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# Adriel Hills

**ADRIEL HILLS CONDOMINIUM ASSOCIATION**

**RULES & REGULATIONS**

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## DEFINITIONS

Following are basic definitions for terms used throughout this document. Please refer to page 2 of the Adriel Hills Condominium Association Declaration for more specific legal definitions.

Adult	-	Person aged 18 years or older
Association	-	Adriel Hills Condominium Association
Board, board member	-	Board of Directors collectively and/or members thereof
Carport	-	Fully or partially enclosed
Home	-	Condominium unit, interchangeable with Unit
Homeowner	-	Person, firm, partnership or other legal entity, or combination thereof, who is the owner of record of a condominium unit
Manager	-	Adriel Hills Property Manager
Office	-	Association administration office located on the upper floor of the clubhouse. This does NOT refer to the maintenance shop office located on the lower level of the clubhouse where the property manager and maintenance crew are located.
Pool, pool area	-	Unless otherwise indicated, pool and pool area refers to <u>both</u> the indoor and outdoor pool areas.
Unit	-	Condominium unit, interchangeable with Home

## **OPERATING GUIDELINES OF THE ASSOCIATION**

### **Obtaining Assistance and Information**

The Adriel Hills Association administrative office and maintenance hours are posted at the front entrance of the clubhouse. The telephone number is (970) 484-3098. Voice mail is available to record a message at any time if the office is not open or the staff is otherwise not available.

A twenty-four (24) hour Emergency Pager System is available in the event of an emergency. The emergency pager telephone number is (888) 691-9061 and is also provided in the outgoing voice mail message when calling the main telephone number.

The emergency pager system will automatically roll through staff contact numbers; therefore it may take several minutes for your call to be answered. Please be patient. If your call is not answered, leave a detailed message including a telephone number at the tone and a staff member will return the call as soon as possible. The Contractor Referral list located in the Resident Directory and on the website may be utilized for emergencies that are homeowner responsibilities.

Information may also be obtained from the Adriel Hills Condominium Association website at [www.adrielhills.com](http://www.adrielhills.com).

### **Board of Directors, Meetings & Committees**

The Adriel Hills Board of Directors meets on the third Tuesday of each month (except December) at 7:00 p.m. in the clubhouse library. These are open meetings and homeowners are encouraged to attend. Homeowner comments may be made at the beginning and end of each meeting. The agenda will be posted on the bulletin board located at each of the three mail stations (*See Postal Mail below*) the week prior to each meeting.

Eligibility for serving as a member of the Board of Directors will extend to a homeowner's spouse even if the spouse is not a deeded co-owner of the home. (*Adopted 11/19/02*)

The Association's major committees will be chaired by board members and all committee members will be approved by the Board President. (*Adopted 04/20/82*) As of 12/06/11, the major committees are the Operations Committee, the Governance Committee, the Management Committee, and the Landscape Committee.

A nominating committee of two (2) board members and two (2) homeowners will be appointed by the Board President to recommend names to be placed in nomination for the Board of Directors.

Per the Association Bylaws, an Annual Meeting is held on the first Tuesday in December at the clubhouse. Board of Director Member elections occur at the Annual Meeting. Notices and all pertinent documents and forms will be distributed to homeowners ten (10) to twenty (20) days prior to the Annual Meeting. (*Adopted 08/20/91*)

A "Designation of Voting Representative" form is to be on file in the office for each unit to designate one of the homeowners as the Voting Representative for that unit. This form is available in the office or from the Adriel Hills website.

Revisions to the Rules and Regulations, By-laws and Declaration are to be presented in the Annual Meeting. (Adopted 10/19/99)

The Operations Committee meets as necessary on the second Tuesday of each month in the clubhouse library.

The Association maintains several other committees of which homeowners may volunteer to take part in. If homeowners would like to participate on a particular committee, they should notify the office, the manager or a board member.

### **Governing Documents**

All homeowners and residents should retain a copy of the Association's governing documents for their reference. These documents include the Rules & Regulations, Declaration and By-laws. Please stop by the office if you do not have a complete set. These documents may also be obtained from the Adriel Hills website.

### **Registrations**

All homeowners must complete a Resident Record form. This form is to be submitted annually or within fourteen (14) days of move-in and may be obtained from the office or from the Adriel Hills website.

If the unit is leased, the reverse side of the Resident Record form must also be completed in its entirety and submitted to the office within fourteen (14) days of a new tenant move-in. This form is also available in the office or from the Adriel Hills website.

### **Postal Mail**

There are three (3) separate mail stations located within the Adriel Hills community. One is located on the lower level of the clubhouse, another is at the intersection of Adriel Drive and Adriel Way, and the third is located at the southeast area of Adriel Drive at the intersection of South View Circle.

Each homeowner has a postal mailbox located at one of the three mail stations listed above. The location of each homeowner's particular mailbox depends on the location of the home. Outgoing mail can be placed in the designated slots in the clubhouse mail room door, in the blue mailbox at the lower mail station or in the designated slot at the south mail station.

In addition to postal mailboxes, each resident is assigned a small box, commonly referred to as a "pigeon hole" for distribution of Association information. These pigeon holes are located at the same mail station as the homeowner's postal mailbox. When checking postal mail, please remember to check the pigeon hole as well.

### **Mailbox Keys**

The previous homeowner should have left a key for the unit's mailbox. If not, the new homeowner should contact the U.S. Postal Service or a locksmith so that the lock can be changed and a new key issued. Each homeowner is responsible for their mailbox key and if lost, is responsible for the cost of changing the locks. The Association does not retain mailbox keys.

### **Clubhouse Access**

The Adriel Hills clubhouse is secured by a monitored access system whereby each unit is issued an access card called a proximity or "prox" card. Each unit will be issued one prox card at no charge; however each

additional card will require a deposit of \$25. As many as four (4) resident prox cards may be issued per unit. The deposit will be reimbursed for each card returned to the office in usable, undamaged condition at time of vacating Adriel Hills.

**PROX CARDS MUST BE RELINQUISHED AT THE OFFICE UPON VACATING ADRIEL HILLS.** Prox cards may not be transferred.

Homeowners, or their assigned agent, of a leased unit must provide authorization for the Association to issue prox card(s) to their tenant(s) and are responsible for obtaining the card(s) before tenant vacates the unit. In the event that a tenant vacates the unit without returning the prox card(s), a deposit of \$25 will be required to obtain a new prox card.

If a card is lost, stolen, or otherwise not returned, it must be reported immediately to the office to be inactivated, and a \$25 deposit will be required to receive a replacement card.

**Notices**

Important community notices will be placed on the bulletin boards located at the three (3) mail stations. Newsletters, monthly meetings minutes and various other communications will be placed in distribution boxes located at each of these mail stations. Please check the distribution boxes regularly for these documents. Additional copies may be obtained from the office or from the Adriel Hills website.

**Pet Control Regulations**

Adriel Hills' residents are subject to all Larimer County Ordinances, including Chapter 6, Article II, Dog Licensing; Article III, Rabies Control, and Article IV, Control of Animals. Several main items are paraphrased below. The full document is on file in the Adriel Hills office and may also be found online at <http://www.co.larimer.co.us/policies/animal.pdf>.

1. Each owner or keeper of any dog shall apply for and maintain a current county issued license for such dog. All dogs AND cats shall be vaccinated against rabies and produce a certificate of vaccination for such dog or cat upon request. A county license cannot be issued without proof of rabies vaccination. (*Article II, Sec. 6-26; Article III, Sec 6-51*)
2. Each owner or keeper of a dog or cat shall ensure that said dog or cat, at all times, wear a collar or harness to which the current dog license tag and dog or cat rabies vaccination tag are attached. (*Article II, Sec. 6-29(a) and Article Sec. 6-51(b)*)
3. All dogs shall be kept under restraint at all times. (*Article IV, Sec. 6-76*)
4. Each owner or keeper of a pet animal shall not permit said pet animal to disturb the peace and quiet. (*Article IV, Sec. 6-77*)
5. Each owner or keeper of a pet animal shall not fail to exercise proper care and control of said pet animal so as to have it become a public nuisance. (*Article IV, Sec. 6-78*)

In addition to the Larimer County Ordinances, following are Adriel Hills' regulations regarding pet animals:

1. A maximum of two (2) pets per unit is permitted. This refers to domestic dogs and cats or other animals as defined by the Larimer County Ordinances. Any resident who declared three (3) pets on his/her 2011 Annual Information Update form is exempt from this regulation until such time that the resident is no longer in possession of a pet described on that form, at which time that resident is allowed only two (2) pets.

2. All pets must be registered at the office within thirty (30) calendar days of becoming a resident. Any newly acquired pet must be registered at the office within thirty (30) calendar days.
3. Homeowners must ensure that barking is held to a minimum. Excessive barking can be extremely annoying and is subject to the Larimer County Ordinance, the Association's Violation Enforcement Policy and the Daily Fine Policy.
4. A homeowner who allows any area near their unit to become littered with pet feces will be notified of the violation. If the owner does not comply with the request for clean up, management is authorized to contract a cleanup service at the homeowner's expense and fines may be assessed.
5. When outside the unit, pets are not allowed in the Limited Common Area of other homeowners without their permission and dogs must be under either voice command control or leash control at all times. The leash may not extend longer than six (6) feet when approaching any other person(s) or animal(s). Pets at large are prohibited; this includes cats.
6. Persons walking pets must clean up and properly dispose of any mess. Homeowner shall be responsible for removal of any feces deposited by pets whether around the unit or in the general common element.
7. Pets are not to be tethered in a manner which permits the pet(s) access to Common Element areas, another homeowner's Limited Common Element area; the swimming pool fence; any area around the clubhouse; on or around the tennis courts or on the golf course.
8. Pets are not allowed on the golf course, in the clubhouse, or in the swimming pool or barbeque area at any time.
9. Any pet that may pose a threat or create an unreasonable risk of harm to any person(s) or property shall not be allowed to reside in the community.
10. Pet owners shall indemnify Association management and hold harmless against any loss or liability of any kind whatsoever arising from or growing out of having any pet or other animal in the community.

The Board of Directors reserves the right to have any pet banned or evicted from the community (at the pet owner's expense), for failure to comply with these Rules and Regulations. *(Adopted 11/19/11)*

### **Billings (All Units)**

Homeowner assessments are due and payable on the first day of each month. If any assessment is not paid in full on or before the last day of the month, it becomes past due, and a late fee of \$50.00 per month shall be assessed until any past due amount is paid in full. *(See Collections Policy, page 10)*

These assessments shall include regular monthly Association dues, any special assessments, utility or maintenance invoices, annual property and liability insurance premiums or any other assessment due to the Association.

### **Billings (Adriel Court Units)**

The monthly utility billings include the Xcel Energy charges for the common heating and hot water system and the Elco Water District charges for domestic water. Invoices for these utilities will be delivered to either the non-resident homeowner of a leased unit or placed in the resident's pigeon hole the last week of each month. Both of these utilities are on common building meters and the charge for the entire building is prorated to each homeowner. You will receive individual statements from Xcel on a monthly basis for the electricity and from Cherry Hills Sanitation on a quarterly basis for the sewer.

Common repair and maintenance costs including heat and hot water systems are to be divided equally among the homeowners within the building, and are billed and payable per the above policy. (*See Adriel Court Repairs, page 12*)

### **Method of Payment**

Payments may be sent via U.S. mail or may be placed in the slot in the office door (not the mail room door). Also, there are drop boxes located at the lower level of the clubhouse and at the lower and south mail stations specifically for Association payments.

Contact the office to obtain an Electronic Funds Transfer Authorization Form to have electronic transfers processed automatically from your bank account for monthly dues. Electronic payments are processed on the fifth business day of each month. The form is also available on the Adriel Hills website.

Please note that the automatic payments will be processed for monthly dues only. The Association does not automatically deduct for the annual property and liability insurance premiums or any other payment due.

### **Violation Enforcement Policy**

It is the responsibility of the Board of Directors and management to enforce established rules, regulations, policies and procedures in a consistent manner. This policy is intended to supplement the Adriel Hills Condominium Declaration, Bylaws and Rules and Regulations by providing a specific and equitable enforcement policy with a well defined escalation process to be consistently followed by the Association whenever a resident is in violation of these governing documents.

“Homeowner” is considered the Owner of Record of the condominium unit and is ultimately responsible. (When a tenant occupies the premises, a copy of said “Violation” will also be sent to both the tenant and the homeowner.)

### **Establishment of a Violation:**

a. Use Restrictions: Any activity or condition allowed to continue on any property that is in direct opposition to the governing documents is deemed a “Violation” under this enforcement policy for all said purposes.

b. Architectural: Any exterior improvement of any kind or nature requiring Management or Board approval, erected, placed, painted or altered on any property which has not been first approved in writing by management or the board, or which does not in all respects conform to what has been approved is deemed a “Violation” under this enforcement policy for all purposes.

### **Reporting a Violation:**

**The Board of Directors encourages Adriel Hills’ residents to promptly and politely attempt to resolves issues neighbor-to-neighbor prior to reporting perceived violations.** It is management’s responsibility to monitor the community and be proactive in enforcing the Rules and Regulations. If issues cannot be resolved in person, then residents are to submit their complaints **in writing** to the Association office detailing the following:

- a. Date, time and location and/or address of perceived violation
- b. Details of perceived violation
- c. Name and contact information of complainant

The Association office does not accept telephone calls regarding violation complaints. All reports will be verified and if warranted, the enforcement process will begin by generation of a violation letter. The process will escalate depending on the degree and urgency of the violation.

**Escalation Process:**

- a. First Notice – Violation Concern with 10 days to remedy
- b. Second Notice – 10-Day Warning of potential fines and/or hearing of the board.
- c. Third Notice – Notice of hearing with the board and potential fines.

If violation is of a certain type that does not require a timeline to remedy (such as pet reported off leash), there may be only one initial notice sent with demand to remedy such violation. If in the future a consecutive violation occurs, the same notification process will apply, but without the timeline to remedy. For repeat or severe violations, the Board of Directors may direct management to issue the third notice. *(Adopted 11/19/2011)*

**Daily Fine Policy for Violation of Rules**

The Adriel Hills governing documents require that the Board of Directors establish, administer and assure compliance with all rules and regulations. As such, the board has adopted the Daily Fine Policy to encourage homeowners to correct violations that willfully, flagrantly and/or repeatedly occur.

A fine can only be implemented by the Board of Directors as a final alternative to correct a violation as indicated in the Adriel Hills Violation Enforcement Policy below. The board encourages prompt and clear communication between the homeowner, manager and board members to minimize the need to assess fines.

The daily fine rate is \$5.00 and will be applied to the homeowner’s statement of account and collection policy will apply. The daily fine is not in place of and may be applied in addition to a \$100.00 fine per the current rules and regulations. *(Adopted 08/19/2008)*

**Collection of Unpaid Assessments**

The Association, or its Attorney, shall send any delinquent homeowner a letter demanding payment. The demand letter shall be mailed by regular United States mail.

In the event payment is not received from any delinquent homeowner within thirty (30) days after the date of the demand letter referenced above, the Association may pursue any one or all of the following collection remedies:

- 1. File an assessment lien against the delinquent homeowner’s property.
- 2. Commence and maintain legal proceedings (lawsuits seeking personal judgments and foreclosure actions) for the recovery of delinquent assessments, late fees, interest, attorney fees and costs as may be allowed by the Association Documents or the Colorado Common Interest Ownership Act. (CCIOA)
- 3. Pursue collection of judgments obtained against owners.
- 4. Take all other lawful action necessary to collect delinquent Assessments in accordance with the Association Documents and Colorado law.

If the Association fails to follow the procedures set forth above it shall not be construed as any waiver or release of a delinquent owner's obligation to pay assessments or the Association's right to collect the assessments in accordance with the Association Documents and CCIOA.

Any delinquent homeowner shall be responsible for attorney fees and costs incurred by the Association in the collection of past due assessments, whether or not a lawsuit is commenced, in accordance with the Association Documents and CCIOA.

If the Association receives any bankruptcy or foreclosure notice regarding a homeowner with unpaid assessments, the Association may seek advice from its attorney regarding the appropriate action to be taken. If the Association, through its attorney, has sent a demand letter, filed a lien or commenced legal proceedings against homeowner in order to collect unpaid assessments, the Association shall forward any bankruptcy or foreclosure notice received to its attorney.

The Board of Directors may from time to time vary from the requirements set forth in this policy if the Board determines in its sole discretion that such variance is reasonable under the circumstances.

This policy may be amended as deemed necessary by the Board of Directors. *(Adopted 11/20/07)*

### **Insurance Claims**

In the case of damage to any Adriel Hills unit that may be covered by property damage insurance, the homeowner is to promptly notify the manager as well as the individual homeowner's insurance company. The homeowner is not to contact the Association's insurance carrier. If the loss is estimated to potentially exceed the Association's current deductible amount, the manager will notify the Association's insurance agent.

Responsibility for the deductible could be the Association's, the homeowner's, or possibly joint responsibility and will be determined by the Board of Directors based on a specific claim. *(Adopted 11/19/11)*

### **Flood Insurance**

According to the November 14, 2008 revised Flood Insurance Rate Map for Larimer County, Colorado, Adriel Hills is not in a federal government identified flood hazard area.

In accordance with Paragraph 16 of the Condominium Declaration, flood insurance to cover damage to building and contents is the homeowner's responsibility. The Association's insurance policy does not cover sewer or drain backups. Homeowners should consult with their insurance agent regarding these coverages.

## **MAINTENANCE REGULATIONS**

### **Lighting**

The Association will maintain the photocells and associated circuits and replace the light bulbs on one security light of each unit. This refers to those lights controlled by the photocells only, and does not include those security lights controlled by switches inside the unit. A brass "coach lite" is the only acceptable replacement fixture for the security lights. *(Adopted 05/21/96)*

### **Deck Stain**

A semi-transparent stain will be used on the decks of the units in “16” filing. The color will be decided by a majority of the unit owners in this area. Superdeck brand “Heart Redwood” is currently being used. *(Adopted 09/15/98)*

### **Deck Maintenance**

The cost of repair or replacement of a deck that has been expanded by a homeowner (past or present) will be shared between the homeowner and the association on a pro-rated basis determined by the size of the addition as a percent of the whole. *(Adopted 09/20/05)*

### **Deck & Railing Replacement**

Homeowners desiring to upgrade or replace an Association-maintained deck for their unit may do so at the homeowner’s expense and by adhering to the following general standards. It is to be understood that there are limitations to the general standards based on the building and/or type of the unit (townhouse, condominium or stand-alone structure). The homeowner will consult with the manager about the limitations for their unit prior to submitting the Homeowner Request form.

Deck Surface: Must be a composite or PVC type material with a manufacturer’s warranty of at least twenty (20) years and appropriate for the specific span of the deck framing. The homeowner will be responsible for repairs or replacement of the deck framing structure if required.

Railings (if homeowner is replacing railings): All materials above the deck surface must be composite, PVC material or powder-coated metal with a manufacturer’s warranty of at least twenty (20) years. If powder-coated metal is used, it is to be black or dark in color.

Decks and railing will comply with current Larimer County Building Codes. *(Adopted 06/16/11)*

### **Annual Maintenance Considerations**

Homeowners should submit maintenance requests for their building, deck, concrete, and landscaping to the attention of the Manager at the Association office prior to February 1 in order to be considered for funding in the budget for the upcoming May 1 – April 30 fiscal year. *(Adopted 09/16/03)*

### **Adriel Court Repairs**

The Declaration for Adriel Hills directly places the responsibility for maintaining, repairing and replacing the common heating and hot water systems in the Adriel Court buildings upon the homeowners within each of the six buildings. Because it is in the best interest of all members of Adriel Hills to have these systems properly serviced, the Association’s management may, if deemed necessary, step in to address repair and maintenance concerns, whether brought to their attention by homeowners or not. All associated costs of repair services incurred by the Association on the behalf of these homeowners will be passed through to the homeowners in the buildings. If the repairs are only necessitated within one unit, then only the affected homeowner would be responsible for the charges. Adriel Court homeowners are to contact the Adriel Hills office if they have heating or hot water issues in order to discuss the problem with the manager and determine a reasonable course of action.

In the event that a homeowner desires to step up and take on this role as a point-person for his/her building, with written agreement from the majority of the homeowners in the building, he/she should submit his/her

intent in writing to the Adriel Hills office. The office will then contact all residents in the building and confirm that he/she will be the contact for heating and hot water problems in the building.

It is not Adriel Hills' intent to assume responsibility for the maintenance or repair of these systems, but simply to help the homeowners to effect proper maintenance and repairs by acting to represent them in dealings with professional contractors. *(Adopted 11/21/06)*

### **Stairwells and Storage Space (Adriel Court Units)**

The Adriel Court stairwells, being limited common elements, are to be maintained (cleaned) and cleared of snow & ice by the unit homeowners. These areas will be inspected by management from time to time and, when found to be messy and impassable, they will be cleaned by Adriel Hills' personnel and the homeowners of that building will be billed for the cleaning. *(Adopted 06/18/85)*

There is shared storage space available for homeowners and residents of the Adriel Court units. The two most senior homeowners in building 23 have the first right to use the two storage units in the basement. *(Adopted 06/17/03) (See Attachment A for complete Shared Storage Space Policy)*

### **Planting, Pruning and Landscaping**

Homeowners must submit a Request to Maintain Plant Beds in Common Areas form if they wish to be responsible for plant beds and/or pruning around their unit. This form outlines the criteria which must be met. The form is available from the office or the Adriel Hills website. *(See Attachment B for complete Planting Policy and Guidelines). (Adopted 01/17/06)*

### **Painting**

Adriel Hills is currently on approximately a 10-year painting cycle for exterior building painting. The actual condition and repainting is subject to field judgment. Decks are stained every three (3) years as are the solid colored stained decks. Once a building has been painted with one of the "new" colors approved in April 2000, it is to remain that color for subsequent paintings. If homeowners wish to paint their building sooner than the 10-year cycle, with board or management approval, they would do so at their cost or, in the case of multiple unit buildings, may share the cost with other willing homeowners in that specific building. A painting specification sheet is available from the manager and must be adhered to and all painting contractors are subject to manager approval.

Entry doors will be painted the color of the homeowner's choosing, subject to manager approval, when the building is painted. The homeowner will have the responsibility to provide the painter with the color name or number of the desired door color from the brand of paint being used at Adriel Hills. (Currently: Sherwin Williams)

Once the homeowner is notified of the paint schedule, they are to remove smaller decorative items from patios, courtyards and decks. This includes thermometers, yard art, flower pots, etc. The painter will remove outdoor patio furniture and barbeque grills. Homeowners must prune plants inside courtyards that are against the building or hinder painter access.

Wrought iron gates will be painted black when the building is painted. *(Revised 1/16/2007)*

If relocation of a satellite dish or reacquiring of satellite signal is required due to building repairs or painting, this will be the homeowner's responsibility. A Homeowner Request for Satellites must be submitted and approved prior to relocation of satellite dish.

## **EXTERIOR ADDITIONS & ALTERATIONS**

### **Homeowner Request Form**

Homeowners are required to submit a Homeowner Request Form at least fifteen (15) days prior to the next regularly scheduled Board meeting if they wish to make **any** exterior modifications to their unit, including, but not limited to, satellite dish installation, and door or window replacement. Homeowners may be fined a minimum of \$100.00 for doing modifications prior to board or management approval. *(Adopted 10/19/04)*

The manager has the authority to approve homeowners' requests similar to those previously approved by the Board of Directors.

It is the Association's policy to prohibit and deny exterior additions, alterations or decorations to any building, or change in fences, hedges, walls, gates, or other structures when such installations would encroach upon the General Common Elements. *(Adopted 05/21/02)*

Homeowners desiring to install or erect such additions or alterations upon limited common elements are directed to comply carefully and fully in writing with the provisions of paragraph 29g of the Adriel Hills Condominium Declaration. Upon receipt of the necessary documents, the Board of Directors, by majority vote, will act on the request.

If painting or staining is required due to an approved exterior addition or alteration, the homeowner is obligated to perform this painting in order to complete the approved project at his/her expense. However, the Association will provide the paint or stain in order to ensure that the proper product and color are used. Any subsequent painting or staining in the future is to be performed by the Association as a part of the aforementioned paint/stain schedule. This excludes replacement windows with frames that require painting.

If homeowners desire more frequent "repair painting" of an approved addition, they may do so at their cost and the Association will provide the paint.

### **Air Conditioning Units**

The manager may approve central and through-the-wall air conditioners. The placement of the units should consider the impact on neighbors. Window units are NOT allowed. *(Adopted 10/01/01)*

### **Awnings**

The awning policy is to allow roof or eave mounted awnings in colors which include muted stripes, and solid colors. Submittal of a Homeowner's Request is required. The manager may approve requests of this type. *(Adopted 06/21/05)*

### **Gutters**

The Association does not install new guttering; only maintains and repairs existing guttering. Areas deemed damaged by water coming off the roof may have guttering installed at the expense of the Association. All other new guttering will be installed at the expense of the homeowner. Once installed, maintenance of all gutters will be the expense of the Association. *(Adopted 07/21/87)*

Rain gutters, down spouts and down spout extensions may be added or replaced at the homeowner's expense including the initial painting as long as they are compatible with current gutters (5" seamless), down spouts (3" and 4" seamless). They must be painted the color of the building, not be unsightly or

create a walking or tripping hazard, or drain where an icing hazard will be created in the winter. Submittal and approval of a Homeowner's Request is required. *(Adopted 10/01/01)*

### **Landscape Edging**

Upon board or management approval of a written homeowner's request, edging other than the steel used by the Association may be allowed. If the homeowner desires edging other than the steel used by the Association, materials, installation and maintenance will be at the homeowner's expense. *(Adopted 08/21/07)*

### **Patio Door / Window Replacement**

All door and window frames of replacement patio doors and windows are to be the "dark bronze" color or color consistent with the existing windows and patio door frames of the building. In the event that the replacements are not a color match, they are to be painted to match the "dark bronze" color or in some cases, painted to match the color of the building as determined by the Board of Directors or the manager. The homeowner will be responsible for initial and future painting of window frames if replacement window frames are required to be painted.

Window grids will only be allowed on patio doors – not on windows. They can be white provided that they are between the double-glazed panes or on the interior of the patio doors.

Generally, casement windows will be allowed to replace sliding windows, and casement style patio doors or French doors will be allowed to replace sliding patio doors as long as the overall look will remain in keeping with the other doors and windows on the building. Homeowners making approved installations which are not completed or those done without approval, may be assessed fines, may be ordered to remove the installation, or the Association may complete the installation or painting with all costs passed on to the homeowner.

Any change of windows, patio doors, or entry doors will need to go through the homeowner request approval process as does any other exterior addition or alteration. *(Adopted 04/15/08)*

### **TV Antennas and Satellite Dishes**

Prior to having cable or satellite dish service installed, all homeowners must submit a completed *Homeowner's Request Form for Satellite Dish Installation Only* to the Association office to receive approval for the installation of the service. The request form instructs the service provider on Adriel Hills' guidelines regarding installation. The Property Manager will offer additional installation input as needed if necessary. Once approval has been received, the homeowner must contact the cable or satellite dish company and ensure the installation is completed as approved. Any deviation from the approved installation location requires the approval of the Property Manager. Should installation not be as approved, the homeowner, at their expense, must have the cable or satellite dish removed and installed at an approved location.

If for purposes of building repair, storm damage, tree growth, etc., and a dish must be removed and reinstalled, the homeowner will be responsible for expenses involved in reacquiring a signal by the dish provider.

Exposed antennas are not permitted.

## **TRAFFIC & PARKING REGULATIONS**

### **Speed Limit**

The speed limit throughout Adriel Hills is twenty (20) miles per hour. Please exercise caution at all intersections and curves. A sign is posted at the entrance and throughout the community noting the speed limit.

### **Bicycles, Skateboards, Kick Scooters & Riding Toys**

Bicycles, skateboards, kick scooters, and riding toys may be ridden on designated roadways at the risk of the rider. They are not to be ridden on greenbelts, lawns, golf course, tennis courts, or the car ports and driveways of other residents.

Riding bicycles, skateboards, kick scooters and riding toys on the sidewalks and in the common element areas that potentially endanger other members of the Association or damages Association property in any way will not be tolerated and fines may be assessed.

### **Motorcycles**

Motorcycles must be licensed and equipped with “quiet type” mufflers. Driving within Adriel Hills must be on roadways only, and only for access, not for riding around the area.

### **Motor Vehicles**

Motor vehicles of any type (other than golf carts and grounds keeping equipment in use) shall not be driven on greenbelts, lawns, or golf course.

### **Parking**

Vehicles, including motorcycles, shall be parked in designated parking areas, garages or carports.

Parking on roadways or drive areas is permitted only for a two-hour period of time to load or unload a personal vehicle.

In the event short-term roadway parking is the only alternative for a resident's party or gathering, parking on one side of the roadway is permitted. It is the responsibility of the resident to notify their guests where parking is allowed. Parking on both sides of a roadway is not permitted in order to keep the roadways open as fire lanes.

### **Recreational Vehicles**

Motor homes or campers shall not be kept, stored, or parked within Adriel Hills unless completely inside an enclosed garage. However, they may be temporarily parked for up to 72 hours in preparation for their use or for their storage. Recreational vehicle owners are requested to notify the office at the time the vehicle is brought into Adriel Hills.

### **Trailers**

Semi-truck trailers or any other type trailer used for hauling behind vehicles or for storage, shall not be kept, stored, or parked within Adriel Hills, unless in a fully enclosed garage. The manager may approve an exception to this rule for rental moving vehicles, commercial moving vans and contractors working in Adriel Hills, and designate acceptable parking areas for those vehicles.

### **Trucks and Tractors**

Pickup trucks larger than one (1) ton and with 8-foot beds, and tractors or semi-truck tractors shall not be kept, stored, or parked within Adriel Hills. Trucks of weight greater than ten (10) tons, loaded or unloaded, shall not be driven within Adriel Hills except by special permission of the manager at the Association office.

### **Buses**

Large buses, such as those used for commercial purposes, shall not be kept, stored or parked within Adriel Hills. (School buses may be parked only during those hours of the day between morning and afternoon route usage, not overnight or during those months of the year when not being used as school buses).

### **Boats and Snowmobiles**

Boats and/or boat trailers and snowmobiles and/or snowmobile trailers shall not be kept, stored or parked within Adriel Hills unless inside an enclosed garage. Parking and storing these units under open carports or on the streets or in off-street parking areas is not permitted. In the event these units are kept inside garages instead of an automobile, such automobile shall not infringe upon the rights of other homeowners to the available off-street parking.

### **Use of Common Carport (Limited Common Element)**

In those areas where carports are designed for the use of multiple units, no more than one vehicle per space will be permitted and must allow space for opening of vehicle doors. In addition, the center of these carports serves as a walkway for the unit directly adjacent. *(See Carport Use, below)*

### **Unused Vehicles**

Vehicles that obviously are not in use (specifically those that are not currently licensed, have flat tires, are not road worthy or are wrecked, etc.) shall not be parked or stored within Adriel Hills.

### **Improperly Parked Vehicles**

Improperly parked vehicles will be towed away at the homeowner's expense; however, homeowners will be notified first, if possible. *(Adopted 11/17/77)*

### **Carport Use Regulations**

Section II of Condominium Declaration, Number 3, Limited Common Elements, states that "each owner shall be responsible for keeping their carport in a sightly condition, free from debris of any kind". *(Paraphrased – Please refer to Declaration for complete policy)*

A free standing or stand alone carport shall be utilized only for the parking of vehicle(s) in operating condition with current registration.

No visible unsightly storage of any type is allowed in carports.

Furniture or decorations must be intended for outdoor use, in good condition and in good taste.

Two vehicles parked in a carport, one behind the other, causing one vehicle to extend beyond the front of the carport, is prohibited. All vehicles must be parked entirely within the footprint of the carport.

Golf carts, powered cycles and scooters, etc. are allowed to be parked in carports.

The daily fine policy may be used if carport use violations are not corrected. *(Adopted 9/24/08)*

Entrance by Association personnel to a resident's garage or unit will not be permitted, (unless for an emergency) without the permission of the resident of said unit. *(Adopted 05/15/83)*

## **USAGE OF ADRIEL HILLS AMENITIES**

### **Self-Policed Community**

Adriel Hills is a self-policed community. We do not have a golf course marshal, after hours or weekend staff on site. Homeowners are encouraged to monitor and make reasonable contact in a positive, appropriate manner if they witness infractions of the Rules and Regulations, or suspect unauthorized use of amenities. Any homeowner witnessing infractions is also encouraged to advise management of these incidents and promptly contact the Larimer County Sheriff's office if circumstances so warrant.

### **Amenity Access (Replaces Resident Tags)**

The prox cards (*See Clubhouse Access, page 6*) are also utilized for amenity use authorization cards. Prox cards are to be visibly displayed at all times by those utilizing the Adriel Hills amenities. Adriel Hills' residents and employees are encouraged to approach and inquire of anyone using the amenities but not displaying a resident or guest card.

The resident prox card authorizes residents with as many as four (4) guests to use the amenities. More than four (4) guests will require the temporary approval from the manager or Board of Directors. **Only the Adriel Hills residents may use the resident prox cards; they are not to be given out to guests or friends.**

Colored guest prox cards will be issued to residents upon request and payment of the required deposit. Guest prox cards are to be used by resident's guest(s) when the resident is unable to accompany the guest to any of the amenities within the community. The resident must have specific knowledge that their guest(s) are using the amenities.

Guest prox cards will be activated for a specific date range only, up to a maximum of fourteen (14) days, or longer by manager or board member approval. The resident may retain the inactive prox card after their guests leave, however it will not be active after the expiration date and the resident must contact the office to reactivate the card for another specific date range when it is to be used for guests again in the future.

At a minimum, one person per group of up to four (4) unaccompanied guests must be in possession of a labeled guest prox card. At least one user in the group must be eighteen (18) years of age or older. Each resident may acquire a maximum of two (2) guest prox cards for their unit.

Unauthorized persons using the amenities will be asked to leave the property, and if necessary, the county sheriff may be notified. Unauthorized use or misuse of prox cards may result in the loss of card and/or amenity privileges. *(Adopted 11/19/11)*

### **Double Use of Amenities**

The policy of the Board is that double use of common elements will not be permitted. This means that when a unit is rented, the renter has the use of the common elements, not the homeowner. However, the homeowner has the ultimate responsibility for all assessments, insurance, and other expenses associated

with ownership. This policy has been enforced since the Homeowners' Association was formed, and this statement only reaffirms this policy. *(Adopted 05/21/85)*

### **Golf Course Regulations**

1. Our six-hole, par 3 golf course is to be used for **golf only**, except necessary maintenance. For the safety and enjoyment of all residents and their guests, we ask that you observe the following golf course rules and golf etiquette.
2. Shirt and golf shoes or low-heeled shoes (no metal spiked shoes) must be worn by players at all times.
3. No animals allowed on the course at any time, unless approved by manager to control geese.
4. Replace all divots and repair ball marks on the greens.
5. Maximum of four (4) guests per unit unless special permission is obtained from the manager or Board of Directors.
6. No more than four (4) players in a group, one of which must be an adult resident, or players with a guest prox card.
7. Children (players) under fourteen (14) years of age must be accompanied by an adult.
8. No one is permitted to play games or frolic on the golf course, including the sand traps. *(See rule no. 1 above)*
9. Out of bounds - stroke and distance penalty\*. The far edge of Adriel Drive and a ball hit over the east fence line constitutes "out of bounds". **DO NOT PLAY A BALL THAT LIES OUT OF BOUNDS.**  
  
\*i.e.: a penalty stroke, go back and drop a ball at the place where you played the shot.  
On the teeing ground, you may tee it up.
10. Ball may be dropped in bounds from roads – no penalty.
11. Ball hit into any water – drop at point of entry away from the hole – one stroke penalty.
12. **ABSOLUTELY NO RETRIEVING OF BALLS FROM ADRIEL LAKE**, other than those that can be retrieved from shore.
13. Adriel Lake constitutes a course hazard. No person is permitted in or on the islands in the lake. No wading, swimming, ice skating or fishing is allowed at the lake.
14. Golfers will be financially responsible for window breakage and/or building or vehicle damage.
15. The tee off area is marked at its beginning with blocks and ends two club lengths behind marker.
16. The "handicapped only" restriction is lifted for golf carts. Golf carts must be stored in a garage or carport, driven only by a licensed driver, driven only in the "roughs", and are to stay off the short grass around the greens and tees. *(Adopted 07/20/04)*

17. Golfers may only use two (2) golf balls at one time. If there are three or more groups on the course at one time, golfers may only use one ball.
18. The course is NOT to be used as a driving range or practice area.
19. Golf lessons may not be given on the course.

### **Golf Course Etiquette**

1. Learn to play without delay in crowded conditions. Allow faster players to play through.
2. If it appears your ball might strike or startle another player or another player might play your ball by mistake, yell “fore” and wave your hand.
3. When your ball is on the wrong fairway, let players playing that hole have the right of way, or move your ball to your fairway or proportionate distance back from the green.
4. If your ball lies on the wrong putting green, move it well off the green before hitting it to avoid damaging the green or apron. Only putting is allowed on the greens.
5. Place golf bag or cart well off and at the side of the green nearest the next tee, and well away from the edge of bunkers. Smooth out sand with the rake provided.
6. Allow the player farthest from the hole to putt first, whether he is on or off the putting surface.
7. When all players are on the putting green, the player closest to the hole offers to attend the flag. Replace the flag when all are finished putting.
8. Do not drop or throw the flag stick on the green or otherwise damage the surface.
9. When putting, mark or lift your ball when requested to do so. Use a small coin or marker.
10. Do not step or stand in any line of play.
11. Rowdy conduct, loud talking or shouting, foul language, or use of intoxicants is prohibited.  
(Revised 10/17/97)

### **Tennis Court Rules**

Tennis courts are for the exclusive use of Adriel Hills’ residents and their guests. Each resident is allowed up to four (4) guests at any one time, unless prior approval from the manager has been obtained. Guests must display a guest prox card if using the amenity without a resident present. (See *Amenity Access, page 17*)

1. Playing time is limited to one (1) hour and fifteen (15) minutes when others are waiting.
2. No bicycles, mini bikes, skate boards, roller blades or any other toys or vehicles will be permitted on the courts because of damage they may cause to the surface.
3. Tennis shoes must be worn on the courts. Street shoes and any other type of shoes or boots must be removed and tennis shoes put on before entering the courts.
4. Proper tennis etiquette will be followed at all times.

5. No chairs, benches, or other sharp objects will be allowed inside the fence because the surface is easily dented.
6. There will be no car or vehicle parking around the tennis courts or on the road. Tennis players are requested to walk to the courts.
7. During bad weather there will be no admittance to prevent damage to the court surface.
8. Children under fourteen (14) years of age must be accompanied by an adult at all times.

*(Revised 10/17/97)*

### **Pool and Hot Tub Rules**

1. ALL RESIDENTS & GUESTS SWIM AT THEIR OWN RISK. There is **no lifeguard on duty** at the Adriel Hills swimming pool. All children under fourteen (14) years of age must be accompanied by an adult at all times per State of Colorado regulations for any pool without a life guard on duty. Unsupervised use by children under fourteen (14) years of age is prohibited. *(Amended 08/21/07)*
2. Pool hours are from 8:00 a.m. to 10:00 p.m. daily. No one is permitted in swimming pool or hot tub after 10:00 p.m.
3. The pool will be closed to persons under twenty-one (21) years of age on Sundays from 8:00 a.m. to 10:00 a.m. for adult only swim. No exceptions.
4. Pool parties must have special permission from the manager in advance; however, neither the pool nor the recreation room may be reserved for exclusive use and are to remain open to other residents and guests.
5. Each resident is allowed up to four (4) guests at any one time, unless prior approval from the manager has been obtained.
6. Guests must display a guest prox card if using the amenity without a resident present *(See Clubhouse Access, page 6)*
7. Swimming attire only is permitted in the pool. No cutoffs are permitted. Persons in swim attire are not permitted on the second floor of the clubhouse.
8. Lotions, hair pins, band aids, etc., are to be removed before entering the pool.
9. **No glass** of any kind is permitted in the pool area.
10. No Radios or other electrical devices are permitted in the pool area.
11. Pets are not permitted inside the fence around the pool area or inside the clubhouse at any time.
12. Oversized inflatable pool toys such as slides, net games and play stations are not permitted. Inflatable toys must be limited to a 2-person capacity. There shall be no more than 4 small inflatable toys in the pool at any one time.

13. All food and beverages are to be kept a minimum of five (5) feet from the pool edge at all times. No eating or drinking is permitted in the pool or hot tub.
14. Use of Tobacco products is prohibited in the pool area.
15. Running or “horseplay” is not permitted in the pool area.
16. Bicycles are not to be ridden or parked in the pool area. Bicycles are to be parked in the parking lot west of the clubhouse.
17. Swim diapers or plastic pants with elastic around the legs are required to be worn by all individuals who do not have bowel and/or bladder control. Diapers may not be changed on the pool deck.
18. Residents and guests are asked to dry off before leaving the swimming pool area, hot tub, bath and/or shower. Also, for safety purposes, please mop up water left on the restroom and shower area floors. There are mops conveniently placed behind the doors in the restrooms.
19. The Association will not be responsible for lost or stolen articles. There is a lost and found box located in the office. Please turn in any items found in the pool, dressing or sauna area to the office. Residents may check with the office during regular business hours to see if lost items were turned in.
20. Any person demonstrating improper and inconsiderate conduct, including that which might be described as unsafe, loud, rude, rowdy, lewd, intoxicated, or obnoxious will be banned from the pool area and/or may lose privilege of future pool use. Fines for policy violation may also be assessed.

### **Clubhouse Rules**

1. The clubhouse is available for resident use from 8:00 a.m. to 10:00 p.m. seven (7) days a week.
2. Clubhouse amenities (i.e.: sauna, game tables, exercise equipment, etc.) are for residents and their guests only, with residents having priority use.
3. Each unit is allowed up to four (4) guests at any one time unless prior arrangements have been made with the manager.
4. No one under fourteen (14) years of age is permitted to use the clubhouse amenities nor is allowed on the upper level of the clubhouse unless accompanied by an adult at all times.
5. NO PETS ARE ALLOWED IN THE CLUBHOUSE AT ANY TIME.
6. Please help save electricity, heating, and air conditioning by turning off all lights and closing doors in unused areas, including sauna, rest rooms, etc.
7. The lower level restrooms are not to be used as dressing rooms.
8. Swim wear or beach wear is not permitted on the upper floor of the clubhouse, nor is it permitted in the mail room or the recreation or game room except as access to the dressing area.

9. Use of any uncontrolled substance (i.e.: marijuana or other non-prescription drug) is strictly prohibited on the premises.
10. No radios are permitted in the clubhouse. *(Revised 10/17/97)*

### **Clubhouse & Barbeque Area Reservations**

The Adriel Hills clubhouse meeting room, library, kitchenette and formal room may be reserved by residents by contacting the office to reserve a specific date, completing a Clubhouse & Barbeque Area Reservation Agreement and paying the current fees. The Reservation Agreement shall be signed accepting liability for any damage or theft caused by those in attendance at the function.

The outdoor patio and barbeque area may be used without a reservation for up to ten (10) persons if residents are willing to share the area with other residents. Use by eleven (11) or more persons will require completion of the Reservation Agreement and payment of the designated fees.

Residents are permitted to reserve both areas if available. The fee schedule is outlined on the Reservation Agreement. Reservations will be made on a first come, first served basis. A \$100 damage deposit must be paid at time of reservation in order to hold date requested. The deposit will be refunded upon a favorable inspection. Priority is given to Association usage for regular meetings and functions.

The deposit must be in the form of a check made payable to the Adriel Hills Condominium Association. The usage fee allows for reservation periods up to six (6) hours and is to be paid separately from the deposit. If a reservation is not cancelled 48 hours prior to function date, the usage fee may be retained.

The occupancy limit for reserved homeowner functions at the clubhouse is a maximum of 75 people due to fire code occupancy restrictions.

The indoor lower level of the clubhouse shall remain open for common use by all homeowners.

All reserved functions must be hosted and supervised by an adult resident.

Commercial use of the clubhouse is permitted, with Manager or Board approval, for educational and recreational use that does not involve selling a product or service for the financial gain.

All functions must be terminated and cleanup accomplished no later than 10:00 p.m. unless prior arrangements have been made with the manager. Resident/homeowner is responsible for asking any pertinent questions at time of reservation regarding location of tables & chairs, dumpsters, trash cans, A/C thermostat, etc. Staff members are typically not on-site when functions occur.

The reserved area(s) must be completely cleaned prior to leaving the clubhouse, and all furniture, etc., returned to its original position. *(See Clubhouse Cleanup Procedure below)*

Noncompliance or any misuse of the reservation procedure or the facilities will result in a fine of appropriate amount that will be withheld from the deposit, as well as possible loss of use privilege.

Tenants reserving the area(s) must have the Reservation Agreement signed by the homeowner or his/her designated agent acknowledging that the homeowner is ultimately responsible for any damages or theft.

Residents making the reservation must be present and remain in the clubhouse at all times during the reserved function, and are responsible for guest actions including but not limited to parking in DESIGNATED parking areas; NOT IN FIRE LANES.

Neither the front entrance door nor the pool gate is to be blocked open at any time. Contact the office for specific instructions regarding access during the reserved event.

**Clubhouse Cleanup Procedure:**

1. Reserved events in the clubhouse must be cleaned up prior to 10:00 p.m. unless prior arrangements have been approved by management.
2. General cleanup of area(s) reserved is required. All table tops (including folding tables and chairs), stove, oven, refrigerator and countertops must be wiped using non-abrasive household disinfecting cleaner, dishwasher must be emptied, etc.
3. Trash cans must be emptied and trash hauled off to the dumpster. The closest dumpster is located at the northwest corner of the clubhouse parking lot.
4. Carpets vacuumed and any spots removed.
5. All furniture returned to its original position and folding chairs and tables returned neatly to the closets.
6. Restrooms must be checked for clean up needs and stopped up or overflowing toilets.
7. Promptly report any damages or concerns to management.

**Procedure for Damage Resulting from Clubhouse Usage**

Upon first discovery of any damage, two (2) Board members will be notified to survey the damage with the manager.

The manager will attach an incident report to the reservation form and the \$100.00 damage deposit check will be retained.

The incident will be brought before the next monthly meeting of the Board of Directors, at which time the Board members will determine the amount of damage. Homeowners will be responsible for damages in excess of \$100 or reimbursed the balance if damages are less than \$100.

*(Adopted 02/15/94)(Revised 10/17/97)*

**MISCELLANEOUS RULES & REGULATIONS**

**Unit Rentals**

The Adriel Hills Condominium units were built, zoned, and are regulated strictly as single family units and must be maintained as designated for the protection of all homeowners, residents, and the Association. Units used as apartments or multifamily units are prohibited. *(Adopted 10/16/90)*

Adriel Hills has adopted a Unit Rental Policy which includes specific city and county regulations regarding the Three Unrelated Rule. *(See Attachment C- Unit Rental Policy for complete policy)*

### **Units For Sale**

Only one realtor sign is permitted at the location of home for sale. Realtor signs are not permitted at the front entrance of the community. *(Adopted 04/18/95)*

Realtor signs must be removed as soon as the unit is sold or the title passes hands. Sold signs are not permitted. *(Adopted 05/15/90) (See Declaration, Paragraph 29(g))* (Letter on this policy submitted to Board of Real Estate Commissioners)

### **Estate & Other Sales**

Formal estate sales that are managed by a professional estate sale firm are only permitted to allow for disposal of a substantial portion of the property owned by a person who is recently deceased, or who must dispose of his/her personal property to facilitate a move. The homeowner or designated responsible party must notify management in advance of the scheduled estate sale. Traffic within the Adriel Hills community must be managed appropriately by the estate sale firm.

Individual garage sales are prohibited. There is one large “community” garage sale per year that homeowners and residents can take advantage of to sell unwanted items. *(Adopted 05/17/94)*

### **Dumpster Enclosures**

Leaving garbage outside the dumpsters provided for such purposes is strictly prohibited. Items to be disposed of must be placed in dumpster or recycling containers. Residents must dispose of large items such as appliances, mattresses, tire, etc. off-site and must not leave them at any Adriel Hills’ dumpster enclosure. All cardboard boxes must be broken down and placed into the dumpsters. *(By-Laws 01/18/82)*

### **Exterior Appearance of Unit**

Patios and decks must contain only patio furniture in reasonable condition and appropriate plants and decorations. They must not be used as an unsightly storage area. *(Adopted 08/21/07)*

Hanging garments, rugs, towels, etc. from windows, railings, or from any of the facades of the buildings is strictly prohibited. *(By-Laws 01/18/82)*

As per state statute, political signs at Adriel Hills may only be displayed on homeowner property such as in a window from within the unit. *(Title 38, Article 33.3) (Adopted 10/18/05)*

### **Fireworks**

Fireworks utilized on Adriel Hills’ property must be only those permitted by the Larimer County fireworks ordinance. The Larimer County Sheriff will be contacted if there are any fireworks not permitted in the ordinance. All residents should contact the sheriff directly and not any board member or the manager regarding fireworks. *(Adopted 10/19/10)*

## **ATTACHMENT A – SHARED STORAGE SPACE POLICY**

### **ADRIEL COURT SHARED STORAGE SPACE POLICY**

The following policy is to establish the equitable distribution and reasonable guidelines for the shared storage space in the basements of Buildings 22, 23, 24, 25, 26 & 27:

1. There are no requirements or deeds providing guaranteed storage for any of the Adriel Court buildings. Reasonable cooperation from each of the building residents is expected.
2. The Adriel Hills Condominium Association Rules and Regulations, page 12, Revised 06/17/03, states that “the two most senior unit owners in Building 23 will have first right to use the limited storage space”.
3. Storage spaces are allocated and assigned to unit addresses and not to individuals. The unit owner’s designated storage space will be marked (identified) with the unit address number. It will not be marked (identified) by current owner name. This will insure that in the event a unit is sold, the new owner(s) will have full access to all the space he or she is entitled.

**NOTE:** The only exception will be for the senior unit owners of Building 23. They may identify their space with their names if they so choose.

4. Should the unit owner(s) decide not to use their allotted space, or a portion of it, they may grant another owner permission to use their space or a portion of it. However, the area being used by another person is only a temporary arrangement. That person does not have any permanent rights or claims to the space. The owner is responsible for insuring that anyone occupying his or her space complies with all Association Storage Regulations. Failure to comply with Association Storage Regulations may result in loss of privilege and/or daily fines (per the Fine Policy).

**NOTE:** The Association will not be involved in any arrangements as stated above. However, the owner has the right to reclaim use of that space at any time. The other person must then make arrangements to store those items elsewhere (e.g. -- a public storage facility).

**WARNING: NO FUELS (GASOLINE, KEROSENE, LAMP OIL, ETC.) MAY BE PLACED IN STORAGE. HOWEVER, OIL BASED PAINTS, PAINT THINNERS, AND CLEANERS MAY BE STORED PROVIDED THAT THEY ARE KEPT IN A LABELED METAL CONTAINER.**

5. Should the owner(s) sell their unit, the storage space assigned to that unit must be totally emptied (vacated) prior to the new owner(s) taking possession.
6. No owner will store items outside their designated area(s), including temporary storage. No owner may encroach upon any other owner’s designated space without prior approval/permission from that owner,
7. No owner may use the common areas (walkways and areas around boilers and hot water tanks) for storage of any items. The Association can remove any items placed in those common areas.

8. If the owner desires any type of enclosure for their designated storage space, he/she must submit a Homeowner's Request Form for approval prior to building said enclosure. Any costs associated with the enclosure will be at the owner's expense.
9. The Association is not responsible for damage including water or sewer damage or theft or loss of any owner's stored items.
10. In the event of an emergency and access is required, the Association staff may cut locks.

*(Revised 08/19/2009)*

## **ATTACHMENT B – PLANTING POLICY & PLANTING GUIDELINES**

### **ADRIEL HILLS CONDOMINIUM ASSOCIATION PLANTING POLICY & PLANTING GUIDELINES**

The space around our Adriel Hills homes has been defined as two areas by the Condominium Declaration. These two areas are the “Common Elements” which include all the shared common area (e.g. gravel beds and grassy area) around our homes and the “Limited Common Elements”.

The Association is responsible for maintaining any and all plantings in the “Common Elements” with the exception of those areas where a homeowner wishes to maintain planting beds and submits a request to do so (form available in office or on website) and the request is approved. Homeowners will retain the responsibility for maintaining these planted areas and will pass this responsibility on to future owners. If and when a homeowner wishes to be relieved of this responsibility, the beds will be restored to the standard for the “Common Element” at the owner’s expense.

“Limited Common Elements” are limited to the exclusive use of unit owners and include entrance patios and courtyards. Plantings may be made with Manager approval in these areas and must adhere to the Adriel Hills Planting Policy and Planting Guidelines. Homeowners are free to plant herbaceous annual plants such as coleus, impatiens and petunias; herbaceous perennials such as cranes bill, cornflower and columbine; and woody perennial plants such as roses and spirea in these areas. Only short woody shrubs may be planted and pruned so as not to reach higher than the existing fences in patio areas. Homeowners are responsible for maintaining these plantings.

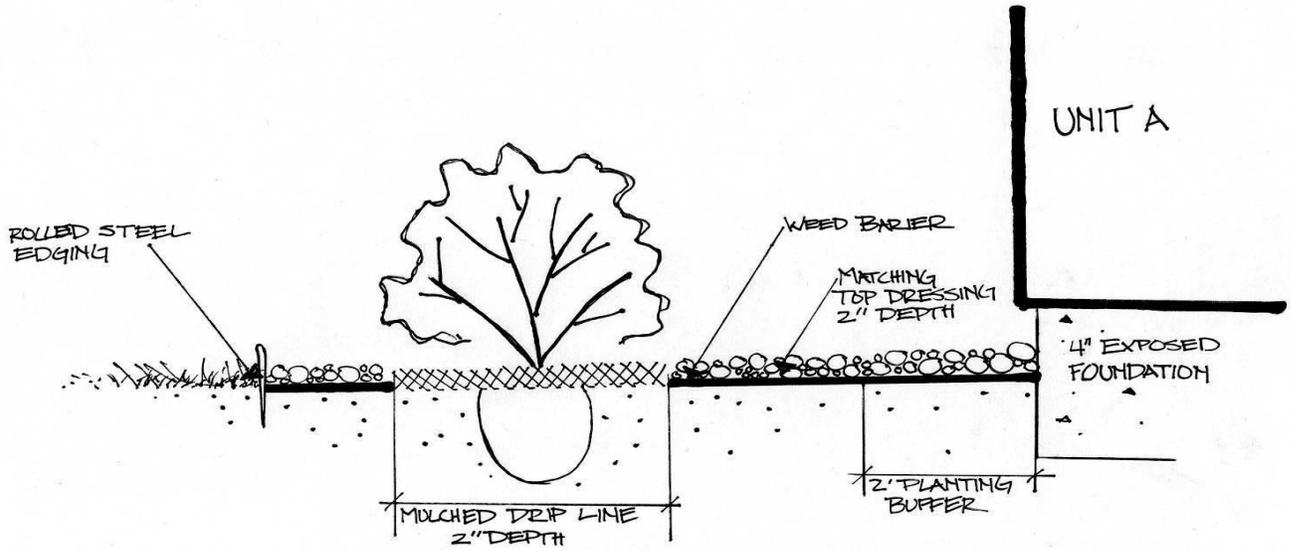
Trees can cause problems in these areas as roots can interfere with underground line utilities. Existing trees in “Limited Common Elements” are the responsibility of the homeowner. In the future, trees may be planted only with prior approval and not within 30 feet of a structure.

Grandfather Clause: Existing trees and shrubs in the “Common Element” which are less than 30 feet from a structure or near foundations will not be removed to conform with this planting policy unless considered by management to interfere with maintenance or have potential to cause damage to a structure. Homeowners are advised that perennial plants closer to foundations than provided in the Standard Bed Detail (See page 30) for the “Common Element” are the homeowner’s responsibility. If a bed is to be changed, it must conform to the Adriel Hills standard bed.

### **Planting Guidelines for Adriel Hills Bed Areas:**

- A 2' no planting buffer will be implemented. This requires that there will be no new plantings within 2' of the foundation of any unit. This is implemented to ensure the integrity of the unit's foundation and allow there to be space for any maintenance on the unit required.
- All beds will be lined with galvanized steel rolled edging to allow for proper mowing and to maintain a clean edge on the beds. At least ½" of the edging should be above grade.
- At least 4" of the foundation of each unit must be exposed. Any soil amendments and bed dressings will not be allowed to exceed this measurement. Landscape materials of any type are not to contact building siding.
- Beds smaller than a 4' in width extending from the units will not be allowed to have plantings. Any exception or modification to this rule must be approved by the Landscape Committee and Manager.
- All beds are required to use a weed barrier product that is approved by management.
- When planting, the area within the drip line of each plant shall not be covered with weed fabric to allow for better water infiltration.
- Where cedar mulch is used as a top dressing in planting beds, the mulch is to within the plant's drip line and is to be at least two (2) inches in depth.
- Where chipped wood from the Association's maintenance yard has been used as a top dressing in planting beds, the mulch is to be within the plant's drip line and at least two (2) inches in depth.
- Where rock is used as the primary top dressing, the rock is to match the existing rock within area and is to be at least two (2) inches in depth.
- The use of accent boulders is allowed.
- Plants exceeding a 5' height will not be allowed unless approved by landscape committee
- The use of suckering or vining plants will not be allowed.
- A 2% gradient must be maintained away from the unit.
- Recommended plant spacing will be followed in order to allow for ample air flow and lower the chance of infestation.
- When a planting of mixed variety occurs, the plant spacing must accommodate a 4' distance between the mature plants drip lines.

**STANDARD BED DETAIL**



## **ATTACHMENT C – UNIT RENTAL POLICY**

### **ADRIEL HILLS CONDOMINIUM ASSOCIATION UNIT RENTAL POLICY**

1. Homeowners have the right to lease their unit if they so choose.
2. While homeowners have the right to lease their unit, they also have a responsibility to the Adriel Hills community to select tenants who are a good fit for Adriel Hills.
3. In selecting a tenant, homeowners are strongly encouraged to use strict guidelines to evaluate potential renters, such as requesting credit bureau reports, checking prior rental references, or by utilizing a quality Property Management firm to secure good tenants. Being patient and thorough when seeking a qualified tenant will be well worth the effort.
4. No Adriel Hills unit may be rented to any more than three (3) unrelated adults at any one time. Homeowners must abide by the “Three Unrelated Rule”, which states that the maximum permissible occupancy of any rented unit is as follows:
  - i. One (1) family (related by blood, marriage, adoption or legal guardianship) and not more than one (1) additional individual; or
  - ii. Two (2) adults (persons age 18 and over) and their dependents, if any, and not more than one (1) additional individual

Please refer to the attached definitions for further clarification of this rule.

5. Management will apply strict enforcement of the “Three Unrelated Rule” by sending violation notices to both the homeowner and tenant allowing ten (10) days to correct the violation prior to fines being assessed. The current Adriel Hills Fine Policy of \$100 in addition to a potential \$5.00 per day fine may be utilized. (*See Violation Policy & Daily Fine Policy, pages 9 & 10*)
6. Homeowners must provide tenants with a copy of the Rules and Regulations (which are available in the office or on the Adriel Hills website at [www.adrielhills.com](http://www.adrielhills.com)). The website also has a wealth of information to assist homeowners and potential tenants determine whether or not Adriel Hills would be a suitable community for them.
7. Homeowners are ultimately responsible for tenants who violate Rules and Regulations and may face possible fining from the Association if problems persist. They should be aware that the management and staff actively monitor the community to ensure that tenants are in compliance with these policies.
8. All tenants must complete the Tenant Information section of the Adriel Hills Resident Record form annually or within ten (10) days of leasing a unit.

The Adriel Hills Association has an active Welcoming Committee made up of residents who are happy to answer questions and offer information regarding activities and amenities. Please contact the office for Welcome Committee contact information. Adriel Hills’ management and staff are also available to help homeowners or their tenants with any questions and/or concerns.

#### **Definitions:**

1. ADULT shall mean any person eighteen (18) years of age or older who is not a dependent.
2. DEPENDENT shall mean a person related to an adult occupying a dwelling unit by blood, marriage, adoption, guardianship or other duly authorized custodial relationship who receives financial support from said adult and who resides with said adult in the dwelling unit at least three (3) calendar months in a calendar year.

3. OCCUPANCY or OCCUPY shall mean the use of a dwelling unit or portion thereof for living, sleeping and cooking or eating purposes. Indicia of occupancy may include, without limitation, the use of a dwelling unit as an address for any purpose, living in a dwelling unit under an implied lease or express agreement, overnight use of a dwelling unit for thirty (30) days in a calendar year, or maintaining clothes or other daily living supplies at a dwelling unit.
4. FAMILY shall mean an individual living alone or any number of persons who are all related by blood, marriage, adoption, guardianship or other duly authorized custodial relationship, and who live together as a single housekeeping unit and share common living, sleeping, cooking and eating facilities.
5. OWNER shall mean any person whose name appears on the tax bill for the property or who, alone or jointly or severally with others, has legal title to any dwelling or dwelling unit, with or without actual possession thereof, or has charge, care or control of any dwelling or dwelling unit as owner, executor, executrix, administrator, trustee, guardian of the estate of the owner, mortgagee or assignee or rents. Owner shall NOT include any person, group of persons, company, association or corporation who holds only a security interest or easement on the real property upon which the dwelling or dwelling unit is situated.
6. PROPERTY MANAGER shall mean any person, group of persons, company, firm or corporation charged with the care and control of rental housing who performs services with respect to such rental housing under a contract with the owner thereof or who otherwise acts as representative of an owner with respect to such rental housing.