

SUNWEST HOMEOWNERS ASSOCIATION RULES AND REGULATIONS

Living in an Association has many benefits, which we all enjoy. At the same time, by choosing to live in such a community we have, in effect, accepted the fact that we must be considerate of our fellow homeowners. In turn, we expect that they will show the same consideration to us. To assist in making our living here enjoyable, these good neighbor policies will guide each of us in being good neighbors, both giving and receiving thoughtful respect.

GENERAL

1. The homes within our community must be kept in a neat and clean condition. No trash, litter, junk, boxes, etc. may be permitted to remain exposed so that it is visible from any neighboring home, the common area, or any street.
2. The landscaping of each home must be maintained in a clean, attractive, and slightly condition and in good repair. All landscaping shall be regularly maintained in a neat and trim manner. Dead or dying plant materials should be removed and replaced as soon as possible.
General maintenance of the landscaping shall include providing adequate water to promote healthy growth of grass, trees, and shrubs. In addition to the standard maintenance duties of mowing, trimming, and edging, any weeds on the property must be removed.
3. The homes in Sunwest are for residential purposes. Home businesses are permitted as long as they do not create any type of nuisance to the community of any homeowner.
4. While Sunwest consists solely of single family homes, it is important to remember that we live in general close proximity to our neighbors. Therefore, noise should be kept to reasonable levels.
5. No signs (except real estate related), billboards, advertising devices are to be erected within the community without the approval from the Architectural Control Committee.
6. Trash cans must be stored out of site except for a reasonable time period prior to and after the designated trash pick up day.
7. Exterior holiday decorations must be taken down within 30 days of the holiday.
8. Boats, campers, trailers, tractors, snowmobiles, motor homes, abandoned, or disabled vehicles, must be stored out of site.

DESIGN REVIEW

1. Homeowners must submit appropriate documentation, plans, sketches, etc. prior to making an improvement on the Property of any Site. Such improvements shall include, among other things; paint, landscaping, additions, decks, play structures, and fences.
2. Homeowners should be cognizant of neighboring homes when planning improvement projects. By taking an objective view of the improvement and surrounding areas, the better the likelihood the improvement will be approved.

3. Seasonal and or small landscape projects do not need to be approved by the Architectural Control Committee. These items would include such things as planting annuals, removing/replacing a tree/bush, adding bark/mulch/rock to an existing bed.
4. The Covenants of the Association detail specific requirements for improvement items (landscaping, decks, xeriscaping, etc.). Please review these guidelines prior to making a submittal.

PETS

1. A reasonable number of domestic, household pets are allowed provided they are not kept for commercial purposes.
2. Pets may not create a nuisance to any homeowners.
3. Pet owners are responsible for cleaning up after their pet in the common areas.
4. Pet owners are responsible for any damage done by their pets in the common areas.
5. Pets should not be tied to any of the Association's common areas.

HOMEOWNERS DUES

1. Your monthly homeowner's association dues are due on or before the first day of the quarter. A late fee of \$5.00 (plus 18% per annum interest) will be charged after the 30th day of the month on any unpaid balances. Late fees and interest will be added up again at the end of the next month (2 months delinquent) if the balance remains unpaid. Should the balance not be paid by the end of the third month, the Association will file a lien on the property (in addition to adding late fees and interest). The Association Board of Directors will evaluate each account over the course of the period. The Board reserves the right to turn a delinquency matter over to legal council for collection.
2. Checks should be made payable to Sunwest HOA and should be mailed to the Association's management company. c/o Realty One, Inc. 1426 Pierce St. Lakewood, CO 80214.

BOARD MEETINGS

1. The Board meetings are held monthly or as decided by the Board of Directors.
2. The meetings are held at the home of one of the Board members. Homeowners should contact the management company to confirm the date, time, and location.
3. All homeowners are welcome to attend the meetings.

FINES

In order to enjoy living in Sunwest, the Association has developed the above rules and regulation. While the Board makes every attempt to work with owners and tenants who are violating the rules, it is occasionally necessary to fine owners for continuing violations of the rules. The following policy on fines describes the steps the Board will take to deals with violations of the rules, except for non-payment of dues which is detailed under the Homeowner Dues section of this document.

First Offense: Warning letter – homeowner has a specific time frame, which will be detailed in the warning letter, to correct violation. If not corrected by the specified deadline date, the violation is upgraded to a second offense.

Second Offense: The owner is informed that a hearing is scheduled for the next monthly Board meeting. At that hearing, the owner/resident can contest the violation. The Board may vote to assess a \$25.00 fine against the owner at this time.

Third Offense: \$50.00 fine.

Fourth Offense: \$100.00 fine.

Additional Offenses: \$100.00 fine. At the time of the fifth offense, collection of the fine and resolution of the violation will be turned over the Sunwest's attorney. The owner will be responsible for payment of the fine as well as all attorney's fees.

Payment Schedule: The owner has 30 days from the date the letter is postmarked to pay the fine. If the fine is not paid on time, a late fee of \$10.00 will be added to the owner's account.

The Sunwest Homeowners Association would like to thank you for your cooperation in maintaining the community to the high standards that we all expect. By following the good neighbor policies, problems will be avoided, the living experience enhanced, and property values will be maintained.