

WELCOME TO THE C.O.P. NEIGHBORHOOD

* Welcome, new owner, to the C.O.P. Condominium Association (the "HOA"). The "C.O.P." name is derived from the first letter of the names of the adjoining streets, namely Castle Rock, Omega and Prospect.

* Our HOA consists of 25 duplex buildings, each building containing two individual family units, for a total of 50 condominium units.

* Our HOA is managed by a board of seven volunteer directors who are resident-owners of units in the HOA. Four directors are elected in odd-numbered years and three directors are elected in even-numbered years. All directors serve two-year terms.

* Principal officers of the HOA are the President, Vice President, Secretary, and Treasurer. Like directors, officers are required to be unit owners. Although officers are not required to be members of the board of directors, historically they have been directors as well.

* The Board of Directors (described above) meets monthly except during the summer.

* Unit owners are entitled by law to attend Board meetings, and in fact are encouraged to do so.

* A meeting of the unit owners is held annually, in the Spring, usually in late February or early March.

* State law requires the unit owners to approve annual budgets and any changes to fundamental HOA governing documents. Accordingly, unit owners should make every effort to attend each annual meeting of the unit owners.

* The HOA currently engages Colby Management of Sun City to perform certain administrative duties on behalf of the HOA, including collection of monthly HOA assessments. Monthly assessments are currently \$275. Unit owners are strongly encouraged to receive their monthly billings from Colby Management by way of e mail rather than U.S. Mail.

* Monthly assessments provide the following benefits, among others:

- Water supply and sewer access
- Lawn maintenance, and operation, repair and maintenance of irrigation systems
- Tree and shrub trimming in the common area
- Exterior pest control on the 3rd Friday of each month
- Trash and recycling pickup by Park and Sons. Trash days are Tuesdays and Fridays. Recycling days are the 1st and 3rd Wednesday of each month.
- Maintenance of the units' siding and roof sheathing, but specifically excluding shingles and excluding any damage caused by the unit owner's negligence or breach of HOA rules or insurance requirements.

- Property and casualty insurance covering the common areas and unit structures, subject to certain deductibles and exclusions. Each unit owner should maintain personal insurance to cover liabilities and property not covered by the HOA's insurance, including the HOA's deductibles.

* Maintenance of the unit courtyards are the responsibility of the respective owners. However, the HOA will service and adjust the bubblers in the courtyards.

* Citrus trees are the sole responsibility of the adjacent unit owner. Citrus trees must be trimmed to a point at least six feet above the ground, to allow for mowing, and their branches must be kept far enough away from the adjacent building such that animals cannot make the leap from the branches to the building. Citrus must be gleaned by April 30th of each year.

* No exterior changes may be made to the exterior of a unit or to its related site without first receiving express written permission from the Board of Directors. Application should be made in writing to the Chairman of the Architectural Control Committee or one of its members. A form exists for that purpose.

* Units may not be leased out or rented out.

* This welcome sheet is merely an introduction. The governing documents of the HOA can be found on the website of the HOA at copcondo.org. The expected routine conduct of unit owners is governed in part by the Rules and Regulations and the Manual on Gardening Responsibilities, all of which can be found on the referenced website.

* You may request a list of C.O.P. unit owners' names and contact information from the Association's President. Once the President has your e mail address, he or she will send you an updated list from time to time, via e mail, without further request on your part.

* The HOA is a community organization that functions through its Board and its unit owners for the benefit of all. Once you have settled in, you should do your part by volunteering to assist in the function of the HOA. In so doing, you will get to know many of your neighbors and you will not be leaving all of the work to others.

The information provided above was current as of March, 2020.