

Brownstone Flats at Stout St HOA
Rules and Regulations
Effective December 1, 2014

Section 1.
Introduction

To all residents and owners: On behalf of the Board of Directors and the Home Owner's Association Management team, we would like to welcome you as a resident of Brownstone Flats at Stout St.

The purpose of these 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.

Brownstone Flats at Stout St HOA 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.
Courtyard:

Parties:

The courtyard hours for parties and gatherings are until 10 PM Sunday through Thursday and Midnight Friday and Saturday.

When hosting a party, please notify your neighbors of start and end time of your party.

When your party has ended, clean up the courtyard, place tables and chairs in the original location, make sure both gates are closed and locked and turn out the courtyard lights.

General:

Decks and porches are not storage areas. These areas should be kept clear from all personal items including storage boxes, coolers, unused furniture, appliances, general trash and other refuse. Grills, deck furniture, planters, landscaping décor and bicycles are acceptable but are to be kept out of the way and in clean and operable state.

Smoking on the front and back porches is acceptable. However, cigarette butts, matches, match book covers, lighters, etc shall not be thrown into the common areas including the landscaped areas and grass in front of the buildings. Cigarette butts, matches, match book covers, lighters, etc shall not be thrown onto any deck or porch below any second story decks. They must be disposed of in a proper fire resistant container to avoid fire to the common areas and buildings.

Pets are to be picked up after immediately and pet waste is to be disposed of properly immediately after it is picked up.

Section 4.
Trash/Smoking/Recycling

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 and or tenant. Please contact the management company for pre-payment of the disposal for these large items. There are a very few days per year when the City of Denver will allow large pick up items but it is the responsibility of the owner or tenant to contact Denver for times, dates and rules and regulations regarding large item disposal.

Littering is not permitted. No items, including cigarettes, shall be thrown or emptied by any resident or his family, friends or invitee on the Common Elements and or Areas of the Association.

Recycle pickup occurs every other Wednesday and is delayed to Thursday after a Monday holiday. The HOA appreciates your willingness to set out recycle containers but encourages you not to set them out until the appropriate morning or the evening before so that those containers are not used to gain access to the courtyard. Recycle dates (but for the possible delay caused by Veterans Day are 11/12/14; 11/26/14, etc. We have 5 recycle bins and may receive a sixth bin in the near future. However, Denver will **only pick up recycling that is in the bins on the appointed pick up day**. Denver has several rules regarding recycling such as cardboard being flattened which rules are easily available at <https://www.denvergov.org/recycling>. Since 10 units must share five or six bins, please be conscientious about following Denver's recycling rules so that everyone may use the recycle bins without overfilling them. If you are an owner and have not previously signed up for recycling and would like your own bin, please feel free to order a bin.

Section 5.
Secure Building:

The Brownstone Flats neighborhood is a common target for criminals. Please do what you can to prevent crime in our buildings and courtyard. Please make sure the doors and gates close when you come and go. Do not allow strangers into the property. 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 or the porch. 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.

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, as well as an e-mail address, of the tenant within ten business days of possession.

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 11.
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 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 on the website 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. A fourth violation will be a \$250.00 fine. Continued flagrant or habitual violators will be subject to legal action and any remedies afforded the Association. This enforcement fine policy will also be placed in effect for persons who do not follow the guides to the Board of Directors concerning timing of projects.

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.