

# **HIGHLANDS-MEAD METROPOLITAN DISTRICT**

## ***Welcome!***

The Highlands-Mead Metropolitan District congratulates you on the purchase of your new home and welcomes you to the community! To assist you in making yourself at home please review the following information. Understanding the District and its role will enhance your ownership experience. It is also important to review and become familiar with the Highlands governing documents. These documents can be obtained from the District Manager.

## **District Role**

The Highlands-Mead Metropolitan District ("District") shall have and exercise with regard to the community all powers and authority reasonably necessary to administer its rights and duties under the Declaration of Covenants, Conditions and Restrictions (CCR's) for Highlands-Mead, including the power to: (a) manage and enforce the restrictions provided in the CCR's; (b) adopt and amend budgets for revenues, expenditures and reserves and collect taxes and fees for expenses from Owners of lots within the Community to administer its duties and obligations; (c) the power to contract with a third party for duties and responsibilities of the District and, all other rights, powers and authority necessary to enforce the CCR's and, (d) management of the recreation center. The District may adopt Design Guidelines and Rules and Regulations and shall have the power to levy reasonable fees, fines and penalties for violations of any provision of the CCR's, Design Guidelines and Rules and Regulations. Note: any and all improvements to your exterior must be submitted for approval prior to installation.

## **Quarterly Operations Fee**

The District Board has determined to impose an Operations Fee to fund the Operations Costs. Effective January 1, 2022, the quarterly fee will be \$190.00 due.

**Online Payments:** Please consider activating account access on the Online Portal. You can make payments online by check (no fee) or credit/debit card (small convenience fee charged by the portal vendor) and set up automatic/recurring payments. Once we have your email address and trigger the portal link, you will receive an email with instructions on activation via <https://teleosllc.appfolio.com/connect>.

## **Trash Collection and Recycling**

The District provides trash/recycling service through Waste Management. Please call Waste Management at **800-482-6406** to set up service and obtain trash receptacles. Make sure to advise them that you reside in the Highlands-Mead Metropolitan

District. **Trash pick-up day is Monday.** Be sure to have your trash at the curb no later than 7:00 a.m. See the attached calendar for the recycle schedule.

### **Landscape Maintenance**

The District is responsible for maintaining the common areas; homeowners are responsible for maintaining their own properties.

### **Snow Removal**

Snow removal is provided by the District only on property adjacent to District-maintained property. Homeowners are responsible for clearing their sidewalks, driveways and driveway aprons.

### **Mailbox Key**

Keys to your mailbox must be picked up at the U.S. Post Office at 350 Welker Avenue, Mead, CO 80542. Be sure to take a copy of your warranty deed with you as proof of residency.

### **Management Company Contact Information**

Teleos Management Group professionally manages The Highlands-Mead Metropolitan District. For questions regarding landscaping, architectural application, covenant enforcement, please contact Cathy Baldwin at 720-618-4305 or by email [cathy@teleos-services.com](mailto:cathy@teleos-services.com). The District Manager is Angela Elliott. She can be reached at (303) 818-9365 or by email to [\*\*Angela@teleos-services.com\*\*](mailto:Angela@teleos-services.com).

Sincerely,

Teleos Management