

THE WILLOW GREEN TOWNHOMES ASSOCIATION

Managed by Bartlett Property Management

PO Box 325, Eldorado Springs, CO 80025

303-443-7872

WILLOW GREEN HOMEOWNERS ASSOCIATION

RULES AND REGULATIONS

FORWARD

The Willow Green Townhomes is a community of 40 family homes on separate town home units occupied by both owners and those who are leasing their homes from owners. For the purposes of this document the term resident applies to anyone living at Willow Green, whether they are an owner occupant or a tenant renting from an owner.

Willow Green Homeowner's Association Board of Directors has been given the authority and responsibility by the Declarations and Bylaws to establish uniform Rules and Regulations for all residents of the community. These Rules and Regulations are a benefit to all residents in that they provide an understanding of the expectations of your neighbors and specific areas of concern, which are often overlooked by new community residents.

Each resident shall have non-exclusive use of the facilities that are provided for the common enjoyment of all unit owners. Use is subject to all rules as established by the board of Directors and is subject to change as needed.

Each owner is responsible for compliance with Rules and Regulations by himself or herself, by his/her family, pet(s), guest(s), visitor(s), lessees and any other brought onto the Willow Green premises. Owner(s) shall be held responsible for providing each tenant with a set of Association Rules and Regulations. The owner is also responsible for the tenant's compliance with these Rules and Regulations. Each resident has control and use of his/her unit for residential occupancy. Limitations imposed by the Association are implemented to enhance the quality for living for all residents.

It has been the ongoing goal of the Willow Green Homeowner's Association to provide owners and renters with a safe and pleasant living environment. We will continue to look for ways to improve the quality of living for all occupants of Willow Green. All implemented Rules and Regulations are designed for this purpose.

Thank you for your cooperation,

Willow Green HOA

RULES AND REGULATIONS

A. TOWNHOME UNITS

1. Each resident has control and use of his townhome for residential living; however the following Rules and Regulations are needed to enhance the quality of living for all residents:
 - a. Occupancy of each unit shall be limited to four residents.
 - b. No use, which creates a nuisance or interferes with the peaceful enjoyment of the property or the safety of other residents.
 - c. No noise intrusion in any form including music, partying, machinery and appliances from 10:00 p.m. to 8:00 a.m.; Residents should be considerate and avoid excessive noise at all times of the day.
 - d. No unsupervised children running or biking along the parking area, pool areas or any other common area of the Willow Green property.
 - e. All trash must be disposed of in the designated receptacle and must not be discarded in patios or entrance ways or on any of the grounds. Bottles and cans will not be left in the parking lot, hot tub area, or any common areas.
 - f. It is prohibited to hang garments, rugs, or any other materials from the windows or from any of the facades or patios or any building or common area.
 - g. No resident/occupant will install or operate in the building any refrigerating, heating, air-conditioning, washer, dryer, or any other appliances not part of the original installation, or use any illumination other than electric light, or use or permit to be brought into the building any flammable liquids, explosives or articles deemed hazardous to persons or property without obtaining the written consent of the Board of Directors.
 - h. No sign, signal or illumination will be inscribed or exposed on any window or balcony or on any other part of the building. Nothing shall be projected from the window. Written consent from the Board of Directors is required for any and all displays.
 - i. All leases must be in writing.
 - j. All lease agreements must provide that the terms of the lease shall be subject in all regards to the provisions of the Declaration and the By-laws of the Association and to the Rules and Regulations of the Willow Green Townhomes, and that any failure by the tenant to comply with the terms of the Declaration and By-laws of the Association or the Rules and Regulations of Willow Green Homeowners Association shall be a default of the lease.

B. LIMITED COMMON AREAS

1. Parking Lots

- a. Parking shall be in designated areas only. Each unit has one designated numbered parking space. Residents and guests may park in Visitor designated parking spaces.
- b. No boat, camper, trailer, motor home, recreational vehicle or other vehicle of a similar nature shall be parked in the parking lot.
- c. No truck shall be parked at Willow Green except those used for daily transportation. Cabs associated with or connected to semi trailers are forbidden.
- d. No more than two vehicles per residence (unit) are allowed in the parking lot at Willow Green,
- e. No vehicle may be parked in the same visitor parking spot for more than 48 hours.
- f. No vehicle that is unlicensed, that has expired tags, or is inoperable is allowed in the parking lot of Willow Green.
- g. No car maintenance or repair activities are permitted in the parking lot.
- h. Parking is at the owner's risk; owners are encouraged to lock their vehicles at all times.
- i. Residents are responsible to see that their guests are not parking in assigned parking spots. If parking is full within the complex, parking is available of 34th Street. Guests for private events in the clubhouse must park on 34th Street.
- j. American Towing will immediately tow cars that are illegally parked in designated numbered spots, in front of trash areas, have been parked in Visitors parking for more than 48 hours, or in fire zones without exception with costs incurred by the car owners. Board Members have authority to tow cars in fire and common areas. Unit owners/renters have authority to tow from their designated numbered spots' however, the numbers must be visible.

2. Unit Decks/Patios

- a. The deck floor may be covered with appropriate carpeting as deemed desirable by the Board of Directors of Willow Green. The unit owner is responsible for removing the carpet in the event of maintenance to the exterior of the unit.
- b. Residents have the exclusive right to use the deck adjacent to their unit, including the placement of portable floor furniture or other items no higher than the balcony walls and placed inside the area defined as the patio/deck.
- c. Residents are responsible for cleaning the deck floor and doors. Cleaning will be accomplished so as not to interfere with the surrounding units.

- d. The Board of Directors does not allow alterations, changes or additions and permanently affixing items to the floor or walls of decks without specific written approval by the Board.
- e. Installation or use of combustion cooking devices in the deck area is not allowed. Flammable substances such as (but not limited to) fire starter liquids and charcoal are forbidden in the buildings and on the decks.
- f. Decks are NOT to be used for storage.
- g. Heavy items are NOT to be put on the decks.

C. COMMON AREAS

1. Hot Tubs

Willow Green's hot tub is for the enjoyment of all the residents. Consideration for others is foremost and each resident must assume personal responsibility for understanding, monitoring and obeying the rules and regulations for the welfare of the entire Association.

- a. The hot tubs are available for all owners and renters of property at Willow Green. All owners are issued a key for the hot tubs. Key replacement is \$100.00
- b. Hot tub hours are from 7:00 a.m. – 11:00 p.m., seven days a week. Fines beginning at \$50.00 and increasing incrementally up to \$250.00 will be issued to all residents using hot tubs out of hours.
- c. The hot tubs are for use by residents of Willow Green and their guests. Resident host must be present when guests are using the tubs.
- d. Residents and their guests assume all risks when in hot tubs.
- e. Residents and their guests are responsible for damage to any of the equipment for use in this area.
- f. No more than 6 people are allowed in the hot tub at one time.
- g. Insurance regulations require that a parent or supervising adult must accompany children under sixteen at all times while using the hot tubs.
- h. The hot tubs are easily contaminated. Health regulations prohibit persons from entering the tubs after having applied lotion of any kind. Detergents and soap are not allowed in the hot tub. The Department of Health has the right to close the tubs without notice at any time that health or safety standards fail to meet the City Ordinance. Therefore, please shower before using the tubs.
- i. No glasses or glass containers or bottles are allowed into the tub area.
- j. Hot tubs are non-smoking areas.
- k. No glass shall be brought into the pool areas. Food waste is to be disposed of properly to avoid vermin.

2. Club House

- a. The clubhouse is available to all owners and renters on a scheduled basis. The clubhouse lounge and kitchen may be reserved by homeowners or residents of Willow Green for private use with a \$200.00 damage deposit and a \$100.00 use fee per day (the use fee is for renters only). No reservation is valid without a cash or check deposit.
- b. The person reserving the space is liable for all clubhouse expenses and damages that arise. In case of tenants, the homeowner whose membership the tenant is using is automatically a co-sponsor with his tenant and this homeowner is equally responsible for all expenses and damages resulting from the tenant-sponsored use.
- c. All private use of clubhouse and common area is under the control of the Homeowner Association with the full assistance of the sponsor. All reservations, arrangements, deposits and charges must be made with the Property Manager.
- d. Private functions must end by 12:00 p.m. on Sunday through Thursday and by 1:00 a.m. on Friday and Saturday.
- e. The clubhouse must be cleaned and ready for inspection by noon the day following the reserved use.
- f. Assessment charges for an occurring damage and return of clean up and damage deposits will be made within seven days of the return of the keys.
- g. In the event that repairs or cleaning are necessary, the cost will be deducted from the deposit before it is returned.
- h. The person reserving the facilities must be present throughout the use and be the last one to leave.
- i. Parties must not disturb homeowners and residents through excessive noise or inappropriate behavior.
- j. Sponsors responsible for functions that are damaging to property or unduly disturbing to other homeowners after one warning may not be permitted to reserve the facilities for one year.
- k. Homeowners have the right to call the non-emergency police number at (303) 441-3131 pursuant to the noise ordinance and breach of the peace ordinance.

3. Windows and Screens

Missing and bent screens must be replaced within 10 days by the unit owner. Screens must be anodized and must match the original color of the screens installed by the HOA of Willow Green Townhomes.

D. PETS

1. Only an Owner of a unit may have household pets. Owners may keep a total of up to two household pets per unit. Tenants may keep pets at Willow Green Townhomes only with prior written consent of the Association.
The pet owner shall assume full responsibility for personal injuries or property damage caused by such pet and shall be responsible to indemnify the Association, its Board of Directors, the managing agent, and residents and occupants of the various units and shall hold them harmless against loss, claim or liability of any kind or character arising from or growing out of any act of such pet.
 - a. Dogs must at all times be on a leash and in total control of their owner when outside of the unit and in the Common Area.
 - b. Dog owners must use the designated areas for curbing their dog in order to minimize the impact of dogs on the health and safety of residents. Dog owners must clean up their dog's droppings in this area. Common Areas or grounds are not to be used as dog relief areas.
 - c. Dogs barking in units or in the Common Area are to be strictly controlled by the owner.
 - d. Dogs are not to be tethered to any part of the Common Area or be allowed access to the Common Area when tethered.
 - e. Dogs are not allowed to be a nuisance or threatening in any way.
 - f. No more than one dog may be kept in any owner occupied townhome unit. Cats, small birds and fish are allowed to be housed on the property with the following restrictions:

F. MISCELLANEOUS

1. Soliciting is prohibited. No one shall solicit for the sale of goods or services, for donations, or for religious purposes.
2. Ball games are prohibited on the common grounds except as designated by the Board of Directors.
3. Neither the Board, the Association, nor the Managing Agent is responsible for personal property left in cars in the parking lots or elsewhere on the premises.
4. Employees are prohibited from entering the individual units while they are on duty except to perform work as authorized by Management. In the case of an emergency, Management is allowed to enter any unit at any time.
5. Trash items that are too large for the dumpster can be removed by contacting management and requesting a special pick-up, cost of which will be the responsibility of the person making the request.

G. ENFORCEMENT OF RULES AND REGULATIONS

1. In the event of any violation of provision of the Declaration of Condominium, By-laws, or Rules and Regulations adopted by the Association, the owner of

the unit which is in violation or in which the person committing the violation resides, shall be subject to fine by the Association in the following amounts:

- a. First citation for a violation – warning letter
 - b. Second citation for any violation - \$25.00
 - c. Third citation for any violation - \$50.00
 - d. Fourth citation for any violation - \$100.00
 - e. Chronic violators are subject to higher fines and/or legal action as authorized in the Declarations and By-laws of the Association and in the Rules and Regulations to decided and imposed by the Board of Directors.
2. All fines shall be payable upon imposition by the Board of Directors and may be collected by action at law. Any fine shall be deemed an assessment against the unit owned by the owner charged therewith, and such unit shall be subject to the lien rights of the Association for collection of any fine.
 3. Upon imposition of a fine the Board of Directors shall notify the owner in writing of the violation. The Board of Directors has full authority to review the covenant and change, alter or delete any portion or its entirety, as it sees fit to further the health, welfare and safety of the residents and occupants at Willow Green.

H. COMPLIANCE WITH RULES AND REGULATIONS

1. Each unit owner is responsible for full compliance with the Rules and Regulations by all family members, pets, guests, visitors, renters and any others the unit owner brings to Willow Green Townhomes.
2. Losses or damages to common area spaces, machinery, fixtures or furnishings caused by unit owner or by his guests, visitors, renters or other persons, or pets shall be replaced or paid for by the unit owner involved.
3. Management, following policies and procedures establishes routine enforcement by the Board.
4. The Boulder Police will be called for law violations.
5. Any resident or staff member suspecting the loss or damage of any of his personal property should immediately bring it to the attention of Management.
6. Any unit owner/resident can report an infraction of the established Rules and regulations to the Management.
7. The Board reserves the right to amend, alter or cancel any of the Rules and make such other Rules and Regulations from time to time as may be deemed necessary for the safety, care and cleanliness of the premises and for securing the comfort and the convenience of all residents of the buildings.
8. Should there be a dispute of what constitutes a violation of these Rules and Regulations, the Board of Directors of Willow Green will be the final arbiter.