

TOWNHOMES AT PINE BLUFFS OWNERS ASSOCIATION

Welcome to Pine Bluffs Townhomes!

The Townhomes at Pine Bluffs Owners Association congratulates you on the purchase of your new home and welcomes you to the community! To assist you in making yourself at home please review the following information. Understanding the Association and its role will enhance your ownership experience. It is also important to review and become familiar with the Association's governing documents and design guidelines. Please visit the website, www.pinebluffscommunity.com and click on the PB Townhomes HOA link for all pertinent information regarding the sub-association.

Sub-Association Role and Payment Information

As a new homeowner in the townhome community you are automatically a member of the sub-association. The sub-association charges a monthly assessment of **\$190.00** that covers insurance, management and administrative fees, landscape maintenance within the townhome community and snow removal on the streets within the community, driveways and aprons and sidewalks within the townhome community. You will receive your coupons at year end. **2022 Coupons are available to download on the website 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 and recurring payments. Once we have your email address and trigger the portal link, you'll receive an email with instructions via <https://teleosllc.appfolio.com/connect>.

You will be able to activate both the Master and Sub-association via one portal. Once you activate the portal you will see a screen showing two accounts. The account for the Master Pine Bluffs Community (\$125.00) shows up in lower case letters and the account for the Townhomes at Pine Bluffs (\$185.00) shows up in capital letters. You will need your bank routing and account number to set up auto pay from your checking account.

If you have questions regarding the activation portal please contact Kelly at kelly@teleos-services.com.

The Master and the Sub-Association are two separate associations. You must make separate payments to each. Both payments are to be mailed to the same address so you can send two checks at once. Do not combine dues into one check.

If you choose to make payments with a check please mail all payments for the Sub-Association in the amount of **\$190.00** made out to the **Townhomes at Pine Bluffs HOA, c/o Teleos Management Group, 6833 S. Dayton St., #163, Greenwood Village, CO 80112**

If you choose to make payments with a check please mail all payments for the Master Association in the amount of **\$125.00** made out to **Pine Bluffs HOA, c/o Teleos Management Group, 6833 S. Dayton St., #163, Greenwood Village, CO 80112**

Trash Collection and Recycling

The Master Pine Bluffs Community Association (\$125.00) pays for trash and recycling collection provided by **HBS Trash**. **HBS** will provide one 96-Gallon trash tote and one 64-Gallon recycle tote. Contact the HBS customer service number to order totes and to purchase additional trash totes. Additional totes will be billed directly to the homeowner. Trash collection day is **Wednesday**. Trash must be out on the curb by 7:00 a.m. The 2022 trash schedule can be found on the website. ***IF YOUR TRASH IS NOT PICKED UP ON THE SCHEDULED DAY, PLEASE CALL HBS Customer service - 720-791-6999***

Snow Removal Townhomes

The sub-association will remove snow on the streets, driveways, aprons and sidewalks within the townhome community. Snow removal will commence when snow exceeds two (2) inches for the driveways, aprons and sidewalks and at four (4) inches for the streets. The Town of Parker is responsible for plowing the streets throughout the Master community.

Pool

One pool key card per household will be issued. You are required to fill out a pool waiver form prior to the activation of your key. You should receive the pool waiver form and pool rules at the closing of your home. The Pool rules can be found on the website at www.pinebluffscommunity.com under Homeowner Information. The waiver form must be emailed to Kathy prior to key activation. If you have questions or need a waiver form please call Kathy Anderson at 720-398-7110 or email kathy@teleos-services.com.

The pool opens the Friday of Memorial Day weekend and closes after Labor Day weekend. Keys will be activated once the pool opens and deactivated upon closure.

HOA Management Contact Information

Teleos Management Group professionally manages the Townhomes at Pine Bluffs Community Association. Your Community Manager is Kathy Anderson (720) 398-7110 or kathy@teleos-services.com. For all billing questions, please contact Kelly Connolly at (720) 428-0342 or kelly@teleos-services.com.

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Teleos Management Group***

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