

**GLEN RIDGE SQUARE CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS
EFFECTIVE: AUGUST 1, 2012**

Pursuant to Article 10, Paragraph 10.05 of the Bylaws of the Glen Ridge Square Homeowners Association, the Board of Directors of the Glen Ridge Square Homeowners Association ("Board") has adopted the following Rules and Regulations in order to provide for the pleasure, safety, and comfort of the members of the Glen Ridge Square Homeowners Association and their guests.

These rules and enforcement procedures are supplemental to the rules and enforcement procedures available through public or governmental authorities. Contact the police, animal control, fire department or any other agency if the need exists.

It shall be a violation of these Rules and Regulations for any owner to do any act or permit others to do any act, or permit any situation to exist which is in violation of the Declaration of Covenants for the Glen Ridge Square community or the Bylaws of the Association. This provision is intended to apply to those situations not specifically covered in any other rule or regulation, but which are nonetheless addressed, required, or prohibited by the Declaration or Bylaws.

GENERAL RULES

- 1) Owners, tenants and visitors are subject to the current Rules and Regulations of Glen Ridge Square Condominium Association. In addition, the ordinances of Adams County and statutes of the State of Colorado are applicable. Owners must provide tenants with a copy of these Rules and Regulations.
- 2) No owner may use or lease his unit for other than residential purposes, except that a home office type of business in which there is no exterior visible evidence of said business (e.g. increased vehicular or pedestrian traffic, increased noise, or unusual odors) is allowed. No other occupancy is permitted. Day care business is specifically not allowed.
- 3) The display of a sign of any kind is prohibited except a "For Sale" or "For Rent" sign (18" x 24" max.) which is only permissible in the rock area next to the buildings. No advertising signs, personal landscaping or similar displays shall be erected, placed or permitted to remain on the property.
- 4) No nuisances shall be allowed on the property, nor any use or practice which is the source of annoyance to residents or which interferes with the peaceful enjoyment or possession and proper use of the complex by its residents.

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- 5) Common areas must be kept free of litter. Residents must clean up after themselves, their guests, their pets and their vehicles immediately.
- 6) No owner, occupant, family member, guest, invitee or licensee shall make or permit unreasonable noise any time of the day or night that disturbs other residents of the community. Quiet hours are from 10:30 p.m. to 7:00 a.m.
- 7) Exterior appearance of units such as windows, window coverings (inside and outside), screens, doors, patios, balconies and stairways are to be kept neat and clean and in good repair. Patios and balconies are to be kept free of trash or discarded items and must be kept in such a manner as to be aesthetically pleasing to the eye of the general public.
- 8) Barbecuing is permitted, but no charcoal type barbecue grills shall be used on balcony units. Liquid propane gas or electric grills are allowed. No storage of barbecue units is allowed on the general common elements.
- 9) Owner built fences around "A" unit patios are the responsibility of the unit owner(s). Such fences shall be kept in good repair as determined by the Board. If necessary, the Board shall initiate repair work as needed if the owner does not respond to Board requests for needed repair. Costs for this work shall be assessed with the next month's assessment.
- 10) All snow removal and other landscape maintenance inside any patio fence shall be the responsibility of the unit owner regardless of the presence or condition of a gate in said fence.

ARCHITECTURAL CHANGES

- 1) No owner may alter, repair, repaint or do any work on any of the common elements (whether general or limited) without the prior consent of the Board of Directors of the Association. Examples of items which may not be altered without prior consent of the Board of Directors include, but are not limited to, exterior doors, windows or window coverings (such as storm windows), and deck, patio or balcony modifications. The installation of exterior vents, awnings, flues, window air conditioners, satellite dishes or antennae is prohibited.
- 2) All storm doors and windows must be in a style approved by the Board.

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- 3) Nothing shall be installed on any roof or exterior wall. Satellite dishes may be professionally installed on general common elements only with prior, written Board approval.
- 4) All requests for architectural changes must be submitted on the form provided by the Association and be accompanied with a drawing showing the change. The Board has ultimate determination on any proposed changes.

SAFETY

- 1) Trash is to be deposited in the dumpsters provided. Items too large for a dumpster shall be disposed of by the owner off the Association property within two days. The owner shall be responsible for contacting the trash hauler to make these arrangements. All loose trash shall be placed in trash bags before placing it in the dumpster. No private trash containers are allowed on the general or limited common elements.

PARKING

- 1) One parking space is assigned to each unit. Pull in parking only is allowed. Back-in parking is prohibited due to the possibility of damage to gas meters and exhaust fumes entering the building.
- 2) Written approval must be obtained from the resident or owner prior to using another unit's parking space.
- 3) Any vehicle illegally parked in another owner's space (e.g. without written consent) or in the alley is subject to towing at the vehicle owner's expense.
- 4) Car washing or repair is not permitted on general common elements such as driveways. Individual parking spaces or garages may be used for such purposes, but only minor car repair (same day) is allowed.
- 5) Recreational vehicles, ATV's, boats or trailers may not be parked anywhere on the property.
- 6) Inoperable motor vehicles or vehicles which may not be legally operated on public roads (including but not limited to vehicles with flat tires, engine problems, major body damage or expired license plates) shall be subject to towing at the owner's expense.

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PETS

These rules are not intended to replace any laws or regulations governing pets as published by Adams County, or the State of Colorado, and such laws and regulations shall be observed and adhered to by this Association.

- 1) All pets when on the common area shall be on a leash. No pet shall at any time, be allowed to run free on the general common elements. When pets are walked, they shall be kept away from all shrubs and trees and any solid waste deposited by the pet shall be picked up immediately. Pets shall be curbed whenever possible to avoid grass damage.
- 2) Owners of pets should patrol the area around their buildings picking up and disposing of dog waste. This is important for the health and well-being of all residents, and especially for the children who play outside.
- 3) No tethers or unattended leashes of any kind shall be allowed within the Glen Ridge Square complex.
- 4) Owners of any and all pets shall restrain their pets from making obnoxious and/or disturbing noises at any time or place.
- 5) Pets of guests shall be the responsibility of the resident and owner whose unit they are visiting. Fines for violations of the above rules shall be levied against the unit owner.
- 6) The unit owner is responsible for any and all damage caused by any pet whose owner resides at or is visiting the unit.

POOL

New keys, when issued, will be given to unit owners only. Replacement keys will cost \$25.00. "Lost" keys may easily be the cause of trespassing and vandalism.

Identification shall be shown by any pool user when requested by a Board member. The pool key may be confiscated by a Board member if any of the rules below are violated. The key may only be returned after a hearing by the Board at the owner's request.

ONLY OWNERS WHOSE ASSESSMENT ACCOUNTS ARE CURRENT WILL BE ISSUED KEYS.

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POOL RULES

- 1) No toys other than soft pool toys are allowed in the pool area.
- 2) Pets are not allowed inside the pool enclosure.
- 3) No glass containers or food are allowed in the pool area. Each resident is responsible for cleaning up after themselves.
- 4) Pool rescue equipment is for emergency use only. Playing with this equipment is not allowed.
- 5) Disorderly conduct is not allowed in the pool area; this includes but is not limited to splashing, towel snapping, spitting, obscene language, or rock throwing.
- 6) Children under the age of fourteen (14) shall at all times be supervised by an individual aged eighteen (18) or over. Such supervision shall be deemed to exist if the person is inside the pool enclosure or fence. Supervision cannot occur from outside the fenced area.
- 7) Persons unable to swim (regardless of age) must be accompanied by an individual eighteen (18) or over who can swim.
- 8) Guests of any homeowner or tenant must be accompanied by the homeowners or the tenant. A limit of two guests per unit will be enforced when the pool is crowded.
- 9) Responsibility for the conduct of guests rest with the owner or tenant.
- 10) No resident may reserve the pool for private use.
- 11) Excessive sun tan lotions or oils should be removed before entering the pool.
- 12) Persons having infectious diseases, open sores, bandages, cuts or recent vaccinations are not allowed in the pool. All Band-Aids must be removed before entering the water.
- 13) At all times, persons using the pool do so at their own risk.

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- 14) Pool hours shall be from 6:00 a.m. to 9:00 p.m. for children and 10:00 p.m. for adults. Entering the pool by climbing the fence when the pool is closed is trespassing and will be prosecuted. Do not block the gate open or lend your key to anyone.

ENFORCEMENT

- 1) A standardized complaint form is available to all homeowners from the management agent and must be filled out and submitted before any action can be taken. The complaint must clearly indicate the nature of the violation, the date, time and location of the violation, the unit number and the name(s) of the accused, if known. This written complaint must be mailed or hand-carried to the Management Company. The name of the complainant will not be disclosed to anyone outside the Management Company and the Board.
- 2) After a complaint is received, it will be forwarded to the Board for review. When directed by the Board, the Management Company shall issue a warning letter to the alleged violator with a directive that if they have committed the violation, they must cease and desist, and that continued violation may result in a fine. The alleged violator will have the right to deny or contest the violation. If the charge is not denied by the alleged violator within (10) days of the notification of the complaint (determined by the date of mailing) the failure to respond will be interpreted as an admission and the complaint will be recorded. If contesting the violation, the denial must be in writing and must be made within ten (10) days of mailing of the complaint to the unit. This written denial of the violation must include a clear statement of why the complaint is being denied. After review of this statement, the Board may require a hearing to obtain additional information. The Board with at least two (2) members present shall then review the complaint, along with any evidence presented at a hearing, considering all aspects, causes, seriousness and/or extenuating circumstances. The Board's ruling on the issue shall be final and binding as issued in written form to all parties involved.
- 3) If a second or subsequent complaint for the same rule violation is received within a twelve (12) month period, the Board may, upon notice, impose a fine. The notice will contain the complaint, the proposed fine, and a notification that the alleged violator has a right, within ten (10) days from the date of the notice, to contest the alleged violation as outlined in 2) above. A failure to respond will be interpreted as an admission.
- 4) If the accused responds by denying the complaint, the Board shall hold a hearing at its convenience to take evidence as needed from all parties and determine either to uphold the complaint and fine, dismiss it, or take other action as appropriate.

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- 5) If a fine is levied, it will be the responsibility of the Board to notify the violator in writing of the amount of the fine, the due date of the fine, and the violation for which the fine is being levied. For a first fine, the violator will be fined \$25.00 payable to the Association. Subsequent violations of the same rule or regulation within a twelve (12) month period will result in a second fine of \$50.00, a third fine of \$75.00, and fourth and successive fines of \$100.00 each. All fines will be due and payable with the next installment of the Association dues or within fifteen (15) days, whichever date shall occur later. If the fine is not received when due, the amount of the fine will accrue interest at the rate of 12% per annum from the first day of the month following notification by the Board, or within fifteen (15) days, whichever date shall occur later. Appropriate legal action, including the filing of a lien, may be initiated by the Board to collect fines as required.
- 6) If the procedures stated above do not correct a particular problem, or if resolution of the problem requires injunctive relief to prevent further damage or injury, the Board reserves the right to obtain an appropriate court order to remedy the violation and charge the offending owner with all costs and fees necessary in obtaining said order.

This document supersedes all previous rules, regulations, enforcement procedures and all policies and has been approved by the Glen Ridge Square Condominium Association Board of Directors.