

COMMUNITY MANAGEMENT SPECIALISTS

1224 Wadsworth Blvd, Lakewood, CO 80214

720-377-0100 / 720-377-0111 FAX

Our Receptionist is the first person you will speak to when calling CMS. Please give her a brief description of why you need to contact CMS so she will be better able to direct your call to the appropriate department. The following information is important:

Your Name

The property Name

What prompted you to put in a telephone call?

Please contact CMS with any information concerning a problem on the property at any time: during business hours, after business hours, holidays or weekends. When you leave a voice mail message, let us know if you need a return call. In most situations, we would not need to return your call but please advise us if we do. We attempt to return telephone calls within 24 hours or the next business day if initiated during the weekend. When you leave the voice mail message without an extension number our receptionist will forward it to the appropriate person.

HOW TO CONTACT CMS:

Hours

- Monday through Friday, 8:30 a.m. to 4:30 p.m.
- Switchboard closed between Noon to 1:00 p.m., for the lunch hour but you can leave a voice mail message.

Office

- Main Phone Number 720-377-0100
- Fax 720-377-0111

Property Manager

- Beth, Prop. Mgr. Ext. 1304
- LouAnn, Prop Mgr. Asst. Ext. 1312

Accounting

- Dawn, HOA Dues Ext. 1307
- Kyle, Accts. Payable Ext. 1310

EMERGENCY:

An Emergency includes water, fire or safety issues regarding the common areas (in case of fire, please call the fire department first or 911).

EMERGENCY PHONE NUMBERS:

CMS Office after hours 720-377-0100, press 9 (CMS will be paged)

Xcel Energy 1-800-895-1999