

Rules and Regulations

GLENWOOD GARDENS PHASE I HOA

2023

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INTRODUCTION

Glenwood Gardens Owners and Residents:

This document contains a summary of regulations established by the Board of Directors of the Glenwood Gardens Homeowner's Association (HOA). For a complete listing of all rules and regulations governing the owners and residents of Glenwood Gardens, please refer to the "Covenants, Conditions and Restrictions", the "By-Laws" and the "Articles of Incorporation". Association rules have been adopted to guarantee each resident's quality of life and to protect the large investment we have all made in our units. Any questions regarding the Covenants, By-Laws, or Articles, or should be directed to a member of the Board. If you need copies of these documents, contact our management company.

Glenwood Gardens consists of 31 units, in 4 adjacent buildings, and adjacent property including grounds, pond, parking lots and gardens. We urge you to become thoroughly acquainted with the regulations governing Glenwood Gardens as part of your responsibility as a member of the community. Residents should use common courtesy in their interactions with others in the community.

Alleged violations of these regulations may be reported by submitting a written complaint or by contacting a Board member. The HOA Violation of Covenants Complaint form can be found on the Glenwood Gardens webpage: <https://www.mraccountingboulder.com/forms>

The following fine schedule has been adopted for all covenant violations:

First violation: warning letter

Second or continued violation (of the same covenant or rule): \$50.00

Third violation: \$150.00

Fourth and each subsequent violation: \$300.00

In the event of repetitious violations, the Board may impose such additional fines as the board deems reasonable without regard to the policy set forth above.

These rules will be updated as needed. Please keep a copy of this manual in your unit for easy reference. If you move or rent your unit, please be sure to pass these rules on to the new residents. Additional copies are available from the management company.

BOARD OF DIRECTORS

The Board of Directors is the body designated in the Governing Documents and elected by the members to act on behalf of the Association. The Board of Directors consisting of five (5) members. In the event where the total number of Board members becomes fewer than five, the Board will be considered properly constituted until such vacancies are filled.

Board of Directors

James Doolittle (3198) President

Monika Czebotar (3136) Treasurer

Glenn Lieberman (3172)- Member

Joe Dragavon (3154)- Member

Adam Weisgerber (3146)- Member

Secretary Zach Mosely (3198)

Management Company

Glenwood Gardens is managed by Essential Community Management

Management:

Laurie Riedeman

943 Reynolds Farm Lane

Longmont, CO 80503

720-684-7799

laurieriedeman@outlook.com

Website:

www.mraccountingboulder.com password: glenwood

Rules and Regulations

The Board of Directors of the Association may, from time to time, adopt certain policies as may be necessary to facilitate the efficient operation of the Association, including the clarification of ambiguous provisions in other documents or as may be required by law. All Tenants and Guests must obey these regulations.

Architectural Control

No structure (building, wall, fence, etc.) shall be erected, nor changes made to the exterior of any unit, including, but not limited to, replacing windows or exterior doors, changing house numbers or paint colors without the prior consent of the Board of Directors. Anyone desiring to make modifications, additions, or alterations must submit a detailed plan to the Board. The plan must specify the nature, kind, shape, height, materials, and locations of proposed changes. An Application and Review form is available from our management company's website (see page 2) or by contacting the management company.

BBQs and Grills- <https://bouldercolorado.gov/fire-rescue/open-burning-regulations>

Any propane grill must be placed more than **10 feet** away from siding, decking or other combustible parts of the structure.

Only small (2.5 lb./16.4oz) propane bottle sizes are allowed in propane grills located on balconies/decks and combustible materials.

Charcoal grills, hibachis, and other open flame cooking appliances are not allowed on decks and balconies. The charcoal grill can be placed **10 feet** away from combustible parts of the structure.

Electric grills are allowed. Make sure if you are using an extension cord that has an adequate rating for the grill being used.

City of Boulder Ordinances

All city ordinances apply to Glenwood Gardens including but not limited to those regarding noise, building occupancy and pets.

QUIET HOURS ARE FROM 10:00PM-7:00AM

Common Area

Common Area is defined as all real property owned by the Association for the common use and enjoyment of all the owners. Personal property (e.g., chairs, benches, picnic tables, etc.) may not be placed in or on the common area without Board permission.

Owners will be responsible for any damages to the common areas caused by themselves, their tenants and/or their guests.

Throwing rocks and/or yard objects, e.g., apples, pinecones or other debris is forbidden.

Bicycles are prohibited on common area grass or graveled sidewalk areas. Abandoned bicycles left on Common Areas will be removed and donated.

Dogs must be kept on a leash at all times when in the common areas (See section entitled "Pets").

Fireplaces: see section on roofs

HOA Dues

Homeowner dues are set each year by the Board of Directors and approved by residents at the annual meeting. Checks should be made payable to Glenwood Gardens HOA and mailed to our management company (see Management Company). Payment is due on the first of each month and are considered late if not received by the 30th of the month. Late payments are subject to a finance charge of \$25.00. Dues past due for 90 days or longer are subject to a lien being placed on the property. Legal fees, court or other costs and incurred by the Association in collecting past due accounts are the responsibility of the homeowner.

Insurance

The Association carries an insurance policy covering liability for the common areas against loss or damage by perils (except flood and other exclusions). Owners shall be responsible for maintaining insurance covering their lot and unit. Such insurance coverage shall include, but may not be limited to fixtures, mechanicals, structural components furnishings and personal or other property within the unit and liability insurance for injury, death or damage in the unit or upon the lot. Also, all glass surfaces (windows, doors, etc.) are the responsibility of the owner and must be replaced at the owner's expense unless damaged by the perils covered in the Association's insurance policy

Maintenance

The Association provides maintenance of the common grounds and the exterior of buildings, fences (excluding gates) exterior walls and balconies that were original to the property. Any damage done either willfully or through neglect by an owner, resident, family, guest, or invitees is the responsibility of the owner. If it is necessary for the Association to repair the damage, the cost will become an assessment against the owner and payable immediately.

Maintenance of the grounds is covered by Association fees. Owners and residents are responsible for maintaining their lot and property adjacent to the common area. If any

owner or resident allows the condition of their property to become an eyesore and does not correct the situation after a notice of violation is issued the Association will conduct the cleanup at the owner's expense. Any owner, resident or guest throwing trash, garbage, cans, cigarette butts, etc. onto the common areas may be fined.

Anyone observing an area requiring maintenance should contact our management company using the Maintenance Request feature on the AppFolio Homeowner platform.

Meetings

Board Meetings are held monthly at the Board's discretion. The meeting date, time and place are posted on the Glenwood Gardens Calendar on the AppFolio platform. All Board meetings are open to any member of the Association, or resident of Glenwood Gardens. Guidelines for Conduct of Meetings can be found in the Governing Documents posted on the website.

The Annual and Budget Meeting of the HOA is held in December. This meeting includes discussion and approval of the proposed budget and election of members of the Board of Directors. The Board members are elected for three-year staggered terms Each unit in Glenwood Gardens has one vote in elections. If more than one person is the owner of a unit, they may cast one vote as mutually agreed upon between themselves. Voting rights shall be suspended for any owner who is delinquent in HOA Assessments, interest, fines and/or late fees.

Pests

Each owner shall be required to take necessary measures, as determined in the sole discretion of the Board of Directors, to retard and prevent insect and vermin infestations, including but not limited to wasps, bedbugs, rodents, vermin, lice, cockroaches, mice and rats. Owners shall be responsible for removing insects and vermin in a unit.

Pets

A reasonable number of pets per unit may be kept providing the pet(s) is permitted under city ordinance and is not a nuisance to other residents. Dogs must always be attended by their owner or another person and kept on a leash when in common areas including parking lots, lawns and around the pond. Dogs are prohibited from entering the pond at any time. Owners are responsible for cleaning up their pet's waste immediately.

Pond

Absolutely no swimming, wading or bathing in the pond by people or pets or throwing items into the pond is permitted. Homeowners will be responsible for violations by themselves, children, pets or guests and violations will be subject to a fine plus the cost of

removing any objects from the pond and any repairs to the rubber membrane that lines the pond.

Rental Move-in/Move-out Fee

Moving in or out of a unit generally creates an impact on the trash area. Many times, furniture and other items are discarded, causing extra fees from the trash hauling company. Glenwood Gardens has adopted a \$100 per year rental fee plus any extraordinary costs for oversize items. Unit Owners who rent out their units will be billed this fee of \$100 in January of each year.

Roofs

Residents are not allowed on the roofs for any reason. Violators will be fined and will be individually responsible for personal injuries and or repairs to any sections of the building or roof damaged. Any type of alteration to roof surfaces must be done or authorized by the same roofer who installed the roofs and must be approved by the HOA Board of Directors. This includes any alterations involving an existing or proposed fireplace or wood burning stove.

Any owner or resident violating this requirement assumes responsibility for the roof of that unit and any subsequent damage caused by improper installation or roof leakage.

All other roof maintenance is the responsibility of the Homeowners' Association.

Smoking

"Smoking" shall mean and include the inhaling, exhaling, burning or carrying of any lighted cigarette, cigar or other tobacco product, marijuana or any other legal or illegal substance.

No owner, guest, family member, tenant, resident, contractor, business invitee or visitor shall smoke cigarettes, cigars, or other tobacco products and/or any other legal or illegal substance outside within 25 feet of any window or door.

Trash Removal

Trash, recycling and compost bins are located on the west side of 29th Street across from the north parking lot. All garbage, refuse, rubbish or cuttings must be placed in the proper marked container. All boxes must be broken down and all items must be placed inside the appropriate dumpster or container. Items too large to fit inside the containers must be appropriately disposed of elsewhere.

Please follow posted instructions regarding items suitable for recycling.

Vehicles and Parking

Each unit at Glenwood Gardens is assigned two (2) parking spaces. Any vehicle parked in a space designated for another owner without permission or in a fire lane will be towed at the owner's expense. Guests should park on Glenwood Drive.

No trailers or boats or abandoned, unlicensed or inoperable vehicles shall be stored or parked on a lot within the Community.

No maintenance, repair, rebuilding, dismantling, repainting or servicing of any kind of vehicle, trailer or boat may be performed in the Community.

Vehicles are to be driven slowly in the parking lots for the safety of all residents.

Water/Sewer

The HOA has installed an automatic sprinkler system to maintain the grass and shrubs on the Common Areas. Homeowners are prohibited from altering the irrigation pattern of the system. Requests to have the sprinklers turned off for any planned activity should be directed to the HOA Management Company.

During winter months or when the temperature falls below freezing it is the responsibility of the owner/resident to disconnect all hoses from exterior spigots. Costs of repairs for any damage cause by frozen water pipes are the responsibility of the homeowner.

The maintenance of interior plumbing is the responsibility of the homeowner.

Homeowners are responsible for having their sewer lines inspected regularly for possible plumbing/sewer problems resulting from tree roots (or any other cause). With many mature trees on the property tree roots may grow around pipes and break them, causing interior damage. Glenwood Gardens HOA is not responsible for any damage to sewer lines or interior plumbing.