



Sanctuary Pointe Homeowners Association and Triview Metropolitan District

The following information briefly explains the Sanctuary Pointe Homeowners Association and the Triview Metropolitan Districts (Districts).

Sanctuary Pointe Homeowners Association

When you purchased your home, you were provided copies of the Governing Documents for Sanctuary Pointe to include the Articles of Incorporation, By-Laws, Declarations of Covenants Conditions Restrictions (CC&R's), and the Design Guidelines and Community Standards. Since these documents are the governing documents for the community, we recommend that you read them before closing on your home.

The following summary information will help you understand basic Sanctuary Pointe assessments, procedures and services.

- 1. Management Company:** The HOA Board has selected Hammersmith Management to provide the HOA Management for the community. The contact information for Hammersmith Management is:

Hammersmith Management
1155 Kelly Johnson Boulevard, Suite 495
Colorado Springs, Colorado 80920
719-389-0700

- 2. Home Closing:** Your builder will coordinate the closing of your homes with their designated title company. The title company will contact the Management Company and order an Estoppel Certificate, which discloses the initial HOA funds and deposits that are due at closing. These funds may include any outstanding Assessments that may be due, a Working Capital Contribution (\$840.00) and a Landscape Deposit.

- 3. Common Assessments:** As of May 10, 2016, the Common Assessments for Sanctuary Pointe are \$420.00 per year. The Common Assessments are due yearly on January 15th. Owners will be billed by the Management Company two weeks in advance of the yearly due date.
- 4. Landscape Plan Review and Deposit:** All initial landscape plans are subject to Architectural Control Committee (ACC) approval prior to installation of any landscaping. A one-time landscape deposit fee of \$5,000.00 will be collected at closing on all Sanctuary Pointe properties. The HOA will not reduce or waive the Deposit Fee. Initial landscape plans cannot be submitted prior to the closing date for the home. The HOA will refund one-half of the deposit (\$2,500.00) upon receiving written approval confirmation by the ACC of the submitted plan. When the approved landscaping has been installed and inspected by the ACC, the balance of the deposit, minus the landscape review fee of (\$600.00) plus any additional fees for reinspections will be refunded to the Owner. The refunds will be mailed to the Owner at their Sanctuary Pointe address (unless a different address is provided to the Management Company) within 20 business days of receiving the initial plan approval or confirmation that final landscaping is approved. Questions concerning landscape plans and installations should be directed to the ACC c/o the Management Company.
- 5. Architectural Control:** Any modifications to a residence or the landscaping for the lot require approval by the Architectural Control Committee prior to commencing with the modifications. A written request or plan must be submitted to the ACC for approval. The Committee may take up to 30 days to act on a submittal. The Design Guidelines & Community Standards serve as the guidelines for the property and landscape modifications.
- 6. Trash Service:** Weekly trash service for Sanctuary Pointe is included in the Common Assessments for the community. The HOA Board will select the provider for the trash service. The Management Company will order the service for your home. Please contact the Management Company for information concerning the size of the toter, pick up days and optional recycling services. Except for evening before and on trash collection days, toters are to be stored in the garage. Trash exceeding the toter limit may incur additional charges.
- 7. Common Area Maintenance:** Sanctuary Pointe Homeowners are responsible for maintaining their residences, landscaping and personal snow removal. The Triview Metropolitan District is responsible for maintaining the common areas within the community.
- 8. Governance:** Owners are encouraged to read and understand the provisions of the Governing Documents and to participate as Voting Members of the Community. The Annual Meeting of the Sanctuary Pointe HOA will be held between September 1 and November 30 of each calendar year. The Management Company will provide a Notice with the date, time and location for the meeting.

Triview Metropolitan District

You acknowledge and understand that the properties within Sanctuary Point are in the Triview Metropolitan Districts.

The Triview Metropolitan Districts encompasses much more land than Sanctuary Point. The Districts were formed to design, construct and finance roads, potable water system, water service lines, wastewater treatment system, wastewater lines, and park and recreation features all within the Town of Monument. Triview Metropolitan District has debt and a mill levy for both operations and maintenance. This District is wholly managed by the Town of Monument and any additional information may be obtained from the Town. You are responsible for your own investigation into and the effect that these Districts may have on future sales of homes in Sanctuary Point.

The contact information for Triview Metropolitan District is:

Triview Metropolitan District
16055 Old Forest Point, Suite 300
Monument, CO 80132
719-488-6868

Date: _____

Purchaser: _____

Purchaser: _____

Address: _____