

# USERS' GUIDE

## AN INTRODUCTION TO THE HOMEOWNERS' GUIDELINES

### WOODRIDGE TOWNHOMES HOMEOWNERS' ASSOCIATION BOULDER, COLORADO

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# **THE HOMEOWNERS' ASSOCIATION**

The Woodridge Townhomes complex, located on Fulton Circle and Edison Avenue, consists of 50 privately-owned, single family townhomes within 15 buildings, ranging in size from two to four units each. The buildings are surrounded by a Common Area which is jointly owned by the 50 homeowners. Management of Woodridge Townhomes is overseen by the Woodridge Townhomes Homeowners' Association (HOA). The HOA is a nonprofit corporation governed by a Board of Directors elected by the General Membership. All homeowners are Members of the HOA with one vote per dwelling unit.

## **A. ASSOCIATION FUNCTIONS**

### **1. Management of the Common Area**

This function includes maintenance of the lawn and sprinkler systems, fences, trees, shrubs, sidewalks, parking spaces, driveways, and utilities within the Common Area. The Common Area basically includes everything beyond the footprint of the buildings, but excludes the two public street rights-of-way for Edison Avenue and Fulton Circle.

### **2. Maintenance of Building Exteriors**

The HOA is responsible for the maintenance of all roofs, exterior walls, exterior paint, garage doors, rain gutters and down spouts (more detailed information on this subject can be found in the Exterior Building Alterations and Equipment Guidelines).

### **3. Maintaining Architectural Control**

The recorded Declaration of Covenants, Conditions, and Restrictions (CC&R's) authorizes the Architectural Control Committee to review and approve any privately proposed alterations or additions to the building exteriors or any privately proposed alterations of landscaping within the Common Area. The Board of Directors has generated this Users' Guide and accompanying guidelines to assist homeowners in making decisions concerning any proposed changes.

### **4. Providing Property Insurance and Liability Insurance**

The HOA provides for comprehensive insurance for all buildings and the Common Area. The insurance is for the benefit and protection of the HOA only. It is the responsibility of each homeowner to provide coverage for their personal property (contents of units), maintenance, and repairs. The HOA's insurance agent is Bill Tutterow, State Farm Ins. Co. (303) 442-7736.

## **B. THE BOARD OF DIRECTORS AND OFFICERS**

### **1. Governing Body**

The governing body of the HOA is the Board of Directors, which consists of seven owners elected by the General Membership for three-year terms of office. Each unit has one vote, regardless of the number of owners of a unit. Mid-term vacancies on the Board may be filled by a vote of the Board.

### **2. Officers**

The three officers of the Board of Directors are the President, Vice-President, and Secretary / Treasurer. The officers must be members of the Board and are elected by Board Members for one-year terms. Officers serve at the pleasure of a Board majority.

## **C. MANAGEMENT**

### **1. Property Manager**

Creekside Community Association Management is currently under contract with the Board of Directors to manage many of the HOA functions. Our contact person with the management company is Helen Cartwright.

### **2. Manager Functions**

The primary functions of our property manager are as follows:

- a) To handle day-to-day business of the HOA and to provide an interface between the HOA and individual owners.
- b) To provide HOA financial statements.
- c) To provide an interface between the HOA and independent contractors, including landscape services, handyman services, roofing companies, and other contracting services as needed.
- d) Prepare and attend HOA meetings.
- e) Maintain Association web page at [www.creeksidecam.com/woodridge](http://www.creeksidecam.com/woodridge)

### **3. Manager Contact Info**

**Creekside Community Association Management**  
**PO Box 325**  
**Eldorado Springs, CO 80025**  
**[helen@creeksidecam.com](mailto:helen@creeksidecam.com)**  
**(303) 443-7872 (office) | (720) 966-8475 (cell)**

## **D. MEETINGS AND BUDGET**

### **1. Regular Board of Directors' Meetings**

The Board holds at least 4 board meetings throughout the year. Notices of upcoming meetings are emailed to all property owners at the current email address on file, and notices are posted on the website. The Board meetings are open to the public. Owners are welcome to attend and participate, but only Board Members may vote.

### **2. Annual Meeting**

The HOA holds its annual membership meeting in August or September of each year. All property owners in Woodridge are encouraged to attend this meeting. The main agenda items usually involve the annual financial reports, information on completed or ongoing projects, proposals for the coming year, and election of members to the Board of Directors. Attendees are encouraged to participate in the discussions, bring up new topics, raise questions, or to make suggestions.

### **3. The Board Review of the Budget**

Each year, prior to the Annual Meeting, the Board of Directors must adopt a budget for the next year. The adopted Budget is made available to the General Membership prior to the Annual Meeting, at which time the Treasurer of the Board will explain it. The adopted Budget may not be vetoed or modified in any way without a majority vote of the Membership present, including proxies, and only if there is a quorum (State law).

### **4. Special Meetings**

If necessary, the Board of Directors may call a pre-announced special meeting of the General Membership at any time.

## **E. ASSESSMENTS**

### **1. Monthly Assessments (Dues)**

The expenses of operating the HOA are paid for by regular monthly assessments. These expenses fall into two basic categories:

- a) **Operating Expenses:** These are day-to-day expenses, such as maintenance, utilities, insurance, and administration.
- b) **Reserves:** Funds that are saved for major expenses, and long-term major repairs or rehabilitation projects.

### **2. Due Date**

The monthly assessment due date is the first day of each month. Dues are late if not paid within 30 days of the due date. Beginning 30 days after the due date, a \$10 late fee is added for each month of delinquency (the late fee is set by action of the Board of Directors). Failure to pay assessments may result in liens on the property and/or other penalties, including reporting to credit agencies and, in extreme cases, foreclosure.

### **3. Special Assessments**

Special assessments may be levied on a blanket or individual basis by the Board of Directors whenever unexpected expenses warrant them, as set forth in the CC&R's. For example, blanket special assessments could be imposed to cover major repairs to buildings when reserve funds are inadequate. An individual assessment could include damage to buildings brought about by an owner or a tenant through malice or neglect on their part.

## **F. PROBLEM RESOLUTION**

### **1. HOA-Related Problems**

- a) If you are an owner and you have an emergency (e.g., the roof is leaking), contact the HOA Manager directly by phone (303-443-7872), text (720-966-8475) or email (helen@creeksidecam.com). If it is not an emergency, wait until regular business hours to contact management.
- b) If you are a tenant and feel you have an HOA-related problem, contact the owner of the unit to handle the situation for you.

### **2. Problems between Owners and Tenants**

The Woodridge Townhomes HOA is not responsible for the resolution of problems or disputes between owners and their tenants. If you seek advice in regard to a problem, you may contact the Board of Directors or the HOA Manager.

### **3. Other Problems**

For a more complete list of potential problems, please refer to the "Miscellaneous Rules and Regulations."

### **4. Boulder Community Mediation Service**

The City of Boulder has an office of mediation resolution, which is designed as a medium of last resort in regard to disputes between an owner and an HOA and also between neighbors in townhouse complexes (such as ours). Their phone number is (303) 441-4344.

## **G. ARCHITECTURAL CONTROL**

### **1. Architectural Control Committee (ACC)**

The Architectural Control Committee (ACC), the establishment of which is mandated by the CC&Rs, has the responsibility of reviewing and approving all privately proposed applications for exterior changes to the buildings and grounds in Woodridge. The ACC is made up of three members, appointed by the Board of Directors.

### **2. Scope of Responsibility of the ACC**

Approval must be obtained from the ACC for any proposal by an owner for:

- a) Any intended alteration or addition to the exterior of any building, including dish antennas, air conditioning units, mini-split systems, evaporative coolers, new windows, doors, screens, decks, fences, skylights, and the like.
- b) Any planned alteration or addition to any landscaped area.
- c) Tenants may only apply to the ACC through the property owner.
- d) Further details regarding regulations pertaining to exterior changes can be found in the individual Guidelines.
- e) Work should not commence on any project until final approval is obtained from the ACC.

### **3. Applications**

Applications must be submitted to the ACC or to the HOA's Manager for all proposed exterior changes. Application forms may be obtained through the Manager or members of the ACC. Tenants may apply to the ACC only through the property owner. An application should include a letter with a detailed description of the proposal and shall also include a site or architectural sketch, if appropriate, to clearly show the design and location of the proposal. Photos and/or brochure samples are encouraged, if available and appropriate.

### **4. Timetable**

Although experience shows that the turnover rate for the ACC, from the date of an application to final approval, may take a week or two, the CC&Rs allow an approval period of 30 days. The 30-day period is measured from the date that a complete application is received by the ACC. The ACC may approve an application with or without conditions or deny an application. All actions by the ACC shall be in writing. A decision by the ACC is final unless appealed to the Board of Directors within 15 days. Copies of all ACC decision letters shall be distributed to the Board of Directors. ACC Approval expires after 2 years, after which time a new application must be submitted.

## **H. GUIDELINES**

The Guidelines have been brought together in booklet form for the convenience and edification of the residents and owners in Woodridge. The Guidelines reiterate, expand upon, and clarify various rules set forth in the CC&R's, the By-Laws and the Rules and Regulations. Where new rules or modifications appear in the Guidelines, the rationale for any such changes can be found in the admonition set forth in the CC&R's not to allow improvements which would detract from the value of Woodridge as an attractive residential community (CC&R's, Art. VI, Sec. 8).

No rule in the Guidelines may be altered if it is also found in the CC&R's or in the By-Laws without the required vote of the General Membership. All other rules and modifications may be modified by a majority vote of the Board of Directors.

The Users' Guide has been adopted by the Board of Directors on February 24th, 2010

(Trudi Eldridge President; John Allison, Vice President; Lynda Shaw, Treasurer; David Gates, Secretary; and Members-at-Large, Donna Seaman, Doug McDonald, and Jacob Marienthal.)

The Revised Users' Guide has been adopted by the Board of Directors on February 24<sup>th</sup>, 2020

Mike Holm (President), Donna Seaman (Vice President), Noah Duncan (Treasurer), Kevin Jute, Jessica Candelaria, Conor Parlo Simon and Ryan Colby.

The Revised Users' Guide has been adopted by the Board of Directors on August 1, 2023

Bryan Alders (President), Kevin Jute (Vice President), Ryan Colby (Treasurer), and Members-at-Large : Sarah Castner, Saly Mier, Conor Parlo-Simon and Eric Schoeller.

# **EXTERIOR BUILDING ALTERATIONS AND EQUIPMENT**

The following Guidelines are intended to help homeowners with any proposals they may have for modifications to the exterior of their Townhomes. ***Homeowners must obtain approval from the Architectural Control Committee (ACC) prior to starting exterior work (see A and B, below). Decisions by the ACC are final unless appealed to the Board of Directors within 15 days of any decision by the ACC. Homeowners shall request and reference maintenance agreement prior to alterations.***

## **A. EXTERIOR CHANGES that require approval from the ACC:**

### **1. Heating/Cooling Equipment**

Heating and cooling equipment, such as whole house air conditioning (A/C) units, heat pumps, mini-split systems and evaporative coolers placed on the ground (within the Common Area\*) may be allowed, subject to the following conditions:

- a) Maintenance of the equipment shall be the responsibility of the homeowner. Installed screening may not be modified in any manner without prior ACC approval.
- b) ACC shall recommend routing before installation to minimize visual impact to the exterior of the building.

### **2. Radon Systems & Sump Pumps**

Radon gas pumps or sump pumps and their related piping may be allowed, but shall be subject to ACC approval.

- a.) Maintenance of the equipment shall be the responsibility of the homeowner.

### **3. Windows and Doors**

New windows, skylights, patio doors, front doors, storm doors, screen doors, and window screens, whether replacements, enlargements, or at new locations, shall be subject to approval by the ACC. Homeowners are responsible for maintenance (including leakage) and replacement of any such improvements, including any installed by previous owners.

### **4. Solar Panels**

Solar Energy Devices, such as electric or hot water panels may be installed on the roof of a townhouse, subject to approval by the ACC as to design, placement, and color of the proposed unit and associated exterior equipment. Maintenance of any such equipment, including repair of any related roof leaks, shall be the responsibility of the homeowner.

### **5. Decks, Patio Fences, and Gates**

Any proposed deck shall be limited to the area of the patio, shall not be over 8 inches in height above the concrete slab (or to the top of the first step next to the patio door), and shall not extend into the Common Area\* outside the patio border. Submitted plans should show any steps to be provided from the patio to the Common Area.

- a) Maintenance of decks over existing concrete patios and tiled patios shall be the responsibility of homeowners.
- b) Should a determination be made by the Board of Directors that the concrete slab beneath a deck needs repair, mud-jacking, or replacement, the deck may be removed by the Homeowners' Association (HOA) to accomplish the needed work. The same rule would apply should it be necessary to replace or maintain the patio fence or the exterior wall of the building, access to which is inhibited by a deck. The cost of removal and restoration of the deck would be at the owner's expense.



- c) In instances of badly deteriorated patio decks which were installed as part of the original construction of Woodridge (those decks that do not have a concrete slab beneath them), the Board of Directors may choose to maintain them or to replace them with either a concrete slab or with a new deck (following due consideration of the homeowner's wishes).
- d) Patio fences are owned and maintained by the HOA. Any homeowner's proposal to modify, paint, or replace any patio fence shall be submitted to the ACC for approval.
- e) Patio gates are subject to approval by the ACC and once installed shall be maintained by the homeowner. The HOA reserves the right to repaint the gates.
- f) The HOA has the responsibility for maintenance of all peripheral property-line fences in Woodridge.

**6. Shade Structures**

Awnings, shutters, trellises, ramadas, or other shade structures that are marketed for reducing energy consumption, may be allowed, but are subject to ACC approval as to type, location, size, design, and colors. None of the above improvements may have support columns in the Common Area. Once installed, the maintenance of these improvements becomes the responsibility of the homeowner.

**7. Wind Generators**

Wind generators for individual townhouses must be submitted to the ACC for approval as to design, location, structural integrity, and color. Any commonly-owned wind generator (i.e. one that serves multiple units) shall be subject to approval by the Board of Directors.

**8. Clothes Lines**

Private exterior retractable clothes lines shall be limited to the patio area and shall be subject to ACC approval as to design, height, color, and precise location. A Common Usage clothes line area in the Common Area\* would be subject to approval, installation, and maintenance by the HOA.

**9. Other**

All other proposed exterior additions or alterations not listed above shall be subject to ACC approval (except as listed under sections **B.** and **C.** below), including:

- a) Louvered and/or screened attic openings (usually installed with whole house fans)
- b) A/C or evaporative cooler window units proposed for any window on the first floor or for any non-bedroom window on the second floor (bedroom window units are prohibited by the City of Boulder Fire Code if there is only one bedroom window)
- c) Roof fans and exterior garage fans
- d) Porch and Patio light fixtures (the garage light fixture is the responsibility of the HOA)
- e) Radon gas pumps or sump pumps and their related piping, except as exempted under section **B.1.** below.

**B. ALLOWED IMPROVEMENTS, not requiring ACC approval:**

**1. Roof Vents**

Roof Vents not exceeding 10 inches in diameter and if the exterior color is bronze or dark brown. The property owner shall be responsible for maintenance of such vents, including repair of leaks.

## 2. Replacement Glass

Replacement glass in windows or doors, not involving the replacement of frames or sashes, if no variant designs and/or colors are proposed in or on the glass.

### **C. PROHIBITIONS**

1. **No construction, installation, or alteration** to the exterior of any building shall be undertaken without prior approval by the Architectural Control Committee, except as noted under **B**, above.
2. **No cooling equipment**, such as A/C units, heat pumps, mini-split systems or evaporative coolers, shall be placed on or attached to the roof or the exterior wall of any building, nor shall any such equipment be placed in the Common Area\* in front of any townhouse without ACC approval
3. No material, such as **Plywood, wood, cardboard**, sheets, blankets or similar materials, shall be placed on the inside or outside of any window in lieu of curtains or blinds.
4. **No chimes or spotlights** of any kind shall be permitted outside any building, including within a patio, on the wall, or in the Common Area.

### **D. MAINTENANCE PROVISIONS**

Existing doors, windows, and all other additions and improvements listed under **A** and **B**, above, shall be maintained by the property owner, except as otherwise noted therein. This responsibility extends to any such improvements which have been installed by previous owners. The Association is responsible for maintenance of roofs, vents, and skylights which were installed by the developer of Woodridge or by the Woodridge HOA. Any exterior equipment no longer in use shall be removed by the property owner within 30 days. The Board may have such equipment removed at the owner's expense.

### **E. APPLICATION SUBMITTALS**

Application must be made to the Architectural Control Committee prior to commencement of work on any proposed change to the exterior of any townhouse or adjoining fence, as specified above. Application Forms with detailed instructions may be obtained from the Association's Management Company or on the HOA webpage [www.creeksidecam.com/woodridge](http://www.creeksidecam.com/woodridge).

### **F. VIOLATIONS**

Failure to comply with the Guidelines may be subject to a fine, in an amount as established by the Board of Directors and in a manner prescribed by the CC&Rs. Should it become necessary for the HOA to maintain, repair, or replace any damaged portion of the exterior of a building or a fence, due to negligence (or any other reason) by a homeowner or a tenant, the cost of such repair shall be borne by the homeowner.

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\* Basically, the **Common Area** can be described as any part of the Woodridge property outside the foundations of the buildings (also shown as property lines on the recorded Subdivision Map) and exclusive of public streets' rights-of-way (Fulton Circle and Edison Street). The only exception to this is that the property line crosses individual patios on a line extended out from the rear wall of each unit. Porches are located entirely within the Common Area.

# **LANDSCAPING WITHIN THE COMMON AREA**

The Woodridge Homeowners' Association (HOA) has the sole responsibility for maintenance, restoration, and preservation of all the permanent improvements within the Common Area. The Common Area includes all the landscaped areas within Woodridge. The following guidelines establish limits and ground rules for specific areas within the Common Area where homeowners may seek approval to add new landscaping.

*Homeowners must obtain approval from the Architectural Control Committee (ACC) prior to initiating any alterations of exterior landscaping (for exceptions, see C. below). Decisions by the ACC are final unless appealed to or by the Board of Directors within 15 days of any decision by the ACC.*

## **A. PRIVATE LANDSCAPING**

Private landscaping may be allowed in the following parts of the common area, subject to the approval of a landscape plan by the ACC:

### **1. Front Yards**

- a) Existing landscaped areas bounded by two garages, two driveways, porches at the rear, and a curb and/or a sidewalk at the front.
- b) Existing small landscaped islands at the front of the porch and along the outside of the entry sidewalk on some end units.
- c) One-foot wide landscape strips between the side of garage and the sidewalk.

### **2. Rear Yards**

Existing 4½' landscape strips at the rear of townhouses, lying between the patio and the opposite end of the unit (beneath the living room window).

### **3. Expansion Areas**

Areas specified under **1** and **2** above may be expanded with approval from the ACC.

## **B. LANDSCAPE PLANS**

Landscape plans are required for all areas listed under **A**, above. The plans should include all proposed permanent landscaping, including the following:

**1. All trees, shrubs**, berms (mounds), any type of ground cover (paving, rocks, tanbark, and ground cover plants), exterior landscape lighting, any irrigation system, permanent planter boxes, statuary, fountains, and similar improvements.

**2. Planter boxes or pots** attached to the exterior wall of a townhouse, beneath windows, or attached to a porch.

## **C. EXCEPTIONS**

**Temporary landscaping** is not subject to ACC approval and includes unanchored, removable planter boxes and potted plants on the ground, small free-standing landscape trellises (under 3' in height) and related items, and small flower beds (following approval of locations and dimensions by the ACC). Straps and chords should not be attached to the garage or unit wall, unless easily removable. Homeowners wishing clarification concerning whether their plans qualify as "temporary landscaping," should contact a member of the ACC.

## **D. PROHIBITED STRUCTURES, STORAGE, AND PLANTS**

- 1. Buildings and structures** (which may or may not require Building Permits) such as decks,

kiosks, arbors, cabanas, ramadas, and the like, are prohibited within any part of the Common Area.

2. Storage of items such as, lumber, crates, cardboard, furniture of any kind, all kinds of equipment, containers of all kinds, debris, and the like are not allowed in any location within the Common Area or within any landscape area.

3. Climbing, invasive vines, such as Ivy and Virginia Creepers, shall not be permitted.

4. No landscaping of any type shall be permitted in the seepage-control, two-foot strips along the sides of buildings.

#### **E. PARTICIPATION BY THE HOA**

As a matter of policy, the HOA will engage in rejuvenating landscaping within the Common Area wherever the need arises. This includes the landscape areas described under **A**, above.

1. When a homeowner obtains approval of a landscape plan for any of these areas, the Board of Directors may choose to participate financially. For example, if the approved plan involves an entire front yard, the HOA may share in the cost of the redevelopment. However, the amount of participation by the HOA should not exceed the extent of past, similar participation by the HOA. As a general rule, the HOA will provide up to one tree per front yard.

2. The amount of participation, if any, in any other homeowner-initiated project may be determined on an individual basis by the Board of Directors, after approval of a landscape plan by the ACC and after receiving a written request from the homeowner.

3. Selection of landscaping contractors for any project is the prerogative of the Board of Directors.

#### **F. MAINTENANCE OF LANDSCAPING**

Although the HOA has the ultimate responsibility of maintaining all the permanent landscaping within the Common Area, in situations where landscaping is paid for by the homeowner, the homeowner is expected to water the plants until they are firmly established. In cases where the HOA replants areas next to townhouses, homeowners are encouraged to water the plants to the best of their ability.

#### **G. XERISCAPE LANDSCAPING**

In order to conserve water in our dry climate, Xeriscape is highly recommended for all new landscaping.

#### **H. WEEDS**

The HOA applies only organic weed control methods where it is needed within Woodridge once or twice a year. Aside from this effort, property owners should attempt to keep weeds under control as much as possible within the planter areas described under **A**, above. If the property owner finds that his or her efforts are not satisfactory, the property owner should contact the HOA management.

#### **I. REMOVAL OF EXISTING LANDSCAPING**

Removal of existing landscaping by a homeowner or tenant, without prior approval by the ACC, is prohibited and subject to payment by the property owner for the full cost of replacing the landscaping.

*In addition to any other monetary obligation which may be incurred by a homeowner under **I**, above, failure to*

*comply with any part of the Guidelines may result in a fine levied against the property owner in an amount set by the Board of Directors [Article V, Section 4 (c.) of the CC&R's].*

# INTERNET, SATELLITE DISHES AND OTHER ANTENNAS

The following Guidelines prioritize location preferences and establish installation standards for allowed antennas at Woodridge. The Guidelines conform to the FCC's Over-the-Air-Reception Devices Rule of the Telecommunication Act of 1996 (OTARD Rule) and also are in accord with the Declaration of Covenants, Conditions, and Restrictions (CC&R's) and with the By-Laws for Woodridge. While the rules apply to both owners and tenants, property owners have the ultimate responsibility for compliance with the Guidelines (CC&R's, Art. III, Sec. 3).

## A. APPROVAL

No dish or antenna shall be installed by any owner or tenant without first submitting a **Letter of Application** to the Architectural Control Committee (ACC). Decisions by the ACC are final unless appealed to the Board of Directors within 15 days of the date of ACC written action. The application letter shall be explicit as to the **type, dimensions, color, location, and timing** of installation for any proposed antenna.

## B. LOCATIONS

Desirable locations for antennas are prioritized as follows in descending order of acceptability:

### **1. Upper Chimney**

The preferred location for an allowed dish antenna would be on the upper inner (unit side) of a chimney, except for units that back to the south, in which case the antenna may be placed near the top of the south side of the chimney.

### **2. Rear or Side Walls**

Secondary consideration may be given by the ACC to the rear or side wall of a townhouse only if the homeowner can provide sufficient evidence that the preferred location, under **B1**, above, is not feasible.

### **3. Front Walls**

Any proposal to place an antenna on the front wall of a unit or on the wall of a garage is highly discouraged. An application to the ACC for any such proposal must be accompanied by convincing evidence that there is no other feasible location on the unit.

## C. PROHIBITIONS

### **1. Roof Placement**

No antenna shall be placed on the roof of any building.

### **2. High Visibility**

No antenna shall be installed in a building in such a manner that it is visible from a street or another townhouse unit, except as allowed under **B.**, above.

### **3. Large Dishes or Antennas**

Antennas over one meter in diameter are prohibited in Woodridge (OTARD rules do not apply to such dishes). Also prohibited are exterior antennas associated with standard TV masts, amateur ("ham") radios, CB radios, FM or AM radio services, satellite radio, and antennas used as part of a hub to relay signals among antennas.

#### D. INSTALLATION

Antennas shall be installed by a professionally experienced installer.

**1. All transmission lines** shall be securely anchored with appropriate cable clamps.

**2. Transmission lines through building sidings** must be thoroughly caulked to prevent any leakage of moisture into the building. In addition to caulking, the use of waterproof wall sleeves and/or grommets is recommended.

**3. All antennas must be securely mounted** using appropriate mounting brackets and threaded metal fasteners which are mechanically capable of withstanding at least 80 mile-an-hour wind gusts. Mounting hardware which penetrates walls of the building must be sealed in a manner so as to provide secure waterproofing.

#### E. COLOR

Antenna colors shall be dark gray, dark brown or black. Justifications for any other color shall be set forth in the Letter of Application to the ACC.

#### F. GROUNDING

For safety reasons, **all antennas must be grounded** as required by the National Electric Code. Any related cable or ground wire, external of the building shall be under-grounded.

#### G. TRANSMISSION LINES AND INTERNET CABLES

Transmission lines and internet cables should be located in a manner to diminish their visibility.

**1.** From an antenna to the point of entry into the building, transmission lines shall run along the bottom or side edges of external wall boards of the building. Where it is necessary to place a line on the roof, the transmission line shall be parallel with or perpendicular to the shingles as much as possible.

**2.** All exposed leads, transmission lines, and ground lines shall **be of a color to match or to blend in with** the color of external building materials to which they are attached.

#### H. UNUSED ANTENNAS

Unused antennas must be removed within 30 days of their discontinued use. It is the responsibility of the property owner to remove antennas and to seal over and paint (to match the wall color) any external holes and any discoloration left on the walls. If the owner fails to remove an unused antenna within 30 days of a notice to do so, the HOA may have the antenna removed at the owner's expense.

#### I. MAINTENANCE

Unit owners are responsible for any leakage caused by an installed internet cables, antenna or by the removal of cables and antennas. It is also the responsibility of the unit owner to maintain any external internet cables and antenna in good condition and to restore any that have deteriorated in appearance or developed a weakened structure.

#### J. VIOLATIONS

Unit owners must relocate or remove any antenna installed in violation of the Guidelines upon notification by the HOA, the ACC, or by the HOA management. If the unit owner fails to act in a timely manner, the HOA may impose a fine and may remove or relocate the offending antenna at the owner's expense.

# **GUIDELINES FOR ON-SITE PARKING**

The following Parking Guidelines have been assembled in one place in order to provide easy access to the rules relating to the private parking spaces at Woodridge. “On-site” parking refers to those parking spaces within the common area and includes both the common parking lots and individual driveways.

## **A. COMMON PARKING LOTS**

There are two parking lots on Fulton Circle, with eleven perpendicular parking spaces on the west leg of Fulton and seven spaces on the east leg. These lots are maintained by the HOA and are subject to the rules as set forth below:

1. The common parking spaces are reserved for the exclusive use of Woodridge homeowners, their guests, and tenants (CC&Rs, Art. III, Sec’s. 1 and 3).
2. Boats, trailers, campers, motor homes, wrecked cars, tractors, equipment, tanks of any kind, or any other item, shall not be kept or stored in the common parking spaces, in driveways, or in any other area within the Common Area (CC&Rs, Art. VI, Sec. 8). Storage of abandoned vehicles and vehicles with expired plates are also prohibited. Failure to remove vehicles or other stored items within one week of notice from the HOA may result in a fine and removal by the HOA at the owner’s expense.
3. There is a 72 hour limit on parking in a common parking space. Parking beyond the allowed time limit is deemed to be storage and is prohibited. If you are planning an extended vacation and wish to leave a vehicle in one of the common parking spaces, you can avoid having your vehicle towed in your absence by notifying the Board of Directors or the Association’s Management Office in advance and in writing.
4. No vehicle owner, through negligence or willfulness, shall permit their vehicle to be parked within one of the common parking spaces in such a manner that results in deterioration or damage to the paving (e.g., excessive oil leakage). (CC&Rs, Art. VI, Sec. 8)
5. At such time as determined by the Board of Directors, at least one information sign may be installed and maintained by the Association at each of the two common parking areas. Any such sign should display appropriate parking restrictions as approved by the Board of Directors.

## **B. INDIVIDUAL DRIVEWAYS**

Homeowners, their guests, and tenants have the exclusive right to use their attached garage and the driveway in front of the unit for the purpose of parking their private vehicle(s); however, because driveways are located within the Common Area, they are also subject to rules established by the Board of Directors (CC&Rs, Art. VI, Sec. 14).

1. Storage is prohibited on driveways (see **A.2.**, above)
2. A property owner, guest, or tenant, in their use of a driveway, may not, through negligence or willfulness, permit any damage to or spoiling of the driveway in front of their unit in such a manner that would detract from the value of Woodridge as an attractive residential community (CC&Rs, Art. VI, Sec. 8).
3. Upon notice by the Board of Directors or the HOA Manager, any damage to or spoiling of a driveway, through negligence or willfulness by a property owner or tenant, must be corrected by the property owner at his or her expense. Failure to comply within 30 days of notice from the HOA may result in a fine and repair by the HOA at the owner’s expense.
4. The Association is responsible for maintenance and/or replacement of cracked, sunken,



and heaved driveways. Property owners should notify the Board of Directors or their manager of any such problem. The timing of any needed repair will be at the discretion of the Board of Directors.

**5.** Each townhouse unit shall have and the homeowner shall maintain one covered parking space. The overhead garage door shall not be immobilized (authorized by CC&Rs, Art. VI, Sec. 14).

**6.** Plans for any proposed permanent wall, structure, divider, partition, or mechanical device that would interfere with the use of the garage for parking of an automobile, shall be submitted to the Architectural Control Committee for approval prior to installation (CC&Rs, Art. VII, Sec. 1).

**Any violation of the guidelines specified herein shall be the responsibility of the property owner and vehicle owner. Violations shall be subject to a fine of up to \$50 per day, at the discretion of the Board of Directors. Fines not paid within 60 days of notice can be levied by lien against property of the owner responsible for the violation [By-Laws, Art. VII, Sec. 1(a)].**

**INFORMATION FOR RESIDENTS  
IN WOODRIDGE TOWNHOMES**

**ON-STREET PARKING REGULATIONS FOR FULTON  
CIRCLE AND EDISON AVENUE**

Fulton Circle and Edison Avenue are **public** streets and subject to City of Boulder regulations. The following list is a summary of the most pertinent parking regulations that apply to these two streets:

- 1. Parallel parking** is permitted along both sides of Edison Avenue; however, on Fulton Circle parallel parking is only permitted on one side of the street (the outer curb) and is specifically prohibited along the inner curb. Parked vehicles must face the direction of traffic on the right side of the street. In addition, parking is prohibited along the concrete fire lane at the southwest corner of Woodridge.
- 2. City Ordinance 7-6-20A limits parking to 72 hours** (3 days) before a vehicle must be moved. Abandoned vehicles, wrecked vehicles, and vehicles with expired plates are subject to the same rule and are also subject to towing.
- 3. Parking within 5 feet of a driveway** or fire hydrant is prohibited (the yellow curb paintings next to driveways are not valid).
- 4. Parked vehicles** must not block a sidewalk.
- 5. Vehicles shall not park within 20 feet of a crosswalk** (marked or unmarked crossings at the intersection of two public streets).

Vehicles found in violation of any of the above regulations will be ticketed by the Boulder Police.

If you wish to report a parking violation on a public street, the non-emergency number to call is **(303) 441-3333**.

(The above information was provided by the Boulder Police Department.)

# MISCELLANEOUS RULES & REGULATIONS

## A. RESPONSIBILITY

Property owners are fully responsible for the actions of the members of their family and their guests, employees, licensees, lessees, or invitees (CC&Rs, Art. III, Sec. 3). Owners are also responsible for informing tenants of the Woodridge Townhomes rules and regulations.

Suggestion: Make certain that they receive a copy of the Users' Guide.

## B. RECYCLE AND TRASH RECEPTACLES

The City of Boulder regulates the times for placing and removing bins at the curb.

1. Bins must be placed and removed on the scheduled day (12:01 AM to 12:00 PM).
2. Our Homeowners Association (HOA) rules require that all bins be kept in your garage.
3. Containers may not be stored anywhere outside your townhouse, including on the driveway, the porch, within the patio, or in any landscaped area.

## C. NOISE?

Homeowners, tenants and their guests shall comply with the City of Boulder's noise ordinances (see Boulder Municipal Code, Title 5, Section 9)

1. Quiet Hours are between 11 pm and 7 am. The use of power tools, construction noise, loud music, loud voices, noisy outdoor or indoor parties, gatherings or activities of any kind that would be disturbing to a reasonably sensitive person are prohibited during quiet hours.
2. Violations of the City's noise ordinances in general and quiet hours in particular may be reported to the Boulder Police at 303-441-3333. Persistent noise violations may also be reported to the HOA Manager.

## D. DOGS

Dogs are currently permitted at Woodridge.

### 1. Barking Dogs

Barking dogs shall be controlled by the animal's owner. Complaints received by the board of Directors regarding a barking dog could result in removal of the dog at the homeowner's expense. All noise must be kept to a minimum throughout the complex pursuant to CC&Rs To report instances of incessant barking, contact the Humane Society (during business hours) at (303) 442-4030 or the Boulder City Police (non-business hours) at (303) 441-3333.

### 2. Leash Laws

The City of Boulder laws require that dogs be on a leash within the Common Area and that owners pick up after their pets. The Woodridge HOA has provided a plastic bag dispenser which is located on the light post on the west leg of Fulton Circle. Off-leash dogs should be reported to the Humane Society or the City Police (see **D1**, above). If dog owners persist in allowing their dog to run off-leash in the Common Area, the owners may be subject to fines in an amount set by the Board of Directors. If an off-leash dog is owned by a renter, the property owner shall be responsible for correcting the situation.

### 3. Cleanup of Waste

Residents are responsible for picking up their pet's waste. Dog owners may be fined if it is determined that failure to pick up after a pet has become a persistent behavior.

#### **4. Nuisance Pets**

In the event that a dog or other household animal becomes a persistent nuisance, the Board of Directors has the right to direct that the animal be permanently removed from Woodridge (CC&Rs, Art. VI, Sec. 13).

#### **E. PATIOS**

Patio areas are for the personal use and enjoyment of townhouse residents. Storage of items in the patio is limited to patio furniture and firewood (CC&Rs, Art. VI, Sec. 8). Dogs may not be left unattended on patios or tied up outside patio fences.

#### **F. FRONT PORCHES**

Front porches are located entirely within the Common Area and subject to the rules and regulations established by the Board of Directors:

**1.** Porches should be maintained in a neat and tidy manner, since they are visible to the passing public and nearby residents of Woodridge.

**2.** Patio-type furniture, potted plants, and the like are permitted as long as they are presentable. Garden hoses should be neatly coiled when not in use. Do not keep hoses or place hose-holders on the outside wall of the building, unless it is easily removable for exterior wall maintenance by the HOA. Obtain approval from the ACC for any such devices.

#### **G. OUTSIDE STORAGE OF ITEMS**

No storage of any kind is permitted within the Common Area, which includes all the landscaped areas and lawns surrounding buildings within Woodridge. Please contact Western Disposal for the removal of any unwanted items that will not fit into garbage or recycle bins. Items stored within the Common Area can be removed at the discretion of the HOA Manager, with or without notice, and the cost of removal may be assessed to the property owner.

#### **H. LEAKS**

Failure of sewer or water lines within a building, within the crawl space and the line to the public street is the responsibility of the property owner. No contact by any property owner should be made to the HOA's insurance carrier. All inquiries concerning areas of responsibilities should be directed by letter to the Board of Directors through the HOA Manager. The HOA has the responsibility for water lines associated with the common irrigation system only.

#### **I. SEEPAGE**

Continuing events of wetness in the earth floor of the crawl space, caused by an outside source, such as runoff from the Common Area or from groundwater, should be reported to the Board of Directors, through the HOA Manager, for a determination of responsibility by the HOA, if any.

#### **J. SNOW REMOVAL**

Currently, the HOA contracts with a snow removal company to plow Fulton Circle, and unoccupied parking spaces in the two HOA parking lots, whenever there is snowfall of 3 inches or more. Sidewalks, walkways and driveways unoccupied by vehicles are shoveled at 2 inches or more. The City of Boulder is responsible for removal of snow on Edison Avenue.

#### **K. OTHER MISCELLANEOUS MATTERS**

**1. Please report the following to the HOA Manager:** Fallen branches, needed tree trimming, roof or siding-related leaks, loose or leaking gutters, loose or missing downspouts, bee or wasp nests or invasions, and instances of damaged exterior siding.

Window leaks are the responsibility of the homeowner, unless the leak clearly comes from the adjoining exterior wall.

**2. Gutters or downspouts that freeze up in the winter** (usually on the north side of units) are the responsibility of the property owner. Some homeowners have alleviated this problem by installing heat tape in the areas that freeze.

**3. Exterior Lights.** The HOA replaces bulbs and maintains the exterior garage light fixtures, except when failure of the light can be traced to the interior of the garage. Maintenance of the porch light and the patio light are the responsibility of the unit owner. All exterior lights must be 2700K.

**4. Dryer Vent Cleaning:** It is recommended that owners have their dryer vent cleaned at least once a year to prevent potential fire hazards, mold and mildew.