

VENTANA

Dear Property Owner,

Enclosed are your coupons for 2019. Please refer to your coupons for payment amounts due.

As a reminder, all HOA assessments are due on the 1st of the month of the quarter, as indicated on your coupons. If not paid on or before 10 days after the first month of the quarter (due date), the assessment shall be delinquent and incur a late charge of \$20 and bear interest after the due date of that assessment at a rate of 12% per annum until paid in full. **Statements will only be sent if the account is delinquent.**

Address payments to: **Ventana Homeowners Association, 3879 E 120th Ave #304, Thornton, CO 80233.** Include your property address with any form of payment. If paying through your personal online banking method, you may set us up as a bill pay using the above information. Your address can be your account number.

You may also visit the website (www.ventanapueblohoa.com) for important HOA information including Governing Documents, special forms, meeting schedules and your payment coupons. **Coupons are mailed out in December of each year; if you did not receive or moved in after November 2018, please download the coupons from the Association's website, <https://www.ventanapueblohoa.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/recurring payments. Once we have your email address and trigger the portal link, you'll receive an email with instructions on activation via <https://teleosllc.appfolio.com/connect>.

The Management Company by State law (CCIOA) is required to provide the HOA with the following Association Disclosure of Information which will be available on the website within 90 days after the end of the fiscal year: A list of association insurance policies, association By-Laws, Articles, Rules and Regulation, Minutes of executive board and member meetings for the previous fiscal year, and association-adopted responsible governance policies.

If you have any questions or concerns, don't hesitate to contact our office.

General Questions:

Lynn Calkins, Manager Assistant

Phone: 720-498-6771

Email: Lynn@teleos-services.com

Billing Questions:

Angie Schafer, Billing Specialist

Phone: 720-428-0342

Email: angie@teleos-services.com

Regards,

Teleos Management Group

Angela Elliott, Association Manager

Email: angela@teleos-services.com

PLEASE NOTE OUR NEW MAILING ADDRESS:

TELEOS MANAGEMENT
3879 E 120TH AVE #304
THORNTON, CO 80233