

# Cottonwoods at Vine Condominium

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P.O. Box 847, Draper, UT 84020  
Accounting: 801-523-9740 / Maintenance: 801-273-8075  
Website: cottonwoodsatvine.com

Welcome to the community. We hope you will enjoy your ownership in this beautiful area. Please see the website for the Community General Rules, CC&Rs, Amendment of Declaration and Bylaws. If you do not have access to the internet, contact us for a copy of the General Rules. Please read them so will know what is acceptable and what to expect from this community.

Enclosed is a **Payment Record and Label Form** (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 Payment Record and Label Form will help you remember to make your payments. Please always include your account number on your check to insure proper credit to your Cottonwoods at Vine H.O.A. account. For your convenience, you have four 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 it's easier to send payment for several months at a time to save on postage and to avoid forgetting to send a check each month.
- 4) Set up automatic bill pay through your bank. Please give them your HOA account number to be included on the bank check.

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

Please complete the enclosed **Unit Status** form (green) and **Memorandum Of Understanding** form (gold). Please call Barbara at 801-523-9740 when both forms are completed. A representative will collect your 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,

Cottonwoods at Vine Homeowners' Association