

THE WILLOW TRACE TOWNHOMES ASSOCIATION  
RULES AND REGULATIONS 2022

These Rules and Regulations are established for the mutual benefit of all Members, tenants and guests of the Association. These Rules and Regulations govern the use of the Lots, Common Areas, facilities and the personal conduct of all Members, tenants and guests.

These Rules and Regulations as adopted by the Board of Directors, are based on the Declaration of Covenants, Conditions and Restrictions and the Bylaws of the Association to assist in the management of our community. The Rules and Regulations may be changed or modified by the Board of Directors with proper notice to the Members.

The attached Rules and Regulations, adopted in July 2022 supersede all previously adopted Rules and Regulations.

The Board of Directors would like to thank everyone for their cooperation in keeping our neighborhood a safe and desirable place to live. Enjoy your beautiful community!!

The Board of Directors,  
Willow Trace Townhomes Association

# The Willow Trace Townhomes Association

South Jebel Lane/Court and South Quincy Place/Drive  
Aurora, Colorado 80015

RULES AND REGULATIONS  
Adopted by the Board of Directors  
May 2022

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# WILLOW TRACE TOWNHOMES ASSOCIATION

## Rules and Regulations

### **SINGLE-FAMILY COMMUNITY**

Willow Trace Townhomes is a single-family townhome community as defined by the Declaration of Covenants.

### **COMMERCIAL ENTERPRISES**

No business activity which increases vehicular or pedestrian traffic in the area, causes inconvenience to other Members, changes the essential residential character of the area, or violates local zoning restrictions shall be conducted upon, in front of, or in connection with any Lot. This is not intended to restrict a Member from maintaining a business office in the residence as long as the above conditions are met.

### **ARCHITECTURAL COMPLIANCE**

- A. The Architectural Review Committee (ARC) strives to encourage individuality and homeowner pride while maintaining an overall feeling of uniformity within the community. **Any and all exterior improvements, modifications or alterations require ACC approval.** The Board of Directors shall have final approval and enforcement authority. Approval application forms are available by request from the management company.
- B. Any planned architectural change must be in compliance with the architectural design of the community and be approved by the Board of Directors or ARC Committee. Any planned change must be submitted in writing to the Board/ARC Committee. Responses by the Board/ARC Committee will be in writing to the homeowner and will be made within 45 days. Changes made without specific Board/ARC Committee approval may be removed by the Association at the unit owner's expense.
- C. Nothing shall be done or kept in any part of the Common areas, or limited common areas, or any part thereof, which would result in the cancellation of the insurance for the community or any part thereof, or increase the rate of the insurance. Nothing shall be done or kept in any Residence Unit or in or on the Common areas, or any part thereof, which would be in violation of any statute, rule, ordinance, regulation, permit or other imposed requirement of any governmental body. No damage to the Common areas, or any part thereof, shall be committed by any Owner/Tenant or member of the Owner's/Tenant's family, or by any guest, invitee or contract purchaser of any Owner.
- D. Upon written notice of an architectural violation, the Member shall be instructed to

correct the violation or restore the building/grounds to its original condition. Should the Member fail to comply the Board shall have the option of correcting the violation at the Member's expense and/or fining the Member following a hearing as further detailed in the Association's Covenant Enforcement Policy.

E. Satellite, Cable and Antenna Guidelines:

1. Television, DBS, MMDS or any other type of satellite dishes may be installed without prior approval as long as the installation conforms to the guidelines below. **If a variation is required for any reason, a request must be submitted to the Architectural Control Committee.**
  - a. Satellite dishes must be installed solely on the owner's individually owned property or exclusive-use area, and shall not encroach on the airspace of another owner's Unit or limited common element or general common element.
  - b. Satellite dishes installed on the building must be attached to the trim only.
  - c. All installations shall be completed so they do not materially damage the common elements, limited common elements or individual Units, or void any warranties of the Association or of other owners, or in any way impair the integrity of the building.
  - d. There shall be no penetrations of exterior, exclusive-use areas of the building unless it is necessary to receive an acceptable quality signal or it would unreasonably increase the cost of satellite dish installation.
  - e. Existing wiring for transmitting telecommunications signals and cable services signals should be used if available.
  - f. If penetration of the exterior exclusive-use area is necessary, the penetration shall be properly waterproofed and sealed in accordance with applicable industry standards and building codes.
  - g. Cables must be hidden from view where possible. They may not be placed in the gutters.
  - h. Multiple dishes may be allowed if required by the service provider.
  - i. Satellite dishes that are no longer in use or are inoperable must be removed by owner and all damages are the responsibility of the owner.

F. Sun Sails/Sun Shades/Awnings (Board approval required)

1. The anchors must be attached to a stud.
2. They must silicone around the anchors.
3. They must use proper hardware (we understand that most of these shades come with hardware).
4. Sun shade must be a solid color.
5. The shade cannot exceed the footprint of the patio wall.
6. It cannot be up year-round unless permanently installed to the unit.

7. Should any damage to the structure or patio walls occur during a windstorm or any other event, fixing the structure and patio walls will be at the homeowner's expense.

G. Exterior Lights (No Board approval required if no exception to requirements below)

1. Bulb string lights - Links to acceptable lights
  - a. <https://www.amazon.com/Brightech-Ambience-Pro-Waterproof-Commercial/dp/B00WVOV3W2>
  - b. [https://www.amazon.com/String-Lights-Bulbs-UL-Outdoor-Commercial/dp/B01MA43D7R/ref=sr\\_1\\_10?crd=39OGRKAO1MXPM&dchild=1&keywords=string+outdoor+lights&qid=1624032531&s=lawn-garden&sprefix=string+out%2Clawngarden%2C187&sr=1-10](https://www.amazon.com/String-Lights-Bulbs-UL-Outdoor-Commercial/dp/B01MA43D7R/ref=sr_1_10?crd=39OGRKAO1MXPM&dchild=1&keywords=string+outdoor+lights&qid=1624032531&s=lawn-garden&sprefix=string+out%2Clawngarden%2C187&sr=1-10)
2. Clear or Edison bulb - NO MULTI COLOR.
3. The lights cannot exceed the footprint of the patio or the front porch.
4. Proper hardware must be used - staple gun is not acceptable.
5. Must silicone around the hardware.
6. Any damage to structure is responsibility of homeowner.

H. Radon Detection Systems (Board approval required)

1. Requests must include picture of where the system will be installed.
2. Discreetly installed.
3. Painted to match structure.
4. Any damage to structure is responsibility of homeowner.

- I. Security cameras/ring doorbells – The installation of all security cameras outside the unit require Board/ARC Committee approval. The placement of security cameras must not allow view into any private residence and must be placed accordingly to protect resident's privacy. Ring doorbells do not require approval and may be installed by the Owner.

## **GENERAL RULES**

- A. Trash containers shall not be stored on patios.
- B. On trash pick-up day, trash shall be placed in covered plastic or metal containers, or in securely closed plastic bags of sufficient strength. Use of paper sacks or cardboard or corrugated boxes for household trash is not permitted.
- C. Trash and recycle containers must be placed outside the evening prior to pick-up or no later than 7 a.m. on the day of pick up and must be removed the evening of collection day.
- D. No unsightly objects or materials shall be placed or stored on the Lot patio, or the

Lot entrance. Only outdoor furniture is permitted in the patio area. No indoor furniture, carpeting or appliance(s) shall be permitted. All items in the patio area must be kept in good condition.

- E. Owners must maintain all plants and trees inside the patio area so landscaping does not impede into another unit's patio area. All plantings must be healthy and insect free so as not to damage or affect landscaping in nearby areas. Trees must be trimmed away from the structure and gutters to prevent building damage and any tree suckers should be removed. The patio area must be maintained weed-free. All patio landscaping is the sole responsibility of the owner.
- F. Trees must be trimmed away from the structure and gutters to prevent building damage. All patio landscaping is the sole responsibility of the owner.
- G. Soliciting is not permitted upon the property.
- H. "For Sale" or "For Rent" signs shall not be more than five-square feet. Sign may only be placed in the unit windows, and are prohibited in the common areas. All signs must be removed within three days after sale or rental of the Lot.
- I. HB21-1310 was passed by the Colorado State Legislature which states that Associations may not prohibit or regulate flags, window signs, or yard signs based on subject matter, message or content except for commercial signs. Additionally, the time limits for political signs have been removed. However, all such signs are prohibited from the common area and may only be placed in the unit windows.
- J. Basketball hoops may not be attached to any structure. Portable basketball hoops are permitted, however, they cannot be stored on the lawn or in the street and may be stored in the driveway or garage. Hours of use are limited to 9 AM to 9 PM.
- K. No structures of a temporary nature such as storage shed, barns, tents, trailers, or other outbuildings shall be used or permitted to be stored on any portion of the premises at any time either temporarily or permanently.
- L. All unit owners or their tenants shall, within thirty (30) days after occupancy, assure that customary appropriate curtains, drapes, shades or blinds are installed on the windows and patio doors.
- M. The Association assumes no responsibility for, nor shall it be liable for, any loss of or damage to articles stored in any storage areas. Homeowners are responsible for obtaining insurance coverage on their units and personal property.
- N. Per the Declaration, Section 10 no activity shall be conducted on any Lot or within Improvements constructed on any Lot which are unsafe or hazardous to any person or property. No firearms shall be discharged upon any Lot and no open

fires shall be lighted or permitted on any Lot except contained barbecue unit while attended and in use for cooking purposes.

O. Gas only fire bowls are permitted, upon Board approval. No wood burning devices are allowed. Gas fire bowls shall be attended by an adult (18 years old, minimum) who has access to a telephone to notify the fire department if a problem develops. This attendance shall be constant and shall continue until the fire is completely extinguished. Means of extinguishing the fire shall be present at all times and shall include a portable fire extinguisher with a minimum 5lb capacity and rated for class ABC hazards. The South Metro Fire Rescue Authority has the authority to enforce the IFC regulations against Willow Trace residents and prohibits use of portable outdoor fireplaces (and thus wood-burning fire bowls) any of the following times:

1. Any time there is a "Red Flag Warning" issued by the National Weather Service;
2. When the Fire Weather Outlook for the day is "Elevated, Critical, or Extreme";
3. When there is an open burning restriction issued by the county sheriff or elected representatives; or
4. During periods of sustained or gusty winds that make the activity unsafe.

P. Holiday decorations are encouraged.

- a. Decorations may not be permanently installed and shall be removed within 30 days of the holiday.
- b. No decoration of the Common Area is allowed without Board approval.
- c. No decorations are permitted to be installed on the roof.
- d. Use appropriate commercially available clips or hangers. No holes/punctures in the gutter are allowed at any time.
- e. Member is responsible for repair/replacement cost to roof, gutter or siding damage.
- f. Member will use equipment and decoration(s) certified for outdoor uses and will not exceed recommend amperage.

## **MISCELLANEOUS**

- A. In addition to the Rules and Regulations set forth in this document, Members must abide by the regulations set forth in the Covenants, Conditions and Restrictions, the Articles of Incorporation; and the Bylaws of the Association.
- B. Enforcement of these rules shall be in accordance with the Association's Covenant Enforcement Policy.
- C. Amendment of these rules shall be done in accordance with the Association's Amendment Policy.

## MOTOR VEHICLES AND PARKING

Any vehicle operated on the property must at all times be driven in accordance with state and local laws and in a safe manner so as not to endanger residents, guests or animals. The speed limit of 10 MPH will be observed within the property at all times. Due to limited parking areas, fire lanes and tight access points, parking standards are absolutely necessary and will be enforced.

- A. Vehicles shall be parked within designated parking areas only. Areas marked with a No Parking or No Parking - Fire Zone sign are strictly prohibited. If the vehicle is parked in one of these locations again, it will be towed at the expense of the owner.
  
- B. INOPERATIVE, UNUSED, OR ABANDONED VEHICLES: No inoperative, unused, or abandoned vehicle shall be stored, parked, maintained or kept upon any Common area within the community. "Inoperative, abandoned, or unused vehicle" shall mean any automobile, truck, motorcycle or motorbike which has not been driven under its own propulsion or has not been moved outside of the community for a period of 2 weeks or longer. The foregoing restriction shall not include otherwise permitted vehicles parked by owners while on vacation or during a period of illness. Inoperative, abandoned, or unused vehicles shall be subject to ticketing and/or towing at owner's expense, as provided or by applicable law.
  
- C. RECREATIONAL OR COMMERCIAL VEHICLES: No commercial or recreational vehicle, including but not limited to trucks, trailers, mobile homes, detached camper units, utility and boat trailers, snowmobiles, race cars, watercraft or house trailers shall be parked, kept, stored or maintained on any Common Area within the community, except while temporarily engaged in loading or unloading of trucks or RVs not to exceed more than one (1) consecutive day. Vehicles in violation hereof shall be subject to ticketing and/or towing at owner's expense, as provided herein or by applicable law.
  
- D. Vehicle Maintenance/Size/Appearance
  - 1. Vehicles must be visibly operational.
  - 2. Vehicles parked on the property will be maintained to avoid any fluid spills. If fluid spills occur, the owner of the property will be financially responsible for the removal of the fluid and damage.
  - 3. Only vehicles 1-ton capacity or smaller may be parked outside a garage. Vehicles larger than 1-ton must be parked inside closed garage or off premises.
  - 4. No vehicles over 7,000 lbs. empty weight are permitted in the complex except for service vehicles.
  - 5. No vehicle repairs are permitted outside of the garages.



6. Washing of cars, vans, trucks and motorcycles is permitted if washing is done in one's own parking space
7. The Association and its Board assumes no liability for, any loss of or damage to vehicles or articles left in any vehicle on any part of the common areas

## **NEGLIGENCE**

In the event that the need for maintenance or repair is caused through the willful or negligent act of a Member, resident, members of their family, or guests; the cost of such maintenance or repair shall be charged as an Assessment to the Member's Lot.

## **PETS**

- A. Dogs, cats and other pets shall be on a leash when on community property.
- B. Pet owners shall be responsible for adhering to local licensing requirements.
- C. Pet owners or handlers are responsible for cleaning up after their pets. Pet waste shall be removed daily from the Lot patio area and immediately from Common Areas.
- D. Aggressive or dangerous animals shall not be kept on premises. No pet will be allowed in any unit that is a potentially dangerous animal. Exotic pets shall not be boarded by any Willow Trace Townhome unit owner or renter. This includes, but is not limited to, reptiles (snakes or lizards), poultry (chickens, ducks, etc.) and rabbits.
- E. The owner of any animal found to be malicious, vicious, noisy or obnoxious, which may include, but is not limited to biting, frightening fellow residents, fighting with other pets, and chronic barking to other owners or tenants of the Association may be ordered to expel the animal from the community.
- F. The owner of a unit in which a pet (or pets) is boarded will be responsible for any property damage, injury or disturbance caused by their animals. This includes damages done by their pet or pets to other units and personal property, as well as to Willow Trace Townhome property common areas (grass, trees, shrubs, flowers, fences, buildings, etc.).
- G. Pets must not be allowed to constitute a nuisance, or inconvenience to any resident of the properties.

## **RENTAL PROPERTY**

Any unit owner who rents or leases his/her unit must provide a copy of such lease to the management company within 14 days after the effective date of the lease. The owner is responsible for the compliance of his/her tenants or renters with the provisions of

these Rules and Regulations, Bylaws, and CC&R's. It is up to the owner to notify the Board of Directors c/o the Property Manager as to any change in owner's address or in renters.

### **REPORTING OF VIOLATIONS**

Members and residents shall report violations to the Management Company in writing. Emails will be accepted as a written report as long as it includes the name and address of the individual filing the complaint.