



COTTONWOODS AT VINE CONDOMINIUM

P.O. Box 57115, Salt Lake City, UT 84157
Maintenance: (801) 273-8075 – Accounting: (801) 523-9740

Welcome to the community! We hope you will enjoy your ownership in this beautiful area. We have enclosed a copy of our **community rules and regulations**. Please read them so you will know what is acceptable and what to expect from this community.

Enclosed is a **coupon booklet** (blue) for your monthly association fee. Payments are due on the first of each month and must be postmarked or deposited in the drop box by the mailboxes by the tenth of each month to avoid a late fee. We **do not** send monthly bills or reminders. Your coupon booklet is to help you remember to make your payments. Please always include your account number on your check to insure proper credit to your Cottonwood at Vine H.O.A. account.

For your convenience, you have three options to choose from in which to pay this fee:

- 1) send one check each month
- 2) send one check for the total of two or more months
- 3) send several checks postdated to the date you wish your payments to be deposited (**needs to be dated before the 10th**). Some homeowners find that it's easier to send payment for several months at a time to save on postage and to avoid forgetting to send that check each month.

Please send payments to the above address or leave in the drop box by the mailboxes. If payment is postmarked after the 10th of the month, there is a \$15.00 late fee and interest charged each month until paid. You will be billed if your account is delinquent.

Please complete the enclosed **Unit Status** (green) form and **Memorandum Of Understanding** (gold) form. Please call 801-523-9740 when both forms are completed. We will collect your completed forms and deliver your amenity key at that time.

If you have any questions on your account, call the Account Manager at 801-523-9740. If you have community maintenance concerns or questions, please call 801-273-8075 and leave a message. Your call will be returned by an Earthwork, Inc. representative.

We look forward to meeting you.

Sincerely,
Cottonwood at Vine Homeowners' Association