

# *Estes Square Condominiums*

## **RULES AND REGULATIONS**

**REVISED June 24, 2024**

These Rules and Regulations are set forth in accordance with the By-Laws, Articles of Incorporation, and the condominium Declaration.

**LEASING:** In instances where Residents of Estes Square Condominiums are leasing and/or renting from another individual or agent, the owner of the property is responsible for his or her tenants.

The owner must provide the tenants and agents with copies of the Rules and Regulations, and associated penalties prior to occupancy.

**The Owner shall be liable for any fines or penalties.** The rental or lease of any unit and renewal of any rental or lease agreement must be in compliance with the Declaration, By-Laws, Rules and Regulations, and Articles of Incorporation.

**ADVERTISEMENT:** No signs are permitted except as follows: For Sale, For Lease, For Rent, and Burglar Alarm Signs. These may be placed in the window or on the fences. Only one sign per unit not to exceed 30" by 30" is allowed.

**AUTOMOBILES:** Cars and trucks parked in the parking lot or in front of the complex that are not in operating condition are subject to towing. **This includes vehicles with flat tires, expired plates, expired emissions, or any other defect, which would make the vehicle undrivable or illegal.**

The first warning will be a 48-hour notice to correct the problem. If you receive more than one notice on the vehicle, you will be only given a 24-hour notice to correct the problem. After the time has expired, the vehicle will be towed at the owner's expense.

**AUTOMOBILES CONTINUED:** Any vehicle parked on the lawn or rock areas, incorrect assigned parking spot, handicapped zones, loading zones, or not in a designated parking spot will be towed without notice at the owner's expense. This includes visitor parking and fire lane. [A designated parking spot is defined as a vehicle being parked between two yellow lines.]

Not to exceed two (2) vehicles per two bedroom unit or one (1) vehicle per one bedroom unit. Arrangements for additional parking may be requested from the Board of Directors for an added monthly fee.

**WALKWAYS, STAIRWELLS, and LANDINGS:** Walkways, stairwells, and landings must be kept clean of personal property at all times. This includes such items as furniture, grills, bicycles, wagons, and toys. Any personal property left in these areas will be removed without notice.

**TRASH ENCLOSURES:** All trash must be placed in dumpsters. **NO TRASH IS TO BE LEFT OUTSIDE THE DUMPSTERS.** If it becomes necessary for maintenance to remove trash, you will be charged a fine of \$50.00 per trash pickup. Bottles, cans, paper, trash and personal property must not be left on lawns or in parking areas. **The trash company will not pick up the following items: televisions, furniture (Building or Re-modeling materials, couches, tables, chairs, televisions, etc.) It is your responsibilities to have these items removed; failure will result in fines plus the cost of removal of these items.**

**SMOKE ALARMS:** Each unit must, at all times, have at least one operational smoke alarm.

**COMMON AREAS:** Frisbees, rocks, balls, airplanes, kites or any similar articles, are not permitted in the common areas. [Common area defined as follows: any place outside the structures, including the land, easement and appurtenances.] Toys, personal items or personal property left out in the general common area, or in front of the units, will be considered abandoned and will be removed without notice. Drying of laundry is not permitted outside of the units.

## **COMMON AREAS CONTINUED:**

Climbing trees, fences, on cars or buildings is absolutely forbidden.

Yard and garage sales are not permitted, except for the Annual Association Community Sale.

Tampering with common areas is not allowed. This includes, but is not limited to, trees, shrubs, rocks, lawns, fences, and signs.

**NOISE: Excessive noise or loud music will not be tolerated.** If your stereo, television, or party can be heard outside of your unit, it is too loud. No illegal activities will be permitted. If necessary, police will be called. If a renter causes the disturbance, the owner will be asked to terminate the lease and face possible fines. The Homeowners Association will fine homeowners as the situation warrants.

**PETS:** If you are a renter, you must have permission from your landlord to have a pet. Dogs must be controlled on a leash at all times when in the common area. They must also be kept away from the trees, bushes and shrubs. The owner must remove any pet waste immediately. Owners and renters (all residents) shall restrain pets from making disturbing noises. Owners and renters alike must follow and obey all laws concerning pets as published by the City of Lakewood.

**WINDOWS:** Must be in good repair and properly installed. Absolutely no sheets, blankets, aluminum foil, or other objects may be used to cover the windows. Screen, windows, and storm doors must be in good repair at all times.

**STORAGE:** Owners and tenants are responsible for keeping their patios and porches neat and clean. Storage sheds are prohibited.

**FLAMMABLE MATERIALS:** NO Flammable material may be stored in any unit. **All barbecues must be at least 4 feet away from fences and buildings due to high risk of fire.**

**REFERRE TO COVENANT AND RULE ENFORCEMENT POLICY:**

These rules have been implemented to improve living conditions in a close proximity, multi-family environment. And to protect your property and your property values. Enforcement of these rules is the **express duty** of the Board of Directors and Management Company.

**COMPLAINTS:** Complaints must be in writing to the Board or the Management Company, who will act on the complaint. **Lessees or renters must contact the owner of their unit to register complaints.**

**IN-HOUSE BUSINESS:** No “in-home” business or businesses, i.e. Babysitting, music lessons, beauty salon, or any other business for profit are to be conducted at any unit for any reason, without the express and definite approval of the Board of Directors.

## ESTES SQUARE HOA

C/O Realty One, Inc.  
1630 Carr Street, Suite D  
Lakewood, CO 80214  
303-237-8000

June 24, 2024

To: All Homeowners

From: Realty One, Inc. and Estes Square Board of Directors

Re: Addendum to Rules & Regulations – Revised June 24, 2024

The follow Addendum to the Rules & Regulations, replaces the “Maintenance” section in the current Rules & Regulations dated September 20, 2023:

“ALL exterior changes must be approved prior to work commencing. Requests must be made in writing to the office of the Managing Agent for approval by the Board of Directors. Requests for maintenance shall be submitted via a completed WORK REQUEST form. Requests constituting an exterior change, alteration, or addition shall be submitted via a completed ARCHITECTURAL REQUEST form. Written complete plans and specifications with pictures should accompany any requests and be submitted at least 30 days prior to intended project date, or as soon as possible.”

“No owner may alter, repair, repaint or do any work on any of the common elements (whether general or limited) without prior consent of the Board of Directors. Examples of items which may not be altered without prior consent include, but are not limited to, exterior doors, windows or window coverings (such as storm windows), and deck, patio or balcony modifications, lighting, fencing, landscaping, storage sheds etc. The installation of exterior vents, awnings, flues, window air conditioners, satellite dishes or antennae is prohibited.”

Reminder: You can go to your web-page for all information pertaining to the Association [www.realtyone-co.com/estes-square-condo-assoc..html](http://www.realtyone-co.com/estes-square-condo-assoc..html).

Thank you.

Realty One, Inc. and Board of Directors

encl. Architectural Request Form  
Work Order Form

# WORK REQUEST

Can be mailed to:

Realty One, Inc., • 1630 Carr Street, Suite D • Lakewood, CO 80214 or e-mailed to  
admin@realtyone-co.com

Date Received: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Owner/Occupant: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Concern:

- |                                       |  |                                     |   |
|---------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> Building     | <input type="checkbox"/> Antenna             | <input type="checkbox"/> Asphalt    | <input type="checkbox"/> Building Maintenance |
| <input type="checkbox"/> Repairs      | <input type="checkbox"/> Clubhouse           | <input type="checkbox"/> Concrete   | <input type="checkbox"/> Fence                |
| <input type="checkbox"/> Garage Doors | <input type="checkbox"/> Grounds maintenance | <input type="checkbox"/> Gutters    | <input type="checkbox"/> Windows              |
| <input type="checkbox"/> Landscape    | <input type="checkbox"/> Roof                | <input type="checkbox"/> Paint      | <input type="checkbox"/> Parking              |
| <input type="checkbox"/> Pest Control | <input type="checkbox"/> Plumbing            | <input type="checkbox"/> Roof Leak  | <input type="checkbox"/> Sidewalk Repair      |
| <input type="checkbox"/> Snow Removal | <input type="checkbox"/> Sprinkler           | <input type="checkbox"/> Trash Cans | <input type="checkbox"/> Water Shut-off       |
| <input type="checkbox"/> Weeds        | <input type="checkbox"/> Other: _____        |                                     |   |

Description of Problem:

\_\_\_\_\_  
\_\_\_\_\_

Work Completed: \_\_\_\_\_

## COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

# ARCHITECTURAL REQUEST FORM

Can be mailed or e-mailed

Realty one, Inc., 1630 Carr Street, Suite D., Lakewood CO 80214

admin@realtyone-co.com

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone #s: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

(Work) \_\_\_\_\_

## Architectural Request for:

Building Repair

Antenna

Asphalt

Concrete

Fence

Garage Doors

Gutters

Landscape

Plumbing

Lights

Paint **(submit color samples & specifications w/request)**

Roof **(submit color samples & specifications w/request)**

Sheds **(submit detailed drawing,color samples & specifications w/request)**

Other

Description:

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Expected date of Completion: \_\_\_\_\_

Comments:

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Your request has been approved/not approved

Comments:

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