

## DOCUMENTS AND FORMS

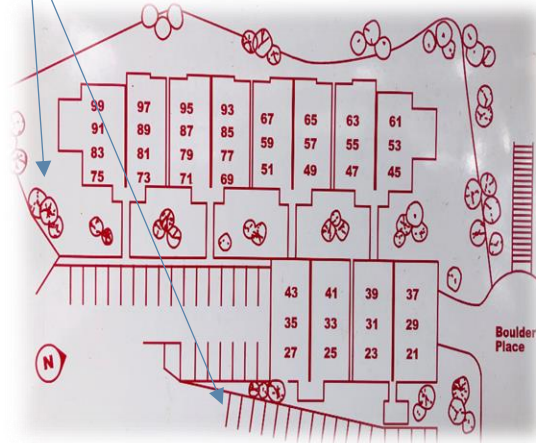
Do you need documents, forms, instructions, or information for our Monument Park Place Condominium community? The following and other items can be accessed from [MonumentParkPlace.com](http://MonumentParkPlace.com).

- Owner of Record Account Information form
- Water shut-off procedures
- Articles of incorporation
- Bylaws
- Covenants, Conditions, & Restrictions (CCR)
- Policies and Procedures
- Rules and Regulations

## THE COMMUNITY

Monument Park Place Condominiums consists of three buildings.

- Building A (Units 45 –67)
  - Building B (Units 69 –99)
  - Building C (Units 21–43)
- The MPP Community Room located in Building B, at the south end on the hillside level (access w/code)
- Visitor parking is located off the east alley, and is first-come, first-served



# Monument Park Place

Condominium Owners Association

## Owner and Tenant Reference Guide



69 W. Boulder St., Suite 100  
Colorado Springs, CO 80903  
(719) 481-2232  
[MonumentParkPlace.com](http://MonumentParkPlace.com)

Diversified Association Mgmt.  
(719) 578-9111

## MONUMENT PARK PLACE (MPP) CONDOMINIUM OWNERS ASSOCIATION

The MPP community is managed by Diversified Association Mgmt. Five Board members serve staggered two-year terms. All Board members are volunteers. Please consider serving on the Board.

Monthly meetings are held on the 2<sup>nd</sup> Tuesday of each month in the Community Room or via Microsoft Team at 5:00pm. All are welcome and encouraged to attend.

If you have questions or need assistance, please contact us:

**Management -**  
Diversifiedprop.com  
(719) 578-9111

**MPP Board -**  
Board@MonumentParkPlace.com  
(719) 481-2232

**Emergency Maintenance -**  
(719) 481-2232, option 3, and then 701

**Website -**  
MonumentParkPlace.com

**MPP Community App -**  
Download the GroupMe app



## QUICK REFERENCE GUIDE

### Owner Account (portal access)

Manage contact information, register vehicles, list pets, and review/pay assessment charges through your online portal. Visit MonumentParkPlace.com to login.

### Owner Communication

Timely information is posted next to each elevator and on the digital message board located next to the mailboxes.

### Mailboxes

US Mailboxes are located in the center of the parking area (carport area). Keys are issued by the post office located at 201 E. Pikes Peak Avenue, Colorado Springs, CO 80903

### Vehicle Gates

A remote control is needed to enter through the drive-up gate. It is not necessary when leaving the garage. Purchasing and programming instructions for a new remote are found in your owner portal under>Documents>How To.

### Pedestrian Visitor Gate

The north pedestrian gate can be accessed with an owner code. Enter the pound key (#) and the last four digits of your registered telephone number on the keypad. Visitors can call you by searching your name (A-Z directory). You can open the gate for your visitors by pressing 9 on your telephone keypad. However, you first must have the Association program this for your telephone number. Ensure gates close/lock behind you.

### Emergency Access (unit key)

The Board of Directors requests a copy of your unit key or entry code for emergency entry only. Note: keys/codes are kept locked up with limited access. Contact the Association to submit a copy of your key or entry code.

## EXCERPTS FROM THE COMMUNITY RULES & REGS

### Trash & Recycle

Dumpsters are located near the south drive-up gate and accessed with the pedestrian gate code. Pickup is presently on Tuesday and Friday. Ensure discarded boxes are broken down.

### Condo Remodeling (refer to the Rules for details on interior remodeling):

Owners are required to submit an "Architectural Request Application" (ARC) for review by the Association and the plans must be approved prior to the start of work. The appropriate permits must be pulled with PPRBD. Work hours are limited to M-F 8am- 5pm, Sat 9am-3pm, quiet work at all other times

### Quiet Hours (refer to the Rules for details)

Quiet hours for the community are from 10pm to 8am, 7 days a week.

### Pets (refer to the Rules for more details)

Pets must be on leash when outside a unit. Always clean up after your pet.

### Parking Area (refer to the Rules for details)

Each condo is assigned 1 reserve parking space. East alley parking is for owners and guests and requires a permit to be displayed if overnight. Parking in the alley lot is first-come, first-service. Email the Board for a permit or pass.

### Electric Vehicles

The electrical outlets in the common areas may not be used to charge vehicles. An ARC request may be submitted to install an EV charging station.

### Community Room

Available to residents, accessed by door code.

### Utilities

Common use utilities are divided equally among all units and are listed in your monthly assessment invoice.