



## **CYNTOM PROPERTY RESPONSIBILITIES**

**CURRENT MONTHLY HOA DUES: \$130 – includes the following responsibilities:**

### **Association Business:**

- Collecting the monthly dues and paying all bills incurred by the Association (e.g. property management, garbage, etc.) Please call us if you have any questions concerning these items.

### **General Grounds Maintenance:**

- Checking the operation exterior lighting and providing the Board with information regarding maintenance issues. Providing the Board with information on overall upkeep of Association grounds and the improvements located thereon.

### **Lawn Care:**

- Mowing the common areas every 7 days or required. This includes removal of clippings as required, trimming, edging and general grounds clean-up. Spring and fall leaf clean-ups are also included.

### **Sprinkler System Maintenance:**

- Homeowners are responsible for their own sprinkler systems; however CPM, Inc. will assist with this at homeowner expense.

### **Snow Removal:**

- CPM is responsible for snow removal. When snow accumulates over 1”, it will be removed within 12-24 hours after it has stopped snowing and blowing. Snow removal under 1” can be contracted on per home price. Contact us for details.

### **Additional Services:**

- CPM will be happy to assist you with matters not covered by your HOA dues 24 hours a day, 7 days a week for an additional rate of \$40/hour billed directly to you. If you have general questions about your home or any maintenance issues, please call us. We will be happy to provide you with answers to your questions or put you in touch with someone who can. This information, of course, is provided at no charge.

### **CPM Contact Information**

#### Administrative/Concerns or Complaints

Tom Jones, President  
Office: (605) 338-9267  
Cell: (605) 366-9229  
Email: [tomjjones@bridgemail.com](mailto:tomjjones@bridgemail.com)

#### General Questions or Requests

Kathy Wyant, Office Manager  
CPM Office: (605) 338-9267  
Address: 3800 S. Grange Sioux Falls  
Email: [cyntomoffice@gmail.com](mailto:cyntomoffice@gmail.com)