



6547 North Academy Boulevard
Box 1045
Colorado Springs, CO 80918

POLICY/PROCEDURE FOR REQUESTING CLOSING DOCUMENTS

- All Homeowner's/Owner's Association Status Requests (or similar) must be submitted in writing via email to the Valley at Erindale HOA Treasurer at vaetreasurer1@gmail.com AND the Valley at Erindale HOA Secretary at vaeseecretary1@gmail.com
- The Valley at Erindale HOA has five (5) business days to send the requested information after receipt of payment.
- Fee for closing documents is \$250 which shall be collected prior to any documents being sent, the fee shall be mailed to Valley at Erindale HOA at 6547 North Academy Boulevard, Box 1045, Colorado Springs, CO 80918.
- Treasurer completes forms and forwards all relevant Valley at Erindale governing document's (financial requests, Articles of Incorporation, Bylaws, Covenants and Minutes) to the requested agency. All documents will be provided electronically. No hard copies shall be provided.
- Note: If treasurer is unable to send out the information, the secretary will fill in
- All the aforementioned documents are on "The Valley at Erindale website and The Valley at Erindale Members' Only" portion of the website