

PROSPECT HEIGHTS HOMEOWNERS ASSOCIATION

*c/o Realty One, Inc.
1630 Carr St. Suite D
Lakewood, CO 80214
303.237.8000*

February 26, 2021

To: Prospect Heights Homeowners

Re: 2021 Emergency Special Assessment

Dear Homeowners,

As some of you may already know, the Board of Directors has voted to implement an Emergency Special Assessment for 2021, in order to fund the depleted reserves. The current reserve account is at a zero balance. Colorado Common Interest Ownership Act (CCIOA) requires that all HOA's deposit a minimum of 10% of the monthly income to a reserve account.

The Emergency Special Assessment will be for \$1,500.00 per unit. Your payment options are as follows:

- The Board of Directors would greatly appreciate your payment in full by March 15, 2021.

Or

- Six (6) month payment plan of \$250.00 a month due no later than the 10th of each month. Your payment plan will begin March 1, 2021 and your final payment will be August 1, 2021. If your payment is not received by this due date late fees will apply.

If you elect the payment plan option and are currently enrolled in EFT with Realty One, Inc. and have your monthly dues drafted from your bank account, you can authorize via email to admin@realtyone-co.com to withdraw the \$250.00 from your account or you can send a check payable to Prospect Heights HOA and mail it to Realty One, Inc.

Thank You,

Realty One, Inc., Managing Agent and
Prospect Heights Board of Directors