#### **NEW RESIDENT INFORMATION**

Guardhouse: 2535 E. Thunderbird Trail; Phone: 602-955-8095

Management Company: VISION Community Management; Phone: 480-759-4945

Mailing Address: Colony Biltmore Greens

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Phoenix, AZ 8504:

Payment Address: Colony Biltmore Greens

c/o VISION Community Management

P.O. Box 60516

Phoenix, AZ 85082-0516

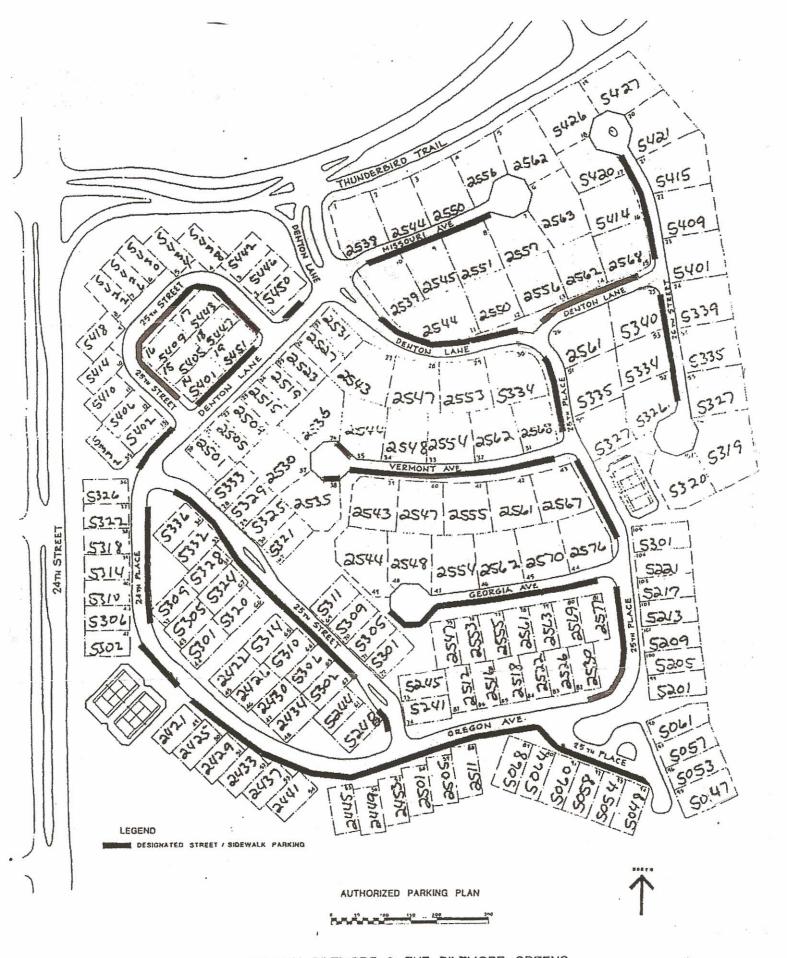
#### Important Information:

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1) Trash days are Wednesday for recycle trash and Thursday for regular trash.

- 2) Areas for Overnight Parking:
  - a) Denton Lane, north side of street; across from 2519 through 2505
    - b) Next to the West Tennis Court on 24<sup>th</sup> Place; across from 5305 and 5301
    - c) Across the street from East Tennis Court on 25<sup>th</sup> Place
- 3) Overnight Guests are required to park either in your driveway or in the designated overnight parking area described above. Your guest must get a permit from the guardhouse.
- 4) There is only one gate key for all gates (one on 24<sup>th</sup> St. south of the playground with access to Biltmore Fashion Square and two to access the golf course). A key is available at the guardhouse.
- 5) All Non-Residents will be stopped at the guardhouse per the Guardhouse Visitor Entrance Policy.
- 6) Guardhouse must have everyone's phone number(s) and email addresses.
- 7) Prior to making any exterior changes to your home, the Architectural Committee must approve such changes. An Architectural Request Form is available on our website (cbghoa.org) or at the guardhouse.
- 8) If you decide to repaint the exterior of your home, the color chart is available at the guardhouse. This requires submission of an Architectural Request Form and approval by the Architectural Committee.
- 9) If you see anything in your community in need of repair or maintenance for which the HOA is responsible, please let the guardhouse know.
- 10) A map of the community is available at the guardhouse.
- Packages can be delivered to the guardhouse where the guard will post a notice if you have a package waiting for pickup. The guardhouse assumes no liability for such packages.
- 12) HOA meeting dates and times will be posted at the guardhouse.
- When you purchased your home, the realtor should have given you keys to your mailbox. If you do not have keys, call the Vision Community Management office for assistance.
- 14) Call the guardhouse if you see persons in the community that you feel may be trespassing.
- 15) The guardhouse will call you if your garage door is open after 10:30 p.m.
- 16) The playground is located behind the West Tennis Court. Take your own water and snacks.
- You are required to belong to the master association called ABEVA as well as the Colony Biltmore Greens HOA. ABEVA's phone number is 602-955-1003.
- 18) Documents that you should have received when you purchased your property can be found on our website (cbghoa.org). They consist of the Supplementary Declaration of CC&Rs dated January 26, 1977; the Declaration of CC&Rs dated March 1, 1977; the Second Amendment to the Declaration of CC&Rs dated September 30, 1077; the Articles of Incorporation dated September 6, 1977; the By-Laws amended June 19, 1996 and the Rules and Regulations dated March 27, 2013.
- 19) Attachments: Map, Pre-authorized Automatic Payment Form, Emergency Contact / Tenant Information Form.

## PLEASE VISIT THE COMMUNITY WEBSITE AT CBGHOA.ORG



#### To All Homeowners:

Your Association offers electronic payment processing as an **optional** method for your monthly assessment payment. Pre-authorized Automatic Payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all homeowners regardless of where they bank. Funds are transferred from the homeowner's checking account directly into the association's bank accounts. Funds are transferred between the 10th and 15th of the month.

If you would like to sign up for this service, please fill out the form below and return it to the Association office at 16625 S Desert Foothills Pkwy Phoenix, AZ 85048 *along with a voided check (deposit slips are NOT acceptable)*.

Pre-Authorized Electronic Assessment Payment Authorization (please print)

Colony Biltmore-Greens Homeowners' Association, Inc. Association Name							
Lot Number		Ass	Assessment Amount				
Name(s)	Last	First		M.I.			
Name(s)	Last	First		M.I.			
above to init referred to a	riate debit entries s DEPOSITORY	to my (our) chec , to debit same to	cking account in		s BANK, as agent he depository nan		
Depository I	Name (Homeowi	ner's Bank)					
Branch Nam	ne						
City	S	State	Zip Code				
payment agr and effect ur	eement & disclos	sure statement re ceived written n	ceipt of which I otification from	hereby acknowled	nk's pre-authorize dge. This authorit s) of its termination	y is to remain	in full force
Signed			Phone				
Signed			Phone				

Please make sure you send a voided check with this agreement and mail all to: VISION Community Management, 16625 S Desert Foothills Pkwy Phoenix, AZ 85048.

# COLONY BILTMORE-GREENS HOMEOWNERS' ASSOCIATION, INC.

c/o Vision Community Management 16625 S Desert Foothills Pkwy Phoenix AZ 85048 Telephone: (480) 759-4945 Fax: (480) 759-8683 Email: ColonyBiltmoreGreens@WeAreVision.com

## **Emergency Contact/ Tenant Information Form**

The following information will be kept confidential.

Situations may occur that require Homeowners to be contacted immediately. Therefore, we request that this form be completed and returned to our office as soon as possible.

### (PLEASE PRINT)

Property Address:					
Lot #:					
Homeowner's Information:					
Homeowners Name (s):					
Off-site mailing address:					
Home Telephone:	Work Telephone:				
E-Mail:	Cell/Alternative Number:				
Tenant/Resident Information:					
Lease Term: Commencement://	Expiration: / /				
Tenant Name(s):					
Home Telephone:	Alternate Number:				
Email:					
Emergency Contact Information / Property M	anager Information (other than Owner)				
Please provide the following information in the e	event of an emergency involving your Lot.				
Contact Name:					
Mailing Address:					
Home/Office Telephone:	Alternate Number:				