



Dear Homeowner

Please find enclosed your HOA coupon book for 2017. As a reminder, all HOA payments are due on the 1<sup>st</sup> of the month 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. All payments should be addressed to: Brookwood Subdivision Homeowner Association, 6833 S. Dayton St., #163, Greenwood Village, CO 80112. If paying through your personal online banking method, you may set us up as a bill pay using the above information. Your account # can be your address. **Please be sure that your property address is included with any form of payment.** Payment coupons can also be downloaded from the website at [www.brookwoodsubdivisionhoa.com](http://www.brookwoodsubdivisionhoa.com), where you can find important HOA information such as Governing Documents, special forms, and meeting schedules. Statements will only be sent out if account is delinquent. If you have any further questions or concerns, don't hesitate to contact our office through email or by phone.

The Management Company by State law is required to provide the HOA with the following Association Disclosure of Information which will be available on the website after January 1, 2017: A list of all association insurance policies, association By-Laws, Articles, Rules and Regulation, Minutes of executive board and member meetings for the previous fiscal year, as well as association's adopted responsible governance policies.

**Client services contact - general information and billing**

Phone: 720-498-6771

Email: [donna@teleos-services.com](mailto:donna@teleos-services.com)

We look forward to another great year of servicing your HOA needs and concerns.

Regards,  
Teleos Management Group

**HAPPY HOLIDAYS!**

Teleos Management Group  
6833 S Dayton Street, #163 – Greenwood Village, Colorado 80112  
PH – 720-498-6771 or by EMAIL – [donna@teleos-services.com](mailto:donna@teleos-services.com)