

KIPLING KLUB TOWNHOUSES

HANDBOOK, RULES AND REGULATIONS

EMERGENCY PROCEDURES

**Fire, Police, Ambulance or
Other emergencies:**

Call 911!

Association Emergencies:

Gas/Electric -

Call Xcel Company

@ 800-481-4700 xcelenergy.com

Sewer -

Call Service Company

Plumbing -

Call Service Company

Roof Leak -

Call Property Manager

@ 303-834-0311

PROPERTY MANAGER:

Realty One Property Management, Inc.

1745 Shea Center Drive Ste 400

Highlands Ranch, CO 80129

Ph. 303-834-0311

www.realtyonepropmgmt.com

jrobson@realtyonepropmgmt.com

ASSOCIATION INSURANCE COMPANY:

(Subject to change without notice)

American Family Insurance

10465 Melody Drive Suite 109

Northglenn, CO 80234

Agent: Richard Mann

303-280-3346 fax 303 280-3499

This Handbook and the Rules and Regulations contained herein have been revised as of August, 2017.

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KIPLING KLUB TOWNHOUSES ASSOCIATION

Rules and Regulations Governing the Residents and Homeowners

Pursuant to Article XI, Section 9, Paragraph (b) of the By-Laws of the Kipling Klub Townhouses Association, the Board of Directors of the Kipling Klub Townhouses Association adopted the following Rules and Regulations in order to provide for the pleasure, safety, and comfort of the members of the Kipling Klub Townhouses Association and their guests.

All Kipling Klub Townhouses Association Homeowners and Tenant Residents should become familiar with state, county, and municipal laws and regulations, including animal control and public health codes. City of Lakewood website: www.lakewood.org

It is the responsibility of each Homeowner and Tenant, in addition to the Board of Directors and Property Manager, to ensure a safe and clean community, a peaceful environment, and to preserve property values. These Rules and Regulations are written to provide guidance to achieve these goals.

GENERAL

Homeowners who are current on their account are eligible to use the amenities and vote in any Special Elections or Annual Meetings of the Association.

PARKING

Parking in designated fire lanes or stopping or standing in fire lanes are prohibited by Lakewood City Code. Violators may be ticketed by city police for fire lane violations which are reported to them by any individual. Vehicles obstructing any portion of a fire lane or driveway will be towed by private security or towing personnel contracted by KKTH HOA.

No car maintenance or repairs are to be performed on the common area including carports and garages, except emergency measures to start a car or change tires. Spills from this work can damage the asphalt and leaking vehicles should be monitored and asphalt kept clean. Homeowners can be assessed for damages to their carport areas.

Commercial-type vehicles, campers, motor homes, boats, trailers, and trucks more than three-quarter ($\frac{3}{4}$) ton may not be parked anywhere within the complex at any time, except when engaged in transport to or from a building. Moving vans or trailers may not be driven, operated, or parked on any sidewalks or sodded areas.

Garage doors must always be closed and locked when the unit is not occupied. The Association will not accept liability for any personal items missing from the individual's garage.

Carports are limited common elements and must be kept as open parking areas. Storage of personal items is prohibited and the Homeowners or Tenant Residents are subject to fines.

Limit idling in carports as automotive exhaust is hazardous to the health of residents and can damage fences and buildings. Observe posted 5 mph speed limits in driveways, use caution and obey directional signs.

Loud noises emitting from vehicles such as exhaust pipes, loud stereos, etc. are strictly against the law and the Bylaws of this Association.

Visitor parking spaces are limited to a period of 24 hours. Vehicles will be towed at owner's expense. Misuse of visitor parking spaces is unacceptable, and abuse of the Rules and Regulations by Residents or their guests can result in a fine and/or towing of the vehicle. Residents are not permitted to use visitor parking spaces. Visitor parking is for short term guests' use only. Violators will be ticketed, fined and may be towed without warning. Each Homeowner Townhouse is provided with two carport or garage spaces. If a Resident has more than two vehicles the additional vehicle(s) must be parked on the street.

UNREGISTERED, MECHANICALLY DISABLED OR ABANDONED VEHICLES

Unregistered, expired license plate, mechanically disabled (including flat tires), or abandoned vehicles shall not be stored, parked, serviced, maintained, or kept on any part of the property.

-A vehicle whose registration has expired and has not been re-registered by Colorado law shall be deemed to be unregistered.

-Any vehicle that cannot be started or driven under its own power shall be considered to be mechanically disabled.

-Any vehicle parked in an unassigned or visitor space for more than 24 hours will be considered abandoned.

A written warning notice describing such vehicle, and requesting removal thereof, may be personally served upon the owner or posted on the vehicle. If such vehicle has not been moved within twenty-four (24) hours thereafter, or continues to abuse the regulation, the Association shall have the right to remove the same without liability and the expense thereof shall be charged against the Homeowner.

PETS/ANIMALS

These Rules and Regulations are not intended to replace any laws or regulations governing pets as published by the City of Lakewood, County of Jefferson and the State of Colorado. Such laws and regulations shall be observed and adhered to by this Association and its Residents.

Only recognized "household pets" are allowed. Snakes, pot-bellied pigs, and other livestock are deemed inappropriate and cannot be housed at Kipling Klub.

A limit of three (3) pets shall be adhered to in each Townhouse unit.

All outdoor pets (cats and dogs) must be registered with the Property Manager and be current on their vaccinations. Please register new pets with the Property Manager immediately after acquiring a pet. The City of Lakewood Municipal Code requires residents to obtain annual licenses and current rabies vaccinations for their dogs. All dogs older than four months must be licensed with tags displayed on their collars at all times. www.lakewood.org

Dogs weighing more than fifty (50) pounds are not permitted.

All pets, when on the common areas, shall be controlled on a leash. No pet shall, at any time, be allowed to run free on the common areas and they shall be kept away from all shrubs and trees. In addition, any solid waste deposited on the common areas by the pet shall be cleaned up immediately by the pet owner. Should a pet owner fail to dispose of animal waste in a timely manner the Board may call upon an independent contractor to do so. Any costs incurred will be charged to the pet owner in addition to any applicable fines.

No pet shall be left unattended, tied, leashed, or otherwise attached to the outside of a unit, garage, carport, or common area.

No pet shall be permitted or allowed into the community swimming pool or pool enclosure. Pets should be walked in the pet owner's own yard or the nearby park, or open area. Pet owners are prohibited from walking their pets in other homeowner's yards in the KKTH association.

Pet owners shall restrain them from the making obnoxious or disturbing noises at any time or place.

Pets of guests are the responsibility of the Resident whose unit they are visiting. Fines will be levied against the Resident for any violation of these Rules and Regulations.

The Resident pet owner is responsible for any and all damages caused by a pet. If damages do occur, the Resident may have pet privileges removed.

Residents are discouraged from feeding any "wild" animals (squirrels, birds, etc.) as that encourages them to establish residence in the buildings which may result in damage to siding, roof areas, and other building sections.

ARCHITECTURAL AND LANDSCAPING CHANGES

No owner may alter, repair, repaint or do any work on any of the common elements (whether general, limited, or reserved) without prior consent of the Board of Directors of the Association. Examples of items which may not be altered without prior consent of the Board of Directors of the Association include, but are not limited to, exterior doorways, storm doors, windows or window coverings, satellite dishes, awnings, deck, patio, or balcony modifications, and the installation of exterior vents, flues, window air conditioners or antennae. Please call the Property Manager to obtain an Architectural Request Form. Any temporary or permanent shed or structure must be approved by the Board of Directors and Property Manager prior to any construction. If prior approval is not obtained by the Homeowner, the structure could be removed at the expense of the Homeowner.

If a Homeowner Resident or Tenant Resident moves and a satellite dish had been installed, they are responsible for having it removed prior to vacating the unit.

If replacing a storm or screen door, it must be white and the style must be approved by the Board of Directors and Property Manager prior to installation. All windows must have screens in place. Damaged windows and screens must be repaired or replaced promptly and unit Homeowners are subject to fines if not in compliance.

Prior to construction, any request for architectural changes must be submitted to the Property Manager and be accompanied with a photo or drawing of the change. Homeowners who are contemplating any inside/outside changes should contact the City of Lakewood to make sure they are in compliance with the building codes and requirements for building permits.

Seasonal decorative items may be put up thirty (30) days before the holiday and must be removed within thirty (30) days following the holiday. In order to maintain the warranty on the siding, soffits, and fascia, under no circumstances shall nails, screws, or anything that causes a puncture be driven into the siding, soffits, and/or fascia. Homeowners are responsible for any and all damage done to the building.

Subject to approval by the Board of Directors and Property Manager, all units shall have appropriate window coverings within thirty (30) days of occupancy. Newspapers, sheets, blankets, aluminum foil, or cardboard are not considered proper window attire and are expressly forbidden after thirty (30) days.

For Rent or For Sale signs may only be displayed from the interior of the unit. Only professionally printed signs may be used.

Homeowners may plant shrubs or plants in the landscaping rock at the front of the Townhouse unit. Homeowners may plant small trees in available dirt on back patios. Concrete may not be dug up without approval of the Board of Directors and Property Manager. Homeowners should consult with a greenhouse or landscaping company for recommendations on a small tree to plant. Homeowners who plant either in the front landscaping or in the patio are responsible for the maintenance of the shrub or tree. Any damage to the Association common elements caused by the planting will be assessed to the Homeowner.

SNOW REMOVAL

Contractors will come in and clear snow from sidewalks, driveways and breezeways at the end of a storm that has accumulated approximately three (3) inches of snow or more. Homeowners are not authorized to call the contractor directly and should call the Property Manager with any questions or concerns.

Vehicles may not block access to driveways for snow removal equipment.

Homeowners or Tenant Residents are responsible for clearing snow from their doorways and fenced patio areas, and keeping their walkways snow and ice free.

If icy conditions exist in the carport or other common areas, Homeowners are urged to notify the Property Manager.

TRASH

All trash must be placed inside the trash dumpsters provided for collection. For anyone taking out trash, make sure they are instructed to place boxes and bags inside the dumpster and not on the ground. The trash company makes every effort to pick up items left outside the dumpster areas. Please do not block access to the dumpsters or the area inside the dumpsters with large items. Homeowner will be charged for pickup of large items disposed of improperly. Kipling Klub does not offer recycling options. The City of Lakewood has a recycling center located at 1050 Quail Street at the City of Lakewood shops.

All trash, garbage, and other refuse must be kept inside the fenced patio areas until disposed of in the dumpsters. Any trash containers stored inside patios must be animal, varmint and rodent proof. Improperly stored trash will draw rodents and other animals. No trash containers should be stored in carports.

NOISE

Residents and their guests shall not allow loud noise from radios, TVs, musical instruments, amplifiers, saws, machinery or any other devices that disturb their neighbors. In the case of domestic disputes or loud parties, ANY resident may call the police for assistance. Lakewood Police non-emergency phone number is (303) 987-7111. Quiet hours are 10:00 p.m. to 8:00 a.m.

SAFETY

Anything left on the common area overnight, including, but not limited to, bicycles, skateboards, scooters, vehicles, toys, pet tethers, hoses, etc., may be removed or disposed of without notice to its owner, and any expense charged to the owner.

No motorized vehicles shall be driven on the community sidewalks, grass areas, tennis court, planters and/or stone areas. Use of skateboards, bicycles, tricycles, scooters, roller skates on the inner common sidewalks or steps is prohibited. Please make sure your children are informed. Homeowners and Tenant Residents are responsible for their children and visitors. No Drones are permitted to be operated over the KKTH property.

Children should not play, ride bicycles, skateboards, scooters, sleds or use other devices in the driveways or parking lots.

No fireworks, as defined by the State of Colorado, Jefferson County or City of Lakewood, or firearms may be discharged on premises.

Smoking Marijuana openly and publicly outside is illegal in the State of Colorado.

Only authorized personnel are allowed on community roofs. Anyone in violation of this Rule will be subject to fines and penalties and the Association will not be held liable for any injuries.

Barbeque grills are allowed to be used at Kipling Klub decks or patios but may only use a one-pound (1 lb.) or two and one-half pound (2-1/2 lb.) propane tank. Twenty pound (20 lb) tanks are strictly prohibited by Kipling Klub, and must be removed immediately. There is an automatic and immediate \$500.00 fine for any twenty pound (20 lb) tanks stored on the property either inside or outside of the Townhouse unit whether empty or full.

There is an automatic and immediate \$500.00 fine for any twenty pound (20 lb) tanks stored on the property either inside or outside of the Townhouse unit whether empty or full. All charcoal, wood, pellet, fire pits and meat smokers are strictly prohibited. The \$500 fine is levied for each and every violation. All grills stored or used must be kept clean and in good repair.

SWIMMING POOL

Kipling Klub Townhouses Association Swimming Pool Rules are attached to these Rules and Regulations. The Swimming Pool Rules may be amended or updated at any time. Homeowners and Tenants should be aware of any changes by checking the bulletin boards or the website <http://www.realtyonepropmngmt.com>.

CLUBHOUSE RENTAL RULES

If you wish to reserve the clubhouse, please call the Property Manager or contact a Board Member to check dates of availability and to make your reservation.

The total fee is \$125.00 payable in two (2) checks, one for \$100.00 for a damage deposit and the second for \$25.00 for the use of the clubhouse. The \$100.00 check will be refunded if the clubhouse is left clean and in good condition and the \$25.00 check is non-refundable. The Property Manager or Board Member will make arrangements for you to obtain a key before your scheduled reservation and instruct you as to where to mail your checks (payable to Kipling Klub Townhouses Association).

When the key is returned and it is confirmed the clubhouse is clean and in good condition, the \$100.00 deposit will be returned to you. Note: The Clubhouse is a non-smoking building; drug free and alcoholic beverages are not permitted when renting the Clubhouse.

RENTAL UNITS

In cases where Residents of Kipling Klub are leasing a unit from the Homeowner or agent, the Homeowner must provide a copy of the Rules and Regulations to each Tenant. If a Tenant receives a fine or penalty for violating the KKTH Rules and Regulations, the Homeowner will be responsible and liable for those fines pursuant to the information provided in this section. Homeowners shall provide the Property Manager with the name(s) of all occupants of the rented Townhouse, contact information, home and business telephone, vehicle information and pets in the unit. The information shall be provided in a timely manner and no later than thirty days of the lease and/or rental. The rented Townhouse may be used only as a dwelling, may not be used for transient or hotel purposes, daily, weekly, or Airbnb rentals, or for the purposes of conducting business. Tenant Residents need to call the Homeowner/Landlord for all maintenance requests. In case of an emergency such as sewer backups or water pipe breaks, their Landlord should be contacted.

FINES FOR VIOLATIONS

Fines are imposed for situations involving violations which occur or continue to occur. The fine schedule may be modified or adjusted by the Board of Directors as dictated in Kipling Klub Policies. If you are assessed a fine, you have the right to a hearing to contest the violation. You must notify the Property Manager of such request prior to the next scheduled Board Meeting.

First Offense: a written warning to the Resident and Homeowner describing the violation and requesting compliance.

Second Offense: \$50.00 fine.

Third Offense: \$75.00 fine.

Fourth Offense: \$100.00 fine.

Fifth and Subsequent: \$200.00 fine.

These fines are due and payable within 30 days of notification. If assessed fines are not paid when due, normal late fees and or finance charges will be applied. Standard collection procedures will also occur for any past due balances.

If there are questions regarding any of these Rules and Regulations, they may be addressed to the Board of Directors or Property Manager at any Homeowners' forum at a regularly scheduled Board Meeting. Board Meetings are scheduled by the Board. These Rules and Regulations are based in part on Kipling Klub Townhouses Association Bylaws and Declarations and are subject to change without prior notice.