



Dear Property Owner,

Please find enclosed your coupon booklet for 2023. The monthly assessment is increased to \$140.00 for 2023.

HOA assessments are due on the 1<sup>st</sup> of the month as noted on your coupons. Late fees and a finance charges will be assessed if payment is not received by the 10<sup>th</sup> of the month. ***All payments should be addressed to: Pine Bluffs Community Association, 6833 S. Dayton St. #163, Greenwood Village, CO 80112.*** If paying through your personal online banking method, you may set us up as a bill pay using the above information. Your address may be your account number. Please include your property address with any form of payment. **\*\*Statements will not be sent unless an account is delinquent.\*\***

Coupons are mailed out in December of each year; if you did not receive or moved in after November 2020, please download the coupons from the Association's website, [www.pinebluffscommunity.com](http://www.pinebluffscommunity.com).

**Online Payments:** Please consider activating HOA account access on the Online Portal. You can make payments online by check (no fee) or credit/debit card (small convenience fee charged by AppFolio) and set up automatic/recurring payments. Once we have your email address and trigger the portal link, you'll receive an email with instructions on activation via <https://teleosllc.appfolio.com/connect>.

The Management Company by State law (CCIOA) is required to provide the HOA with the following Association Disclosure of Information which will be available on the website within 90 days after the end of the fiscal year: A list of association insurance policies, association By-Laws, Articles, Rules and Regulation, Minutes of executive board and member meetings for the previous fiscal year, and Association-adopted responsible governance policies.

If you have any further questions or concerns, don't hesitate to contact our office through email or by phone.

**Client services contact:**

**Community Manager – Anna Stewart**

Phone: 720-648-0277

Email: [Anna@teleos-services.com](mailto:Anna@teleos-services.com)

**Billing information – Kelly Connolly**

Phone: 720-428-0342

Email: [Kelly@teleos-services.com](mailto:Kelly@teleos-services.com)

We look forward to servicing your HOA needs and concerns!

Regards,

Teleos Management Group  
Angela Elliott, Owner/Founder

**Teleos Management Group, 6833 S. Dayton St. #163, Greenwood Village, CO 80112.**