

SILVER SPRUCE VILLAGE HOA RULES AND REGULATIONS

June 2016

INTRODUCTION

All owners and tenants are responsible for understanding and respecting HOA covenants. As used herein, "covenants" shall include the Declaration, By-Laws, and Rules and Regulations. Rules and Regulations are established and enforced by the elected members of the Board of Directors. The purpose of these rules is to maintain Silver Spruce Village as a safe, pleasant and enjoyable place to live.

If you purchase a unit at Silver Spruce Village you automatically become a member of Silver Spruce Village Homeowner's Association and agree to the Association covenants and policies.

RESIDENT INFORMATION and RULES

- 1) Each owner must complete a "RESIDENT INFORMATION FORM" for the Association records and must advise the HOA Board Manager or representative of any change in the information and/or occupancy of the unit. Owners are responsible for ensuring that tenants and guests know and follow the covenants and ensure that tenants are informed of all community information dispersed through meeting minutes, e-mails, e-blasts, on-site notices, etc.

Owners are required (and Residents are encouraged) to sign up for e-blasts to receive current and timely information about our community, and to review information on the website regularly at www.silversprucevillage.com.

- 2) Occupancy is strictly limited to family units and Silver Spruce Village is to be maintained as a quiet, high-quality residential community. Any situations or actions that violate this policy will not be tolerated. Each owner is responsible for his or her contractors, guests, agents, tenants and their guests.
 - a. Excessive noise is not permitted.
 - b. Hanging of rugs, clothing, etc. from decks is not allowed.
 - c. No commercial advertisement signage may be placed in windows or on common grounds.
- 3) Trash is picked up on Thursdays, as early as 7 a.m. If a holiday occurs during the week, pick-up may be delayed until Friday.
 - a. Use of appropriate trash containers with secured lids is a firm requirement.
 - b. Trash containers must be stored inside the units during the week.
 - c. Trash containers must be set next to the street by the driveway for pick up. Residents in Building 4 must bring their trash to the top of the driveway.
 - d. Trash containers cannot be placed outside before noon on the day prior to scheduled pick up. At certain times of the year when bears are foraging it may be necessary for the Board to prohibit placing trash outside the day before. Upon such notification, trash may not be put out until 7 am on trash day.
 - e. All trash containers must have the Unit Number displayed on the outside of the container and the lid.

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- f. Owner/Resident is responsible for cleanup of your trash that is spilled, blown, or strewn by animals. If necessary, the HOA will hire a contractor for clean up and the owner will be responsible for the payment paid to the contractor.
- 4) Pets are permitted subject to the covenants. A twenty-five dollar (\$25) per month fee is charged for dogs. Cats are not allowed to roam on common grounds. The Board will rule on other domesticated pets as necessary.
- a. Damage done by dogs to the property will be subject to reimbursement and/or fines.
 - b. Only one dog is allowed per unit.
 - c. **Dogs must be on a leash**, and under control at all times when on the property.
 - d. Dogs are not allowed to be tethered or left unattended anywhere on the property.
 - e. Dogs are specifically not permitted on landscaped, rough areas, or natural grass areas of the property.
 - f. Excessive barking is not permitted.
 - g. Owners must take their dogs off the property where dog waste will not be offensive to other residents.
 - h. A visiting dog may stay no longer than 2 weeks.
 - i. Breed Restrictions: The presence of Pit Bulls, German Shepherds, Rottweilers and Doberman Pinscher breeds are prohibited on the property.
 - j. All dogs are required to be registered and licensed in compliance with the Jefferson County Animal Control and Licensing Regulations.

COMMON GROUNDS

- 5) Use of common grounds is at one's own risk and is to be used only for the purpose for which the area was built and designed. **Respectful, responsible, quiet and safe use is required at all times.**
- a. Recreational equipment, items and activity are permitted only in the lower lot between the hours of 9 a.m. and 8 p.m. Use of recreational equipment or activity is not allowed on common grounds, including driveways, steps and sidewalks, landscaped and natural grass areas and the creek. All recreational equipment and items must be stored inside the unit when not in use.
 - b. All persons are to use extreme care to avoid making loud or objectionable noises that interfere with the peaceful enjoyment of other residents. All persons are to avoid activity in designated areas of 'limited common ground' of other units, specifically areas near windows, doors, steps and decks of the units.
 - c. Any person causing damage to common grounds or limited common grounds will be required to pay for damages. **Owners are responsible for damages** caused by any resident of the unit, contractors, agents, guests and tenant guests. Assessment for damages will be subject to the HOA Collection Policy.
 - d. All personal and recreational items must be stored inside the unit or on the deck, and not be left on common grounds, specifically landscaped and natural grass areas, sidewalks, steps, driveways or under decks.

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- 6) Due to limited street parking, cars should be parked in your garage.
 - a. Parking is not permitted in common driveways, except for Units 4861, 4880, and 4882, which are 'single use' (not common-use) driveways.
 - b. Parking is not permitted in front of mailboxes or fire hydrant or designated "no parking" areas.
 - c. Unlicensed or disabled vehicles are not permitted to be parked/stored on the property.
 - d. Long-term (excess of 2 weeks) parking/storage of vehicles is not permitted.
 - e. Passenger vehicles only are allowed to park on the premises. No motorcycles, recreational vehicles such as boats, campers, trailers, motor homes, etc. are allowed to be parked or stored in driveways, the lower parking lot, or common grounds.
 - f. The lower lot shall at no time be used to park of any kind of trailer, RV, boat, camper, etc. Camper shells, storage boxes, tires and other personal property are also prohibited. There shall be no long term parking or storage (defined as no usage within any two week period) of vehicles in the lower parking lot.
 - g. Each owner is responsible for cleaning up oil spills in his/her driveway.
 - h. Violations will result in a Notice of Violation, possible fines, and towing or removal at the owner's expenses.
- 7) Garage doors are to remain closed at all times, unless resident or contractor is present in the garage area.
- 8) Each owner is responsible for providing electrical power for outdoor lighting, heat tapes, sprinkler systems and the sewage warning system as currently wired or connected to individual units or as modified by the Homeowners Association. Individual owners must also supply water and electricity required for maintenance projects. Reimbursement may be requested.
- 9) Contractors hired by the HOA have received specific direction from the Board about the scope of the project and funds approved. Any owner complaint or question about any work being performed by a contractor must be directed to a Board Member or the Board Liaison and NOT to the individual contractor or employee performing the work.
- 10) A transfer fee of up to \$100 may be charged for completing forms and/or providing information as requested for change of ownership.

MONTHLY FEES

- 11) **Dues are \$210*** per month and may be changed by the Board to ensure proper maintenance upkeep and cover all liabilities in a fiscally responsible manner. Dues include the following services: snow removal, trash pick- up, grounds care, exterior building maintenance, property insurance and administration duties. Dues are also escrowed in a Reserve Fund to cover emergency repairs, major improvements and projects, legal fees and insurance deductible.

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- a. Dues are due on the first day of each month. Monthly statements are sent via e-mail. If a statement is not received due to technical issues, delays, errors, or other unforeseen problems, payment in the amount of the previous month should be sent and adjustments will be made on the following statement.
- b. Dues and other charges* that are not received by the 5th of the month will be assessed a \$10 late fee. Dues that are past-due by two or more months will be assessed a fifty dollar (\$50) per month late fee and all legal expenses incurred by the Association if legal action is required for collection.

* In addition to dues, other monthly charges include mandatory group-rate cable service; sewer, base water, water usage (as set by Evergreen Metro District); and special assessments. Special assessments are determined by the Board as needed, such as seasonal water sprinkling and special maintenance projects that require funds greater than what are available in the reserve account.

UNIT MODIFICATIONS

- 12) The Board must approve all changes in the exterior appearance of a unit. This includes decks, paint, windows, skylights, vents, awnings, garage and service doors, etc. To ensure compliance with appearance, safety issues and covenants, any plans for construction, removal of elements, installation of vents, pipes, wiring, etc., must be pre-approved. Owner must complete a "REQUEST FOR UNIT MODIFICATION" form and return it to the Board Manager with drawings, photos, brochures and/or written description of the proposed modification. The Board will review and approve or deny the request within 14 days. Written approval must be received prior to any work started. This form is available for download on the website.
 - a. All approved installations or modifications that affect exterior walls, roof areas or limited common areas will require proof of liability insurance and workman compensation insurance for the person/contractor performing the work. Approved modifications may also require a FORM OF INDEMNIFICATION holding the HOA harmless of future maintenance or repair costs, and/or responsibility for damages caused by any failure of the installation or modification.
 - b. Anyone who makes modifications without prior Board approval may be required to return the property to its previous state at owner's expense, will be given a Notice of Violation, and may be fined for non-compliance of existing HOA covenants.

SAFETY RULES

- 13) Residents are required to follow all safety rules and keep their units and surrounding area free of hazards and potential fire danger.
 - a. Smoking is NOT permitted on common grounds of Silver Spruce Village.
 - b. Gas grills are allowed on the deck only.

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- c. No open flames are permitted on the grounds or decks at any time, no charcoal grills, chimenea, fire pit, etc.
- d. Owners are required to have regular chimney inspections and cleaning, and provide documentation to the Board upon request. (Recommend every 2 years for wood-burning fireplaces.)
- e. All owners must install either hard-wired smoke alarms or 10-year sealed lithium battery smoke alarm as outlined in the HOA Policy Regarding Installation of Specified Smoke Alarms in All Units, adopted January 19, 2012.
- f. Residents with a wood-burning fireplace must practice safe disposal of ashes. Fireplace ashes must be placed in a metal firebox that has a lid and is designed for ash/ember/coal disposal. The firebox must have legs OR be placed on a non-combustible platform for 3-4 days before ashes are cool enough to be removed for disposal. At no time shall fireboxes containing ashes be placed or stored on decks or on common grounds. Suggested storage location may be in/on the fireplace hearth or concrete garage floor.

ENFORCEMENT

- 14) When it is determined that a violation of the Rules and Regulations or a violation of the By- Laws has occurred, upon concurrence of a majority of Board members, the Board, a Board member, or other party authorized by the Board, may mail, e-mail or deliver the "Notice of Violation" to the party committing the violation.
 - a. The Notice of Violation shall request that the conduct constituting the violation cease. The Notice of Violation may be issued with or without the formality of a Board meeting.
 - b. In the event of a second violation of the same nature, the Board may assess a fine against the offending party after providing an opportunity for the owner to appear before a Hearing Committee regarding the matter. If necessary, the matter may be referred to an attorney for appropriate legal action.
 - c. The dollar amount for the first fine levied shall be \$25; \$50 for the second fine; \$100 for the third fine and \$200 for the fourth and subsequent fines.
 - d. The Board, when presented with evidence of mitigating circumstances, may elect to waive a fine or to issue a fine for a lesser amount.

Violations may result in a fine assessed against your Unit. Unpaid fines can result in a lien filed against the unit.

PLEASE REFER TO THE BY-LAWS AND DECLARATION FOR FURTHER ALLOWANCES, RESTRICTIONS AND CLARIFICATIONS. Also refer to HOA Policies that are adopted from time to time. All documents and forms are posted on the HOA website at www.silversprucevillage.com and can be downloaded. If you have questions, please notify the Board Manager or a Board Member.