

Springs Condominium Association Information

Rules, Regulations and Information

Definitions:

- Condominium, Condo – Single Family Household, Residential
- SCA – Springs Condominium Association
- CPM – Crystal Property Management Company
- HOA – Homeowner’s Association, may pertain to dues or covenants
- Owner(s) – Person(s) named on the deed for their unit
- Owner’s Property Management Company – Some owners hire a separate property management company to intervene between SCA and the owner of the unit. This usually only occurs when the owner rents their unit to a tenant.
- Renter, Tenant – Person(s) living in the unit who is not the owner. This arrangement is between the owner and the person renting their unit.
- Resident – Refers to the person living in the unit (This can be an owner or renter/tenant.)
- Contact, notify – Call, Email, Paper & Envelop Mail, or In-Person
 - *Example: **Contact or notify SCA, c/o Crystal Property Management***
 - This means:
 - Call, email, write a letter and mail it, or go in to the Crystal Property Management office and speak with them directly.
 - Use your best judgment as to which mode you think is best given the situation.

Management Board (Board of Directors)

- Condominium unit owners are eligible to maintain a seat on the condo’s management board (Board of Directors). Board members are a source of information to the association’s owners. They are responsible for steering the association, determining property improvements, overseeing common property maintenance and manages the Association’s finances.
 - Laura Ayers 1518 Bennett laura@mtnvalley.org
 - Jason Wells 1526 Bennett jwellz@comcast.net
 - Carol Buick (interim) 1507 Bennett

- SCA Board of Directors operate on a voluntary basis and do not receive any revenues/financial compensation for serving the association.
- The Springs Condominium Association is a not-for-profit homeowner's association.
- An annual meeting occurs every January, and unit owners are asked to attend. A notice will be mailed to the unit owners with the date, time and location.
- Ongoing meetings of the Board are scheduled on an as needed basis, and unit owners are welcome.

Property Management

- The Springs Condo Board hires a property management company to manage the day-to-day duties of:
 - Hiring & coordinating service companies for property projects, maintenance and repairs.
 - SCA does NOT hire unit owners/residents to perform services due to potential conflict of interests
 - Collecting condo dues, cutting SCA checks for contracted services
 - Following the direction of the SCA Board of Directors
 - Consults with the Springs Condominium Association Board of Directors.
- The property management company hired by the SCA:
 - Crystal Property Management
 - 1512 Grand Ave., Glenwood Springs, CO 81601
 - 970-945-7266
 - jwindholz@crystalproperty.com Attn: Justin Windholz (*Recommended*)
 - crystalpropertymgmt@gmail.com
 - CPM manages the exterior of the units and property, and does NOT maintain copies of keys for individual units.

Unit Owners

- Persons with their name on the deed
- Current name(s), mailing address and email address MUST be on file with SCA, c/o Crystal Property Management.
- SCA does NOT rent SCA units. All units are individually owned and only the unit owner has the responsibility and the liability to appropriately and legally rent their unit. SCA Rules and Regulations still apply to the tenant/renter.
- Renters/tenants must minimally abide by all of the SCA Rules and Regulations, all city and state laws and requirements of their Landlord.
- SCA covenants prohibit short-term rentals of less than 6 months.
- The units are single family households and may not be used for commercial business.
- The renter MUST go through their owner or the owner's property management company to make WRITTEN requests of the SCA for reasons of repairs, maintenance or other exterior requests.
- Renters/tenants may not vote in SCA related matters. Only owners may vote on decisions affecting the condominiums.

Homeowner Insurance

- Each unit owner is responsible for purchasing and maintaining homeowner's insurance for the interior and contents of their unit.
- SCA has association insurance but does not cover an individual homeowner unit's losses or liability.
 - Your homeowner's coverage should apply to things from the (frame) "studs-in" in order to cover what the SCA insurance does not.
 - If you believe a problem stems from the exterior of your building, contact SCA c/o Crystal Property Management (via email or phone).

Springs Condo Covenants

- Primary statutes that the Association and its owners MUST abide. Home owners received a copy of the covenants with the purchase for their unit. For a copy contact SCA c/o Crystal Property Management.

Home Owners Association Fees

- The amount of the homeowner's dues are determined by the square footage of each unit.
- A \$100 per month per unit special assessment fee is also added to the HOA dues for the SCA to accrue for major projects. This regular monthly fee is an effort to avoid larger lump sum special assessments as major projects arise.
- SCA collects monthly HOA dues from owners. These dues are to purely cover the association's costs. Fees include, but are not limited to:
 - Utilities: External water, external electric, trash/recycling removal, etc.
 - Services: Lawn mowing, snow removal, chimney cleaning, roofing, fencing, etc.
 - Repairs/Maintenance: As needed
 - Materials: Sidewalk salt, hoses, sprinklers, grass seed, gardening tools, dog waste bags, etc.
 - Administrative: External property insurance, management company fees, attorney, etc.
- Crystal Property Management sends monthly dues statements to owners, and receives those monthly payments for SCA.

Common areas

- All lawns, sidewalks, stair cases, parking lots, retaining wall structures, fencing, lighting, garden areas, trees are owned and managed by, and are the legal property of, the Springs Condominium Association.

BBQ Grills

- Charcoal and propane gas grills are allowed. For safety, grills may only be used on the backyard (deck-less) portions of a resident's unit. In the case where a unit does not have a "backyard," grills may only be used on the property adjacent to their front deck. GRILLS MAY NOT BE USED ON DECKS

Chimney/Fireplaces/Wood Stoves

- Safe use of fire places/woodstoves are expected for everyone's safety.
- Annual inspections and payment of inspections of chimneys are the responsibility of the SCA.
- Residents will be notified of the date that has been scheduled (by Crystal Property Management) for the chimney cleaning company to enter the resident's unit.
- Chimneys MUST be inspected every year and are typically scheduled every spring by CPM.
- Residents must make access to their unit available on the cleaning date.
- If unit access by the chimney cleaning company is necessary and the company is unable to enter the unit to check the chimney, then the unit owner is responsible for scheduling and paying for their chimney cleaning with a commercial, licensed company within 30 days of the missed date.
 - Owners can be reimbursed for the cost of the chimney cleaning, but MUST provide written proof of the inspection and proof of payment to SCA, c/o Crystal Property Management in order to obtain a reimbursement from SCA.

Decks /Stairs/Railings/Decorations/Items on decks

- Stairs must be kept clear of debris
- Draping of blankets, towels, rugs, banners etc. are PROHIBITED from being hung from railings or fences for more than a temporary amount of time (no more than 24 hours.)
- No clothes lines may be installed/used on the decks of any unit. Clothes lines may be used ONLY in the BACK portion of a unit, and should be removed when not in use so as to not pose a safety hazard. Items are not to be left on the line for more than a couple of days.
- Care of both upper and lower decks are the responsibility of the owner (with the exception of paint, repairs and maintenance - contact SCA c/o Crystal Property Management in WRITING unless repair is an emergency.)
- Residents are responsible for clearing snow and ice from their decks AND deck stairs, NOT the snow removal company.
- No alterations may be made to the decks (addition of screws, hooks, nails, etc.) to install gaits, awnings, or shades, etc. without obtaining WRITTEN PERMISSION (SCA c/o Crystal Property Management.)
- Personal decor/holiday decorations are allowed on the units as long as they are in good taste, remain in good repair and are not considered defamatory.
- Flags are not to be displayed by hanging on the exterior walls of the building or railings, but may be displayed appropriately on a flagpole attached to the exterior surface wall of the unit.
- No extended use of extension cords that extend beyond the unit's deck.

- Should an owner want to add additional decking in the yard directly behind their unit,
 - The deck must be free standing and not attached in any way to the unit, privacy walls, SCA decks or retaining walls, etc. WRITTEN REQUEST and APPROVAL are REQUIRED prior to the deck construction or the unit owner will be liable for any damage and deconstruction fees.
 - The safe and aesthetic construction of these decks are subject to approval by the SCA board of directors. A waiver must be signed by the owner releasing SCA of any liability.
 - All costs for construction, permit acquisition, repairs, maintenance, snow removal and safe & aesthetic management of the deck are the OWNER'S RESPONSIBILITY.
 - The additional deck must be removed upon the sale of the unit to a new owner, unless a signed waiver of liability is transferred to the new owner.

Exterior Changes/Additions/Alterations

- Requests to add to or alter the exterior of the building or SCA property MUST BE SUBMITTED IN WRITING to SCA, c/o Crystal Property Management :
- Changes to the outside of the buildings or Springs Condo property is prohibited without WRITTEN APPROVAL from the Board of Directors. Examples include, but are not limited to:

○ Additional decks ○ Awnings ○ Clothes lines (back of unit ONLY) ○ Paint/Stain ○ Out-buildings/sheds ○ Storage units ○ Firewood Storage ○ Gardens/Landscaping ○ Changes to privacy walls ○ Fencing ○ Fire pits ○ Doors/Windows	○ Light fixtures ○ Parking lot property ○ Attaching anything to the roof ○ Attachments to retaining walls ○ Antennas/Satellite Dishes/receivers ○ AC or swamp cooler installation ○ External wiring ○ Solar panels ○ Anything that causes cuts or holes on grounds or property
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- *Renters* MUST direct requests to their OWNER/OWNER'S PROPERTY MANAGER. The Springs Condo Board cannot consider change requests or outside additions from unit tenants.
- Alterations made without approval are subject to removal costs and/or damage fees, due to the changes made to the property.

Fences

- NO sitting or climbing on any of the fences around the Springs Condo property. They are not designed to bear weight.
- Request permission to attach anything to the fences. SCA, c/o Crystal property Management
- Please report any damage or concerns about the fence to SCA c/o Crystal Property Management.

Fire/Open Flame

- Regardless of time of year or fire danger levels, ALL RESIDENTS ARE TO MANAGE FIRE AND OPEN FLAME RESPONSIBLY.
- Units are connected and damage can be exponential, affecting other units and property.
- Operating smoke detectors are strongly recommended, and are the responsibility of the unit residents.
- The Springs Condo units all use electric heat and lighting.
- Use care when around fire. Examples include, but are not limited to:
 - Stoves/Ovens/Microwaves
 - It's recommended to keep a fire extinguisher close by
 - Keep smoke detectors in working condition/change batteries regularly
 - Candles/Fireplaces/Wood burning stoves
 - Flame associated with any kind of smoking
 - Appliances left on or plugged in while the resident is not at home
 - Ovens, clothes dryers
 - Coffee makers, toasters, toaster ovens
 - Keep clothes dryer vents regularly cleaned
 - Report any smoke back-fill into the home or sparks coming from chimneys
 - Extinguish the fire from the fireplace or wood stove right away
 - If necessary, call 911.
 - Call Crystal Property Management (970-945-7266).
 - BBQ Grills – Gas, electric or charcoal
 - Unexpected equipment sparking/material combustion
 - Electric saws, chainsaws
 - Automotive sparks
 - Chemical storage, fuels, aerosols
 - Fire works
 - Follow city/county and state ordinances
 - Fire pits/tiki torches
- All SCA residents are required to follow all city and county fire bans and are subject to consequences imposed by the city/county for non-compliance, regardless of SCA regulations

Cigarette Smoking/Marijuana Use & Growing

- Do not drop cigarette butts on the SCA property.
- Marijuana use and growing must comply with local and state laws and ordinances.
- Please be considerate of neighbors regarding second hand smoke (cigarette & marijuana) that is produced.

Firewood Storage

- Stacked firewood is permitted, but may NOT be stacked against or on any of the exterior surfaces of the building. This includes wood leaning up against building siding, privacy walls or on SCA decks.
- Owners may be held responsible for the cost to repair damages to their unit's exterior due to stacked materials against the building.

Gardens/Landscape

- The Springs Condo property does NOT have a garden water sprinkler system.
- Garden and lawn watering is requested of all residents.
- Each unit has some minimal area adjacent to their unit that is the responsibility of the resident to maintain (water, weed, trim, etc.)
- Residents are encouraged to plant flowers/vegetables in these spaces, but this is not required. (SCA does NOT require approval, however renters MUST obtain permission from the unit owner/owner's property management company prior to planting.)
- Maintained potted plants of the resident's choosing are encouraged.
- Owners MUST submit a WRITTEN request prior to majorly altering this garden space or common areas. Examples include but are limited to:
 - Removal of existing trees or shrubs
 - Addition of trees or shrubs
 - Addition of major water features
 - Extension of garden space
 - Creating new garden space.
- If the SCA chooses to hire a commercial gardener, this would be for work in common areas only, not individual unit garden space.
 - The fall leaf removal company is instructed by the SCA to blow leaves from the walkways and lawn into gardens
- For units ignoring this space adjacent to their unit (to the point of disarray), the owner/owner's property management company will be notified in WRITING of the owner's responsibility for improving this space.
 - If the unit owner fails to comply with this request, the SCA may make minimal improvements and the unit owner may lose further privileges to alter garden space adjacent to their building.

Lawn Care

- Bids are taken for the summer lawn-care company.

- They typically operate from May through September. They mow every 1-3 weeks, depending on the weather and the amount of rainfall.
- The Springs Condo property does NOT have a lawn sprinkler system.
- Residents are REQUESTED to water the lawns/grass/plants around their unit (renters and/or owners.) The lawn mowing company is not hired to water the property.
- Please keep hoses rolled up and personal items picked up and off the lawns on a regular basis.
- Please keep in mind that lawn companies are in high demand during the summers. It's not possible to find a company that will work with individual requests given drastic sun and shade exposure, and inconsistent watering, etc.) Notice of mowing days cannot be guaranteed.

Mail

- Unit mailboxes are available for use and are located along Bennett Ave at the entrance of the upper parking lot, for receipt of U.S. Mail delivery.
- Boxes are accessed by a key. Neither SCA nor Crystal Property Management are maintain mailbox keys. (Contact the United States Postal Service or Crystal Property Management regarding mail box and delivery matters.)

Neighbors

- Please talk with your SCA neighbors – say hello, take time to get to know one another.
- Treat your Springs Condominium neighbors with dignity and respect. Give one another the benefit of the doubt.
- Try to keep loud activities to a minimum outside of the hours of 9pm and 9am.
- If talking doesn't help, contact SCA c/o Crystal Property Management. A letter explaining the complaint may be sent to the offending owner for resolution.
- If an issue arises, try working it out with your neighbor first. Most people are reasonable and don't set out to intentionally annoy others.
 - Example – If a neighbor is noisy, call or go over and let them know that the music or loud laughing makes it difficult to sleep.

Parking

- Parking lots on both sides of Bennett Avenue are private parking for unit owners or their tenants.
- Each unit is allotted two (2) vehicle parking spaces. Motorcycles are to be parked in areas that are:
 - Not assigned to vehicles,
 - That are not posted NO PARKING,
 - That do not interfere with the safe and efficient use of the parking lot.
- At this time, resident parking spaces are not assigned.
- Resident's guests may use the parking lot if space is available. Resident parking will always have priority.
- Parking in the upper lot as people first drive in (in front of units 1518 – 1526 are COMPACT parking spots, so NO large vehicle parking in these spots please.

- All motor vehicles parked in the SCA parking lots must have and display a current vehicle registration, and the owner MUST have proof of insurance. Unregistered, disabled or otherwise discarded vehicles are NOT permitted and will be towed at the owner's expense.
- No campers or trailers may be parked in the SCA parking lots.
- No automobile parts, maintenance equipment or vehicle accessories (batteries, oil pans, gas cans, windshield fluid, hitches, etc.) may be left in the SCA parking lots.
- Residents with vehicles parked in the same spot for more than 10 days (Example; while on vacation) MUST notify Crystal Property Management, or a SCA board member, and get approval PRIOR to leaving the vehicle to avoid the vehicle being towed at the owner's expense.
- Please be considerate and leave enough room for others to park. Be mindful to stay within the lines and not take up too much space with your vehicle.
- Enter the parking lots with caution, as children are present.

Pet Policy

- SCA covenants allow for unit owners to have no more than two (2) pets for the household. (Renters may be limited to the number and kinds of pets by their unit owner.)
- A \$20 per dog, per month fee is required of owners of units having dogs. This fee is included in, and due to be paid along with the owner's monthly homeowner's dues (HOA fees.)
- Dog owners are required to pick up after their dogs. Dog waste bags are available in a couple of places around the property. Waste bags must be discarded directly into the dumpsters in either parking lot.
 - If dog waste bag receptacle is empty, please notify SCA, c/o Crystal Property Management and request it be refilled.
- Residents are REQUIRED to notify SCA, c/o Crystal Property Management of the addition or subtraction of a dog(s).

Repairs/Maintenance Requests

- ALL maintenance/repair requests must be provided IN WRITING to SCA, c/o Crystal Property Management. Examples include, but are not limited to:
 - Lawn/garden/snow removal/salt requests
 - Siding/privacy wall/deck repairs/fencing
 - Stairs/lighting/trash & recycling/sidewalks/railings
- For External damages or repairs caused by the homeowner (or their renter or guests) other than normal wear and tear, the owner may be subject to damage fees and/or repair costs.
- External damage EMERGENCY REQUESTS should be communicated IMMEDIATELY by PHONE to Crystal Property Management (970-945-7266) Examples may include, but not limited to:
 - Water leakage from roof into the unit or other external causes
 - Deck, privacy wall or stair failure
 - Flooding from external causes
 - Fallen trees
 - Vehicle damage on the SCA property
 - Physical injuries to persons on the property (not in a unit.)

- Internal damage is the responsibility of the homeowner. For renters, unit owners or the owner's property management company must be contacted right away.
- If the source of the damage is unclear, contact SCA: c/o Crystal Property Management. For EMERGENCIES, immediately phone Crystal Property Management, but don't wait for a return call before contacting a service provider to manage the emergency. The homeowner may need to pay all service costs, unless it is determined that the source of the problem is external and a responsibility of the SCA. In such cases, fee reimbursements may be applicable.

Satellite dishes/Receivers/Antennae

- SCA does not provide property-wide satellite/receiver/antennae services or equipment to the units. Homeowners need to acquire, maintain and pay for the service and equipment for their unit.
- A **notification MUST be made to SCA:** c/o Crystal Property Management OR (jwindholz@crystalproperty.com Attn: Justin Windholz, OR crystalpropertymgmt@gmail.com) **PRIOR to the installation.**
- **Equipment MUST be attached to the owner's own unit.**
- May only be installed on either the building's fascia or soffit, preferably close to the chimney.
 - The "fascia" of your home is the front edge of the roof line. It is right underneath the edge of the shingles.
 - The "soffit," on the other hand, is the part underneath the overhangs of your roof.



- **PROHIBITED installations include**, but are not limited to:
 - Attachment to fencing
 - Attachment to retaining walls
 - Attachment to roof shingles
 - Attachment to flat roof membrane
 - Attachment to decks
 - Any location where cords are visibly strung
- Renters/tenants may not have such equipment installed without WRITTEN AUTHORIZATION from the unit owner or owner's property management company.
- Homeowners in violation of these guidelines are required to remove/relocate the equipment and are responsible for any costs due to their service provider, if applicable.

Snow removal

- SCA makes every effort to hire prompt, reliable and quality snow removal companies. Areas of responsibility include, but are not limited to:
 - City sidewalks
 - Fire hydrants
 - All property walkways
 - All property stairs
 - Parking lots as best they can with parked vehicles
- Unit decks and deck stairs are the responsibility of the RESIDENT to keep cleared of snow and debris, NOT the snow removal company
- Please direct COMMENTS, RECOMMENDATIONS and CONCERNS to SCA, c/o Crystal Property Management.

Trash Removal/Recycling

- Trash/recycling removal occurs regularly during the week. Upper and lower parking lots each have a dumpster for trash/garbage and smaller bins (labeled) for recycling only.
- Only PRIVATE trash and recycling may be disposed of in the dumpsters. NO COMMERCIAL use of the sanitation or recycling services is permitted.
- Large items like furniture, major appliances, large quantities of trash/garbage when moving in or out of a unit, are PROHIBITED from being put in or around the dumpsters. The unit owner is responsible for contacting a trash company to have it removed, and are responsible for additional costs due the sanitation company, if applicable.
- Do NOT place hazardous chemicals, fireplace ashes or explosive items in the dumpsters.
- No items may be left outside of the dumpsters or recycling bins (Not left on or around the outside of the containers. NO folded cardboard boxes) . Area must be kept neat, clean and orderly.
- Do NOT fill recycling bins with large cardboard boxes. Large boxes need to be folded and discarded in the trash dumpsters or brought directly to the recycling center.

- Disregard the labels indicating PAPER ONLY on the recycling bins. Services have changed and now ALL RECYCLING BINS ARE CO-MINGLED (meaning all acceptable items may be placed in these bins, not just paper anymore.)
- Recycling Rules (Source: Waste Management, Inc.)
 - Yes, plastic bottles and containers
 - **Δ #1- #7**
 - Yes, food & beverage **cans**
 - Yes, food & beverage **cartons**
 - Yes, paper
 - Yes, small flattened cardboard & paperboard.
 - Absolutely **NO Food or beverage**.
 - Absolutely **NO items soiled** with food or beverage. **MUST** be clean & dry items.
 - Absolutely **NO plastic bags** or cellophane
 - Absolutely **NO plastic that has no number** for recycling
 - e.g. Trash bags, Ziplock bags, inside cereal box plastic, bubble wrap, clear plastic wrap, some department store bags, potato chip bags, single cheese wrappers, 6-pack plastic, drinking straws and candy wrappers.)
 - Absolutely **NO foam, foam cups** or containers
 - No needles or sharps
 - No soiled aluminum foil, batteries
- If items don't fit in the recycling bins due to volume, either discard them as trash or return the items to your unit until the bins become available again
- DUMPSTERS MUST BE KEPT CLOSED AND LOCKED AT ALL TIMES so they don't attract animals.
- Comments or concerns can be addressed by contacting SCA c/o Crystal Property Management.

Water spigots/hoses/sprinklers

- All exterior water faucets are to be shared among the SCA residents, regardless of the building location of the spigots. For watering immediately around your unit, please use the faucet closest to your unit. We all need to be considerate of one another's watering needs.
- Use faucet splitter devices and water timers with respect to your neighbors. Limit the use of timers to no more than 40 minutes. Hoses in use must not pose a tripping hazard, and may not remain on or crossing a walkway for more than 24 hours.
- Hoses attached to faucets that are placed in a permanent or semi-permanent location are PROHIBITED without WRITTEN permission from the SCA, c/o Crystal Property Management
- General use sprinkler heads are the property of SCA. You may contact a board of director if you need additional sprinkler devices, hoses, spray nozzles or gaskets. The board member will purchase those supplies. Appropriate personal custom sprinkler, hoses and spray devices are the responsibility of the unit owner/renter, and the costs may not be reimbursed to the purchaser.
- Please make every effort to avoid watering walkways, parking lots, stairways and vehicles.

- Hoses MUST be disconnected from all faucet spigots during cold weather to prevent freezing and possible basement flooding. As a standard procedure, hoses MUST be detached from the faucets from **October** through **April** when not in use. If it's appropriate to use the faucets on those shoulder months, to avoid broken pipes, always detach the hose as soon as you're done.
- Report any faucet water leaks IMMEDIATELY to Crystal Property Management (970-945-7266.)

The Springs Condominium Association **Rules & Regulations** are approved by the SCA Board of Directors and are subject to change.

Failure to comply with the Springs Condominium Association **Rules & Regulations** may result in fines or other applicable action taken on behalf of the Springs Condo Association.

Report all grievances in WRITING to SCA, c/o Crystal Property Management
jwindholz@crystalproperty.com Attn: Justin Windholz

For additional copies of the **Rules & Regulations**, Condo Covenants, meeting minutes and other relevant Springs Condominium Association information, Springs Condo OWNERS or their representatives may contact Crystal Property Management Company for electronic access information.