

Audrey Pointe  
**Rules and Regulations**  
Effective March 1<sup>st</sup> 2010

**Section 1.**  
**Introduction**

To all residence: On behalf of the Board of Directors and the Association Management team, we would like to welcome you as a resident of Audrey Pointe Condominiums.

The purpose of the Rules and Regulations is to address frequently asked questions and clarify some topics that are clearly addressed in the Articles of incorporation and Association Bylaws. Please take a moment to read over this material and keep it handy for future reference. Updates to this document will be distributed periodically. It is our feeling that compliance with these items will help make everyone's life here a little more pleasant. Our goal is to maintain, preserve, enhance and protect the property values and assets of the community.

Audrey Pointe 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 should have any questions or concerns about the covenants, rules, and regulations, etc., please feel free to call or write Capitol Hill HOA Management at:

400 S Colorado Blvd Ste 360  
Denver CO 80246  
303-320-1660

**Section 2.**  
**Quiet Time:**

Courtesy quiet shall be maintained between the hours of 11:00 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 kept to reasonable limits during the other hours of the day.

### **Section 3.**

#### **Pets:**

Pet owners must complete a Pet Applications and Registration Form before occupying the apartment or condominium. A current photograph of the pet should be attached. Audrey Pointe condominiums will present a copy of the rules regarding pets to the resident for review and signature.

Dogs cats and/or other customary household pets may be kept on the subject property, not to exceed two (2) domestic pets-per condominium unit without the prior written approval of the Association.

There will also be a registration fee included with the application. Fees are as follows Dogs: \$150.00 Cats: \$75.00. Failure to include the registration fee will cause the fee to become a fine to be levied upon the unit owner.

Pets must be carried or walked on a leash at all times to and from the unit when in the building, or elsewhere on the premises. All pet must go in/out the back door and up/down the back stairwell.

Homeowners shall bear the responsibility for any and all pets residing within their units, including the pets of tenants, guests, visitors, etc. Said responsibility shall include financial liability for any damage as well as any inconvenience caused by these pets.

Any solid waste deposited on any General or Limited Common Element by a pet must be removed immediately by the person responsible for said pet.

All pets shall be restrained from constant barking or making loud noises at all times.

### **Section 4.**

#### **Trash/Smoking**

Large trash items such as furniture, mattresses, appliances, etc. are not allowed in or around the dumpster area. Large boxes must be crushed. Disposal of such items are the responsibility of the unit owner/tenant. Please contact the management company for pre-payment of the disposal for these large items.

Littering is not permitted. No items, including cigarettes, shall be thrown or emptied by any resident or his family, friends or invitee on the parking areas or other Common Elements of the Association. Smoking is allowed on the parking lot side only and must be fifteen feet from the door. (Per Colorado Law)

**Section 5.**  
**Secure Building:**

The Audrey Pointe neighborhood is a common target for criminals. Please do what you can to prevent crime in our building. Please close the lobby when you come and go. Do not allow strangers in the lobby. Let them call the person they are visiting. Lock your windows, especially on the ground floor.

**Section 6.**  
**Newspapers and Mail:**

Let's keep our building beautiful. Please do not leave junk mail or unread newspapers in the foyer. If you would like a newspaper and do not have one delivered, please be considerate of your neighbors and get one from the corner vending machine.

**Section 7.**  
**Architectural 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/her unit must submit plans in advance to the Board for approval. Such requests should include detailed plans, product information, construction time table, vendor/contractor name, and proof of liability insurance.

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.

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

No exterior television or radio antennas of any sort will be allowed unless approved in writing by the Board of Directors.

**Section 8.**

**Storage:**

Every unit has been assigned a storage space. At no time are personal items to be stored in common areas. These areas include the laundry room, stairwells, hallways, or the foyers.

Any personal items stored in the above areas will be removed immediately.

At no time are bicycles permitted to be stored temporarily or permanently, on Common Elements. Any bicycles left in the common elements will be removed accordingly.

**Section 9.**

**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 and telephone number of the tenant within ten business days of possession. (Ref. Declarations, Article X Section 14).

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.

**Section 10.**

**Move-in/out:**

All move in/outs must be done through the back stairwell not the front doors.

There will be a deposit required for move-in/outs of \$100.00. The deposit will be required to be submitted to the Management Company prior to the move in/out date. Owners and renters alike are subject to the move-in/out deposit.

**Section 11.**  
**Enforcement:**

The rules and regulations contained herein and those contained in the Covenants will be enforced by the Board of Directors. (Ref. Declarations, Article X, Section 16).

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 or hand carried to the Board of Directors.

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 in the laundry room 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. If a second complaint is received, opportunity for a hearing and a \$50.00 fine will be assessed to the owner of the unit and added to the Association Fees. If there should be a third violation, a \$100.00 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 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 should 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.