

TENANT COPY

Revised July 2011

**RULES AND REGULATIONS**  
**THE TROUT FARM CONDOMINIUM ASSOCIATION**  
**OF BOULDER, COLORADO**

Rules means the Rules and Regulations adopted by the Board of Directors for the regulation and management of the Trout Farm Condominium Community located at 2727 Folsom Street, Boulder, CO 80304, as amended from time to time. They apply to all members (owners) of the Community, which means The Trout Farm Condominium Association. The Articles of Incorporation and Bylaws along with The Condominium Declaration, shall govern the administration of The Condominium Community, the members of which shall be all of the owners of the units within The Condominium Community.

Trout Farm 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 Trout Farm Condominium Association is managed by Countryside Asset Management Corporation whose address is 7490 Clubhouse Road, Suite 201, Boulder, CO 80301. Office Hours are 8:00-5:00 pm, Monday through Friday The telephone number is (303) 530-0700. There is a 24-hour answering service at the same number.

1.2 **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 TROUT FARM CONDOMINIUM ASSOCIATION, (b) ARTICLES OF INCORPORATION, and (c) BYLAWS OF THE TROUT FARM 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 TEN of the Association's Bylaws.

### ARTICLE THREE: DEFINITIONS

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

### ARTICLE FOUR: GENERAL RULES

4.1 These Rules and Regulations, the Declaration, the Articles and Bylaws 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 manner as to disturb other residents. Volumes shall be appropriate between the hours of 10:00 pm to 8:00 am.

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.

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 hung from any window, balcony, fence, or façade of the buildings. No clothesline of any type shall be allowed which is visible from the Common Elements, the street, or neighbor's unit. No rugs, floor mats or household items may be stored or placed in the common hallways.

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 Balconies may not be used for storage of personal property.

4.12 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 Owner's responsibility to provide the Owner's tenants with the Rules and Regulations.

4.13 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 Trout Farm and must be removed. Electric powered grills are also permissible under the City fire code.

4.14 No alcohol shall be allowed in Common Elements.

4.15 No smoking shall be allowed in Common Elements.

#### **ARTICLE FIVE: PETS**

5.1 No pets are permitted except caged birds and fish within The Condominium Community. This includes visitors with pets no matter how short term the visit is.

This prohibition of dogs does not apply to dogs that assist the impaired. No tenant shall be allowed to harbor a dog unless it can be shown that the dog provides assistance for a disability.

Any Owner of a Condominium wherein the animal resides violating the provisions of this resolution will be assessed a Fine at the discretion of the Board of Directors. All costs incurred by the Association in collecting this Fine, including reasonable attorney's fees and costs, shall be properly assessed against such Owner.

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 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 damage, injury or disturbance which such Owner's pet or such Owner's tenant's pet may cause.

5.5 No guest may bring a pet on property.

#### **ARTICLE SIX: SWIMMING POOL**

6.1 Daily Hours: Sunday - Thursday Hours: 10:00 am – 9:00 pm  
Friday and Saturday Hours: 10:00am - 10:00 pm

6.2 NO LIFEGUARD IS ON DUTY. ALL PERSONS SWIM AT THEIR OWN RISK.

6.3 Guests must be accompanied by a resident. Each Unit is limited to 2 guests at one time.

6.4 Pets are NOT allowed in the pool area.

6.5 No glass containers, no smoking and no alcohol are allowed or permitted in the pool area.

6.6 Persons under 16 years of age must be accompanied by an adult. All swimmers must exhibit adequate swimming skills and children who cannot swim must wear certified life 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 latched at all times. Do not prop the pool gate and the door going out to pool area open.

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

#### **ARTICLE SEVEN: TRASH**

7.1 Trash shall be picked up on a regular schedule. 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 or open parking spaces. MAXIMUM PARKING FOR OPEN PARKING SPACES FOR ALL OWNERS, TENANTS AND GUESTS WILL BE 72 HOURS

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 towing or booting

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. No house trailer, camping trailer, horse trailer, camper, camper shells, boat trailer, hauling trailer, boat or boat accessories, truck larger than one ton, recreational vehicle or equipment, mobile home or commercial vehicle may be parked or stored anywhere within the community, even if licensed by the State of other jurisdiction as "passenger vehicles."

8.5 Parking is not permitted in front of garages, in front of garbage containers, or anywhere posted as a no parking or tow away zone.

8.6 All vehicles parked at Trout Farm must have current tags and registration and must be moved every 72 hours. MAXIMUM PARKING FOR OPEN PARKING SPACES FOR ALL OWNERS, TENANTS AND GUESTS WILL BE 72 HOURS.

Exemptions can be obtained twice per year per residential unit. To obtain an exemption, use the following instructions:

- 1) Provide in writing to Countryside Asset Management Corporation at 7490 Clubhouse Road, Suite 201, Boulder, CO 80301 proof of residence in a specific unit at the Trout Farm (Photocopy of Driver's License, bill from Xcel Energy, Qwest, etc.)
- 2) Provide in writing dates of requested exemption (two weeks maximum per request).
- 3) Provide in writing License Plate number of vehicle to exempt.

Countryside Asset Management will provide a parking exemption document valid for a maximum of two weeks that must be placed in the vehicle on the dash visible from the outside of the vehicle in order to effect the exemption.

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

8.8 Owners of vehicles found to contaminate the concrete with any type of fluids will be responsible for the clean-up and damages. The vehicle must be repaired or parked off property.

Garage Spaces and the Use of Garage Spaces. Each Owner shall maintain the interior of his or her Garage Space in a clean and safe condition and keep the same free from litter and debris. The overall parking plan for The Condominium Community and the original development plan require the Garage Spaces to be used in such a manner so that automobiles and trucks could be parked within the garage spaces.

Therefore, any use of a Garage that does not allow an operable, state licensed and registered street legal automobile or vehicle to be parked within such space is expressly prohibited.

If you own or rent a garage, space must be provided within the garage for a vehicle at all times. You may not use the garage for storage of a vehicle, which includes non-street legal All Terrain Vehicle (ATV), Quad and Dune Buggy. Personal property may be stored in the garage as long as you also park your vehicle in the garage. Directors are granted authority to enforce the provisions of this Paragraph by the levy of Fines against the Owner in accordance with the Declaration and Rules and Regulations. All garage doors must remain closed at all times except when vehicles are entering or exiting the Garage Space.

8.9 Use of garage spaces for business purposes is prohibited.

8.10 Garage spaces must be leased with the condominium. Leasing of garage spaces to individuals not living at the Trout Farm Condominiums is not permitted.

## ARTICLE ELEVEN: CLUBROOM

11.1 If a resident has 4 or more guests in the Clubroom, the management company must be contacted in advance to reserve the facility. A reservation form must be completed by the resident and turned into the management company along with \$100 damage deposit which will be returned if the Clubroom is left in a clean and damage-free condition.

All parties must be over and clean up done by 10:00 p.m. The maximum number of guests is 50. Residents are responsible for the actions of their guests at all times. No alcohol is allowed in the clubroom or common elements. No smoking is allowed in the clubroom or common elements per city ordinance. The Association is not responsible for any personal property left in the Clubroom.

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In order to ensure a full damage deposit refund, the following items must be completed. Residents will need to provide their own cleaning supplies and vacuum. Residents must remove all trash and dispose of trash in dumpster bins, vacuum the carpet, wipe all counter-tops and sink area, wipe any spills in the refrigerator. Carpet stains will be professionally cleaned and billed to owner/resident reserving Clubroom.

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## ARTICLE THIRTEEN: ENFORCEMENT

13.1 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.

13.2 All complaints pertaining to infraction of the Rules and Regulations of Trout Farm 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:

- 1) Name and identity of individual committing the infraction;
- 2) The identification of the specific violation;
- 3) The date, time and place of the infraction;
- 4) The name, address and telephone number of the person making the complaint and the complaining individual's relationship to the community.

13.3 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	\$ 50.00
Third Offense	\$100.00
Fourth & Successive Offenses	\$150.00

The Offenses of the Owner, such Owner's guests and or tenant shall be the responsibility of the Owner.



## Guidelines for Calling the After Hours Emergency Service

In an effort to avoid confusion over when to call the after hour's emergency service line, the following guidelines should help determine if your situation is truly an emergency.

### Unit Owner Responsibility:

- Kitchen, bathroom and floor drains backing up
- Hot water tanks not working/leaking
- Furnaces/air conditioners
- All appliances
- Any lock/key for front door, garage storage unit, mailbox
- Invasion of pests (mice, wasps, bugs)

Check with the unit above if:

- A leak in your ceiling develops (check neighbor's dishwasher, bathroom fixtures, washing machine, hot water heater)

Call the after hour's service at 303-530-0700 if:

- A large quantity of water is entering your unit as a result of a roof leak or broken pipe

Call the Police at 303-441-4444 or Colorado Security at 303-443-3701 if:

- There is a noise disturbance
- Any type of violence, crime or robbery

Call the fire department (911), Poison Control 303-629-1123 if:

- A fire
- There is an injury or accident
- Someone is hurt/ill

Call the appropriate utility company if:

- No water
- No gas or electricity
- No telephone service

The Management Company is available from 7:30 AM to 5:00 PM Monday through Thursday and 7:30 AM to 1:00 PM Friday at 303-530-0700 to assist with problems concerning the common elements of your community. Please reserve the after hour's emergency calls for actual emergencies. Your cooperation in this matter is greatly appreciated.

# Garbage Disposal Care & Feeding

## Good Practices Today Can Prevent Major Plumbing and Drain Problems Tomorrow!

If you have a garbage disposal in your kitchen, you know that it's a great appliance that makes household duties less demanding. But if not operated or maintained properly, a garbage disposal can easily break down, block and clog the drains and cause a long list of expensive plumbing and drain nightmares.

Clogged drains are a major inconvenience and garbage disposal repair can be a costly proposition. Fortunately, most garbage disposal troubles are completely unnecessary, and garbage disposal care and maintenance is extremely easy. Treat your garbage disposal well, and it will treat you well, in return. Below, we describe the mistakes you should avoid and the actions you should take in order to keep your garbage disposal working smoothly for many years and minimize the likelihood that you'll need to call for plumbing or drain cleaning services.

### Garbage Disposal Do's:

Do keep your garbage disposal clean. Pour a little dish soap inside and let the garbage disposal run for a minute or so with some cold water after washing dishes.

Do run your garbage disposal regularly. Frequent use prevents rust and corrosion, assures that all parts stay moving and prevents obstructions from accumulating.

Do grind food waste w/ a strong flow of cold water. Why cold water? It will cause any grease or oils that may get into the unit to solidify, so that they can be chopped up before reaching the trap.

Do grind certain hard materials such as small chicken and fish bones, egg shells, small fruit pits, etc. A scouring action is created by these particles inside the grind chamber that cleans the garbage disposal's walls.

Do grind peelings from citrus fruits such as lemons or oranges to freshen up drain smells.

Do cut large items into smaller pieces. Put them into the garbage disposal one at a time instead of trying to shove a large amount in at once.

### Garbage Disposal Don'ts:

The most important rule of thumb: Don't Put Anything In The Garbage Disposal That Is Not Biodegradable Food. A garbage disposal is not a trash can; it's for food scraps only. Non food items can damage both blades and the motor. When in doubt, throw it out!

Don't grind glass, plastic, metal or even paper.

Don't grind anything combustible.

Don't grind cigarette butts

Don't pour grease, oil or fat into your garbage disposal or drain. Grease will slowly accumulate and impede your garbage disposal's grinding ability as well as clog drains.

Don't use hot water when grinding food waste. Hot water will cause grease to liquefy and accumulate, causing drains to clog.

Don't grind extremely fibrous material like corn husks, celery stalks, onion skins, and artichokes. Fibers from these can tangle and jam the garbage disposal motor and block drains.



Don't turn off the motor or water until grinding is completed. When grinding is complete, turn off the garbage disposal first. Let water continue to run for at least 15 seconds, flushing out any remaining particles. Then turn off water.

Don't put too many potato peels down the garbage disposal. The starches in the potatoes will turn into a thick paste and may cause blades to stick.

Don't put large amounts of food down the garbage disposal. Feed food into the garbage disposal a little at a time with the cold water running; this will help the food scraps flow down freely through the drain pipes and plumbing.

Don't put expandable foods into your garbage disposal. Foods like pasta and rice expand when you add water in a pot; they do the same thing once inside your pipes or garbage disposal and are the cause of many jams and clogs.

Don't grind large animal bones (beef, pork etc.).

Avoid putting coffee grounds down the garbage disposal. They won't harm the garbage disposal and they'll actually help eliminate odors. However, they can accumulate in drains and pipes, causing clogs. Best to avoid.

Don't use harsh chemicals like bleach or drain cleaners. They can damage blades and pipes. Borax is a natural sink cleaner and sanitizer that effectively works on odor-causing mold and mildew that accumulates in garbage disposals. (See more below).

**Keeping Your Garbage Disposal Running Problem-Free**

Ice is an extremely effective and inexpensive method for cleaning your garbage disposal, sharpening the blades and breaking up any grease build-up which has accumulated. Just toss a few ice cubes into the garbage disposal and run it. As the garbage disposal chops into the ice cubes, the ice chips will effectively scour all the hard to reach areas of the unit, and melt down the drain. Try this once or twice a month to keep your garbage disposal in fine working order.

### **To Remove or Prevent Nasty Garbage Disposal Smells**

Here are some natural methods to clean your garbage disposal that are good for the environment and very inexpensive.

Periodically, take a lemon or orange and toss it into the disposal. The oils and juice from the fruits and peels naturally clean the walls inside the garbage disposal and create a fresh, long-lasting scent.

Freeze vinegar in ice cube trays and run those down the disposal. This will keep your blades sharp while safely killing odor-causing bacteria.

For stubborn odors pour baking soda into the drain and let it set for several hours before running the water and garbage disposal.

For really stubborn odors, use a safe cleaning product like Borax. Just pour 3-4 tablespoons of Borax down the drain and let it sit for an hour. Then turn on the hot water and flush the borax away.