



## ***POMPONIO TERRACE METROPOLITAN DISTRICT***

### **Welcome!**

The Pomponio Terrace Metropolitan District ("District") 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 District and its role will enhance your ownership experience. It is also important to review and become familiar with the District's governing documents. We will be working on a website for the District's ownership and maintenance, and will advise homeowners when it is functional.

### **District Role**

The District shall have and exercise with regard to the community all powers and authority reasonably necessary to administer its rights and duties under the Declaration of Covenants, Conditions and Restrictions (CCR's) for Pomponio Terrace, including the power to: (a) manage and enforce the restrictions provided in the CCR's; (b) provide trash service; (c) adopt and amend budgets for revenues, expenditures and reserves and collect taxes and fees for expenses from Owners of lots within the Community to administer its duties and obligations; (d) the power to contract with a third party for duties and responsibilities of the District and, all other rights, powers and authority necessary to enforce the CCR's. The District may adopt Rules and Regulations and shall have the power to levy reasonable fees, fines and penalties for violations of any provision of the CCR's and Rules and Regulations.

### **Monthly Operations Fee**

The District Board has determined to impose an Operations Fee to fund the Operations Costs. The current fee is \$55.00 per month, plus \$15.00 per month if your lot is alley loaded.

Please refer to the *Resolution of the Board of Directors of the Pomponio Terrace Metropolitan District Concerning the Imposition of an Operations Fee* recorded on August 15, 2018, at Reception No. 2018000066217 in the records of the Adams County Clerk & Recorder.

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

### **Trash Collection and Recycling**

TELEOS MANAGEMENT GROUP  
6833 S. DAYTON ST., #163, GREENWOOD VILLAGE, CO 80112

The District pays for trash collection provided by Waste Connections. To arrange for trash service, please contact Lynn Calkins at (720) 498-6771, or email at [Lynn@teleos-services.com](mailto:Lynn@teleos-services.com). Waste Connections provides two 96-gallon trash carts (one for regular and one for recycle trash). If you wish to have an additional cart, please arrange to purchase one from Waste Connections by calling their Customer Service number (303-288-2100). You may also use your own cart but if it contains another trash company's logo, you must call Customer Service to get Waste Connection's stickers. Trash collection day is **Monday** (unless a recognized holiday week); recycle is picked up every other Monday. Trash totes must be on the curb by 7:00 a.m. and not blocked by any vehicles to assure pick up. The recycle calendar and Recycle Guide are attached.

### **Snow Removal**

Snow removal is provided by the District on all common area/perimeter walkways and the alleys. Owners are responsible for shoveling the area from the sidewalk to the front door. Snow removal will commence when snow exceeds two (2") inches on the sidewalks and four (4") in the alleyways.

### **Landscaping**

The first owner of a lot shall install landscaping over all unlandscaped portions of each lot not covered by a building or other improvement. This includes the section along-side fences to the sidewalk. All such landscaping shall be completed within six (6) months from closing. Please see *Landscaping Requirements – New Construction* and the *Plant Materials and Landscape Minimums/Requirements* chart.

The District shall maintain all common areas including the retention pond. Owners are responsible for maintaining all landscaped areas including the section along-side fences to the sidewalk. Lots should be kept weed and debris free at all times.

### **Mailbox Key**

A mailbox key can be obtained at the U.S. Postal Service office located at 1411 Cortez Street, Denver, CO 80221.

### **Management Company Contact Information**

Teleos Management Group professionally manages the Pomponio Terrace Metropolitan District. Your district manager is Angela Elliott. You can reach Angela at [angela@teleos-services.com](mailto:angela@teleos-services.com). General questions related to trash service, design applications and other concerns can be addressed to Don Cullen at (720) 648-0277, or emailed to [Don@teleos-services.com](mailto:Don@teleos-services.com). Questions related to the District and alley fees should be directed to our account specialist Kelly Connolly at (720) 428-0342, email to [kelly@teleos-services.com](mailto:kelly@teleos-services.com).

Sincerely,

Angela Elliott, District Manager