

Z&R PROPERTY MANAGEMENT

6015 Lehman Drive Suite 205 Colorado Springs Colorado 80918

Office: (719) 594-0506 Fax: (719) 594-0473

Darren@ZandRMgmt.com /

www.zandrmgmt.com

Office@ZandRMgmt.com

June 11, 2021

Dear Hartsock Village CHOA Homeowners:

The employees of Z & R Property Management are happy to introduce themselves as your new Property Management Company. The manager for your Association will be Darren Burns. Any questions regarding the Association or your account should be directed to him at the email, phone number or address above. For the purposes of tracking communications, emails are always preferred when possible.

We at Z & R appreciate the confidence your Board of Directors have shown by hiring us and we will do all in our power to ensure the affairs of your Association are taken care of in a timely and professional manner. In addition to the contact information above, I wanted to cover several other topics for the owners to ensure a smooth transition and a smooth-running Association in the future.

Where Do I Send My Monthly Dues Payments?

If you have already sent in your June payment, not to worry. Our office will arrange to pick up any checks from your former manager. Please remember that all payments are due on the 1st of each month and late after the 10th of each month at which time a monthly late fee of \$25.00 plus 18% interest (per annum) are assessed. Please send payments, payable to Hartsock Village CHOA to:

**Hartsock Village CHOA
C/O Z&R Property Mgmt.
6015 Lehman Suite 205
Colorado Springs, CO 80918**

What do I do if I am using an Online Bill Payment Service?

If you are having your dues paid by an online bill payment service, you simply need to make sure that your checks are still being made payable to Hartsock Village CHOA and change the mailing address for payments to the address below. Please make sure your Hartsock Village Unit Address is reflected on your check in the account area of bill pay. The mailing address is:

**Hartsock Village CHOA
C/O Z&R Property Mgmt.
6015 Lehman Suite 205
Colorado Springs, CO 80918**

What do I do if I just write my own check?:

Just make your check out to Hartsock Village CHOA, put your address in the memo section and mail it to the address listed above. We can issue payment coupons upon request as well.

Hartsock Village
CHOA C/O Z&R
Property Mgmt.6015
Lehman Suite 205
Colorado Springs, CO 80918

What if I have a work order to file or a violation to report or have something for the Board to consider?

Please email all correspondence to Darren@zandrmgmt.com or fax it to (719) 594-0473. Snail mail can also be sent to:

Z&R Property Management
Attn: Darren Burns
6015 Lehman Drive, Suite 205
Colorado Springs, CO 80918

I used to be able to pay online and view my account via a webportal, what happened?

We are excited to report we are upgrading our entire management software platform, but it's not online just yet, so instead of loading you into our old portal, we'll handle everything manually for a bit and then let you know when our new system up is and operational!

Contact Request Form:

To help us ensure we have the proper contact information for you, please fill out the attached Contact Request Form and return it to us via snail mail, fax, or email.

Respectfully Submitted,



Darren H. Burns
Property Manager

Hartsock Village Contact Request Form

Please fill out this form and email or mail it back to Z&R. This information WILL NOT be published or released. It is strictly for office and Association use should we need to contact you. Thank You!

Owner's Name(s): _____ Date: _____

Mailing Address: _____

Unit Address: _____

Mobile: _____ Email: _____

Mobile: _____ Email: _____

Tenant/Renter Info: *(if applicable)*

Name: _____

Mobile: _____ Email: _____

Name: _____

Mobile: _____ Email: _____

For All Rentals Please Provide The Following:

Property Manager Name: _____

Phone: _____

Email: _____

Please mail or email to:

Hartsock Village CHOA
C/O Z & R Property Management
6015 Lehman Drive, Suite 205
Colorado Springs, CO 80918

Bev@ZandRMgmt.com
