

**PENN TOWERS CONDOMINIUM ASSOCIATION, INC.
HANDBOOK – RULES AND REGULATIONS
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EMERGENCY PROCEDURES

Fire, Police, Ambulance Emergency **Call 911**

Non-emergency 720-913-2000

Animal Control 303-698-0076

Resident Emergencies Unit Electric/Xcel Energy 303-623-1234

Comcast Cable Service 303-930-2000

PROPERTY MANAGER

Mark Dougal Mark@withcpmg.com

Colorado Property Management Group

Mark@withcpmg.com

303.671.6402

GENERAL INFORMATION

BUILDING SERVICE PROBLEMS

For building-wide electrical failure, call Xcel Energy at 303-623-1234. For building –wide heating failure, call the property manager at (303)733-1121. If only your unit lacks heat, the homeowner may need to have a professional inspect the unit heating system, including the zone valves and thermostat. Please monitor the two zone valves in the unit to ensure they do not leak water.

Damages from a leaking zone valve will be a repair by the owner of the unit with the leak.

For plumbing problems affecting more than one unit, call the property manager at 303.671.6402.

If the problem is only in one unit, i.e. a leaky faucet or malfunctioning toilet, the homeowner is responsible for repairs. Damages from a leaking toilet, shower, plumbing, tub or sink p-trap will be repaired by the owner of the unit with the leak.

WELCOME TO PENN TOWERS

The Board of Directors and the Managing Agent have prepared this handbook as a reference guide for the policies and facilities of the Penn Towers Condominium Association. Penn Towers is a common interest community where each unit is privately owned and all owners share in the responsibility to assist in ensuring the property values of all are protected.

ABOUT THE ASSOCIATION

When you purchased a unit at Penn Towers, you automatically became a member of the Penn Towers Condominium Association. Being a member carries benefits and responsibilities. If you are a renter at Penn Towers, you also have benefits and responsibilities. The Association is a nonprofit corporation of homeowners established to govern the condominium business and property. Annual meetings of the Association members are held each April. All homeowners are notified by mail of the time and place of the member meetings, as well as the agenda for that meeting. All homeowners, renters and guests are subject to the rules set forth in the Condominium Declaration, the By-Laws and the Rules and Regulations. The Rules are derived from the Declaration and By-Laws and have been developed over the years to protect the interests of all concerned.

The Association is charged with the responsibility of maintaining control of the Architectural Element of the project. This includes colors and any use of modification of a unit that is visible from the exterior.

ABOUT THE BOARD OF DIRECTORS

A five-member Board of Directors governs the affairs of Penn Towers. The By-Laws require each member of the Board to be a homeowner. Directors are elected by the homeowners at the annual meetings and serve without pay. Each Director is elected for a three-year term. Officers are elected from the Board each year.

The Board of Directors meets monthly. Homeowners are encouraged to present matters for the Board's consideration by written communication through the Management Company. All such written correspondence will receive a response.

PROPERTY MANAGER

The Board of Directors has named the professional property management firm of Colorado Property Management Group to handle the technical and day-to-day matters of the Association. They can be reached at 303.671.6402

DECLARATION AND BY-LAWS OF THE ASSOCIATION

The Condominium Declaration is the document that establishes the property rights and obligations of the Association and the homeowners. The By-Laws is the document that tells how these rights and obligations are enforced. Copies of these important documents are available on-line at Colorado Property Management Group, link to Penn Towers.

Each homeowner, renter and guest automatically agrees to comply with the provisions of the Declaration, By-Laws, Articles of Incorporation and the decisions and resolutions of the Association.

MONTHLY MAINTENANCE FEE

Each homeowner is billed monthly for his/her share of the common operating expenses of Penn Towers as determined by the budget prepared each year. The maintenance fee is due and payable by the first of each month. The maintenance fee does not cover payments of interest or principal on mortgages nor does it cover any property taxes levied on individual units. Items covered by the maintenance fee include: Trash removal, water and sewer, building fire and hazard insurance, heat and hot water, and exterior and common area maintenance. It does not cover the electricity bills for each unit.

SPECIAL ASSESSMENTS

All homeowners are obligated to pay any special assessments, which may be levied by the Association to meet extraordinary common expenses.

INSURANCE

The Association carries a blanket insurance policy covering the building as provided in the Declaration. The policy is an all-risk, broad-form, replacement cost condominium package policy. A certificate of insurance is available upon request. This policy does not cover contents, furnishings or casualty and public liability exposure within each unit.

Each homeowner should obtain insurance coverage for these items as relates to his/her unit.

Tenants should obtain renter's insurance coverage for their personal property and personal liability protection.

OWNER MAINTENANCE RESPONSIBILITY

Each homeowner is responsible for maintaining the interior of his/her unit. The owner shall do no act or work which will modify the structural soundness of the building or alter its appearance.

QUESTIONS AND PROBLEMS

Any questions, problems, or requests regarding the building, facilities, or grounds should be brought to the attention of the Management Company. The Board of Directors will discuss policy issues and out-of-the-ordinary matters with homeowners at the next regular board meeting if they are beyond the authority of the Managing Agent.

SECURITY

All residents are urged to promote security for the property. If you observe vandalism, break-in attempts or suspicious activity, call the Denver Police at 911 for emergencies or 303-640-2011 for non-emergency crimes. Call the Managing Agent as soon as possible and to report the event. The Association and the Managing Agent DO NOT have keys to the mailboxes. These keys and locks are the responsibility of the homeowners. Keys to the building entrances and storage locker rooms are available from the Managing Agent for a nominal cost. It is suggested that you make a copy of your mailbox key to keep in reserve. The telephone entry system allows residents to screen visitors before allowing entry. A directory is programmed with resident's name and a directory code that dials the residents phone number. Out of state numbers please dial "1" before the 10 digit phone number. Pressing "9" on the resident's phone will allow access.

LAUNDRY ROOM

Coin operated laundry facilities are located on the lower level of the building. No schedules are posted; the facilities are first-come, first-serve. Common courtesy dictates that you not monopolize the machines, that you remove loads from the machines as soon as they are done, and that you leave the machines as clean as you found them. Laundry machine problems should be reported to Mac Gray Laundry Systems at the phone number posted in the Laundry Room.

TRASH REMOVAL

Trash removal is included in the maintenance fees paid by each homeowner. A trash dumpster is located at the west end of the building. Trash chute doors are found at the west end of each floor. All trash should be put in securely tied plastic bags and all boxes should be thoroughly broken down before being put through the trash chute doors. Use common sense and do not try to force things into the trash chute that will plug it up. The trash company will not pick up furniture or items too big to fit into the trash chute and dumpster. The individual residents must dispose of these items at their own expense and may contact the Management Company to make the arrangements.

Recycling bins are found outside the back door to the alley. Do not place non-recyclables in these bins.

For items that you wish to get rid of that are not appropriate for the trash chute and are not trash, you can schedule large item trash pickup.

CABLE TELEVISION

All of the condominium units at Penn Towers have been wired for Cable TV. To obtain service, call Comcast at 303-930-2000 for cable hookup.

RENTERS, GUEST AND VISITORS

Renters, guests and visitors are expected to comply with the same rules and regulations as the homeowners. Each homeowner should make their renters aware of the policies and rules that apply. Homeowners are fully responsible for the actions of renters, guests and visitors. Leases should state that renters must observe the rules and policies of the Association. Copies of the Handbook may be obtained from the Managing Agent or on the website at WSPS.Net, link to Penn Towers.

REPORTING VIOLATIONS

All non-compliance concerns or complaints regarding these Rules and Regulations, or damages to the common elements or common areas, will be enforced by the Board, and should be reported promptly in writing to the Board or to the Managing Agent.

Damages to the common areas or elements will be inspected by the Board or by the Managing Agent at the direction of the Board, and the cost of repair or replacement will be assessed by the Board against the appropriate Homeowner. Damages caused directly or indirectly by tenants, family, friends or agents of an owner will be the responsibility of the homeowner.

Resolution of damages from one unit to the other will be the responsibility of both unit owners involved and not the Association's responsibility.

ROOF ACCESS

There is no access to the roof at this time for homeowners or residents.

**PENN TOWERS CONDOMINIUM ASSOCIATION, INC.
BOOK OF RULES AND REGULATIONS**

Whereas, the Board of Directors of the Penn Towers Condominium Association, Inc. desires to establish, adopt, and enforce the following Rules and Regulations of the Association, to be effective as of the below date and of such date, to supersede all Rules and Regulations previously adopted by the Board. These Rules and Regulations are not meant as a replacement for the Covenants you received upon the purchase of your condominium and in fact are meant to compliment them. These Rules and Regulations are intended to compliment the Declaration of Covenants Conditions and Restrictions. In the event of a conflict between these Rules and Regulations and provisions of the Declaration the provisions in the Declaration shall prevail. These rules are IN ADDITION to ordinances of the City and County of Denver, which provide for additional penalties.

NOW, THEREFORE, effective as of this **1st day of February, 2008**, the Board hereby establishes makes and adopts the following provisions to the Rules and Regulations of this Association.

DEFINITIONS

Common Elements, General Common Elements, and Limited Common Elements shall have the same definition in the Rules and Regulations as they have in the Declaration of Covenants, Conditions, and Restrictions.

Inoperable Vehicle shall mean any vehicle that can't travel under its own power; be safely operated on the highways of the State of Colorado; or any vehicle not currently displaying valid license plates.

Nuisance Animal shall mean any animal that consistently deprives other residents of their right to peaceful enjoyment of their property.

Oversized Vehicles shall mean any vehicle that is larger than the standard parking space on the property.

Pets shall mean animals generally thought of as household pets: dogs, cats, fish and birds.

Property shall mean all the real estate subject to the Declaration of Covenants, Conditions, and Restrictions.

Recreational Vehicle shall mean and refer to any motor vehicle: licensed as a recreational vehicle; equipped with a camper extending over the cab or the rear bumper of the vehicle; not licensed for highway use. Recreational Vehicle shall also include camping trailers, boats, jet skis, trailers for recreational vehicles and other similar items with the primary purpose of recreation.

Vicious Animal shall mean an animal that has demonstrated a propensity to bite, molest, or harass people, their pets or their property.

PETS

Pets may be kept on the property only in the following ways:

- a. Only one dog, cat or other household pet may be kept in any unit.
- b. Pets shall be carried or be on a handheld leash at all times while on the Common Elements.
- c. Pets shall not be leashed to any object on the common elements or in such a manner so as to have access to the common elements.
- d. Owners are responsible for all property damage, injury or disturbances caused by their pets, or the pets of their family, guests, or tenants.
- e. Pets shall not be permitted to deprive other residents of their right of peaceful enjoyment of the property by producing excessive noise, disruptive or continuous noise or odor or any other behavior considered a nuisance to other residents.
- f. Pets must be kept and maintained in accordance with all applicable state and local regulations; failure to do so will constitute a violation of these rules.
- g. Owners are responsible for the removal of solid wastes of their pets from the common elements. This removal is to take place at the time of occurrence.
- h. Complaints about abused pets or barking dogs should be addressed to Denver Animal Control at 303-698-0076.
- i. Vicious or nuisance pets shall not be kept within the property.

RESIDENTIAL USE ONLY

The condominium units are for only residential use. No business activities may be conducted at Penn Towers other than certain "household occupations" permitted by law.

SIGNS

No advertising sign of any kind is allowed to be placed on the property by any owner or tenant, including those that may be placed inside windows. A sign with a brochure box is available to be placed in the front yard when a unit becomes for rent or sale. Any owner wishing to make use of this feature will contact the Management Company, who will make sure the sign is placed in front of the building. The owner with the unit for rent or sale will be solely responsible to place brochures into the container. When the unit is rented or sold, the owner will notify the management company so they can store the sign until further need.

TRASH

Trash chute doors are found at the west end of each floor. All trash should be put in securely tied plastic bags and all boxes should be thoroughly broken down before being put through the trash chute doors. Use common sense and do not force things into the trash chute that will plug it up. The trash company **will not** pick up furniture or items too large to fit into the dumpster. Residents must dispose of these items off the property.

Recycling containers are available outside the back door for mixed recycling items.

SMOKING

Smoking of all kinds is prohibited in all common areas in the community, including all stairwells, corridors, lobbies, the courtyard, and other areas available to residents with the exception of individual condominium units.

VEHICLES AND PARKING AREAS

Parking spaces are assigned according to unit numbers as recorded on the Plat on record at the Denver County Recorder's office. Parking spaces are Limited Common Element, meaning the unit owner of an assigned parking space must keep the space clean and in good condition, may lease the space, and must comply with the governing documents of the Association. The Association owns the actual property space and will maintain as necessary. Following are the Rules and Regulations pertaining to parking on the property:

- a. Unit space owners may tag and tow any unauthorized vehicle from their assigned parking space at any time. The towing company for the Association is posted along with their phone number on the building.
- b. The Association maintains no liability insurance for vehicles or personal property parked on the property.
- c. Nothing is to be stored in the parking spaces or surrounding areas.
- d. Vehicles must be in good repair, including tires, license plates and condition.
- e. No recreational vehicles are to be stored on the property.
- f. There is no off street visitor parking on the property. No guest parking is on the property. All spaces are reserved for the use of the unit assigned.
- g. No vehicle mechanical repairs are to be made on the property, except emergency repairs to start the vehicle or change a flat tire.
- h. Motorcycles, mopeds, motor scooters and other motorized vehicles and non-motorized vehicles such as bicycles are subject to the same Rules and Regulations as other motor vehicles.

STORAGE FACILITIES

The building has two storage locker rooms accessed from the outside ground level. Storage lockers are assigned by unit number. Use only the storage locker for your unit. You must supply your own lock. The Association will not be responsible for items stored in the lockers. Nothing is to be stored in the storage locker rooms outside of the storage locker.

A bike rack is available outside the West door. Bikes should be locked when stored in the bike rack, and should be tagged with the unit number of the owner.

OCCUPANCY AND USE

- a. Residency is limited to the maximum number permitted by Denver City code.
- b. Business or other non-residential use of the premises is prohibited.
- c. Units may be leased for residential use. An absentee owner shall be responsible for the contents and condition of his unit during periods of vacancy. Heat will remain turned on during winter months, when vacant.
- d. Items, such as grills, may not be used or stored on the common elements, including the breezeways. A common grill is set up in the courtyard for the residents to use. Please clean up after use.
- e. As per Denver Ordinance No. 372, smoke detectors are required and need to be tested every six months, and batteries must be replaced annually.
- f. Neither the Board of Directors nor the managing agent provides lockout services for residents.

COMMON AREAS

Common areas include, but are not limited to, sidewalks, lawns, parking areas, entrance areas, laundry room, staircases, landings, breezeways and roof. Common areas must not be obstructed at any time. Doormats are to be maintained in good condition and may not be a trip hazard to pedestrians. There is to be no soliciting within the building. Window treatments are to appear neutral to the exterior view and must be maintained in good condition. Nothing is to be shaken or dropped from the windows or breezeways, including cigarettes.

MAIL BOXES

Tampering with mailboxes is a Federal offense and will be reported to the Federal officials if witnessed.

If your mailbox key is lost or broken, you may replace the lock yourself or contact the post office to provide the service. The Association and management do not have mailbox keys.

REPAIRS AND MODIFICATIONS

- a. All repairs of internal installations of the units, such as water, lights, power, sewage facilities, sanitary installations, telephone, doors, windows, zone valves, thermostats and other electrical equipment and kitchen fixtures shall be at the homeowners expense. If such repairs require turning off building utility systems, the Property Manager needs to be notified in advance and the residents must be notified of the expected shut down 24-hours in advance.
- b. Every owner, at all times, shall perform promptly all repair, maintenance or alteration work within his unit, the omission of which would adversely affect any common element of any other unit, and shall be responsible for all loss and damage caused by his failure to do so.
- c. No installation of any electrical or telecommunications device, or antennas or mechanical device, or devices to provide shade or privacy, will be allowed on the exterior surface of the building.
- d. Nothing shall be allowed, done or kept in any unit or on any common element, which will impair or overload the floors, walls or roof of the building, or cause an increase in premium or cancellation of insurance coverage.
- e. No alteration of any unit that would be visible from outside that unit will be permitted without prior written permission of the Board of Directors.
- f. Penn Towers has a remodel policy. Before any remodeling can start, the owner must notify the Association of the scheduled and the extent of work to be done.

LEASING A UNIT

- a. Homeowners may lease their unit provided that 1) all leases are in writing; 2) all leases must be for the entire unit (no subletting by room); and 3) units may not be leased for hotel or transient purposes. *I believe we require a 6 or 12 month lease-no short term lease.*
- b. Each owner shall observe these Rules and Regulations and ensure that his tenants, guests and agents observe them. In the event that expenses are incurred by the Association due to the violation of these rules and Regulations on the part of tenants, guest or agents of an owner, that owner will be held liable for those expenses.
- c. Owners who rent or lease their units must provide their tenants a written lease agreement or tenant compliance agreement. A copy of that agreement, including the names of tenants, pet inventory and phone number, but excluding any dollar amounts if desired, must be submitted to the Association within 30 days of any new occupancy. The agreement must include reference to the tenant's obligation to observe these Rules and Regulations. Homeowner must provide a copy of these Rules and Regulations to each new tenant. Not submitting this information to the Association is a violation of the Association By-Laws.

PLUMBING POLICY

Following is the policy adopted by the Association Board of Directors for plumbing and back up problems:

Anytime an owner or tenant feels the need to contract for plumbing or sewer services, the owner of the unit will take responsibility to schedule and pay for their contacted services. If the owner feels the invoice should be absorbed by the Association after inspection and treatment, a letter of request for reimbursement and a copy of the paid invoice should be submitted to the property management company and the Board of Directors will review the letter, services and invoice and determine if reimbursement is appropriate.

The Association will not be held responsible for any services not contracted for by the management company or a Board Member. Tenants will need to make arrangements through their landlord.