



PheasantRun

T O W N H O M E S H O A

Section 1: Rules, Services, and Policies

Section 2: Architectural Control Committee

Section 3: Insurance

Section 4: Financial Assets

The rules, services, and policies of the Homeowners' Association for Pheasant Run Townhomes Inc. are collected herein. These rules and policies are based upon the Declaration of Covenants, Bylaws and subsequent voted actions by the Board of Directors.

SECTION 1: RULES/SERVICES/POLICES

The Pheasant Run Townhomes, Inc. (PRTHOA), is a not-for-profit corporation charged with the maintenance preservation of common areas and architectural control. PRTHOA's intent is to promote the health, safety and well-being of all the residents, and to manage and protect the assets of the twenty-one (21) units of PheasantRun Townhomes. As required by the bylaws, the association is governed by a Board of Directors and a set of four (4) officers. Up to five (4) directors are elected at the annual meeting and serve staggered three (3) year term. The Board of Directors schedule bi-monthly meetings, or as needed. Homeowners are invited to attend these meetings and share their perspectives.

Property Management

Robert Drew Property Management, Inc. (RDPM) is the contracted management company for PheasantRun Townhomes. RDPM assists PheasantRun Townhomes with property maintenance, fund management, taxes, insurance and planning for future major maintenance projects.

Owner/Resident Responsibilities

Owners and residents of PheasantRun Townhomes are responsible for the maintenance of their own properties, although some exterior maintenance is provided by the PRTHOA. Rental property owners are required to inform their tenants of the rules, regulations and responsibilities outlined in this manual.

The term "Common Area" as used herein refers to the shared spaces such as access drives, lawns, and sidewalks which are maintained by PRTHOA. Private driveways, decks, balconies, entryways, and private patios are NOT common areas, and are not maintained by the PRTHOA.

- **Exterior/Interior Garage Faucet Connections and Hoses**

Water faucet connections at Pheasant Run Townhomes have frost free hose bibs.

WARNING! Faucet's will not drain if the hose is still connected during cold weather, and may freeze and burst. Should this type of damage occur, it is the homeowner's responsibility to make repairs and clean-up any damages to the grounds and common area.

- **Planting Beds and Private Patio Areas**

Homeowner's are responsible for maintaining the planting beds within their private entry ways and in the vicinity of private decks. This includes keeping the areas free of weeds and trash. Furniture on

outside decks and balconies is limited to furniture designed for outdoor patio use only. No indoor furniture (ie: couches) is permitted outside.

- **Windows/Exterior Entry Doors/Garage Doors**

Homeowner's are responsible for the maintenance of windows and exterior doors, including trim, thresholds and screens. Any maintenance should result in an appearance that matches the original construction. Upon request RDPM can provide referrals to contractors who may provide such work. In the event of damages covered by PRTHOA insurance, the Board of Directors will arrange to have the damage estimated and repaired in a timely manner.

- **Fire Alarms**

Homeowner's are responsible for maintaining their individual smoke alarms.

- **Noise**

Loud sounds, such as those produced from electronic devices and musical instruments should be confined to the individual unit. Particular attention should be given to the volume and placement of stereos and television sets. The City of Boulder has an established noise ordinance. For more information, or to report a noise complaint please contact the City of Boulder Environmental Enforcement Unit by calling the non-emergency police telephone number 303/441-3333.

- **Pets**

Residents are responsible for cleaning-up after their pets. This should be done immediately upon defecation. Excrement may not accumulate in common or private areas. City ordinances require that all dogs within the City of Boulder be on a hand held leash at all times, including on the common areas of PheasantRun Townhomes. No pens or holding areas are allowed to be constructed on common grounds nor pets tied to any planting areas. Please report any chronic violators to the RDPM. for suggestions on how to approach the problem.

- **Parking Areas**

Registered vehicles are only permitted in assigned areas of the complex as indicated by signage. Main access drives are for pick-up and drop-off only, and should be used for no more than ten (10) minutes. Violators may be towed at the vehicle owners expense. Any clean-up of automotive stains is the responsibility of the property owner. Unregistered or inoperable vehicles may only be parked within the garages (See attached addendum for more information).

Snow Removal

As contracted by PRTHOA snow removal takes place whenever there is an accumulation of two (2) inches or more. Snow removal areas include: access drives, guest parking, and sidewalks. Private driveways and walkways are the responsibility of the occupant.

Trash/Recycling

PRTHOA arranges for the collection of trash and recycling. To request recycling containers please contact Western Disposal at 303/444-2037. Trash recycling containers should be stored within the occupant garages and placed outside their units on the scheduled pick-up day. Large items such as carpet, furniture, appliances, or any building debris must be disposed of by the occupants.

Trash Pick-up: Thursday (except during holiday weeks).

Recycling Pick-up: (cardboard/paper and glass/metal): Alternating Thursdays.

Building Exteriors/Common Structures

Exterior lighting is the responsibility of each homeowner. Changes may not be made to existing exterior lighting fixtures without approval by the Architectural Control Committee (ACC). To request a ACC Form please see the following section.

SECTION 2: ARCHITECTURAL CONTROL COMMITTEE

As required by the amended bylaws of PRTHOA, dated 22 October 1997, the board of directors also serves as the Architectural Control Committee (ACC), or shall appoint such a committee. No changes which affect the exterior appearance of a townhome, or the common area of the townhome complex may be made

without prior written approval by the ACC.

Homeowners are required to submit a formal written request for approval, along with a sketch of the proposed changes to the Board of Directors prior to any exterior change. The Board of directors will then take this application under review at the next schedule meeting, and if further information is required will contact the applicant before approval or denial. The homeowner is then required to obtain and post the appropriate building permit by the City of Boulder where applicable.

Decking/Balcony

Any changes or extensions to decks, including the addition of carpeting, lighting, overhead structures such as pergolas, or any other materials must be approved by the ACC and/or the PRTHOA Board of Directors. Any structural damage or repair to decks, and porches is the responsibility of the individual homeowner. The homeowner must submit an ACC Form to the Board of Directors/ACC, and receive approval before any repairs or changes may be made unless the change will match the original construction in appearance. To request an ACC form please contact RDPM.

Exterior Paint/Stain Color/Decking

PRTHOA recommends staining of deck rails and floor boards every two (2) years. If it is the judgement of the ACC that restaining is needed the individual homeowner will be required to comply with the ACC's directive within the same year. Restaining or repainting of garage doors, windows, and decking must match the existing exterior color scheme of the Pheasant Run Complex. For information on colors please contact RDPM.

Entry Doors

Entry doors have no restrictions on color, but PRTHOA recommends a complementary color to exterior finishes of the complex. The style of screen or storm doors is flexible, but owners are encouraged to follow existing precedents within the complex. To request an ACC Form please contact RDPM.

Satellite Dishes (Please review updated specifications at the end of this section.)
Please contact RDPM for outlines on installation. To request an ACC Form please see the end of Section 2.

Air Conditioning Units

Any installation of exterior, or window cooling devices requires approval from the Architectural Control Committee. Please contact RDPM for guidelines on installation. To request an ACC Form please contact RDPM.

Seasonal Decorations

Exterior decorations to individual townhomes are permitted, but must not constitute a fire hazard, or be likely to cause harm due to the character of the installed materials. Seasonal decorations must be removed in a timely manner when the celebration has passed.

Water Seepage

PRTHOA is responsible for the cleaning and maintenance of gutters and down spout. These are inspected regularly. Occupants are urged to report any problems to RDPM, or any Board member. Interior unit water damage, regardless of the cause, is the responsibility of the homeowner.

ACC Form Request

To request a ACC Form for submittal to the Board of Directors please contact:

Robert Drew Property Management, Inc.

934 Snowberry Street, Longmont CO 80503

Ph: 303/485-9818. Fax: 303/485-7655

SECTION 3 : I N S U R A N C E

The PRTHOA maintains hazard insurance coverage on all structures in the complex and liability coverage for the common areas. This coverage does not include the interior areas of the individual structures. Proof of insurance can be obtained by contacting Jeff Cantrell, at American Family Insurance 303/444-8238.

The Board of Directors recommends that townhome owners and renters consult with their own agent for additional property and liability coverage, in order to avoid any other gaps in coverage.

S E C T I O N 4 : F I N A N C I A L A S S E T S

The real estate and financial assets of PRTHOA are managed by the Board of Directors. The assets include assessments that are provided in the Declaration for maintenance, preservation and architectural control, and to promote the health, safety, and welfare of the residents, and the maintenance of common areas.

Financial Obligations

Each homeowner is responsible for the following fee(s):

- Townhome Monthly Dues: Due on the first (1st) day of each month.
- Late Fees: \$10.00 per month will be assessed after the 15th day of the month for the current month and for any unpaid balances.
- Special Assessment Fees: Any special assessment fees must be approved by vote, at specially convened meetings by the members of Pheasant Run Townhomes.

USE OF COMMON AND INDIVIDUAL DRIVEWAYS

Section 1. The use of common driveways shall be regulated as follows:

- (a) Designated parking: Parking shall be permitted only in designated spaces. Designated spaces shall be identified by white/yellow pavement markings. Neither parking in reserved handicapped spaces nor parking curb-side shall be permitted.
- (b) Homeowner, resident, non-resident and service vehicle parking: Parking in designated spaces shall be restricted to homeowners, tenants and service vehicles only. All others shall park in the street. The Board of Directors may post signs giving appropriate notice.
- (c) Number of vehicles: Each unit shall be permitted to have not more than one vehicle parked in the common driveways at any given time. Additional vehicles shall be parked either in the respective unit's individual driveway or in the street.
- (d) Primary vs. secondary vehicle parking: Parking in the common driveways shall be limited to primary vehicles only. Secondary vehicles shall be parked either in the respective unit's individual driveway or in the street. Secondary vehicles are those vehicles not serving as the resident driver's principle means of transportation.
- (e) Term of parking: Parking in designated spaces within the common driveways shall be limited to short term parking only. Long term parking of vehicles in common driveways shall not be permitted. If a vehicle is to remain parked long term, the vehicle must be parked in the street or in the respective unit's individual driveway.
- (f) Vehicle maintenance and repair: Only minor maintenance and repair of vehicles shall be permitted within the common driveways. Maintenance and repairs shall be completed within the same day.
- (g) Handicapped parking: Handicapped parking shall be available under special circumstances and only for those residents having possession of a handicapped parking permit issued by the State of Colorado. Handicapped parking shall be granted only if the respective unit's individual driveway does not provide adequate parking for the handicapped resident. Proper identification of reserved spaces shall be provided by the association on an as needed basis.
- (h) Penalty of violation: Any vehicle in violation shall be subject to towing without notice at the expense of either the vehicle's owner or the associated homeowner. Only members of the Board of Directors are authorized to impose the penalty associated with violation. The determination of whether a vehicle is in violation shall be subject to a majority vote of the board.

Section 2. The use of individual driveways shall be regulated as follows:

(a) Vehicle maintenance and repair: Only minor maintenance and repairs shall permitted within the individual unit driveways. Maintenance and repairs shall be completed within the same day.

(b) Penalty of violation: Any vehicle in violation shall be subject to towing at the expense of either the vehicle's owner or the associated homeowner provided that a reasonable advance warning has been given. The determination of whether a vehicle is in violation shall be subject to a majority vote of the board.

**REGULATION CONCERNING THE USE OF SMALL
SATELLITE ANTENNAS & VIDEO RECEPTION
DEVICES AT PHEASANT RUN TOWNHOMES**

Because the homeowners' association desires to enable residents to install satellite dishes without unreasonable delay, the Board of Directors has adopted the following regulation in accordance with Federal law:

The following antennas are covered by this rule:

- DBS antennas, one meter or less in diameter
- Television broadcast antennas of any size
- MDS antennas, one meter or less in diameter
- Masts used to attach any of these antennas
- Transmission-only antennas that are necessary for the use of one of the antennas listed above

1) Without any specific authorization from the homeowners' association, a homeowner may install any such antenna in the back of the townhouse, either on the lower deck or second floor balcony. Or, a homeowner may install any such antenna in the front of the townhouse in the exclusive-use area bordered by the privacy fence, also without any specific authorization from the homeowners' association. In either case, when any such site is selected, the homeowner should make every reasonable attempt to hide the antenna from view.

2) Individual antenna installation is not permitted on common property. In addition, antennas must not be installed on individually owned or exclusive-use areas when the antennas extend beyond the exclusive area into common area airspace (as in the case of an antenna installed on a balcony and extending outside the balcony and over the roof).

3) For reasons of safety, any installation on a roof is expressly prohibited.

4) Any type of installation, other than those described above, must be specifically approved by the homeowners' association in advance of the installation. Requests for such approval must be submitted in writing to the property manager at the address listed above.