

**1747 Pearl Street  
Homeowners Association,  
Inc.**

**GENERAL INFORMATION AND  
ASSOCIATION RULES**

*Updated, Revised and Adopted on*

**June 21, 2007**

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## INTRODUCTION

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1747 Pearl Street Homeowners Association is a non-profit corporation. The governing laws are the Covenants, Conditions, and Restrictions (C.C. & R.'s), the By-Laws, and Association Rules which are adopted by the Board of Directors. Your Board of Directors is an elected body of up to five Owners commissioned with the responsibility of operating 1747 Pearl Street HOA. Election of Board Members takes place at the Annual Owners Meeting generally held each December. The term of all elected and appointed positions is three years, with terms being staggered in order that a rotation of members may occur. Officers of the Board are elected by the Board following the Annual Meeting, and officer terms are for one year.

All Owners are encouraged to participate in ensuring that our 1747 HOA is a community in which you can participate and take pride. The Board is always open to suggestions for Committees through which any owner may make a contribution.

The Board currently meets periodically, typically in a board member's home. Notice of meeting dates and times are on the bulletin board in the garage elevator lobby. All Owners are encouraged to attend the Board meetings. If information regarding the meeting is needed, the Property Manager should be contacted.

Please note that the maintenance requirements by the Homeowners Association concerning common property will depend in large measure on the care and consideration exercised by each and every Owner, tenant, and guest. If maintenance costs are high and the current budget is insufficient to meet these costs, each Owner's assessment will be increased accordingly.

All current purchasers of units at 1747 Pearl Street HOA should have received a copy of the C.C. & R.'s and By-Laws at closing. If you need a copy, contact the Management Company. This document is your copy of the Association Guidelines and Rules which have been approved by the Board of Directors. All new purchasers will receive this document, with any updates, at closing.

The Rules are made for the benefit of the community as a whole; the

violation of them will result in a fine. The Board will assess fines and penalties if it finds a violation has occurred. Remember that any Owner or tenant may report a violation to the Property Manager as is noted in Section 3, Enforcement of the Rules. The intent of these Rules is to provide the maximum use of the facilities for the benefit of all residents.

These Rules may be changed, deleted, or added to at any time by the Board of Directors without notice. In addition, these Rules do not supersede or change the By-Laws or C.C. & R.'s in any manner. *However, they do have the same status of law and enforceability.*

*The Board of Directors*

## **Section 1. General Information**

### **1.A Regular Assessment Payment Guidelines**

- 1.A.1 Homeowner assessments (dues) are due the 1st of each month and considered to be delinquent if not paid by the 10th of the month. A late charge of \$25.00 and/or interest rate of 18% per annum from the first day of delinquency will be assessed. Returned checks are subject to a \$25 non-sufficient-funds charge in addition to applicable bank fees.
- 1.A.2 The Board of Directors reviews a copy of a monthly report, which lists all Owners and the status of their accounts. The Management Company, at the direction of the Board of Directors, reviews the accounts and communicates with the delinquent Owners.
- 1.A.3 The Board discusses delinquent Owners' accounts at the regular meetings, during executive session. Notice of Defaults and Liens are approved by the Board. This is to be done via our Management Company. The Owner will bear any and all expenses incurred by the Association in the collection of moneys owed the Association, including any expenses incurred to process a notice of default, lien, foreclosure, or any other legal expenses incurred to collect amount(s) due. The Board will cause the lien to be released only when full payment is received.
- 1.A.4 Any owner who is three months or more delinquent on their dues will be turned over to an attorney for collections and a lien will be placed on the unit.
- 1.A.5 The Association will vigorously pursue foreclosure proceedings, or any other collection methods available where the Board deems as appropriate and necessary.

### **1.B Security/Visitor Information**

- 1.B.1 1747 Pearl Street is a gated building complex and all owners are responsible for keeping it secure.
- 1.B.2 Neither gates, access doors nor garage door should be left propped open for any reason at any time. Residents are encouraged to close any open gates.

- 1.B.3 Telephone entry may be used to allow guests entry; Owners are encouraged to call the Management Company to update the telephone call box when necessary.
- 1.B.4 It is your responsibility to assure that visitors leave the complex. This includes guests, service personnel, sales people and any other individuals whom you allow to enter the complex. Unauthorized persons not associated with a Resident are strictly prohibited.
- 1.B.5 If you suspect these guidelines are not being followed, please report it to the Board of Directors or Management Company. We can only improve security if we are aware of the problems. Please report all problems and be specific about dates, times and the persons involved.
- 1.B.6 Report any emergencies to the appropriate authority at these telephone numbers:
- Emergency - Police/Fire/Ambulance/Paramedic: 911
  - Management Company – Brant Management:  
222 Milwaukee St # 200  
Denver, CO 80206  
(303) 281-8151

## **1.C Information Available Upon Request**

- 1.C.1 The Association will make available to each Owner the following information:
- 1.C.1.1 The guidelines for an Association's procedures in enforcing the lien rights or other legal remedies for the default in payment of owner's regular assessments against its members.
- 1.C.1.2 An operating budget for the ensuing fiscal year within 60 days prior to the beginning of that year. The budget shall include:
- Estimated revenue and expenses on an accrual basis.
  - Identification of the total cash reserves currently set aside

- Identification of the remaining life and the methods of funding used to defray the future repair, replacement or additions to those major components that are attributable to the areas for which the Association is obligated.
- A general statement addressing the procedures used for the calculation and establishment of those reserves.

1.C.2 The law requires each owner to provide a prospective purchaser with the following:

- A copy of the most current financial statement.
- A copy of the Declarations of Covenants, Conditions and Restrictions, By-Laws, and Articles of Incorporation, and the Rules of the Association.
- A Status Letter prepared for the title company for closing. That letter will include current assessment amount, amount of any delinquency, amount of dues and any special assessment as well as a brief description of what the dues cover.

1.C.3 These items may be obtained by written request from the Management Company for a fee to be paid at closing. The Management Company reserves the right to adjust the fee based on the number of days given for the request or at their discretion.

## **1.D Maintenance Guidelines**

1.D.1 In general, all maintenance inside a unit is the responsibility of the Owner. This includes, but is not limited to, paint, carpet and wood flooring, wallpaper, appliances, and other fixtures permanently attached inside the unit's walls, floors, and ceilings.

1.D.2 Each condominium unit has its own outdoor air conditioning unit located either in the back of the building or on the patio area between the 1747 and 1727 buildings. Individual Owners are responsible for the maintenance of their air conditioning unit.

1.D.3 Each condominium unit has a fireplace. Individual Owners are responsible the maintenance of the fireplace in the unit.

1.D.4 The Association has only weekly maintenance and relies on all residents to dispose of litter that may have collected in the elevator, common

areas, and on the grounds and to keep the common areas tidy. If everyone pitches in, the whole community will benefit.

- 1.D.5 Exterior lighting and lighting in the garage is the responsibility of the Association, including replacement of bulbs outside units (balcony lights are the responsibility of the owner.) If a resident notices that light bulbs need to be replaced, please inform the Management Company.
- 1.D.6 If you experience electrical, telephone, cable or plumbing problems, you may use any company of your choice, but we highly suggest you contact the Management Company for a list of companies familiar with the property.
- For electrical outages, entire unit, contact Xcel Energy. If only partial outage within the unit check the breaker box first, then contact Xcel Energy or the Management Company.
  - For telephone or cable issues you will need to contact your supplier directly. If they require access to a locked room in the garage, arrangements must be made in advance through the Management Company.
  - For plumbing leaks, first try and stop the leak within your unit, if it can not be stopped contact the Management Company immediately.
- 1.D.7 Building water shut off: the Owner must contact the Management Company if repairs to your unit require the water be shutoff to the entire building.
- 1.D.8 If it is determined by the plumber or electrician that the problem is confined within your unit, you must pay the plumber or electrician directly. The Association will not become involved in these service issues, nor advance payments for services. If it is determined by the plumber or electrician that the problem is the responsibility of the Association, then the contractor will invoice the Association directly. You are still responsible for your portion of the repair bill.
- 1.D.9 Generally, the Association is responsible for maintaining areas outside the unit. Please report anything that appears to require maintenance to the Management Company, giving a full description of the location and type of repairs needed.

1.D.10 Each Owner has a responsibility to protect Association property. Every Owner has a significant investment in the overall Association and should report any violations of the rules to the Management Company.

## **1.E Guidelines for Owners renting units (hereafter may be referred to as Landlords) (See CC&R: 8.8)**

- 1.E.1 If you are considering renting out your condo unit, screen your tenants with great care, and require a security deposit as you are responsible for all damages or claims against the tenants, tenants' guests, and invitees. Every lease must require that the tenant abide by the Covenants, Conditions and Restrictions, the Bylaws and the Rules. All leases between Owner and tenant must be at least 6 months in length, and a copy must be sent to the Management Company upon execution. The Owner is responsible for all damages or claims against the tenant or the tenant's guests or invitees as the Owner is also responsible for all damages caused by his own guests or invitees. (CC&R, 4.12) Note: The Association may limit the number of rental units.
- 1.E.2 The Board of Directors will vigorously protect Owner Residents from Owners who rent or lease their unit(s) to destructive tenants. All legal methods will be used in order to correct a violation of the governing documents. Any fines, assessments, reasonable attorney's fees and costs incurred by the tenant are the responsibility of the Owner. All reasonable attorney's fees and costs incurred by the Association for purposes of enforcing the Covenants, Conditions and Restrictions, Bylaws or the Board rules will be paid by the Owner.
- 1.E.3 Landlords must use a lease which has provisions which state that the tenant's rental or lease of the unit is contingent upon recognizing and complying with all Association rules and guidelines. Failure to comply with the rules and guidelines should result in immediate termination of the rental contract, and vacancy of the premises. Should a tenant violate the terms of the lease agreement, the Owner must take all steps necessary to vacate his unit of the lessee. Should the Owner fail to vacate his unit within a reasonable time period, the Board may exercise its right to initiate any legal proceedings necessary for the removal of the tenant.
- 1.E.4 Landlords should purchase the appropriate insurance for protection from losses caused by tenants. Landlords should also encourage their tenant(s) to purchase tenant's insurance to protect their own property and liability.

- 1.E.5 Landlords must provide their tenants with unit access information, mailbox keys, garage door openers, parking space information, and inform the Management Company that such has been done. The Management Company can provide replacements of these for a fee. In addition, upon notice, the Management Company will update the Telephone Call Box information

## Section 2. Association Rules

### 2.A General Community Rules

- 2.A.1 Any physical damage or markings to the building, elevator, or any common area property damage caused by a owner/tenant or their guest/invitee shall be at the expense of the owner deemed responsible by the Board. This includes defacing or damages to the coating on concrete in common areas.
- 2.A.2 Excessive Noise (loud T.V., radio, stereo, loud parties, etc.) from any unit and from the common area is not permitted at any time. "No Owner shall create or permit to emanate from such Owner's Unit any noise or sound that is objectionable due to intermittence, beat, frequency, shrillness or loudness. Windchimes or similar "noise making" appliances are absolutely prohibited anywhere with the Condominium".(C.C & R: 8.3.4)
- 2.A.3 Signs in windows visible to the exterior are prohibited.(CC&R: 8.7, *et.al.*)
- 2.A.4 Only curtains, drapes, shutters, mini-blinds (vertical, etc.) and shades may be installed as window covers. No window shall be covered by paint, foil, sheets or similar items.
- 2.A.5 Laundry, clothing, rugs, etc should not be hung from interior or exterior balcony railings except on a temporary basis for cleaning, but in no case should be left overnight.
- 2.A.6 Décor for unit entrances, including plants and doormats, should be presentable. The Board has final discretion on what is presentable. Cleaning supplies, personal items, trash, etc. should not be left visible to other units. Doormats and cleaning under them are the responsibility of the Owner/tenant.
- 2.A.7 Any plants which are visible from the exterior must be kept in good condition by the Owner/tenant. Any planters positioned on top of the balcony walls/railings must be securely fastened down.
- 2.A.8 Exterior painting of the unit, including balcony railings and posts by an individual owner is not permitted.

- 2.A.9 Each owner shall be accountable to the association and the other owners for the conduct and behavior of children residing in or visiting his unit. Any damage to any portion of the common area, any other unit or the other property of any other owner caused by such children shall be repaired by and at the expense of the owner with whom such children are residing or visiting.
- 2.A.10 Children shall not be permitted to play on the decks, elevator, garage, stairs or stairwells within the common area, for safety reasons.
- 2.A.11 Only Authorized Personnel are permitted upon the roof of any building.
- 2.A.12 No explosives or flammable fluids are allowed into the common areas, including storage lockers/areas that may be located in the garage. Such storage lockers/areas will be subject to inspection upon a 30-day notice to the Owner. Purpose of said inspection is to verify compliance with this rule, and local and state fire laws.
- 2.A.13 Borrowing or removal of any equipment or property from the common areas is prohibited.
- 2.A.14 No spray painting is allowed in the common areas, including the garage.
- 2.A.15 All interior common areas (garage, decks, stairways, elevator, etc.) are Non-Smoking areas. Smoking materials should be extinguished prior entering these areas. The decks are not ashtrays.
- 2.A.16 There is no overnight use of any common area.
- 2.A.17 Owners will be held responsible for any violation of rules by their guests or tenants.
- 2.A.18 Holiday lights can be displayed from Thanksgiving through January 14th. Holiday lights must not be displayed at any other time.
- 2.A.19 Common area electrical outlets may not be used for personal use.
- 2.A.20 Any Owner desiring to install a satellite dish must obtain written permission from the Board prior to installation. You must submit written drawings of where the dish will be installed, and how the cable will run into the unit. Please be respectful of other Owners when considering the installation of a dish. (CC&R, 8.3.5.d)

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- 2.A.21 Any architectural modifications within a unit must have Board approval. Please refer to Section 2, F in this document for more details.
- 2.A.22 Baiting/Trapping of all rodents and pests, including rats, mice, and ants inside of a unit, is the responsibility of the owner.
- 2.A.23 ONLY Authorized Persons (Dept. of Water & Power, Telephone Company, Fire and Police, Paramedics) are permitted to have unsupervised access to the Electric Rooms. In an emergency, supervised access will be allowed in the presence of at least one Board Member.

## **2.B Trash Disposal**

- 2.B.1 All trash must be bagged prior to being thrown in the trash chute located near each elevator. Note: loose trash may litter and cause unsanitary conditions in the Trash Room.
- 2.B.2 Any trash that does not fit into the chute or that may clog the chute must be disposed of directly in the Trash Bin located in the garage trash room.
- 2.B.3 Trash should not be left in the area around the trash chute doors. If the chute is full, take the trash to the Trash Bin in the garage Trash Room and contact the Management Company. All Residents are encouraged to dispose any litter observed in common areas in order to keep appearances up and maintenance costs down.
- 2.B.4 Any refuse that does not fit within the Trash Bin in the garage trash room must be disposed of by the owner/tenant as the trash collectors will not take items left outside of the bins. Please Note: removal of items such as furniture, etc. not fitting into the bin constitutes an additional expense to all Owners for disposal.
- 2.B.5 Under no circumstances are Residents to dispose of paint, flammable or toxic materials (car batteries, oil, etc.) or other similar items in the trash bins. These must be removed from the premises by the Resident.

## **2.C Vehicle and Parking Rules for Garage (CC&R: 8.5)**

- 2.C.1 Parking in another unit's assigned parking space or unmarked areas is prohibited. The vehicle will be towed without notice at Owners expense.

- 2.C.2 Any vehicle parked in a fire lane or an undesignated parking space will be towed without notice at Owner's expense.
- 2.C.3 Vehicles that are non-operable, i.e. expired tags, flat tire, or other noticeable defect, may be towed without notice at Owner's expense.
- 2.C.4 Repair or maintenance, including but not limited to washing vehicles, changing oil, antifreeze, or tires is strictly prohibited within the garage.
- 2.C.5 All vehicles must be removed for garage cleaning and maintenance upon a 3-day notice from the Management Company. The Association is not liable for any damage resulting from non-removal of vehicles.

## **2.D Pets and Wildlife Rules (See CC&R, 8.3.1)**

- 2.D.1 All pets shall be leashed, attended and under control when in the common areas.
- 2.D.2 Pet owners must immediately clean any mess created by their animals.
- 2.D.3 Owners/tenants are responsible for expenses incurred in correcting any damage caused by their animals, or animals owned by their guests, to any common area or private property.
- 2.D.4 Any Owner/tenant allowing their pet to void themselves within the condo common areas, will be assessed a fine (or special assessment), plus clean-up costs.
- 2.D.5 All animals are the responsibility of their owner and if any pet becomes a general nuisance (barking, howling, etc.), the Executive Board may remove the pet (CC&R: 8.3.1) and/or a fine will be incurred and the proper authorities will be notified.
- 2.D.6 No animals, livestock, birds, fish or poultry of any kind shall be raised, bred or kept for any commercial purposes, or in unreasonable numbers.
- 2.D.7 The maximum number of animals in any one unit is limited to two (2).

## **2.E Solicitation & Posting**

2.E.1 Lockboxes placed on the front gate or on any other common property surface without permission from the Management Company are subject to removal without notice.

2.E.2 Taping, posting, etc. of signs or notices in common areas other than the garage bulletin board by residents or guests is not permitted.

The only exception is notices regarding the unavailability of some essential service (such as Water Shut-Off) – any such notice **MUST**:

- a) Be posted at least 24 hours in advance (emergencies preventing advance notice are exempted)
- b) Specify the day of the week, the date, and the times involved
- c) Include the name and telephone number of the person or company doing the work.
- d) A copy of this notice **MUST** be given to the Management Company with the name of the person in which unit the work is being done, along with a brief description of work to be performed.

2.E.3 There is a bulletin board in the garage in front of the elevator, this bulletin board is for Association business, and may be used by residents for other notices that may be of interest to the Community. The Board reserves the right to remove any notice.

2.E.4 Door-to-door solicitation or posting is not permitted.

## **2.F Move In Assessment and Rules**

2.F.1 A non-refundable \$100.00 assessment will be charged to future residents, tenants and/or Owners moving into or out of 1747 Pearl Street. The fee will cover potential damage and cleanup costs after a move in or out. For new owners, the fees will be charged and collected at closing. The Owner of a rental unit shall be invoiced / billed the amount of \$100.00 on their succeeding monthly statement from the Property Management Company when the Owner or tenant(s) move into 1747 Pearl Street HOA. Owners of rental units who do not inform the association when a tenant change is happening will be assessed and additional \$200.00

2.F.2 No move, in or out, shall commence prior to 7:00 a.m. All moves shall be completed by 10:00 p.m. There are no exceptions to this rule.

## **2.G Re-Modeling and/or Modifications to Units**

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- 2.G.1 Plans for structural remodeling including additions or changes in plumbing or wiring must be submitted to the Board for approval. Structural changes must comply with applicable building codes and a building permit must be obtained if dictated by City code.
- 2.G.2 Remodeling and / or reconstruction may be performed only between the hours of 8:00 AM to 6:00 PM, Monday through Friday, and 9:00 AM to 5:00 PM on Saturday and Sunday. No activities are to be performed outside of these hours.
- 2.G.3 All construction refuse is to be hauled off the premises by the resident's contractor(s) and not put in our trash containers. Refuse includes, but is not limited to, carpet, padding, appliances, wallboard, paint, and other related building materials.
- 2.G.4 Wood, stone or tile floorings must include an underlay of sound absorbent material, and must be approved by the Board before installation.
- 2.G.5 Any Owner who wishes to modify their unit, other than paint, wallpaper or flooring, must submit a written request to the Board. The written request must include Professional structural designs and diagrams by a Civil Engineer, Architect, or Construction Contractor, licensed and bonded by the State of Colorado. The diagram must include: Structural drawings reflecting any and all proposed changes to the Owners unit; Description of any and all modifications or changes to or of: Structural walls, ceilings, floors, balconies or windows within the Owners unit; modifications to or of electrical outlets and/or wiring; modifications to or of any vents or venting systems within Owners unit, modifications to or of any plumbing inside the unit or outside or within the common area walls of the unit. The Board of Directors will review and examine the submitted proposal from the Owner.
- 2.G.6 Exterior and/or structural alterations or additions of any type are not permitted.
- 2.G.7 The Board of Directors shall not incur any expenses on the Association's behalf. Any and all expenses incurred due to an Owners request for building plans shall be the homeowner's full responsibility. Such expenses may include: The Board of Directors utilizing the Association's Structural Architects and Engineers to accurately evaluate the Owners submitted proposal. Any other expenses the Board of Directors considers

necessary to achieve an accurate and comprehensive analysis of the Owner's submitted proposal, including any and all legal expenses considered necessary by the Board of Directors.

- 2.G.8 The Board of Directors reserves the right within the Associations C.C. & R's and By-Laws to reject in whole or in part the Owner's submitted proposal.
- 2.G.9 The Owner has the right to appeal any decision made by the Board of Directors. A special and confidential meeting shall be scheduled for an appeal process.
- 2.G.10 The Board of Directors reserves the right within the Associations C.C. & R's and By-Laws to reject and/or decline the homeowners appeal proposal.

## **2.H Security**

- 2.H.1 Residents have the ability to “buzz” in visitors to the building through the telephone line. In no case, should a resident allow entry to a visitor not associated to the Resident.
- 2.H.2 Residents take responsibility for giving unit access codes and/or keys and/or garage door openers to non-residents, and are considered responsible for entries of such persons onto the premises.
- 2.H.3 The Board decides when general entry gate codes as well as re-keying the condominium perimeter access gates/doors is necessary as by updating these security controls, former residents are not allowed unrestricted entry onto the premises, and may charge a reasonable “new key/opener” fee to current residents.

## **2.I Condominium Storage**

- 2.I.1 Currently (June 2007), Residents are allowed to store property in the garage in front of the unit's parking space.
- 2.I.2 Under no circumstances are Residents to store paint, flammable or toxic materials (car batteries, oil, etc.) or other similar items in the garage as these constitute a health and safety issue.
- 2.I.3 All unit-owned property stored in front of the unit parking space must be removed for Association maintenance reasons (garage cleaning, etc)

upon a 3-day notice from the Property Manager. Any materials not removed may be disposed of by the Association. The Association is not liable for any damage resulting from non-removal of property.

## **Section 3. Enforcement of Rules**

### **3.A Reporting a Possible Violation**

- 3.A.1 All residents (owners and tenants) are encouraged to report possible violations to the Property Manager.
- 3.A.2 The observer of a possible violation completes and submits a notice to the Property Manager in the form of a written statement of possible violation(s) of Association Rules as approved by the Board under the Bylaws. (See Appendix A for Form). The Property Manager will notify the Board.

### **3.B Handling the Reported Violation (Process)**

- 3.B.1 The alleged violator will receive a written communication from the Property Management Company at the direction of the Board, formally notifying the reported violator of the infraction/violation.
- 3.B.2 A written statement of the alleged violation(s) and reasonable notice of a scheduled hearing will be given to the Member against whom such charges are made, as well as to the complainant(s) and the Board of Directors.
- 3.B.3 The Board of Directors will hear arguments from the witness(es), complainant(s), and violator(s) at the scheduled time. If the alleged violator fails to appear (without giving prior notice of such to the Board), the alleged violator will be fined for said violation as a non-appearance will constitute agreement to the said violation.
- 3.B.4 The Board of Directors will excuse all parties and deliberate in executive session at the conclusion of the hearing(s).
- 3.B.5 All parties will be notified of the decision by the Board of Directors within fourteen (14) days.
  - 3.B.5.1 The Board will deliberate in Executive Session.
  - 3.B.5.2 All parties will be notified of the Board decisions within fourteen (14) days.

### 3.C Fines (Special Assessments for Violations)

3.C.1 With the exceptions noted in the table below, all violations of any of the above rules may result in a fine as scheduled. For a First Offense, the responsible party is generally given a verbal or written warning by the Management Company; however, if the violation is not resolved, a fine will be imposed per Schedule below. Note: Damage and Vehicle Parking violations may result in an immediate fine with no warning.

<b>Rules Violation Fines (Special Assessment) Schedule</b>		
<b>Sec. - Rule #</b>	<b>1<sup>st</sup> and 2<sup>nd</sup> offense</b>	<b>3rd or more offenses</b>
All: except as indicated below	\$25 and \$75	\$100.00
Damage: Section II.A.1	Actual cost of repairs plus \$100 or 10% of repairs, whichever is greater	Actual cost of repairs plus \$200 or 20% of repairs, whichever is greater
Vehicle Parking: Section II. C.	\$50 Plus Towing Costs	\$100 Plus Towing Costs

## Section 4. Appendix A

### 4.A Form for Reporting Rules Violations (Contact Management Company for copies)

#### NOTICE TO BOARD OF DIRECTORS OF POSSIBLE VIOLATION OF ASSOCIATION RULES

TODAY'S DATE				
YOUR NAME				PHONE
YOUR ADDRESS AND UNIT NO:				
DO YOU OWN OR RENT?				
WHICH RULE/REGULATION DO YOU BELIEVE WAS VIOLATED?				
NAME(S) OF VIOLATOR(S)				
UNIT NO. (IF KNOWN)				
DESCRIBE THE INCIDENT:				
SIGNATURE				DATE:
PLEASE COMPLETE THIS FORM AND FAX OR EMAIL IT TO THE MANAGEMENT COMPANY.				
YOU WILL BE NOTIFIED BY THE BOARD OF DIRECTORS AND/OR MANAGEMENT COMPANY REGARDING ANY ACTION TO BE TAKEN.				