

Maxim II Condominiums

Rules and Regulations

Effective October 30, 2013

On behalf of the Board of Directors and the Association Management team, we would like to welcome you as a resident of Maxim II Condominiums.

The purpose of the Rules and Regulations is to address frequently asked questions and to clarify topics that are addressed in the **Articles of Incorporation and Bylaws**. This document also focuses on important covenants and enforcement of the rules and regulations in the building. The laws of the city and county of Denver, State of Colorado and Federal Government shall be followed within the association and enforced by the association. This includes, but not limited to smoking in the common areas of the building. Hallways, pool room, party room, elevator, stairwells, etc.

Please take a moment to read over this material and keep it handy for future reference. Updates to this document will be distributed periodically. Your understanding and adherence to these guidelines will help to maintain, preserve, enhance and protect the property values and assets of the community.

Maxim II Condominiums is governed by a Board of Directors, which is elected by the homeowners at the Annual Meeting of Association Members.

Day to day operational management is contracted with Capitol Hill HOA Management Co. If you have any questions or concerns about the covenants, rules, and regulations, please feel free to call or write Capitol Hill HOA Management at:

400 S Colorado Blvd Ste 360
Denver CO 80246
303-320-1660
ChillHOAMng@aol.com
Chillhoamng.com

Quiet Time

Courtesy quiet shall be maintained between the hours of 10:00 P.M. and 8:00 A.M. Televisions, stereos, radios, laundry and party noises shall be kept to a minimum during these hours, and all noises shall be kept to reasonable limits during the other hours of the day. Since noise carries from the Common Elements (lobbies, stairwells, parking lot and grounds), we expect that you will move about quietly within the building. At no time shall noise from any unit or Common Element interfere with the comfort of persons living in another unit.

Pool

The use of the pool is a revocable privilege providing the rules and regulations governing its use are followed. **ALL PERSONS SWIM AT THEIR OWN RISK.**

- 1) Pool hours: 5 A.M. to 10 P.M.
- 2) Proper attire must be worn at all times. Proper attire is defined as including, but not limited to, the following:
 - a. No cutoff shorts or tee shirts
 - b. No thongs, topless, or see through swim wear
 - c. No swimwear that is inappropriate or offensive to the other residents of the building.
- 3) No glass items: Bottles, plates, bowls, cups, etc. are allowed at the pool at any time
- 4) Only two guests per unit allowed in the pool at any one time. Exceptions to this rule may be allowed with prior written approval from the Capitol Hill Management.
- 5) The pool skimmer must not be removed from the pool

Party Room

The party room may be used by residents with ten days prior application to the Board of Directors, along with a \$100.00 deposit. Owners are solely responsible for the conduct of their guests and any damage they may cause. The deposit will be returned if the room is clean and undamaged. Any damage or additional cleaning beyond the \$100.00 deposit will be charged to the unit owner who hosted the party. Party room hours are from 8 AM to 10 PM. All parties must end and the room cleaned up by 10 PM.

Parking Space

No items may be stored in the parking space other than your car. This is in compliance with Denver Fire Code.

All vehicles must have current registration, register with the building management and maintain their vehicle in proper working order. Owners or residents may use only their assigned space unless other arrangements have been made and building manager is so informed.

No work shall be done on a vehicle in the parking lot that would render it inoperable. Trailers, boats, campers, commercial vehicles, recreational vehicles, etc. are not to be stored in parking spaces.

The Lessor of each parking space must maintain a clean space clear of trash and dirt, at all times. If any Lessor fails to perform these services, they shall receive a notice and have five (5) days to clean and clear out the space.

The Lessor must park in the middle of their space, and pull up into the space to allow for easier maneuvering for others in and out of the parking lot.

Pets

Permission regarding all pets **MUST BE APPLIED FOR IN WRITING** to the Board of Directors. These Rules allow for one dog only per unit. No pets weighing more than 50 pounds will be permitted. Permission can be revoked by the Board for cause. A pet registration form can be found on the management website at www.chillhoamng.com. The fee per dog is \$150.00 and \$75.00 per cat.

Any solid waste deposited on any of the interior or exterior Common Elements by a pet must be removed immediately and the area cleaned appropriately by the person responsible for the pet.

All pets shall be restrained from constant barking or making loud noises at all times. All pets must be leashed in the Common Elements.

Feeding of wild life, pigeons, squirrels, etc is not permitted.

Trash

Trash chute is located at the west end of the hallways in the stairwells. All garbage shall be placed in sealed plastic bags and disposed of down the trash chute or placed directly in the trash bin located at the alley side of the building. No boxes, construction materials, or other large items are to be put down the trash chute.

Large trash items, such as furniture, mattresses, and appliances, are not allowed in or around the trash bin area. Large boxes must be crushed. Disposal of such items are the responsibility of the unit owner/tenant. Charges for removal made to the HOA will be forwarded to the homeowner.

Littering is not permitted. No items, including cigarette butts, shall be thrown or emptied by any resident or his family, friends or invitee on the property or other Common Elements of the building.

Cat litter is not to be bagged and thrown down the trash chute but bagged and disposed of by walking it out to the trash bin.

Secure Building

The Capitol Hill neighborhood can be a target for criminals. Please do what you can to prevent crime in our building by doing the following things: (1) Please close the lobby and car port doors when you come and go. (2) Do not allow strangers from the lobby into the building. Let them call the person they are visiting. (3) Lock your windows, especially on the ground floor.

Emergency Keys

All owner keys will be kept in a lock box in the storage closet in case of an emergency. The keys are not for purposes of convenience.

If an owner refuses to supply keys to a unit and an emergency arises which requires immediate entry, any damages caused by the forced entry will be the responsibility of the owner to repair at their expense.

Newspapers and Mail

Let's treat our front lobby as the entry to our homes. Please do not leave junk mail or unread newspapers in the lobby area. If you want a newspaper, please don't "borrow" your neighbor's paper; there are several places in the neighborhood to buy your own. White/Yellow Pages phone books will be thrown out by the cleaning crew on the following three after they arrive; please take a directory before then.

Architectural Covenants and Changes

The Board of Directors constitutes the Architectural Control Committee of the Association to ensure architectural harmony with the rest of the complex. Any resident contemplating any visible exterior changes to his or her unit must submit plans in advance to the Board for approval. Such requests should include detailed plans, product information, construction time table, contractor's name and proof of liability insurance. An example of this would be changes to windows (including political or sports signs of a permanent nature in windows) or porches.

No exterior television or radio antennas of any sort will be allowed unless approved in writing by the Board of Directors. In order to install a satellite dish, owners must submit an application for approval to the Board of Directors and the placement of the dish must be approved by the Board.

Major renovations to the interior of a unit must have a proper City and County of Denver Building Permit filed. Copies of the approved permit must be submitted to the Board for their review and files.

Only one sign shall be permitted on the property for the purpose of advertising a unit for sale. The sign is to read "Condominium for sale. Contact your broker". Only one sign will be permitted on the property advertising the unit for rent.

Maintenance and Repair of Interior and Exterior Common Elements

If maintenance or repair to a Common Element is required as a result of a willful or negligent act of an owner, tenant, family, guest or invitee, the cost of this maintenance or repair will be assessed and added to the owner's Association fee.

Any person who observes a condition within the Common Elements requiring maintenance shall report the condition to the building manager during business hours. Any condition requiring emergency attention should be reported immediately.

Patios/Balconies

All terraces shall be kept in neat and orderly repair and used only for the purpose intended. Patios are not to be used as storage units. Patios may not be enclosed by use of any material without prior approval of the Board of Directors.

Barbecue Grills

The use of electric powered barbecue cookers, barbecue cookers installed and supplied by the building's natural gas system and gas grills with a total container capacity of one pound or less of L.P. gas will be permitted on balconies. Two extra one pound L.P. gas containers may be stored on the balcony. This wording is from City and County fire code IFC-308-1. No open flame of any kind is to be allowed on the balconies.

FIRE SAFETY

All stairway doors must remain closed at all times. They are there to stop an upward draft in case of a fire. This is in compliance with the fire code.

Please make sure you are checking that your home fire alarms are working twice a year. It is required that batteries are replaced once a year and that the proper paperwork stating each unit's fire alarm is working is returned to the management company within a month's time from receiving it.

Bicycles

The bicycle rack in the pool area is for the use of any resident. Care should be taken not to mark any floors or walls when entering and leaving the building with a bicycle. The association assumes no liability for bicycles left on the rack. Due to possible overcrowding, one bicycle per resident per unit is allowed on the rack at a time. All bicycles that will be stored on the rack must be registered with the association through the HOA management company.

Bicycles are not allowed in the stairways at any time. Bikes may be moved from floor to floor via elevator only. Bicycle tires leave difficult-to-remove rubber scrapes on the paint.

Rental Units

No lease of any unit shall be for less than ninety days, as provided for in the Declaration.

The Association must be provided a copy of the lease/rental agreement as well as the name, e-mail and telephone number of the tenant within ten business days of possession. (Ref. Declarations, Article X Section 14). Rentals have a no smoking rule.

A copy of all Rules and Regulations must be attached to and made part of the rental/lease agreement. Continued infractions of the Rules and Regulations by renters will subject the owner to fines as outlined in the violation policy.

Move-in Fee

A move in and move out fee of \$100.00 will be assessed to all owners and renters to cover the additional wear and tear on the common elements and on the elevator. Owners are responsible for this fee each time there is a new renter for their unit. This fee will be added to the homeowner's account with each move in or out.

Enforcement

The Rules and Regulations contained herein and those contained in the Covenants will be enforced by the Board of Directors.

Complaints from a homeowner, resident, or tenant must be in writing and must clearly indicate the nature of date, time, and location of the violation. The name(s) and or addresses of the violators must also be included. This written complaint must then be mailed, hand carried, or emailed to Capitol Hill Management & Company (CHill-HOAMng@aol.com).

The Board of Directors has the right to add, change or delete the Rules and Regulations as necessary. Homeowners and/or tenants will be notified of any changes via a notice posted on the bulletin board and/or a notice mailed to the residents and tenants.

Flagrant or consistent violation of any state statute or city ordinance may result in the matter being turned over to local law enforcement authorities by the Board of Directors.

Violators of the Rules and Regulations whether tenants or homeowners will be given one warning in writing and a fine may be levied in the amount of \$50.00. If a second complaint is received, opportunity for a hearing with the Board will be offered and a \$100.00 fine will be assessed to the owner of the unit and added to the Association Fees. If there should be a third violation, a \$500.00 fine will be assessed and added to the Association Fees. Continued flagrant or habitual violators will be subject to legal action and any remedies afforded the Association.

The owner shall be considered the penalized party, even though renters, tenants and or invitee of the said parties may have committed the infraction(s). It is recommended that lease arrangements between the owner/tenant incorporate this policy for all fines and assessments.

The Board of Directors may suspend any owner's voting rights in the Association during any period or periods during which such owner or owner's tenants fails to comply with the Association's Rules and Regulations.

Reminders

The Board recommends that owners and tenants accept responsibility and report any infraction that they may observe to the Board of Directors or Management Company so that appropriate action can be taken to protect you, your property and your investment.

Association Assessments

Maxim II Condominiums are chartered as a nonprofit corporation under the provisions of the Colorado Interest Ownership Act. Homeowners' Assessments are required to cover common expenses, which include: Water & Sewer, Trash Removal, Grounds Maintenance (i.e. lawn care, snow removal, etc.), Common Element Repair and Maintenance, Fire and Liability Insurance for the Association Common Elements. (The Association insurance **DOES NOT** cover personal property of owners/residents. It is **HIGHLY** recommended that all homeowners acquire a "Condominium Insurance" policy to cover personal property. Renters should acquire an appropriate insurance policy to cover their individual property.), Emergency Reserve Funds, Professional Management and Capital Reserve Funds are also covered by the association assessments.

Each Homeowner is obligated to pay, on time, the monthly Association fees. All fees are due on the first (1st) day of each month. A \$25.00 late fee will be assessed for any fees not received by the 10th of each month.

Homeowners will be assessed a fee for any occurrence in which payment is returned due to insufficient funds determined by the fee at the bank plus the HOA late fee of \$25.00.

No homeowner may claim any voting rights if their fees are not current. Nonpayment of fees shall be basis for the filing of a lien pursuant to law against a condominium unit.

We hope that these guidelines will make your life at home at Maxim II Condominiums a pleasant one. We welcome any suggestions, questions, and comments through the Management Office.