

ARAPAHOE RIDGE TOWNHOME ASSOCIATION

RULES & REGULATIONS FOR HOMEOWNER SAFETY

INTRODUCTION

Welcome to the Arapahoe Ridge Townhouse Association. The purpose of the Rules and Regulations document is to help acquaint you with our buildings, our association and to provide some guidelines to make life in our small community a little nicer for everyone.

Please keep a copy of this manual available for reference by you and/or your tenants. All Governing Documents are also available on the website: www.mraccountingboulder.com.

GOVERNANCE

You are a member of a homeowner's association (HOA), an organization in a condominium that makes and enforces rules for the property and residents. When you purchased your townhouse in the Arapahoe Ridge Community you became a member of the HOA and are required to pay monthly dues and follow the Rules and Regulations of the community.

The Board of Directors consists of three to seven members elected each year at the Annual Homeowner's Meeting. Board meetings are held quarterly and announced on the Calendar page on the website. The Board and the Management Company encourage homeowners to participate.

2022 Board of Directors

Adam Starek (5481)	President
Natalie Dellinger (5425)	Vice President
Greg Kerzhner (5401)	Treasurer
Aravind Sivakumar (5441)	Secretary
Courtney VanBuren (5451)	Member

COMMUNICATION

All questions and concerns should be directed to the HOA Management Company:

Essential Community Management

Laurie Riedeman
PO Box 2293
Longmont, CO 80502
laurieriedeman@outlook.com
720-684-7799

****Please make sure the Management Company has updated contact information for Owners and Tenants****

ASSOCIATION DUES

The upkeep of the HOA property is financed through a monthly fee charged to every homeowner. The HOA dues for 2021 are \$360.00 a month and payable on the first day of every month.

It is important that owners pay their monthly dues or any assessment promptly. Procedures for the enforcement and collection of late fees has been established. The Association shall impose monthly a \$25.00 late charge for each Owner who fails to timely pay their monthly dues.

The late charge shall be the personal obligation of the Owner(s) of the unit for which such assessment or installment is unpaid. All late fees shall be due and payable immediately. Please login to your AppFolio Portal for access to your ledger.

ASSOCIATION DUES PAY FOR:

- Water for the Common Areas
- Trash Collection
- Landscaping and Snow Removal
- Exterior Building Maintenance
- HOA Insurance
- Capital Improvements, i.e., Fence Repair, Painting, Driveway Resurfacing....
- Management, Bookkeeping and Tax Filing

ARCHITECTURAL CONTROL

Before any construction, remodeling, additions, or alterations that affect the exterior of the structure a complete set of plans and an Architectural Request Form must be submitted to the Board of Directors for approval. The Board has the right to take into consideration the suitability of the proposal and of the materials to keep in harmony the buildings in the community. The Board of Directors has 30-days to respond to requests.

COMMON ELEMENTS

Any common sidewalk or driveway shall not be obstructed or used by any unit owners for any other purpose than going in and out of the units. Personal property, garbage, refuse, litter, and scrap are not allowed in a common area.

Carports must be kept neat and orderly.

No owner, resident or tenant shall install antennae or satellite dish on the building or roof without permission from the Board of Directors.

Any damage to the general common elements shall be repaired at the expense of that owner or resident.

DECKS AND PATIOS

Patios and decks shall be used only for the purposes intended and shall not be used for hanging garments or for cleaning household articles. All residents shall keep their patios and decks neat and tidy. The use of charcoal and gas grills (over 2.5 lb./16.4 oz) on a deck or patio is prohibited. Electric grills are allowed. Be sure to use an extension cord with an adequate rating for the grill being used.

DRYER DUCT MAINTENANCE:

The HOA recommends that all homeowners clean their dryer ducts regularly to prevent fire. Homeowners are responsible for the proper maintenance and inspection of clothes dryer units. For more information on dryer duct maintenance please see Appendix 3.

EXTERIOR GROUND FAULT CURRENT INTERRUPTER (GFCI) OUTLETS:

All exterior outlets on your unit are required to be GFCI outlets to reduce risk of fire. **Any regular outlets must be replaced with GFCI no later than 12/31/2014.** Homeowners own and are responsible for maintaining the electrical components on their property. For more information on GFCI outlets please see the attached information in Appendix 1.

FIREPLACE CHIMNEY MAINTENANCE:

The HOA insurance policy recommends that homeowners have chimneys inspected annually to ensure that they are in proper working order. The HOA board is recommending that homeowners have chimneys inspected regularly to ensure they are safe and in proper working order. The HOA board is aware that this does not apply to all homeowners as not all units have fireplaces. Homeowners are responsible for the proper maintenance and inspection of the fireplace chimneys within their property.

FIRE SAFETY –BBQ GRILLS:

The HOA insurance policy recommends that ARTA prohibit the use of gas and charcoal barbeque grills on decks and patios. The ARTA HOA board feels that it is sufficient to require homeowners and residents to comply with Boulder County Open Burning Regulations instead of prohibiting the use of BBQ grills. Homeowners are responsible for ensuring they comply with Boulder County Open Burning Regulations. Please see Appendix 2 for these regulations.

INSURANCE

The Association maintains liability and flood insurance for the common areas. Each Owner is responsible for obtaining property, hazard, flood, and liability insurance for their Lot.

NOISE AND NUISANCE

Arapahoe Ridge and the City of Boulder maintain that no person shall make unreasonable noise in a public place or near a private residence between the quiet hours of **11:00pm and 7:00am**. This includes amplified sound/music or voices audible to a person of normal hearing.

No noxious or offensive activity or trade will be permitted in the Arapahoe Ridge Townhouse Association.

PARKING

Parking is available in individual garages, carports and on the east and west ends of the buildings. When parking spaces are full, street parking is available on White Place.

PARKING IN THE DRIVEWAY IS PROHIBITED. THIS AREA IS A DESIGNATED FIRE LANE AND VEHICLES PARKED THERE ARE SUBJECT TO TOWING.

PETS

No animals, livestock or poultry of any kind shall be raised or bred in the Community. Dogs, cats, and other household animals are not allowed to run at large within the Common Properties.

- Pets must be on a leash, under the control of a person on the Common Areas of the HOA.
- Pet waste must be cleaned up immediately.
- The Owner/Resident is responsible for any damages caused by the pet or the pet of a guest.
- In the event a pet is a nuisance to residents of Arapahoe Ridge Townhouse Association, the Board of Directors has the right to levy fines against the owner.

RENTALS

No lease shall be for a term less than 30 days, and all leases must be in writing.

Owners must provide the Management Company a copy of the lease and contact information for all tenants within thirty-days (30) of execution of the lease.

No more than three (3) unrelated persons can live in a unit.

TRASH REMOVAL

The HOA contracts with Western Disposal for trash, recycling, and composting service.

Each home has their own bins for disposal, please do not dump anything in your neighbors' receptacles. Be aware of pests getting into trash and compost bins. You can opt-in for a Bear-Proof Receptacle for an additional \$3.00 to be paid by the homeowner. If you decline this option, please make sure the lid of your trash and compost bin is secured or weighted.

Fines can be assessed for residents who do not comply which results in trash scattered in the common areas.

ENFORCEMENT OF RULES

The Board of the Directors has the authority to enforce the covenants and rules of the Association.

Complaints by owners or residents must be submitted in writing to the Management Company.

Owners or tenants in violation will be sent an Initial Warning Letter explaining the violation and the action required to correct the violation. The Violator will have 14 days from the date of the letter to come into compliance.

If the Violation continues after 14 days or recurs within a 12-month period, a fine may be imposed.

FINE SCHEDULE

First Violation	Warning Letter
Second Violation of the same covenant or rule	\$50
Third Violation of the same covenant or rule	\$100
Fourth and subsequent violations of the same covenant or rule	\$200

**Thank you for being a valuable member of our community,
The HOA Board of Directors and Management**

Appendix 1:

Ground Fault Current Interrupter (GFCI) outlets:

There are ordinary electrical outlets instead of required GFCI type on the exterior of the buildings. A GFCI is a fast-acting electrical interrupting device that senses leaks of very low levels of current and opens the circuit immediately to prevent and minimize injury. The National Electric Code now requires GFCI protected outlets on all 15 and 20 amperes, 125-volt receptacles in kitchens within 6 feet of a kitchen sink to serve countertop surfaces, bathrooms, garages, utility rooms, outdoor outlets, and any other places where water or moisture a hazard.

The ground-fault circuit-interrupter (GFCI) was developed in the 1960's based on a concept by Professor Charles Dalziel of the University of California at Berkeley. The GFCI became a success soon after it was developed into a commercial product by a handful of companies, including several circuit breaker manufacturers. The GFCI was first required by the Code in 1968 for underwater swimming pool lighting fixtures. Backyard swimming pools were becoming popular at that time as more and more city dwellers were moving to the more spacious suburbs. In subsequent years the Code was revised to add the required use of GFCIs to other areas of the house, especially locations where people would be standing on earth or cement ground, or near water. By the 1980's, receptacle type GFCIs were also becoming popular. Just 25 years after the GFCI was first introduced, the number of accidental electrocutions in the U.S. had dropped in half, even though the use of electricity had more than doubled in that same period.

-15- These are the locations in and around the home when GFCIs were first required:

- 1968 - Swimming Pool Underwater Lighting
- 1971 - Receptacles Near Swimming Pools
- 1973 - Outdoor Receptacles
- 1975 - Bathroom Receptacles
- 1978 - Garage Receptacles
- 1981 - Whirlpools and Tubs
- 1987 - Receptacles Near Kitchen Sinks
- 1990 - Receptacles in Unfinished Basements and Crawl Spaces
- 1993 - Receptacles Near Wet Bar Sinks
- 1996 - All Kitchen Counter-Top Receptacles
- 2005 - Receptacles Near Laundry and Utility Sinks

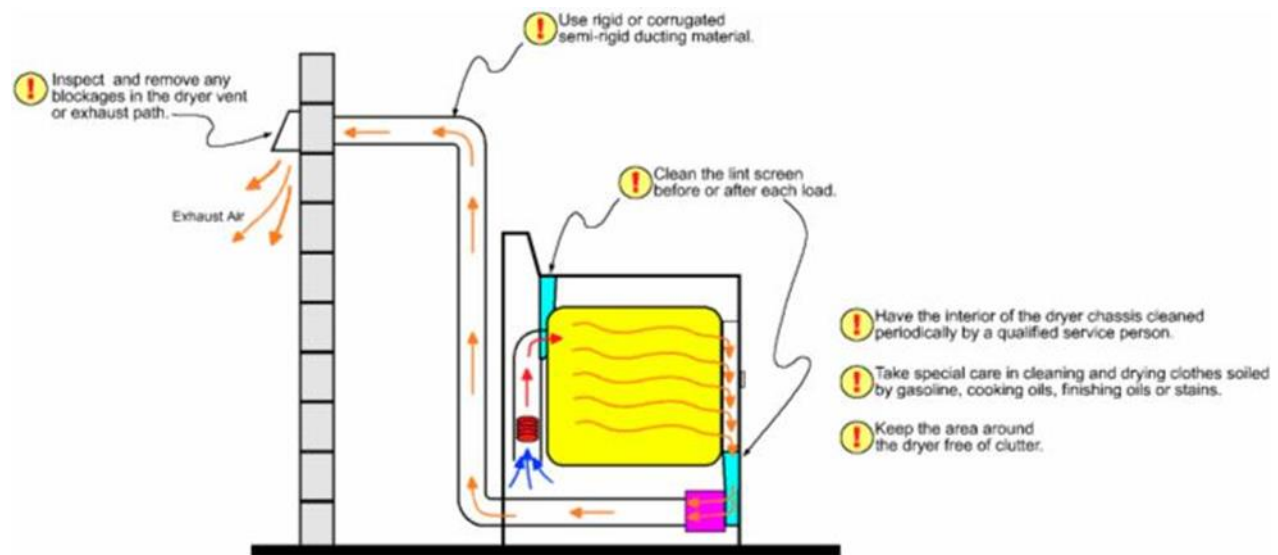
Appendix 3

Dryer Duct Maintenance:

Dryer ducts are susceptible to collecting lint and dust within the line. Lint buildup can dry out, overheat, and increase the risk of fire. Because these are multi-unit buildings, and lack of proper duct maintenance can affect many, it is important to have the ducts inspected and cleaned out on a regular basis, for instance annually. A qualified contractor should do this inspection. A diagram of common maintenance locations of Clothes Dryers has been included in Enclosure 2.

Enclosure 2

Dryer and Vent Maintenance Areas:



Appendix 2

Fire Safety – Boulder County Open Burning Regulations:

These regulations apply only within city of Boulder limits.

Propane grills

This restriction applies to propane grills located on combustible balconies and construction.

Only small (2.5 lb.) propane bottle sizes are allowed in propane grills.

These propane grill restrictions apply to your property unless:

- your balcony is made of concrete, steel, or other non-combustible material.
and
- the propane grill can be placed more than 10 feet away from combustible siding, decking or other parts of the structure.

Charcoal grills

Charcoal grills, hibachis, and other open flame cooking appliances are not allowed on combustible balconies and construction.

These restrictions apply to your property unless:

- your balcony is made of concrete, steel, or non-combustible material; and the charcoal grill can be placed more than 10 feet away from combustible siding, decking or other parts of the structure; or
- the structure is a single-family home or a side-by-side townhome or if the balcony is protected by a sprinkler system.

Electric grills

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

Open burning

No open burning is allowed within city limits, including portable/mobile outdoor fireplaces.

This restriction applies to you unless:

- The burning is a safety flare used to indicate some danger to the public. (Road flares)