



GOLF COURSE LIVING, CLOSE TO EVERYTHING

Dear Pine Creek Village Owner,

Congratulations on choosing the Pine Creek Village Community as your new home! On behalf of the Board of Directors and Hammersmith®, welcome to the Pine Creek Village Association, Inc. We are happy that you have bought in this community and look forward to working with you in the future. This letter will provide you with some information regarding your new community. As an owner in Pine Creek Village, you are automatically a member in the homeowner's association, which is responsible for providing certain services to you as noted below:

Monthly Assessments

Your monthly Master Association Assessment is currently \$110.00 and is due on the 1st of each month. Assessment fees cover common area maintenance, irrigation water for the common areas, trash service, hazard insurance on the common areas, Directors and Officers liability insurance for the Association's Board of Directors, long-term reserve funds, limited snow removal on common areas, annual community events, management and administrative costs dealing with the services provided.

Additional Assessments other than your Master Assessment are based on the Neighborhood in which you reside. Any additional Neighborhood Assessment plus the Master HOA fees (\$110) are paid on a monthly basis. The following Neighborhoods have assessments in addition to the Master Assessment: The Carriages, La Bellezza, Reverie, Sage Hill Greens, and Wildflower.

Colorado Springs Management Office & Payment Center

Pine Creek Village	Hammersmith® Payment Center
c/o Hammersmith	C/O Pacific Premier HOA Bank
1155 Kelly Johnson Blvd, Suite 495	PO Box 173701
Colorado Springs, CO 80920	Denver CO 80217-3701
719-389-0700	

CommunityCare@eHammersmith.com

Homeowners can make electronic payments, set up an Automated Clearing House (ACH) payments, or set up reoccurring payments through the **homeowner portal**. To arrange automatic payment of assessments via ACH, recurring credit or debit card payments, or to make a one-time payment using e-check, credit or debit card, please go to <https://portal.ehammersmith.com> and select Payments located in the menu. Here you will be able to log in to access your homeowner account.

To pay by check, please be sure to include your homeowner account number or property address on your check to ensure your payment is properly credited. Payment coupons are only issued on an as-requested basis by logging into your owner portal or sending a request to CommunityCare@ehammersmith.com. Check payments do not need to have coupons to accompany. Make checks payable to: "Pine Creek Village Association". Please mail your payment to the PO Box listed above and not directly to Hammersmith Management as it will cause a delay in processing your payment. If you use a Bill Payment Service, please arrange to have your assessment mailed early enough to arrive by the first of each month.

Trash Service & Mailbox Keys

If you have any questions regarding trash or recycling service with Waste Management, please contact the Hammersmith® Management team at the HOA office or call 719-389-0700. Each home is allotted one trash bin and one recycle bin. Pick up service is each Monday. A copy of the service calendar is located on our website at www.PCVA.org.

If you have purchased your home from a previous owner, mailbox keys should be provided at the time of sale. Management does **not** keep or provide copies of mailbox keys. If you were not provided keys you will need to contact a locksmith to rekey the box.

Modifications Requests

Pine Creek Village Association is a covenant-controlled community. Any building plans, architectural (i.e. paint colors, decks, or any other exterior changes to your home) or landscaping must be approved by the Modifications Committee prior to having any work being done. A submittal form is available on the Pine Creek Village Website at www.PCVA.org or by visiting your **homeowner portal** and submitting online.

Register on the Pine Creek Village Website (www.PCVA.org)

One of the most efficient and effective ways to communicate to our Pine Creek residents is through the bi-monthly newsletter and periodic eblast. Go to the website at www.PCVA.org and enter your email address to subscribe to the mailing list. The website includes a vast amount of information related to Pine Creek including a document center, FAQ's, calendar of events, Board meeting information and much more. Here is where you will also access the Design Guidelines, Declaration of Covenants, By Laws, Articles of Incorporation and other documents that you will need to review. Contact the HOA office if you have questions on this material.

Pine Creek Village Management

Pine Creek Village is managed by Hammersmith®. Please visit <https://portal.ehammersmith.com> and create a Homeowner account. Once logged in, please use this site to access services and further information on Pine Creek Village. If you need assistance contact Community Care:

by phone: 719-389-0700

by email: CommunityCare@ehammersmith.com

Community Care Phone Hours:

Monday-Friday: 8:00am-5:00pm

*After hours calls are handled by our answering service.

Once again, welcome to the community. Hammersmith® as well as the Board of Directors looks forward to working with you while living in the fine community of Pine Creek Village.

Sincerely,

Pine Creek Village Board of Directors and Hammersmith®, AAMC