



The Colorado Property Management Group Inc.

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ATTENTION: MAJORCA RESIDENTS

ELEVATOR USE POLICY ADOPTED BY THE ASSOCIATION'S BOARD OF DIRECTORS NOV. 16, 2006

**TO: MAJORCA CONDOMINIUM ASSOCIATION RESIDENTS
FROM: MAJORCA BOARD OF DIRECTORS/CPMG**

As you are aware, the modernization of the building's elevator to meet fire safety codes has been completed.

The upgraded system does not have a STOP SWITCH for residents' use during moving in or out of the building or during periods when the doors need to remain open for extended periods of time.

A KEY is now required to keep the doors open for moving. Please read the new policy added to the Association's Rules and Regulations.

To obtain the key, the condominium owner or his/her representative must contact CPMG at 303-671-6402, ext. 16, and have provided the applicable deposit required for moving or construction within condominiums. See page 2 of the Association's Rules for these requirements.

When using this key, please keep the doors locked open as BRIEFLY AS POSSIBLE to allow residents' use of the elevator.

Please be aware that any costs incurred as a result of failure to use the key will be charged to the condominium owner.

**THE BOARD AND CPMG APPRECIATE YOUR COOPERATION IN
PROTECTING THE ASSOCIATION'S INVESTMENT.**

MAJORCA CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

UPDATED BY THE BOARD OF DIRECTORS
EFFECTIVE NOVEMBER 2006

The Board of Directors is empowered through the Association's Declaration of Covenants and Restrictions to establish and update rules including an enforcement procedure with the stipulation that such rules do not contradict the Declaration. Rules are established to ensure that each resident has an equal opportunity for the enjoyment of life at Majorca Condominium Association. **Non-resident owners are responsible for their tenants' compliance with the Association's Governing Documents, including these Rules & Regulations.**

General

- A. Shopping carts are not to be left in the halls, parking areas, elevators, or other common areas of the building.
- B. Balconies are to be kept clean and uncluttered and any additions, constructions, or changes must conform to the general pattern of the building. Balcony enclosures must be approved prior to construction by the Board of Directors through the management company.
- C. If you have a storage locker, these are the only place outside of your unit in which you may store your possessions. Any item left in the parking area, halls, or other common areas will be removed to comply with fire safety laws.
- D. Damages to the common areas caused by an owner/tenant, guests or family are the responsibility of the condominium owner.
- E. Playing and/or riding bicycles, skateboards and similar equipment is not allowed in the underground parking garage and the exterior parking areas to the north and south of the building.
- F. For the health and safety of all residents, there is no smoking in the common areas of the Association. The common areas include the lobby, hallways, elevator, swimming pool, roof deck, stairwells and laundry rooms.
- G. Residents may place informational items on the bulletin board located on the first floor by contacting the management company.
- H. All exterior modifications must be submitted for review approval to the Board of Directors in care of the management company **PRIOR** to the start of a project.

Construction Within Condominiums

- A. **PRIOR** to the start of the work, owners must provide the management company with the scope and estimated duration of the project and a copy of the contractor's certificate of applicable insurance, which is typically workman's compensation and liability. A **\$200.00** damage deposit must be provided to the management company for the protection of the building's common areas. All or part of this deposit will be refunded following completion of the project and an inspection of the common areas. **If these requirements are not met, an immediate \$200.00 fine per violation will be assessed to the condominium owner.**
- B. Hours of work are 8:00 a.m. to 6:00 p.m. Mondays through Saturdays. No construction is to be done on Sundays, Thanksgiving and Christmas.
- C. Construction debris is **NOT** to be placed in the building's dumpsters or left in the common areas including the garage. Contractors must remove all debris OR the condominium owner must contact the management company in advance to arrange for a special pickup which will be billed to the condominium owner.

Laundry

- A. Washers and dryers are provided as a convenience for residents only.
- B. Washers and dryers are to be used between the hours of 7:00 a.m. and 10:00 p.m.
- C. Clothes should not be left in the machines after the cycle is complete, as this prevents the use of the dryers by other residents.
- D. No dyeing is allowed in the washers.
- E. Lint traps must be cleaned after each use of the dryers.
- F. Please leave the laundry room clean.

Moving

- A. Moving in and out of units can cause wear and tear to the elevator, hallways, stairwells, lobbies, and dumpsters. In order to protect the Association's common areas, moves must be scheduled in advance with the managing agent. A **\$200.00** deposit must be delivered to the management company **PRIOR** to the scheduled move in/out. Upon completion of the move in/out, an inspection of the building's common areas will be conducted and all or part of the deposit will be returned. **If these requirements are not met, an immediate \$200.00 fine per violation will be assessed to the condominium owner.**
- B. Moves are to be scheduled between 7:00 a.m. and 7:00 p.m. Monday through Saturday. Moves are not permitted on Sundays.

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- C. Residents are responsible for hanging the elevator pads and returning these to the storage closet on the sixth floor.
- D. Moves can be made through either back or front door.
DOORS MUST NOT BE LEFT OPEN AND/OR UNATTENDED.
Violation of this rule will result in an **IMMEDIATE \$100.00 FINE TO THE CONDOMINIUM OWNER.**
- E. Boxes used during moves must be flattened before placement in the building's dumpsters. Unwanted furniture cannot be placed in the dumpsters. Contact the management company to arrange for a special pickup which will be billed to the condominium owner.
- F. Owners who rent their units must provide written notification of the tenant, their tenant's telephone numbers, and a copy of the lease to the managing agent. The lease must include a copy of these rules.

Noise

- A. Common sense and courtesy are to be used while using or playing musical instruments, radios, television sets, amplifiers, CD equipment, etc. Pets are to be kept quiet and under control at all times.
- B. Activities that generate an excessive amount of noise such as construction or the use of power tools, should be limited to normal working hours – 8:00 a.m. to 6:00 p.m. Mondays through Saturdays.

Parking

- A. Parking spaces in the garage, on the north, east and south sides of the building are specifically assigned by ownership, tenancy or private arrangement.
- B. Residents and the managing agent are empowered to have vehicles towed that are parked in violation of parking space assignment.
- C. The Loading Zone in front of building is for short-term parking. Vehicles parked more than two hours can be towed by contacting the City of Denver.

Pets

- A. **1. No animal may be brought into the building that cannot be kept under control by the animal's owner. All animals must be kept on a leash in the building's common areas at ALL times. No unit may house more than two cats OR one dog and one cat.**
2. Pet owners must comply with the City and County of Denver's Animal Control ordinances.
3. Fish and birds are permitted.
4. REPTILES are not permitted.

B. Denver ordinance requires that pets' excrement be picked up immediately and disposed of in appropriate containers. Pet excrement is NOT to be placed in the trash container on the building's front porch. An immediate \$100.00 fine will be assessed for this violation.

Rooftop Deck Rules

- A. Non-resident owners are responsible for their tenants and tenants' guests use of the deck
- B. There is no smoking on the rooftop deck in order to comply with the fire code.
- C. No glass is allowed.
- D. No pets are allowed.
- E. Any deck furniture brought to the deck must be removed from the deck after each visit.
- F. Objects cannot be thrown from the deck.
- G. Plastic bottles, snack wrappers, etc. must be removed from the deck after each visit or disposed of in the trash container on the deck.
- H. Common courtesy dictates *quiet* conversations and that music from radio and CD equipment is kept at a moderate sound level. The use of the deck should be contained to moderate sound levels.
- I. No overnight sleeping on the deck.
- J. Minors must be accompanied by an adult when using the deck.
- K. Quiet hours are from 10:00pm to 7:00am.
- L. Persons in non-compliance with these rooftop deck rules will be assessed a \$100.00 fine.
- M. No barbecue grills.
- N. Recommended capacity: 35 persons.

Safety

- A. In case of fire, use the stairs to exit the building.

Security

- A. Building security depends on consistent enforcement by all residents. Outer front door will be locked between the hours of 10:00 p.m. and 7:00 a.m. During these hours you will have to use your security key to enter through the front doors and to admit your visitors.
- B. Identify any person who rings your condominium before allowing their entrance.
- C. When entering the building, do not allow strangers to enter with you. Advise them to ring the owner being visited.
- D. The building's back door is to be kept closed and locked at all times. No entrance door to the building is to be propped open. This violation will result in an immediate \$100.00 fine to the condominium owner.

Swimming Pool

- A. There is no lifeguard.
- B. The pool is for the use of condominium owners and renters and their accompanied guests.
- C. Persons under the age of 16 years must be accompanied by an adult.
- D. Pool hours are from 7:00 a.m. to 10:00 p.m.
- E. No rough play, skateboarding, roller-skating will be allowed in the pool area.
- F. No glass containers are allowed in the pool area.
- G. No alcohol.
- H. No smoking.
- I. No pets are allowed in the pool area.
- J. Swim attire must be worn.

Sauna

- A. Sauna hours are from 7:00 a.m. to 10:00 p.m.
- B. Sauna users must comply with the posted directions.
- C. Appropriate clothing is to be worn.
- D. Mechanical problems should be reported to the management company.

Window Replacement Specifications

- A. Replacement windows must be similar in appearance and configuration to existing windows.
- B. Replacement window color must be off-white.
- C. Owners must submit an Architectural Improvement form to the Board of Directors in care of the management company for approval review prior to the start of the project.
- D. Owners must comply with the Association's policy regarding construction within units.
- E. Owners must obtain a certificate of insurance from the contractor who will do the work and provide a copy to the management company.
- F. Window replacement is an owner responsibility.

Elevator Use

A. Residents utilizing the elevator for moving in/out, remodeling projects within condominiums or in any situation that requires the **DOORS TO REMAIN OPEN** except to normally enter and exit the elevator, must contact the management company **IN ADVANCE** of the use to obtain the **ELEVATOR KEY** for this function. If the elevator key is not used to keep the door open, the elevator can be damaged. Damage repair charges resulting from failure to use the key will be billed to the condominium owner.

B. Upon completion of the use of the elevator key, the elevator must be returned to use by returning the key switch inside the elevator to the normal operating position. Failure to return the key to the correct operating position will result in an **IMMEDIATE \$100.00 FINE** charged to the condominium owner.

C. Upon completion of the use of the elevator key, the key must be returned to a management company representative or the management company's lock box, as directed. Failure to return the key will result in an **IMMEDIATE \$100.00 FINE** charged to the condominium owner.

Fire Safety Alarm Pull Boxes, Related Controls And Equipment

A. Tampering with or engaging fire safety alarm pull boxes in the hallways or tampering with any of the related controls in the building will result in an **IMMEDIATE \$100.00 FINE** charged to the condominium owner. Any charges assessed by the Denver Fire Department for responding to a false alarm will be charged to the condominium owner.

RULES ENFORCEMENT PROCEDURE

*The managing agent, at the direction of the Board of Directors, will provide a written first warning of non-compliance with the Declaration and/or rules to the condominium owner.

* If the violation is not corrected in the stated specified time, a second written warning that can include a \$100.00 fine will be mailed to the condominium owner and the owner will be required to meet with the Board of Directors for a hearing on the violation.

*If a third notice is required to correct the initial violation, a \$200.00 fine will be assessed to the condominium owner and the owner will be required to meet with the Board of Directors for a hearing on the violation.

*Continued non-compliance of the initial violation may result in legal action against the condominium owner. All costs associated with legal action against the owner will be paid by the owner.

**CONDOMINIUM OWNERS ARE RESPONSIBLE FOR THEIR TENANTS', THEIR
TENANT'S GUESTS, THEIR TENANT'S PETS AND THEIR TENANTS' VEHICLES
COMPLIANCE WITH THE ASSOCIATION'S GOVERNING DOCUMENTS
INCLUDING THESE RULES & REGULATIONS.**