



NEW RESIDENT INFORMATION: updated March 29, 2017

Guardhouse: 2535 E. Thunderbird Trail; Phone: 602-956-2804

Management Company: VISION Community Management; Phone:

480-759-4945 Mailing Address: Colony Biltmore Greens
c/o VISION Community
Management 16625 S Desert
Foothills Pkwy
Phoenix, AZ 85048

Payment Address: Colony Biltmore Greens
c/o VISION Community Management
P.O. Box 60516
Phoenix, AZ 85082-0516

Important Information:

- 1) Trash days are Tuesdays for both recycle and regular trash. Place bins three feet apart after 5 pm the night before or early in the morning. See list for recyclables.
- 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 24th Place; across from 5305 and 5301
 - c) Across the street from East Tennis Court on 25th Place
- 3) Overnight Guests are required to park either in your driveway or in the designated overnight parking area described above and shown on a map. Your guest must get a Visitor permit from the guardhouse.
- 4) There is only one gate key for all gates (one on 24th 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. A \$1500 refundable deposit or bond is required for work involving dumpsters and exterior landscaping or hardscape changes. Hours of construction: Mon-Fri. 7-5, Sat.—9-3, no Sundays or holidays
- 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.
- 11) 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.
- 13) 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 or roving patrol 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.
- 17) 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. Current annual dues are \$275.
- 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, 1977; the Articles of Incorporation dated September 6, 1977; the By-Laws amended June 19, 1996 and the Rules and Regulations dated March 27, 2013 with amendments to Rules and By-Laws.
- 19) Attachments: Maps, Pre-authorized Automatic Payment Form, Emergency Contact / Tenant Information Form.

PLEASE VISIT THE COMMUNITY WEBSITE AT CBG.ORG

Updated March 29, 2017

Curran



APPROVED LOCATIONS

AUTHORIZED PARKING PLAN



COLONY BILTMORE & THE BILTMORE GREENS

FOR OVERNIGHT VISITOR PARKING MAP

1'

Colony Biltmore-Greens Homeowners' Association, Inc.
c/o Vision Community Management
16625 S Desert Foothills Pkwy | Phoenix, AZ 85048
Office: (480) 759-4945 Fax: (480) 759-8683
Email: colonybiltmoregreens@wearevision.com

OWNER INFORMATION / AGENT AUTHORIZATION FORM

Please use this form to provide homeowner address and contact information, and/or to authorize your agent/property manager to access your account. The following information will be kept confidential.

Homeowners Name (s): _____ Unit/Lot #: _____

Property address: _____

Off-site mailing address: _____

Home Phone: _____ Work Phone: _____

E-Mail: _____ Cell Phone: _____

Occupancy (Please check one):

- Owner Occupied-**Full Time** Owner Occupied-**Part Time** Vacant Rental*

If this property is owner occupied, please provide homeowner vehicle information:

1. Make _____ Model _____ Color _____ Plate _____
2. Make _____ Model _____ Color _____ Plate _____
3. Make _____ Model _____ Color _____ Plate _____
4. Make _____ Model _____ Color _____ Plate _____

Agent/Property Manager Authorization (Optional):

Please provide the following information only if you would like to authorize your agent or property manager to access your account.

Agent Name/Company Name: _____ / _____

Mailing Address: _____

Home Telephone: _____ Work Telephone: _____

E-Mail: _____ Cell Telephone: _____

- Please send a copy of all **violations** to my authorized Agent/Property Manager at the address listed above.
- Please send a copy of all **billing statements** to my authorized Agent/Property Manager at the address listed above.

***For Rental Properties: If this property is a rental, completion of the Tenant Tracking Form is required.**

Colony Biltmore-Greens Homeowners' Association, Inc.
c/o Vision Community Management
16625 S. Desert Foothills Pkwy, Phoenix, AZ 85048
Office: (480) 759-4945 Fax: (480) 759-8683
Email: TenantTracking@WeAreVision.com

TENANT TRACKING FORM

Pursuant to Arizona state law §33-1806.01 / §33-1260.01 which went into effect on July 24, 2014, completion of this form is required if you rent out your home. Each time a new tenant moves into your home, a new form must be completed and a \$25.00 fee paid. If the form is not fully completed or not returned within 15 days from the initial mail date, a \$15.00 late fee will be charged.

Owner Name(s): _____ Phone: _____

Property Address: _____ Email: _____

When filling out this information, write N/A if the line is not applicable. If this home is no longer a rental, please check here and return the form to the address below:

Name(s) of Adult(s) Tenants and Contact Information:

- | | | |
|----------|--------------|--------------|
| 1. _____ | Phone: _____ | Email: _____ |
| 2. _____ | Phone: _____ | Email: _____ |
| 3. _____ | Phone: _____ | Email: _____ |
| 4. _____ | Phone: _____ | Email: _____ |

Lease Term:

Start Date: _____ End Date: _____ New Lease (\$25.00 Enclosed)
 Previously Paid – Renewal

Check here if you would like violation letters to be sent to your tenant

Vehicles:

- | | | | |
|---------------|-------------|-------------|-------------|
| 1. Make _____ | Model _____ | Color _____ | Plate _____ |
| 2. Make _____ | Model _____ | Color _____ | Plate _____ |
| 3. Make _____ | Model _____ | Color _____ | Plate _____ |
| 4. Make _____ | Model _____ | Color _____ | Plate _____ |

New Leases: Return this completed form together with a check or money order in the amount of \$25.00 to the address below. If mailing more than 15 days after the lease start date, include the \$15.00 late fee for a total of \$40.00. Make checks payable to:

Vision Community Management
16625 S. Desert Foothills Pkwy, Phoenix, AZ 85048