

Charline Place HOA

Vital Information for New Residents

- 1) **Moving in:** Each time an owner or renter moves in, a fee of \$50.00 is assessed to the owner of that unit to offset costs of any damages resulting from moving furniture through common areas and removal of large items piled up next to the dumpster. The fee will be posted on your account as of the day of the move-in.
- 2) **Parking:**
 - a) **Options:** Charline Place parking consists mostly of street parking. Based on availability, you may be able to reserve a parking space in the parking lot on the NE corner of 14th & Pennsylvania for \$25/mo. (prices may have changed) Please call Marla Bock at 303-866-9281 to further inquire about this parking option. No vehicles will be allowed on any lawn or garden area of the property under any circumstances.
 - b) **Permits:** Each occupant is entitled to a residential parking permit. Without one you can be ticketed for parking on the street for more than 2 hours at a time. This parking sticker allows you to park your vehicle on local streets as long as you want without being ticketed. To obtain your parking permit go to the petroleum building, 110 16th street mall suite 780 (7th floor). Be sure to bring your vehicle registration and proof of residency such as a phone bill or bank statement. Remember that street sweeping takes place once a month from April to October. Sweeping dates are posted at both ends of the block on each side of the street. Your car will be ticketed if parked on the street during these times.
- 3) **Keys to your Unit:** The managing agent, Colorado Management, has keys to every door in Charline Place. These keys are necessary for emergency access (fires, floods, etc.). If you re-key your lock, you must provide the managing agent with a copy of the new key. If the managing agent's key does not work when needed, you will be charged with any expenses incurred towards accessing your unit.
- 4) **Telephone Entry System:** The entry system allows guests to contact you by phone from the building entrance, and allows you to "buzz" them in using your phone (to buzz someone in press 6 then hang up.) To program your name and number into the entry system call or place a note on unit #3's door with the following information: Names) as you would like to appear on entry system list, telephone number, and unit #.

Steve Rule: 303-861-5534 (Unit #3)
- 5) **Assessments:** Your monthly association dues pay for your heat, gas, water, trash removal, lawn care, cleaning of common areas, building maintenance and repair, common element insurance, and all expenses needed to care for the property. Assessment payments are due on the **1st** of each month. Mail your monthly association dues, payable to "Charline Place HOA" to the management company.

Management Company Information:

Colorado Management & Realty Inc.

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