

Penrose Plaza Unit Owners Association
1512 Grand Ave., Suite 109
Glenwood Springs, CO 81601
(970) 945-7266

RULES AND REGULATIONS

Adopted June 2008

In the interest of maintaining an enjoyable living environment for all who live and work at Penrose Plaza, the Board has approved and adopted the following rules and regulations governing our project, property, owners and residents:

The Rules and Regulations may not be all inclusive and members should refer to their Covenants, Conditions and Restrictions, and By-Laws for further guidelines. Each tenant/owner may receive a copy of the CCRs from Crystal Property Management Co., located at 1512 Grand Ave., Suite 109, Glenwood Springs, CO 81601, (970) 945-7266.

1. Balconies:
 - a. Balconies shall not be used for storage of containers, bicycles or other items not intended for use in the area.
2. Lighting:
 - a. No flood lighting, security lighting or other type of high intensity lighting shall be permitted without the approval of the Board of Directors.
3. Noise:
 - a. Unit owners shall not allow any noise or disturbance in their respective units, which is offensive, disturbing or detrimental to any other person. Please be aware that we share common walls and our Units are not sound proof. Neighbors are encouraged to contact the offending neighbor the first time themselves, and file a violation with the Board thereafter for further action.
4. Parking:
 - a. Currently there is to be no tenant/ owner parking in the outside parking lot during the hours of 8-5 Monday through Friday. Violator's cars will be booted and or towed at the vehicle owner expense. There will be no exceptions to this rule- so please notify your tenants and guests. The fee to have the boots removed will be \$150 for the first offense and \$250 for every repeat offense.

5. Pets:
 - a. Pet owners are required to keep pets on leashes at all time. Pet owners are required to pick up their animals waste at all times.
6. Rental Leases:
 - a. All rental leases are subject to the Covenants and Rules and Regulations of the Association. Any failure to comply with the above will be a default under the lease. Owners are responsible for giving tenants a copy of the RULES AND REGULATIONS, and for notifying the Association with names and phone numbers of new tenants.
7. Structural Changes:
 - a. No exterior or interior structural changes shall be allowed without the permission of the Board of Directors. Structural changes include all exterior doors, screen doors, and balconies.
8. Trash Compactor:
 - a. All trash is to be placed inside the trash compactor. Trash is not to be placed in front of the compactor, outside of the compactor. If there are issues with the compactor (i.e.: it is not working, it is full) do not leave the trash. Please notify Crystal Property Management so the problem can be fixed.
9. Barbecues:
 - a. Only gas/electric grills may be kept on decks.
10. Fines:
 - a. If owners are found to be in violation of any of the above issues they may be subject to fines and penalties. Owners are responsible for their tenants' actions.
 - i. Notice of Violation: Written warning letter or posting of notice.
 - ii. Fines shall be determined by the hearing board for each finding of a violation based on the type, severity, repetition and circumstances of each violation based on the following guidelines:

First time or minor violations: \$25*

Repeated minor violations: \$50*

Repeated or flagrant violations: \$100*

Fines may not exceed \$500 for any one finding of a violation.
 - iii. In the event of a continuing violation, a daily fine may be levied if, and only if, the Association's agent performs a daily inspection to verify the violation is continuing.
 - iv. Notwithstanding any provision of this fine schedule or Policies and Procedures, the Association may use any legal means available at any time to enforce the terms of the Governing Documents.