

## **RULES AND REGULATIONS**

### **THE WESTWOOD CONDOMINIUM ASSOCIATION OF BOULDER COLORADO**

These are the Rules and Regulations governing the Westwood Condominiums and the Westwood Condominium Association of Boulder, Colorado. They apply to all residents of Westwood, Owners and non-Owners alike. They are enforceable in accordance with our Declaration and Bylaws. The purpose of these Rules and Regulations is to ultimately provide all residents maximum enjoyment while living at Westwood.

Westwood is an association of individuals and a community of residents with many common interests. One common interest is to maintain the highest quality of life for all residents.

**REMEMBER - TO HAVE A GOOD NEIGHBOR, YOU MUST FIRST BE A GOOD NEIGHBOR.**

#### **ARTICLE ONE: PERTINENT INFORMATION**

1.1 OFFICE The Westwood Condominium Association is managed by Countryside Asset Management, whose address is 7490 Clubhouse Road, Suite 201, Boulder, CO 80301. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The telephone number is (303) 530-0700. There is a 24-hour answering service at the same number.

1.2 MAINTENANCE Maintenance of all Common Elements is provided by contract labor. Repairs inside a Unit are the responsibility of the Unit Owner and not that of the Association.

1.3 GOVERNING DOCUMENTS The Condominium Project and the Association are governed by three documents: (a) THE CONDOMINIUM DECLARATION OF THE WESTWOOD CONDOMINIUMS, (b) ARTICLES OF INCORPORATION, and (c) BYLAWS OF THE WESTWOOD CONDOMINIUM ASSOCIATION OF BOULDER, COLORADO. These documents, as well as Budgets and other Association-related documents, are kept on file at the office of the Management Company and are available for your inspection and copying in accordance with ARTICLE ELEVEN of the Association's Bylaws.

1.4 ANNUAL MEETING The annual meetings of the Association shall be held each year on such date as shall be selected by the Board of Directors. At such meetings, the Members shall transact such business of the Association as shall properly come before the meeting, including election of members of the Board whose terms are expiring. Your Board of Directors encourage all residents to become involved in and with Westwood. Attend Annual Meetings and Board Meetings and serve on various committees that advise the Board. Information on these committees is available from the Board members or the Management Company. Only through active resident participation can your Association be responsive to your needs and wishes. This will make Westwood a sound investment, as well as a pleasant and enjoyable place to live.

## ARTICLE TWO: WARRANTY INFORMATION

Warranty concerns regarding the Common Elements are to be submitted to the Board of Directors through Countryside Asset Management Corporation. After the expiration of the Warranty Period, Owners should continue to submit the requests for repairs of the Common Elements to the Board through the management company.

## ARTICLE THREE: DEFINITIONS

Terms used in these Rules and Regulations have the same meaning in these Rules and Regulations as such terms have in the Condominium Declaration of the Westwood Condominiums.

## ARTICLE FOUR: GENERAL RULES

4.1 These Rules and Regulations, the Declaration, the Articles and Bylaws relating testoid shall be enforced by the Board of Directors, and Fines and Individual Assessments for infractions may be levied in accordance with the Declaration and Bylaws.

4.2 Parents are responsible for infractions committed by their children; and Owners are responsible for infractions committed by their tenants and guests.

4.3 There shall be no loud noises or playing of musical instruments, radios, stereos, televisions, etc. in such a manner as to disturb other residents. Volumes shall be appropriate between the hours of 11:00 p.m. to 8:00 a.m.

4.4 No sign of any type is allowed to be placed on the Common Elements without prior written permission from the Board of Directors. Political signs may be displayed within 45 days before an election and must be removed within 7 days after any election.

4.5 All roadways and walkways shall be clear for emergency traffic. No cars, furniture, bicycles, barbecues, toys or other items of personal property shall be stored, left or parked on a roadway, walkway or any other place within the Common Elements.

4.6 Rugs, clothing or other household items may not be permanently hung from any window, balcony, fence, or facade of the buildings. No clothesline of any type shall be allowed which is visible from the Common Elements, the street, or neighbor's Unit.

4.7 No fireworks or firearms may be fired or discharged within the Community.

4.8 Any immoral, improper, offensive or unlawful act may be reported to the appropriate governmental authorities and will be deemed an infraction of these Rules.

4.9 No flammable, combustible or explosive fluids, chemicals or substances shall be kept within the Community except those required for normal household use.

4.10 No resident shall sweep or throw any debris onto the Common Elements.

4.11 The Board may adopt such reasonable rules as it deems proper for the Association. A copy of said rules, as they may from time to time be adopted, amended or repealed, shall be mailed or otherwise delivered to each Owner. Upon such mailing or delivery, said rules shall be in full force and effect and shall be enforced against each Owner. It shall be the Owners' responsibility to provide the Owners' tenants with the Rules and Regulations.

4.12 There shall be no use of charcoal grills within the community. Per the City of Boulder fire code gas grills with a propane bottle less than 2.5 pounds are permissible for individual condominium occupants. Gas grills with larger propane bottles are not permissible at Westwood and must be removed or modified to accommodate a 2.5 pound propane bottle. Electric powered grills are also permissible under the City fire code.

4.13 Permitted items on balconies and patios include outdoor furniture, gas grills and potted plants. Operable bicycles may be kept on patios and balconies, they may not be hung from the walls or ceiling and may not be kept in numbers that are obtrusive. Patios and balconies may not be used for storage of personal items, i.e., boxes, indoor furniture and sporting equipment other than bicycles.

4.14 Owners have the option of purchasing and installing a storm door, which is available at Lowe's building supply stores. The two models approved are Larson Signature Series Item #89061 full view with interchangeable screens and Larson Savannah Screenaway Item #220609 with retractable screen. The door color must be almond and the handles must be brass (hardware for the full view door is included but must be ordered separately as item #11700). Doors by other manufacturers with equivalent models in appearance and construction may be submitted to the Board of Directors for review.

## **ARTICLE FIVE: PETS**

5.1 Owners (not tenants) will be allowed to harbor two dogs or cats or any combination thereof, not totaling more than two household animals.

No tenant shall be allowed to harbor a dog unless it can be shown that the dog provides assistance for a physical disability. The owner of the unit may determine whether or not the tenant is allowed to harbor an indoor cat.

Any Owner of an Apartment wherein the animal resides violating the provisions of this Resolution will be assessed a Fine of \$10 per day. All costs incurred by the Association in collecting this Fine, including reasonable attorneys' fees and costs, shall be properly assessed against such Owner.

If a permitted household animal constitutes a nuisance or inconvenience to a resident of The Condominium Community, The Board of Directors shall have the right to direct that the animal be permanently removed from The Condominium Community. No removal of an animal shall be made until the animal's Owner has been given written notice as to the reason for such animal's removal, and such owner has had an opportunity for a hearing before the Board of Directors. All costs incurred by the Association in enforcing and effecting the removal of such animal, including reasonable attorney fees and costs, shall be properly assessed against the Owner of the Unit wherein the animal resides.

Permitted household animals shall not litter the Common Elements. ANY SOILAGE MADE BY PETS ON ANY PORTION OF THE COMMON ELEMENTS MUST BE CLEANED UP AT THE TIME OF THE INCIDENT. It shall be the duty of the Association to keep the Common Elements free of litter caused by and left by pets. The Owners of pets known to be at large upon the Common Elements shall be assessed by the Board of Directors for the cleanup expenses incurred, together with the costs of collection and enforcement, to include reasonable attorney fees and costs if necessary.

Permitted household animals shall not be allowed to run at large within the Condominium Community, but shall be at all times under control of the owner while such animal is outside such Owner's condominium. Pets in the Common Elements must be either carried or be on a leash. The Boulder Animal Control Office ((303) 441-3380) will be contacted to have any animals found on the property without a leash removed. Residents must follow the City of Boulder's leash laws. It shall be the duty of the Association, and its representatives, to notify the City Animal Warden of pets found at large within the Common Elements in violation of City Ordinances.

5.2 No livestock, poultry or animals other than domesticated household pets may be kept.

5.3 No animal may be leashed to any stationary object in any Common Element.

5.4. Owners will be held responsible and liable for any property damage, injury or disturbance which such Owner's pet or such Owner's tenant's pet may cause.

## **ARTICLE SIX: SWIMMING POOL**

6.1 Daily Hours: 8:00 am - 10:00 p.m.

6.2 A LIFEGUARD IS NOT ON DUTY. ALL PERSONS SWIM AT THEIR OWN RISK.

6.3 Guests must be accompanied by a resident. Each Unit is limited to a reasonable number of guests at one time.

6.4 Pets are not allowed in the pool area.

6.5 Glass containers are not allowed in the pool area. Alcoholic beverages are not allowed in pool area.

6.6 Persons under 13 years of age must be accompanied by an adult. It is recommended that children who cannot swim wear floats/preservers. Other types of floats (air mattresses, inner tubes, etc.) are not allowed in the pool.

6.7 The pool gate is to be kept locked at all times. DO NOT prop the pool gate open.

6.8 Only appropriate swimwear is allowed in the pool - no cutoffs, etc.

## ARTICLE SEVEN: TRASH

7.1 Trash shall be picked up by Western Disposal on Monday, Wednesday and Friday. All trash should be put into the trash dumpster, and the area around the dumpster should be kept clean.

7.2 Bagged trash or trash cans must be kept inside the Unit if not put into the trash dumpster to be picked up.

7.3 No rubbish, garbage, trash or discarded smoking materials shall be allowed to accumulate upon the Common Elements outside of the trash dumpsters.

7.4 All trash dumpsters shall remain clear for loading/unloading for the trucks to remove garbage from the property.

## ARTICLE EIGHT: VEHICLE PARKING AND TRAFFIC POLICIES

8.1 Vehicles shall be parked only in garage spaces, assigned parking spaces or open parking spaces. Any parking space identified with a number is assigned to a specific condominium unit and is not available for parking by any other resident. Open parking is available to residents in any space not designated with an assigned number, including the parking spaces located on the Southeasterly side of Westwood marked "Residents Only". These parking spaces will not be assigned but will be open only to parking for residents.

Guests will be required to park on the street or some location other than at Westwood.

8.2 No vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance or exit of a building or garage space. Any offending vehicle is subject to immediate towing.

8.3 Speed limit signs, stop signs, yield signs and no parking signs may be erected at the Board's discretion with authorization of the appropriate governmental agency.

8.4 Vehicles shall not extend beyond the marked boundaries of any parking space while parked. The front of a vehicle shall not obstruct pedestrians from walking along the sidewalks.

8.5 Garage Spaces and the Use of Garage Spaces. Each Owner shall maintain the interior of his or her Garage Space in a clean, safe and attractive condition and shall keep the same free from litter and debris. The overall parking plan for The Condominium Community requires that Garage Spaces be used in such a manner so that automobiles and trucks could be parked within such spaces. Therefore, any use of a Garage that does not allow an automobile or truck to be parked within such space is expressly prohibited. If you own/rent a garage, you must park your vehicle in the garage. You may not use the garage for storage of a vehicle. Personal property may be stored in the garage as long as you also park your vehicle in the garage. Directors are granted the authority to enforce the provisions of this Paragraph by the levy of Fines against the Owner in accordance with Paragraph 5.6 of the Declaration. The following sliding scale for Fines to be imposed will be \$50 for the first month in violation, \$100 for the second month in violation, and \$150 for each month thereafter the garage is unable to be used for the parking of a vehicle. All garage doors must remain closed at all times except when vehicles are entering or exiting the Garage Space.

8.6 All residents will be issued up to two parking stickers for their vehicles. Any additional vehicles must be parked on the street. Stickers must be displayed in the upper left rear window of the vehicle. Vehicles that do not have a Westwood parking sticker displayed will be subject to booting or towing at the owner's expense. Stickers may be placed only on personal vehicles belonging to current residents.

8.7 No abandoned, unlicensed or inoperable vehicle shall be stored or parked within the Condominium Community. All vehicles parked at Westwood must have current tags and registration and must be moved every 72 hours.

8.8 Vehicles in violation of parking regulations are subject to being towed and/or booted at owner's expense and/or being fined by the Board of Directors.

## **ARTICLE NINE: DESIGN REVIEW COMMITTEE**

9.1 No exterior alteration, modification or addition shall be commenced, altered, moved, removed, installed or maintained within the Project until the plans and specifications showing the nature, kind, shape, height, materials, locations and approximate cost of the same shall have been submitted to and approved in writing by the Design Review Committee.

9.2 The Committee shall be appointed by the Board of Directors and shall consist of three (3) or more members. The Committee shall exercise its best judgment to see that all alterations, modifications and additions within the Project conform to and harmonize with existing surroundings and structures.

The Committee shall approve or disapprove all requests within fifteen (15) days after receipt of all documents needed. In the event the Committee fails to take any action within said 15 days, approval will not be required, and the design review shall be deemed to have been fully complied with.

9.3 Any modification, alteration or addition without the written approval of the Committee shall be deemed to be a violation of these rules.

9.4 Any temporary exterior holiday decorations may be displayed within 15 days before a holiday and removed within 15 days after the holiday. Christmas lights and decorations will be allowed from November 25 through February 1. All installations of exterior decorations for holiday purposes must not jeopardize the safety, welfare or convenience of the community.

9.5 In any Residence which is located above another Residence ("stacked"), the floor shall remain carpet as it was originally installed. In the event of replacement, the carpet being installed shall be of the same quality and consistency as the carpet being replaced. The installation in these Residences of flooring consisting of wood, tile or any other hard surface floor coverings are expressly prohibited without prior written consent of the Board of Directors.

## ARTICLE TEN: LEASED UNITS

10.1 Each Unit leased shall be for an initial term of not less than ninety (90) days.

10.2 Leasing of a Unit for business purposes is not permitted.

10.3 There shall be no more people residing in the Unit than are allowed by the zoning ordinances of the City of Boulder.

10.4 Any non-Owner residing in any Unit shall be subject to these Rules and Regulations in the same manner as would an Owner. Any fines or Individual Assessments incurred by non-Owner residents shall be the liability of the Owner of the Unit, and shall be assessed in accordance with the procedures specified in the Declaration and Bylaws.

10.5 The Owner is responsible for the distribution of the Rules and Regulations to such Owner's tenants.

10.6 Owners must obtain a current City of Boulder Rental License. The City of Boulder housing code requires that any residential dwelling unit property have a current rental license in order to maintain consistent health and safety standards for all rental properties in Boulder.

## ARTICLE ELEVEN: COLLECTION OF DELINQUENT ASSESSMENTS

11.1 All monthly assessments are due and payable on the FIRST DAY OF EACH MONTH. Any assessments not paid within fifteen days after the due date shall be assessed a \$25 late charge. Should it become necessary to file a lien on the Unit or County Court Summons and Complaint, the Owner of such unit is responsible for all legal fees and costs.

## ARTICLE TWELVE: ENFORCEMENT

12.1 If any action is brought in a court of law or put into arbitration as the enforcement interpretation or construction of these Rules and Regulations, the prevailing party in such action shall be entitled to reasonable attorney's fees as well as all costs incurred in the prosecution or defense of such action.

12.2 All complaints pertaining to infraction of the Rules and Regulations of Westwood must be in writing, addressed to the Board of Directors, c/o Countryside Asset Management Corporation, 7490 Clubhouse Road, Suite 201, Boulder, CO 80301. The complaint must include the following:

- (a) Name and identity of individual committing the infraction;
- (b) The identification of the specific Rule or Regulation violated;
- (c) The date, time and place of the infraction;
- (d) The name, address, and telephone number of the person making the complaint, and the complaining individual's relationship to the community.

12.3 Upon receipt of a written complaint, the Board of Directors shall conduct the Notice and Hearing Procedure in accordance with ARTICLE TEN of the Association's Bylaws.

Fees may be imposed according to the following schedule:

First Offense	Written warning
Second Offense	\$25.00
Third Offense	\$50.00 \$100.00
Fourth & Successive Offenses	

12.4 The Offenses of the Owner, such Owner's guests and/or tenant shall be attributable to the Owner. Each infraction need not be of the same rule or other regulation.