

Spinnaker Run at the Landing
Rules and Regulations
Effective June 2023

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**In order to promote the health, safety, and welfare of all residents, to preserve law and order, to enhance property values and to achieve the maximum benefits of living in a condominium environment. The Association through its Board of Directors adopts the following Rules and Regulations. This authority is derived from Article X, Section 9 (b) of the Bylaws of Spinnaker Run Condominium Association, Inc. and Colorado Revised Statute 38-33.3-302(1)(a).

Owners are responsible for informing their tenant(s) of the Rules and Regulations. Members are responsible for informing their family members, guests, invitees and tenants of these Rules and Regulations. Further, Members are liable for all violations committed by their family members, guests, invitees, and tenants.

ASSOCIATION MANAGEMENT

The Spinnaker Run Condominium Association has appointed an agent for the Association, (the "Property Manager," "Management"), to facilitate day-to-day enforcement of these Rules and Regulations, the Declaration, Articles of Incorporation and Bylaws ("Governing Documents" of the Spinnaker Run Condominium Association, Inc. ("Association")).

EMERGENCY PROCEDURES:

FIRE-POLICE-MEDICAL AID:

Call 911; give name, address, and nature of emergency. Please stay on the line until help arrives.

Aurora Police-Non-Emergency 303-627-3100.

Aurora Fire Department-Non-Emergency 303-326-8999.

ROOF LEAK, SEWER BACK-UP

Call the Property Manager immediately. During regular working hours, you can call the office. During weekends, holidays and after hours, the on-call operator will assist you. The on-call operator will call the property manager.

PROPERTY DEFINITIONS (*Declaration, section 2*)

UNIT

Means an individual air space unit contained within the perimeter walls, floors, ceilings, windows and doors of a unit.

CONDOMINIUM UNIT

Means the fee simple interest and title in and to a unit.

OWNER

Means a person, persons, firm, corporation, partnership, association or other legal entity, or any combination thereof, which own(s) an interest in one or more condominium units.

LIMITED COMMON ELEMENTS

Means those parts of the common elements which are either limited to and reserved for the exclusive use of an owner of a condominium unit or are limited to and reserved for the common use of more than one but fewer than all of the condominium unit owners. The limited common

elements shall include, but not limited to certain air conditioning equipment, balconies, certain parking spaces and certain carport spaces. **Refer to the Declarations, Section 4, page 4.**

COMMON ELEMENTS

Means and includes all of the real property located within the community excluding the units. These definitions are merely to explain the terms however, the legal definitions are those contained in the Declaration. **See the Declarations, Page 2, section D.**

PARKING PERMITS

All vehicles parked on the Spinnaker Run property, whether it is in the reserved parking spaces or in the carports, must have a valid parking permit attached to the window that was issued through the management company.

IN ORDER TO OBTAIN A PARKING PERMIT:

- A. **Only 2** permits per unit.
- B. Renters must show copy of lease agreement in order to obtain a permit(s).
- C. Permits **MUST** be visible and attached to the window.
- D. Vehicle(s) **MUST** be registered to your Spinnaker Run address. **This includes tenants. The only exception is for active military.**
- E. Residents may be issued a temporary parking permit for up to **30 days** by the management company, until vehicles comply with the requirements to obtain a permanent parking permit. **Vehicle owners must comply by the expiration date on the temporary tag.**

If you do not have a permit, you must park your vehicle in a non-reserved spot or on the street.

DRIVEWAYS AND PARKING AREAS

- A. Vehicular traffic within complex shall not exceed 10 mph.
- B. Parking spaces are not assigned anywhere within the common area.
- C. Parking is prohibited by sidewalks and entryways. Fire lanes are marked and parking is prohibited by law in those areas.
- D. No parking is allowed in front of the trash receptacles.
- E. Parking in a manner to block access to, but not limited to the following: a parking space, carport, driveway or building is prohibited and the vehicle will be towed immediately at the expense of the vehicle owner.
- F. Driving or parking on lawns is prohibited. Vehicles found in these areas will be towed immediately without notice at the expense of the vehicle owner.
- G. Vehicles are not allowed to be stored or covered at Spinnaker Run.
- H. Vehicles excluded from regular parking rights include: commercial type vehicles, trailers, campers, recreational vehicles, trucks and vans larger than $\frac{3}{4}$ ton, self-contained motorized recreational vehicles, or other types of recreational vehicles, except while engaged in transport to or from a building.
- I. Trucks that are 1 ton (i.e. a dually truck) in size may only park in the over flow lot located on the SE corner of the property. No commercial vehicles, campers, trailers, boats, recreational vehicles, or trucks over 1 ton in size may park in any lot located on the property. Commercial vehicles are defined as any vehicle that has designated signage

proprietary to a business, to include generic commercial vans. Ride share vehicles driven for personal use are excepted from this provision.

- J. To prevent the creation of holes in the asphalt, motorcycles must have a block of wood of an adequate size under the kickstand. Motorcycles may not be parked on patio/balconies, lawns or sidewalks. This includes scooters or any kind of motorized bike/vehicle.
- K. Abandoned and/or inoperable vehicles are not permitted on the property. Such vehicles are subject to towing at the expense of the vehicle owner. This shall not include vehicles parked by owners while on vacation. If you go on vacation, please contact the property manager.
- L. The Association may remove a vehicle as described below without any liability to it. An abandoned and/or inoperable vehicle is defined as a vehicle:
 - 1. Which has not been driven under its own propulsion for a period of two weeks or longer, or you must notify the Management Company for an extension.
 - 2. Which does not have an operable propulsion system installed therein, or
 - 3. Which remains inoperative for a period of 72 hours after notice is posted on the vehicle, or which does not have legally attached license plate issued by the Department of Revenue of Colorado (or similar number plate from another state) with a validation tab or sticker for the current year, or
 - 4. A vehicle that violates sections "I" of "Driveways and Parking Areas."
- M. Vehicles or equipment that is considered abandoned, unauthorized or inappropriate will be posted with a towing notice, and if the violating item is not removed within 72 hours, it will be towed at the expense of the vehicle owner.
- N. Due to the corrosive and destructive nature of petroleum products, maintenance (such as oil changes or repairs) to any vehicle as well as replacement of engine parts, body replacement and painting is prohibited in any parking space, carport or driveway. Violators will be charged for repairs. Owners may, if needed, change or inflate a flat tire.
- O. PODS are only permitted to be on the property for 24 hours and must be parked in one parking space.
- P. Vehicles must be parked inside of the space. If the vehicle is not within the lines of the parking space it will be towed.
- Q. Vehicles parked in a handicap space must have a handicap placard or plate. If the vehicle does not have the proper handicap documentation it will be towed at the owner's expense.
- R. Vehicles parked in fire lanes will be towed without notice.**
- S. Once a vehicle has been tagged the vehicle will be towed within 6 months without further notice, if violations continue.**
- T. Residents may not ride bikes, play or loiter in the parking lots.**

SNOW REMOVAL

- A. If at least four (4) inches of snow is in the forecast according to the televised news, electronic notice will be provided as soon as possible to residents. If a vehicle remains in a designated snow removal or storage area, it may be towed at the owners expense **12 hours or less before the storm.** The impound lot is open 24/7.
- B. Snow plowing will occur if the snow accumulation is 4 inches **in the parking areas.**

- C. There are 4 designated spaces for snow removal. Each space is marked by a sign.
- D. Walkways will be shoveled once the accumulation threshold has been met, usually two (2) inches, according to the current snow removal contract.

CARPORTS

- A. Parking Permits are required in all carports.
- B. Motorcycles and scooters may be parked in the carport as long as they are parked against the back wall of the carport. Motorcycles, scooters and motorized vehicles may not be parked on the side of any vehicle.
- C. For safety reasons, loitering or recreation is prohibited in or around vehicles, the carport or parking area.
- D. No freezers or other electrical appliances shall be connected to electrical outlets in the carports.
- E. Aurora fire code prohibits any kind of open flame, such as barbecue grills, etc. within the carports.
- F. No hazardous materials are allowed to be stored in carports.
- G. No living animals, including fowl or reptiles, are to be kept in carports.
- H. Carports are not allowed to be used as a storage facility, i.e., tires, household items, boxes, signs, etc.
- I. **Carports may not be sold.**
- J. **Vehicles must fit in the carports.**
- K. Carports are only to be used by the owner of each carport unless they receive written permission from the owner for another vehicle to park in that spot. Carports may be rented to others under this provision. The association will manage permits for those who wish to rent their carport.

PETS

- A. Residents shall not permit ANY PET to run loose on the Common Areas. All pets (including cats) are to be on a leash of not more than 10 feet long.
- B. Pets are not allowed to damage patio walls or other building components, or cause holes in turf or landscape beds. Pet owners shall be responsible for cost of repairs.
- C. Pet excrement shall not be allowed to remain on the Common Area or limited common elements. Pet owners must immediately pickup after their pets. This is a City of Aurora ordinance.
- D. Noisy pets whether inside or outside of unit will not be permitted. Pets shall not be permitted to make noise for prolonged periods such that the enjoyment of the complex by residents is impaired. Residents can call animal control. Violators will be fined.
- E. Pets shall not be chained or tethered to any Common Area or left unattended on any patio/balcony.
- F. The pet owner is responsible for any damage to Association property caused by their pet.
- G. Not more than one domestic pets per unit consisting of 1 dog or 1 cat.
- H. **Aggressive pets are not permitted on the property. Animal control will be notified of any aggressive pets.**

COMMON ELEMENTS

- A. All motorized vehicles are prohibited from driving on any turf, landscape area or sidewalks, with the exception of duly authorized maintenance vehicles, etc.
- B. "For Rent" or "For Sale" signs are allowed but must follow the current sign/flag policy. Please see the CPMG website for further information.
- C. Prior permission from the Association must be obtained before plants, gardens, or other shrubberies are planted outside your patio/balcony area. Unauthorized plantings may be subject to removal at the expense of the owner.
- D. No Owner/resident shall allow garbage, supplies, or other articles to be placed in exterior stairway areas, neither in front of the door nor on patio/balcony areas **including carports.**
- E. **Residents** are required to keep entries clean.
- F. Entryways/front door areas/under the stairs are not to be used for the following: to store items, no hanging items from the siding, no chairs, no tables, no shelves, no paintings, no plant material whether live foliage or artificial, no exercise equipment, benches or boxes are to be placed here.
- G. **Smoking is not permitted in the entryways.**
- H. **Nothing is permitted to be attached to the siding off the building without an approved architectural request form.**

Trash

All parts of the property shall be kept in a clean and sanitary condition. No rubbish, refuse, or garbage shall be allowed to accumulate nor any fire hazard to exist. All trash must be placed inside the dumpsters. These dumpsters are for residential trash only. Trash should be placed in bags before disposal. Large boxes need to be broken down before placing in dumpsters. Prior arrangements must be made for the disposal of large items such as furniture, appliances etc. by the owner or resident. These items are not allowed in the dumpsters or the dumpster area. Please call the management company for names and numbers of companies who can pick up your large items.

PATIOS AND BALCONIES

***Patios and balconies may not be used as storage areas except as set forth in paragraph C (see below).*

- A. Residents shall not dry or air clothes on lines or poles hung on the exterior of any building, or on the Common Areas.
- B. Approved items that may be kept on patio and balcony areas consist of:
- C.
 1. Patio furniture only. No sofas, recliners, cabinets, shelves, exercise equipment (this includes stationary bicycles), Nothing can hang on the outside of the rails.
 2. Firewood (neatly stacked)
 3. Pots/planters, all hanging planters must hang to the inside of the balcony.
 4. Snow shovel

- D. Electric grill or a one-pound liquefied-petroleum-gas-fueled container. Charcoal grills or propane tanks larger than one (1) pound are not allowed on the property. Your one-pound tank/grill must not be used directly on your wood balcony. Any damage to the property will be the responsibility of the owner. Additionally, no propane conversion kits may be used at any time on the property as the grill must naturally connect to a one-pound propane tank.
- E. Balconies must be uniform and visible for inspection.
- F. All residents must abide by Satellite Dish & Antenna guidelines. (These are in a separate section see page seven)
- G. Sump pumps located on patios are the owner's responsibility to keep in a clean, orderly, and sanitary condition.

RENTING/LEASING OF UNITS

- A. Owner is required to provide a copy of the lease to the Association (thru the management company) within ten days after entering into the lease pursuant to Section 34(1) of the Declarations; you maybe assessed a fine if you are not in compliance with these rules.
- B. No unit shall be used for any purpose other than a single-family residence.
- C. Any tenant residing at Spinnaker Run shall be subject to all Rules and Regulations then in effect, as an Owner would be, and subject to suspension or termination of the use of Association recreation amenities. Any Owner(s) shall be subject to the payment of fines levied by the Association for any violation(s) of these Rules and Regulations by his/her tenant(s), notwithstanding the failure of the tenant(s) to reimburse the owner(s).
- D. Owners should provide the management company with a copy of the rules and regulations signed by the tenants.**
- E. Units shall be used for residential use only.**

SATELLITE DISH & ANTENNA INSTALLATION GUIDELINES

- A. Satellite dishes must be free standing or may be attached to balconies.
Satellite dishes are allowed to be clamped to the **inside of the patio balcony railings. **NO** drilling into wood or railings is allowed. The dish must be contained within the patio/balcony area.
- B. Your satellite dish cannot extend beyond the roofline or outside of **YOUR** patio area, and cannot block windows or doors of other residents.
- C. Due to landscape growth or building modifications, etc., the Association **cannot** and **will not** guarantee a continued line of sight for reception signal.
- D. Satellite dish or antennas are not allowed to be placed on the roofs.
All cables for the satellite dish or antennas must be concealed.
- E. It is prohibited to screw, nail or penetrate the siding or trim of the building or balconies whatsoever in order to install cable for your dish or antenna.
- F. Satellite dish cannot be more than 2 meters in diameter.
- G. *Satellite dish must be removed when the unit is vacated.***

NOTE: THESE CRITERIA REPLACE ANY PREVIOUSLY APPROVED GUIDELINES.

EXTERIOR MODIFICATIONS/ARCHITECTURAL CHANGES

No exterior additions, alterations or decorations to buildings, or changes in landscaping, walls, or structures shall commence without prior approval of the Association. The Association, in writing prior to implementation, must approve all exterior architectural changes to any building, at Spinnaker Run by a homeowner or tenant. Contact Property Management for the appropriate architectural change request form.

Pursuant to section 17 of the Declarations, Exterior maintenance (painting, roofing, etc.) except unit patio doors, windows and screens are handled by outside contractors at the Association's discretion.

- A. No owner, resident or lessee shall install wiring for electrical, telephone or cable installation, television antenna, or air-conditioning units on the exterior of the building/unit or that protrudes through walls or on the roof of the building/unit, except as expressly authorized by the Association.
- B. No roof-mounted or exterior window air conditioners or coolers of any kind are allowed.
- C. No carpet or textile covering of any kind shall be installed on balcony or stairwells of any units.
- D. No owner may do any act or any work that will impair the structural integrity and soundness of the buildings or impair proper functioning of the utility, heating, air conditioning or plumbing systems.
- E. Condominium residents should remove excessive amounts of snow from balconies. Condominium residents/owners are responsible for any damage caused by weighing down the balcony with storage of excessive firewood or anything of excessive weight. The balcony is not a storage area. (Please see Section 7.)
- F. Fireplace maintenance is the responsibility of each owner. Owners must have the chimney cleaned once per year by a professional chimney cleaning company, if it is in current use.
- G. 1. All screen/storm/security doors must be of an approved style in white only. All screen/storm/security doors must be kept in good repair. An architectural change must be obtained from the property management company.
***Please see the picture of the approved door(s) & window(s).*
2. Exterior door must be plain. No Design and must match the other doors in the community.
- H. Windows must be white - With prior Association approval, new windows may be installed on a condominium of existing style only. The owner must keep all windows and screens in good repair.
- I. Skylights and solar panels - are not permitted
- J. Light Fixtures - All exterior light fixtures are maintained by the Association, except for the light bulbs on the patio/balconies. No owner/resident is allowed to change the style, color, etc. of the light fixture. Bulb maintenance for the patio/balconies is the responsibility of the owner. All other lights, i.e., by the front door and through out the property is the responsibility of the Association. No appliances are to be run by electricity received through a light fixture.

- K. Insulation-To ensure proper placement of access openings, Association approval is required before insulating when exterior access is required. Management will provide instructions with notice of Board approval.
- L. Window Coverings:
 - 1. Within 30 days of your purchase date or occupancy date, there must be proper window coverings (i.e.: draperies, curtains, blinds —NO sheets, blankets, foil or cardboard).
 - 2. No silver reflective coating of any kind is allowed.
 - 3. All window coverings must have a neutral color backing (white, beige, or cream).
- M. Exterior holiday lights and decorations must be removed within 30 days after the holiday.
- N. Video cameras and doorbells are acceptable with an Approved Architectural Request prior to installation. The board maintains discretion over this approval. Doorbells are to be mounted directly next to the door while video cameras may only be mounted in the exterior balcony/patio area of units. Video doorbells are acceptable. Please reach out to the property manager for more information, if needed.

CLUBHOUSE RESERVATION/USE AGREEMENT

- A. The clubhouse can be reserved for private parties so long as you are a current owner or a tenant at the Spinnaker Run Condominium Association. The reservation/use agreement form must be filled out prior to clubhouse use. A checklist must be obtained from the property management when reserving the clubhouse and must be completed upon the end of the function. The management company or a member of the HOA board, must initial this form, upon completion and inspection, in order to get back your deposit.
- B. It is first come, first served basis and in order to reserve your date, payment must be received at time of reservation. There is a \$100.00 refundable security deposit (after inspection) and a \$25.00 non-refundable deposit. Two separate checks are required. You must provide copy of insurance policy in order to reserve the clubhouse.
- C. It is understood that the owner, for self or for a tenant reserving the Clubhouse, is responsible that the Clubhouse, parking area and other related areas are left clean, without damage and free of trash / litter or damages. Costs of cleanup or repairs will be deducted from the Security Deposit amount. The person signing must be at least 18 years of age and must be the owner or tenant and must be present at all times during the use of the clubhouse. Visitors must park in visitor parking.
- D. The owner is responsible for any damage to the Clubhouse and its contents and appliances, as well as any related areas. The owner's liability is not limited to the Security Deposit amount, and the owner agrees to pay any damage repair or cleaning necessary in excess of the Security Deposit amount. It will be billed by the Management Company and is payable with the monthly maintenance fees for the immediate succeeding month.
- E. The owner further agrees to abide by all property policies, local ordinances and state law, including, but not limited to, those referring to liquor consumption, use of drugs or controlled substances, disturbing the peace, disorderly conduct, vandalism and theft.
 - a) Owner is responsible for the conduct of all guests which shall be no more than 50 people

The Association strictly prohibits the following:

- i. Use of illegal drugs or controlled substances
 - ii. Lewd or immoral conduct
 - iii. Rowdiness, brawling, or fighting
 - iv. Gambling
 - v. Sale of liquor or consumption of liquor by minors
 - vi. Excessively loud music
- F. Evening functions must end by 11:00 p.m.
- G. Functions must be contained within the Clubhouse
- H. Owner/tenant and guests renting the clubhouse cannot use the pool (during pool season). If serving liquor, must show proof of insurance that specifically covers that activity
- I. Owner/tenant must be present during the entire time of the function
- J. The Board or the management company may conclude the function should any policy be violated
- K. Neither the Association nor the Management Company assumes any responsibility for residents' or guests' property.
- L. The clubhouse must be cleaned at the end of the function or by 11:00 p.m. of the day of the function. There are no exceptions and cleaning the next day will not be allowed.
- M. Owner/tenant will lock the clubhouse at the end of the function.

SWIMMING POOL RULES

Pool opens for use on Memorial Day weekend and closes Labor Day weekend, or on dates determined by the Board of Directors. Pool hours are from 9:00 a.m. to 9:00 p.m. **NO

EXCEPTIONS

USE AT OWN RISK. *No lifeguard provided by the Association.* All persons using the swimming pools do so at their own risk. The Spinnaker Run Condominium Association will not be responsible for any accident or injury in connection with the use of the pool.

**In case of an accident, call 911 and request assistance. As soon as practical, please notify the Management Company. *There is no phone at the pool area for you to use.*

A. NO DIVING ALLOWED.

B. Only residents of the Spinnaker Run Condominium Association and their guests are permitted use of the swimming pool.

C. ONLY SIX GUESTS PER HOUSEHOLD ARE ALLOWED IN THE POOL AREA AT ANY TIME. THERE WILL BE A FINE OF UP TO \$200 FOR MORE THAN SIX GUESTS IN THE POOL.

D. Please be courteous with the number of guests you invite during a crowded weekend. **Residents must accompany guests at all times while in pool areas.**

E. Residents and guests are to be properly attired in swimsuits when in the pool. Shorts, cutoffs, playsuits, etc. are not allowed in the pool. Nude bathing is prohibited by Law and by Association Rules.

F. Pets are NOT ALLOWED in the pool area.

G. The pool gate is to be kept closed and locked at all times. This is for everyone's protection, to keep pets out, and to prevent unauthorized individuals from entering the pool area.

H. If someone wants to enter the pool area that does not have a code, **do not open the gate.**

- I. No barbecuing allowed within fenced pool areas.
- J. Each individual is responsible for disposing of trash in the proper containers. **Residents or guests are not to throw foreign matter or debris into or about the pool i.e. No smoking in pool area.**
- K. For the purpose of individual safety, no person who cannot reasonably swim may use the pool area without the supervision of someone who is able to swim. Swim at your own risk. *Weak swimmers are strongly encouraged to have a stronger swimmer with them at all times.*
- L. Radios, TV's, tape player, etc., are banned from the pool area unless earphones/BUDS are used.
- M. The pool may be closed at any time because of weather conditions, equipment problems, safety reasons, disturbances, etc. However, there shall be no personal or Association liability for failure to close the pool upon such occurrence.
- N. Jumping or climbing over the fence surrounding the pool is prohibited.
- O. Cycles of any type, skateboards, roller blades and the like are not allowed in the pool area and pool equipment shall be confined to only small rings, balls, safety devices, swimming masks and fins. Inflatable toys are acceptable although please be considerate to your fellow owners.
- P. Persons having open sores, bandaged cuts, infectious diseases or recent vaccinations are prohibited from being in the pool or pool area.**
- Q. No diapers are allowed in the pool. Incontinent persons should not enter the pool.
- R. If anyone is caught using the pool as a bathroom, you will be charged for the closure of the pool, for the clean up of the pool, which can sometimes take a few days and the potential for a fine and/or revocation of recreational privileges.
- S. Glass containers are not allowed in the pool area. Alcohol is not allowed in the pool area. Plastic closed containers for water are permitted.**
- T. No resident or group of residents may reserve the swimming pool for private use. Pool parties sponsored by the Association are the exception.
- U. The Association Manager and/or security personnel has the authority to request any person to leave the pool area for violation of swimming pool rules, including improper swimming attire and/or inclement weather.
- V. A shower should be taken before entering the pool to conform to State Health Regulations. Suntan oil or lotion must be removed before entering pool. This will help immensely in keeping the pool clean.
- W. "Horse Play", i.e., running, spitting, undue splashing, yelling, obscene language, etc. is not allowed in the pool area. Homeowners are responsible for their guests at all times.
- X. ***Do not throw furniture in the pool or use for diving. Residents will be charged for damages.***
***When pool is closed, it is OFF LIMITS to everyone.*

TENNIS COURT RULES

- A. Court hours are from sunrise to sunset from April 1st through October 31st
- B. Playing times are on a first-come, first serve basis.

- C. Residents will be permitted to play for as long as they wish if no other residents are waiting for court time. If other residents are waiting for court time, those residents playing on the courts are entitled to a maximum of **one hour** of court time.
- D. A resident must accompany any non-resident playing on the tennis court as a guest.
- E. No tennis playing is permitted after dark.
- F. **Courts are for tennis playing only.** Basketball, soccer, skateboards, bicycles, tricycles, in line skates, remote control cars, etc. are strictly prohibited.
- G. Tennis shoes are the only footwear permitted on the courts.
- H. No pets are allowed on tennis courts.
- I. Glass containers are not allowed in the court area.
- J. Only plastic water containers are allowed.
- K. No food of any kind and no sodas are allowed.
- L. **It is not allowed to sit on the net, hang on the net, pull it or cause any kind of damage to the net.** If the net is loose, please call the Management Company. Do not attempt to tighten it yourself. If you damage the net, you will be charged for repairs or replacement.
- M. **For safety reasons, persons under 14 years of age and residents with health problems are not allowed in the tennis courts without proper supervision.**
- N. If someone wants to enter the tennis court area that does not have a code, do not open the gate. If a resident or guest opens the gate for someone without a code, you may be subject to fines and/or suspension of recreational privileges. Codes will be issued to access the pool/tennis courts. These codes may be deactivated if the unit is not in good standing with their HOA fees or they have outstanding violations.
- O. The Association Manager or any homeowner has the authority to request any person to leave the tennis court for violation of court rules.
- P. ***Throwing rocks or damaging the court in anyway will be an immediate fine of \$200.00 and will lose tennis court privileges.***

INSURANCE

The comprehensive policy DOES NOT cover the contents of your unit or liability arising out of owner, tenant or guests' actions on the premises. Each Owner and/or resident should arrange for insurance coverage for all losses and risks growing out of the ownership and/or occupancy of their unit. Owners are responsible to obtain an "HO 6" policy.

***Units on the first floor are strongly encouraged to obtain insurance covering damage from sewer backup.*

Please review the current declarations for all insurance related policies and procedures (Section 22, Page 14)

COLLECTION POLICY AND PROCEDURE

Please review the current collection policy located on the CPMG website.

MAILBOXES

- A. Tampering with mailboxes is a Federal offense and will be reported to Federal Officials.

- B. If your mailbox key is lost, it is your responsibility to replace it. You must contact the post office for any repairs or keys required.
- C. Postings may be on bulletin boards only. Postings on mailboxes shall be removed.
- D. Do not discard mail in common area, you may be assessed a violation fine.

**Spinnaker Run is serviced by the United States Postal Service: 2500 S. Abilene St, Aurora, CO 80013. (800) 275-8777

MISCELLANEOUS RULES

- A. Owners/residents shall not create any situation wherein their actions or conduct, as determined by Property Manager and/or the Association, represents a nuisance, hazard, harassment, or disturbance to other residents.
- B. **ONLY PROPERTY MANAGEMENT** may interface with any vendor or contractor hired by the HOA including HOA board members. Violations and fines will be assessed against the homeowner or resident who interferes.
- C. Be considerate of other residents with respect to excessive noise from cars, radios stereos, parties, etc.
- D. Aurora does have a city noise ordinance, and the Board recommends that residents experiencing continued noise problems contact city authorities. The association has an active contract with State Security Enforcement Group to handle issues when they arise. You may contact them 24/7 at (720) 577-7800.
- E. Owner/resident shall not store or keep hazardous materials of any kind in their home or carport.
- F. Water Damage Prevention- Use proper precautions to avoid water damage to units from faulty hoses on washing machines or faulty water heaters. When not in use, turn off the water supply to washing machines.
- G. Winterization - Owners are responsible for proper winterization of empty units. Contact Management for assistance in location of proper shut-offs, etc.
- H. For safety reasons, no loitering or recreation is permitted on black top areas or in dumpsters. Children are not permitted to play on black top areas. Children are not permitted to ride bikes or scooters on black top areas *or sidewalks* and must always be supervised by an adult. **NO SKATEBOARDING** of any kind is allowed on any part of the HOA property including the asphalt, sidewalks or steps. If you have a question regarding these Rules and Regulations, please call Management.
- I. ***Children or adults damaging any common elements (landscape, siding, fences or lights) will be responsible for the damages and/or repairs and may be fined.***
- J. **Water shut-off**, if you require the water to be shut-off to your unit for plumbing repairs, you must call the City of Aurora Water department ***non-emergency number 303-739-6772 or the emergency number 303-739-7388***. They are the only ones who can turn your water off. In most cases the water to the entire building will have to be turned off and in some cases, the water to two buildings will have to be turned off. You must contact the Management Company when you plan on doing this and you are responsible to notify all of the units involved 24 hours in advance for any non-emergency reason. Some of the first floor units have water shut offs that will shut off entire buildings. ***You must notify the Property Manager and residents if you have this shutoff inside your unit.***

- K. *If you wish to replace the flooring in your unit all floor installations must adhere to the Aurora Building Code 1207.2 regarding Air-borne sound.*

“Walls, partitions and floor/ceiling assemblies separating dwelling units and sleeping units from each other or from public or service areas shall have a sound transmission class of not less than 50, or not less than 45 if field tested, for air-borne noise when tested in accordance with ASTM E90. Penetrations or openings in construction assemblies for piping; electrical devices; recessed cabinets; bathtubs; soffits; or heating, ventilating or exhaust ducts shall be sealed, lined, insulated or otherwise treated to maintain the required ratings. This requirement shall not apply to entrance doors; however, such doors shall be tight fitting to the frame and sill.”

ENFORCEMENT

Please review the current Enforcement Policy located on the CPMG website.

GENERAL PROVISIONS

- A. Failure by the Association, Management or any person to enforce any provision of these Rules and Regulations shall in no event be deemed a waiver of the right to do so thereafter.
- B. The provisions of these Rules and Regulations shall be deemed to be independent and severable, and the invalidity of any one or more of the provisions hereof, or any portion thereof, by judgment or decree of any court of competent jurisdiction, shall in no way affect the validity or enforceability of any of the other provisions, which other provisions shall remain in full force and effect.
- C. The use of the singular herein shall include the plural, the use of the plural shall include the singular, and the use of any gender shall include all genders. The captions are inserted only as a matter of convenience and are in no way to be construed to define, limit, or otherwise describe the scope of these Policies and Procedures.

Anatomy of an Energy-Efficient Window - Approved by HOA Board

Vinyl frames are low maintenance and provide good thermal insulation. Sections may be hollow or filled with foam insulation.

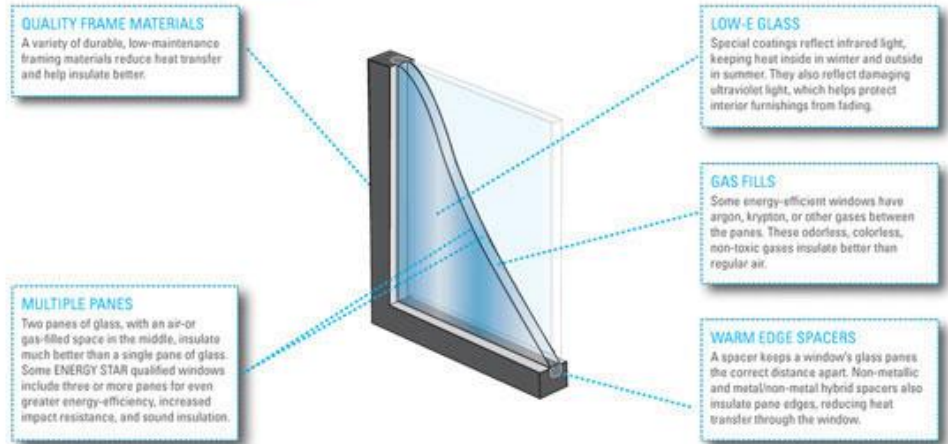
They must look the same on the outside as old windows.



WHAT MAKES A WINDOW ENERGY-EFFICIENT?



Today, manufacturers use an array of technologies to make ENERGY STAR qualified windows.



Storm doors
approved by the HOA
Board (examples
below).



