

## ***Revised Hover Ridge HOA Rules, Regulations & Policies***

April 15, 2013

**Purpose:** Each of us has *chosen* to live here ... within a community of other unit owners that have *chosen* to live here. As a consequence, we have all given up some, but not all, of the freedoms and rights that comes with owning a free-standing, single-family residence. We therefore recognize that all of us collectively benefit from having special documents similar to the United States Constitution, the Colorado Constitution, and the other laws that guide us in our relations with one another. Our Home Owners Association has a Declaration (like a Constitution) and Bylaws (like statutes) and Policies (like municipal ordinances) that provide us with a kind of Owner's Manual. These documents when read together provide standards that benefit everyone here.

The Policies you are about to read supplement the Declaration and Bylaws by specifically addressing daily life within our community; they provide direction regarding the common courtesies required of people that collectively own all of the buildings-and-land they see whenever they walk out their front doors -- a large amount of property in fact, property worth many, many millions of dollars.

These policies protect the value of our investment here by necessarily restraining behaviors that might interfere with the value of our property and our quality of life.

### **#1 - Unit Alteration**

You may alter a unit AFTER obtaining any permits required by the City of Longmont AND AFTER obtaining approval from the Landscape and Architectural Committee ("LAC") and the Board of Directors ("the Board"). It is prudent to inquire first before altering your unit because your alterations may have to themselves be altered ("removed") if not done in accordance with Longmont 's ordinances and HOA requirements. All alterations are at your sole expense and sole risk.

### **#2 - Unit Alteration Effecting the *Appearance of Commonly Owned Property***

While you may alter a unit if it doesn't impair the structural integrity of commonly-owned property or impair the electrical or mechanical systems within (or on) commonly-owned property, you may NOT change the appearance of commonly-owned property without first receiving permission from LAC and the Board. "Alteration" and "change" are terms subject to broad interpretation.

Some *examples* of changes in the appearance of commonly-owned property include:

- installing metal grates over window wells
- installing exterior water faucets or re-positioning them
- installing solar window film
- installing a skylight

-- installing a satellite dish

-- installing a furnace vent or other vent piercing the side of or top of a building.

You must, of course, pay for any authorized activity and you must also pay for the cost of repairing any damage to commonly-owned property associated with your alterations. You must also pay for the cost of repairing or restoring any *unauthorized* alteration of commonly-owned property. You may not yourself repair or restore *unauthorized* alternations; instead, they will be made by the Association at its discretion, *at your expense*. Also, future maintenance or replacement of anything you altered within your unit or that is on or within commonly-owned property is your sole financial responsibility and is not (and shall not become) the Association's responsibility. And, here again, prudence applies.

### **#3 - Maintenance and Upgrading of Areas around Individual Units**

You must keep the areas around your unit presentable at all times. You may upgrade your areas at your own expense after review by LAC and approval by the Board. ["Upgrade" includes use of rock (up to 1½ inches) and Xeriscaping.] Continued maintenance of such upgraded areas is your sole financial responsibility and does not become the Association's responsibility.

### **#4 - Procedural Requirements of the Landscape and Architecture Committee**

- **Forms.** In most cases, you must apply for approval of work on a form obtainable from the LAC chairman or from the Association's management firm which must be submitted to LAC for approval and then forwarded to the Board for resolution; *All of which must be completed before your work commences*,
- **Emergencies.** You *can* avoid the formal process by convincing the LAC Chair AND the Association President that a **true emergency** demands prompt action. In such instance, the Board, acting via a majority, may promptly approve work without LAC's formal involvement and without your having to comply with the formal application process. In such instance, everything may occur via email.
  - **Respect.** Please note that the Board recognizes that it must avoid allowing this emergency exception to become a way to avoid the formal application process. "The Emergency Exception ought not engulf The Rule." Consequently, you should expect that in most cases the Board will require compliance with the formal application process.

### **#5 -Fines for Failure to Timely Pay Dues.**

You must pay your monthly dues by the 5<sup>th</sup> of each month. In addition to the Association's normal legal remedies to insure timely payment of monthly dues, the Association will add an additional \$100 to the amount you owe for the first month if you don't pay that month's dues timely. That amount increases to \$200/month (beginning with the second month) if you don't timely pay your dues for two or more consecutive months. Dues are not "paid" until your check clears.

## **#6 - Guest and Short-Term Parking**

To protect everyone's safety and to insure ready access by emergency personnel, motorized vehicles may not be parked on Circle Drive without a driver present. Short-term visitor parking off Circle Drive is available thru-out our community which everyone living here or visiting here may use during daylight hours; however, you may only park in such spaces overnight when access to your garage becomes temporarily unavailable such as when your garage is being painted. "Temporarily" ordinarily means up to three days, but you may obtain permission for longer parking from the Board *upon timely request* in writing or via email which the Board will promptly resolve by majority vote. Mere request for a longer period does NOT grant you additional time. Vehicles parked improperly on Circle Drive are subject to being towed and may be cited by the City for interfering with access by emergency vehicles.

## **#7 - Garages, Uses of Them, and Parking in Front of Them**

You may not convert your garage to uses that inhibit parking your vehicle[s] within it. You may temporarily park your vehicle[s] on your driveway for up to three consecutive days and nights (72 continuous hours), and you may request longer periods from the Board in writing or via email which the Board will promptly resolve via majority action.

- This Policy remains in effect while a request is being considered.
- Efforts to defeat this Policy by briefly removing a vehicle will not work.
- This policy does not apply to vehicles recognized as "emergency vehicles" under state law.
- This policy does not apply to presently-owned vehicles that are too large to be stored within your garage; however, future vehicles must be small enough to comply.

## **#8 - Safe streets and safe sidewalks,**

To promote safety within the Hover Ridge Community, and because public parks exist nearby:

- sidewalks are reserved for pedestrian use altho young children may use sidewalks for recreational purposes when accompanied by a supervising person.
- streets are reserved for vehicular traffic and shall not be used as a play space.
- poorly muffled motor vehicles are not permitted.
- portable basketball hoops, skateboards, and similar sporting equipment are not permitted. Bicycles are exempted.
- Pets must be kept on leashes and supervised while outdoors; you must immediately clean up after them.

## **#9 - Garage Sales**

Although individual garage sales are not permitted, 6 or more owners may join together and after receiving approval from the Board hold an annual, community-wide Garage Sale on a Saturday between 9:00AM and 4:00PM. Such joint requests to hold a Garage Sale must be submitted and resolved prior to the Sale. Requests may be submitted via email or in writing.

## **#10 - Rentals**

Within 10 days of renting a unit, you must furnish the HOA's management company:

- with a copy of the lease
- with the names and phone numbers of your tenant(s) and
- with a statement that you have supplied your tenant(s) with copies of the Association Declarations, Bylaws and Policies, and also have informed them that you will be fined for their failure to comply with these documents.

## **#11 - Violation of These Policies**

Violating these policies can result in a fine and/or other sanction. In addition, if you proceed to work on a unit before obtaining approval from the Board of Directors that work may have to be removed as your expense. All fines will be assessed, and other remedies will be pursued, in accordance with the rights and remedies outlined in the Association Declarations, Bylaws and these Rules, Regulations and Policies.

*These POLICIES were amended by unanimous vote at the April 15, 2013 Board of Directors meeting.*