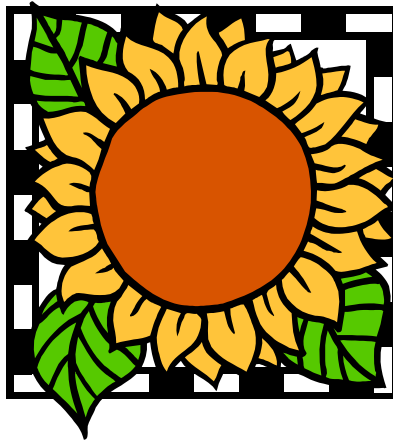


SUNFLOWER CONDOMINIUM ASSOCIATION



Revised Rules and Regulations

Effective: July 1, 2004

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The following Rules and Regulations have been created and approved by your Board of Directors to clarify and ensure a quality living environment within the Sunflower Condominium Association. This authority is derived from §34, Item M of the Condominium Declaration for Sunflower Condominium Association recorded May 18, 1981 in Book 3415, page 599 in the Records of the Clerk and Recorder of the County of Arapahoe (hereinafter referred to as the "Declaration.")

I. ASSOCIATION MANAGEMENT

- A. The Sunflower Condominium Association ("Association") Board of Directors ("Board") has appointed an agent for the Association ("Property Manager") to handle day-to-day enforcement of these Rules and Regulations, the Declaration, Articles of Incorporation and By-Laws of the Association. The Property Manager is authorized to take those actions within the standards of the complex.
- B. In the event of an emergency or problem within the complex, the 24-hour telephone number and mailing address for the Property Manager is posted on the bulletin board.

II. EMERGENCY PROCEDURES

- A. In the case of an emergency, dial 911. Give your name, address and the nature of the emergency.

III. DRIVEWAYS AND PARKING AREAS

- A. No vehicular traffic within the complex shall exceed 15 mph.
- B. All parking is "Reserved" by assigned number unless otherwise indicated by the designation of the letter "G" or the label, "GUEST". Vehicles parked in G or Guest spots should be moved daily. Residents are responsible for ensuring that their guests are parked appropriately. Residents may, without notice, tow unauthorized vehicles from their assigned space. Overflow parking is available in undesignated spots.
- C. No parallel or double parking of any kind is permitted.
- D. No parking in front of "Fire Hydrants," "Fire Lanes" or the Postal Parking spot (9 a.m. – 7 p.m., Mon – Sat) is permitted. Violators will be towed without notice.
- E. No trucks or vans of greater than ¾ -ton capacity will be allowed to park on the premises at any time.
- F. Any truck or van supplied by a company for a resident's use in their job must be used daily. However, this vehicle must not exceed ¾-ton capacity and must meet the above conditions.
- G. Motorcycles are required to use a block of wood of an adequate size to place under the kickstand in order to prevent the creation of holes in the asphalt.
- H. No abandoned and/or inoperative vehicles are permitted within the complex. Such vehicles are subject to removal/towing at the vehicle owner's expense. Abandoned and/or inoperative vehicles are defined as:
 - 1. Vehicles that are obviously inoperable (flat tires, wrecked, etc.);
 - 2. Vehicles whose plates are expired or missing altogether; or

3. Vehicles in overflow spots that have not been moved for three (3) weeks.
(Residents planning to travel should contact the Property Manager.)
- I. Vehicles, equipment or materials that are considered abandoned, unauthorized, or inappropriate will have a 48-hour towing notice posted on them and if the violating item is not removed by the expiration time, it will be towed or removed at the owner's expense. Retrieval, storage and towing costs will be the responsibility of the violating item's owner.
- J. Due to the corrosive and destructive nature of petroleum products, maintenance such as oil changes or repairs of any vehicle in any parking space or lane is expressly prohibited. Owners/residents found performing vehicle maintenance will be fined per occurrence. NOTE: Owners are financially responsible for the actions of their renters.
- K. Owners are responsible for the prompt cleanup of stains caused by petroleum products or vehicle fluids in their parking spots.

IV. PETS

- A. Residents shall not permit any pet to run loose around the buildings or about the grounds. All pets (including cats) are required to be leashed when in the Common Areas.
- B. Pets are not allowed to be kept on balconies or patios.
- C. Pets shall not be allowed to defecate on walks, driveways, patios or landscaped areas in or about the buildings. In the event such shall occur, the pet owner must immediately pick up after the animal. The pet owner is responsible for any damage caused to Association property.
- D. Noisy pets, whether inside or outside of the unit, will not be tolerated.
- E. Pets shall not be chained or tethered to any Common or Limited Common Element.
- F. Residents are encouraged to contact Animal Control to report loose or disruptive pets.

V. COMMON ELEMENTS

- A. Entry into utility/hot water closets without authorization by the Property Manager is prohibited. Access to utility/hot water closets requires 48-hour notice to the Property Manager (for posting of notices to other affected units). Please contact the Property Manager if you notice someone tampering with the closets.
- B. Water charges are paid for by the Association. Washing vehicles or using water outside of units for recreational purposes is strictly forbidden.
- C. Any and all vehicles are prohibited from driving or parking on any turf or landscaped area.
- D. Window coverings:
 1. Within two (2) months of your purchase date, there must be proper window attire.
 2. No silver or reflective material of any kind is allowed.
 3. Coverings must be in good repair (eg – no broken/bent slats, ripped curtains, broken or cracked glass, staining in multi-pane windows, etc.)

- E. No signs other than “For Rent” or “ For Sale” are allowed only in windows. These signs must be approved by the Property Manager.
- F. Soliciting is strictly forbidden. Handbills should be reported to the Property Manager.
- G. The decorative pond is not a swimming area or play area. Nothing is to be thrown in the pond. Parents or supervising adults should be mindful of children playing near the pond.
- H. Please obtain written permission from the Board before planting flowers, plants, gardens or other shrubbery. Maintenance of said items will be the responsibility of the owner requesting permission to plant them.
- I. No owner/resident shall allow garbage cans, supplies, milk bottles, or other articles to be placed in the entry areas or staircase landings. All refuse must be placed into the appropriate dumpsters located around the complex. No refuse, furniture items or appliances are to be set beside the dumpsters.
- J. One of the two locked bulletin boards is for official use of the Association. Personal advertisements may be sent to the Property Manager for a 30-day display in the community bulletin board. No personal signs or advertisements are allowed to be placed above the mailboxes.
- K. No temporary residences may be erected in the Common Areas, garages or balcony/patio areas.
- L. Under no circumstances will the playing of recreational activities be permitted in driveways or throughways.

VI. STAIRWELLS AND LANDINGS

- A. Stairwells/landings are Common Elements. No personal property of any kind is to be kept/stored on or under stairwells. Any personal property found on or under stairwells or on landings will be immediately disposed of. No trash/garbage is to be placed/stored in stairwell areas.

VII. BALCONIES AND PATIOS

Balconies/Patios are Limited Common Elements and fall under the jurisdiction of the Association.

- A. Balconies and patios should be kept in a neat, clean condition and may not be used as storage areas or in any way detract from the appearance of the building
- B. The Association permits the following items to be stored in patio or balcony areas:
 - 1. Firewood
 - 2. Propane Barbecue grills
 - 3. Bicycles (standing)
 - 4. Outdoor furniture
 - 5. Plants in season
 - 6. Snow shovels will be permitted up to 48-hours after the most recent snow fall

Indoor, fabric-covered furniture is not permitted on balconies/patios.

- C. No antenna or satellite dish of any kind is allowed on balconies, patios or roofs without prior written Board approval. Such approval is for the residence not just the resident/owner requesting the dish.
- D. Residents shall not dry or air clothes or other personal property on balcony/patio areas, on lines or poles hung on the exterior of any building or on/in any of the Common Areas.
- E. Roll-up shades in good repair and of neutral color are permitted.
- F. Holiday lighting and decoration must be removed within two (2) weeks following the holiday

VIII. RENTING OF UNITS

- A. Unit owners are reminded that they are liable/responsible to the Association for any and all violations of established Rules and Regulations and Condominium Declarations by their guests, invitees, child(ren), renters and pets. Owners are also financially responsible for any and all damage caused by their guests, invitees, child(ren), renters and pets.
- B. Unit owners are responsible for supplying their renters with a copy of the Rules and Regulations of the Association.

IX. GARAGES

Garages are Limited Common Elements and fall under the jurisdiction of the Association. The following are specific rules that apply to garage spaces for those who own them.

- A. Garage spaces are intended to be used for vehicular parking. The term “vehicular” is defined as any car or truck up to a ¾-ton capacity. Motorcycles and bicycles are also defined as “vehicular.”
- B. Boats, campers, trailers or motor homes small enough to fit in garage spaces may be stored in garage spaces.
- C. Personal items may be stored in garage spaces if a full size vehicle can still be parked in the garage space. No resident associated with a garage space may use “Guest” parking.
- D. No combustible, poisonous or hazardous materials are to be kept in garage spaces.
- E. No living animals, fowl or reptiles are to be kept in garage spaces. Garages may also not be used as a place of residence.
- F. No garage partitions are to be constructed without prior written approval from the Board.
- G. No repair work or vehicle maintenance is to be done within garage spaces.
- H. Garage and overhead garage door maintenance are the responsibilities of the garage owner.
- I. Inspection of garage space by the Board and/or the Property Manager will be made periodically. Ample notice will be given to owners so that access is available.
- J. For aesthetic, safety and continuity purposes, all unattended garage spaces are to have their doors closed and locked.

X. CHILDREN

- A. For safety reasons, children should be closely supervised at all times. Children should not be left unattended within the complex. All toys, children's play articles, etc. must be put back in their respective homes after each use.
- B. Owners and residents are responsible for any damage done by children to the building exteriors, grounds, landscaping and Common Areas. Children shall at all times avoid unnecessary noise and actions that may disturb other residents.
- C. Children should not be outside in the complex after dark, unless they are with a parent or other supervising adult.

XI. POOL RULES

- A. Pool hours are from 8:00 a.m. to 10:00 p.m.
- B. **No lifeguard will be on duty. All persons using the swimming pool do so at their own risk.** The 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. Please also notify the Property Manager, whose telephone number is listed on the bulletin board.
- C. Only owners/residents and their duly authorized guests are permitted to use the swimming pool. Owners/Residents must accompany their guests at all times while in the pool area. Only two (2) guests per unit will be allowed at any one time.
- D. Proper swimming attire is required when using the pool. Nude bathing is prohibited by law and by Association rules. Babies and children who are not toilet-trained must wear a swim diaper.
- E. Sharp objects, (i.e. rocks, glass containers, bottle caps, etc.) are not permitted in the pool area.
- F. No pets are permitted in the pool area.
- G. The pool gate is to be kept locked at all times. This is for children's protection, to keep pets out and to prevent unauthorized individuals from entering the pool area.
- H. No barbecuing or picnicking will be allowed around the immediate pool area. Food will be limited to the table area.
- I. Each individual will be responsible for disposing of trash, cigarettes, etc. in the proper trash containers.
- J. No running, unnecessary roughness or splashing will be permitted. Be considerate of others.
- K. Shoulder length hair must be tied back securely while using the pool.
- L. Radios are permitted at low volumes only.
- M. No diving into the pool.

XII. TENNIS COURT RULES

- A. Tennis court hours are from 8:00 a.m. to 10:00 p.m.
- B. The tennis courts are for tennis playing only. Skateboards, bicycles, tricycles, etc. are strictly prohibited.

- C. White-soled tennis shoes are the only permitted footwear allowed on the tennis courts.

XIII. INSURANCE

The Association's comprehensive policy DOES NOT cover the contents of units or liability growing out of guests on the premises. Further, it does not cover damage to one unit caused by a "problem" arising in another (e.g. overflowing washer, etc.). Each condominium unit owner and/or occupant should arrange for insurance coverage for all losses and risks growing out of the ownership and/or occupancy of the premises.

XIV. MAIL BOXES

- A. Tampering with mailboxes is a federal offense and will be reported to federal officials, if witnessed.
- B. If your post office box key is lost, the box is damaged or open, it is your responsibility. Report any vandalism to the Post Office immediately.

XV. MISCELLANEOUS RULES

- A. Owners/Residents shall not create any situation wherein their actions or conduct, as determined by the Board and/or the Property Manager, represents a nuisance or disturbance to other residents.
- B. Owners/Residents shall not store or keep flammable fluids, solvents or toxic materials of any kind in the unit, garage or storage areas.
- C. The Property Manager is allowed access to units after approval from the owner or an earnest effort to contact the owner, during which time, in good faith, an emergency exists.
- D. Any owner with delinquent Association dues will not be permitted use of the Association's amenities until the delinquency is paid in full and the unit's account is current. The Board reserves the right to revoke privileges if amenities are being used and an account becomes delinquent.
- E. If you have any questions regarding these Rules and Regulations or if you need permission for an exception to these Rules and Regulations, please contact the Property Manager, whose telephone number is listed on the bulletin board.

XVI. ENFORCEMENT

- A. From time-to-time, as determined by the Board of the Association, a schedule of fines may be adopted for the violation of the Rules and Regulations, Declaration and By-Laws of the Association. In addition, the Association shall have all rights and remedies available under the Association's Declaration, Articles of Incorporation, By-Laws, Rules and Regulations and by law, including, without limitation, injunctive relief. Owners may be held responsible and liable for the actions of their tenants/occupants of their unit. To ensure a quality living environment compliance with the standards of the complex is important for everyone.

- B. In the event of a violation of any provisions of the Declaration, Articles of Incorporation, By-Laws or these Rules and Regulations, a fine/penalty (in addition to all other rights and remedies available under the Declaration, Articles of Incorporation, By-Laws and these Rules and Regulations, or by law) shall be assessed as follows:
 - 1. First offense/violation: written notice or warning letter to Condominium Unit Owner and/or resident;
 - 2. Second offense/violation: \$50.00 fine assessed against Condominium Owner;
 - 3. Third offense/violation: \$100.00 fine assessed against Condominium Owner;
 - 4. Fourth and subsequent offense(s)/ violation(s): \$125.00 fine assessed against Condominium Owner. The Association may also turn the offense over to the Association's attorney for legal action.
- C. Upon considering the levying of any fine, a hearing will be held by the Board. The alleged violator will have an opportunity to present evidence in his/her own behalf regarding the violation before a final determination will be made by the Board.
- D. All complaints or witness accounts of violations must be put in writing and mailed to the Board via the Property Manager.

XVII. GENERAL PROVISIONS

- A. Failure by the Association, the Board or any person to enforce any provision of these Rules and Regulations shall in no event be deemed to be a waiver of the right to do so thereafter. In other words, a violation of the Rules and Regulations overlooked on one occasion does not mean that the same violation (or any other violation) will be overlooked in the future.
- 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 the remaining provisions, which shall remain in full force and effect.
- C. Unless the context provides or requires to the contrary, the use of the singular therein shall include the plural, the use of the plural shall include the singular and the use of any gender shall include all genders.
- D. The captions to sections are inserted herein only as a matter of convenience and reference and are in no way to be construed so as to define, limit or otherwise describe the scope of these Rules and Regulations or intent of any provision hereof.

Adopted by resolution of the Board of Directors of the Sunflower Condominium Association, Inc. at a meeting held of May 20, 2004, with the effective date of these Rules and Regulations to be July 1, 2004.