which is responsible for providing certain services to you as noted below:

Your annual dues of \$260 covers the management and administrative functions of the Association and its activities; premiums for all insurance which the Association is required or permitted to maintain; common services to owners, such as trash services (pick-up day is Monday), and long-term reserve funds.

If you have any questions regarding trash or recycling service within the community please call Bestway Disposal, a GFL company at 719-633-8709, please be sure to let them know you are a member of the Promontory Pointe Homeowners Association or you may contact Z and R Management at 719-594-0473. Recycle services are offered with Bestway, and homeowners are responsible for paying Bestway directly for this service.

Promontory Pointe Owners Association is a covenant-controlled community. Any building plans, architectural (i.e. paint colors, decks, or any other exterior changes to your home) or landscape installation/changes must be approved by the Architectural Control Committee prior to having any work done. Electronic submittals are preferred or send the completed application to the following address:

Promontory Pointe Architectural Committee, c/o Z and R Property Management, Attention Darren Burns, 6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918.

Mailboxes: Mailbox keys are distributed by Management. Once you have settled in, please contact our office to arrange delivery or pick up of your mailbox key.

Management: Promontory Pointe is managed by Z and R Property Management, contact information below.

HOA Management- Colorado Springs Office & Payment Center

Z and R Property Management,
Attn: Darren Burns
6015 Lehman Drive, Suite 205
Colorado Springs, CO 80918
719-594-0506 (office)
719-594-0473 (fax)
Darren@zandrmgmt.com

Personal checks and online bill pay checks. Make your check payable to Promontory Pointe EPC OA and are mailed to:

Dept. L. B. Promontory Pointe EPC OA
P.O. Box 912752
Denver, CO 80291

*Online credit card payment. You may go to www.web.condomanager.com
Please contact the Z and R office first for a user name and password.*

CONTACT – Darren Burns or Chris Schade are available to assist homeowners with most services, such as work order requests, covenant violations, design review/architectural control, etc. They are serving as your first point of contact and can be reached at 719-594-0506, by e-mail at Darren@zandrmgmt.com, or by fax at 719-594-0473. We also invite you to visit our website at www.promotorypointehoa.com to take advantage of many online services.

LOCATION – Z and R Properties Management is located in nearby Colorado Springs to serve you:

6015 Lehman Drive, Suite 205, Colorado Springs, CO 80918

All offices are open from 8:00 a.m. to 5:00 p.m. Monday thru Friday.

Once again, welcome to the community. Z and R Property Management as well as the Board of Directors looks forward to working with you while living in Promontory Pointe.

Sincerely,

Darren Burns
Community Manager
Promontory Pointe EPC Owners Association