

**PLAZA DE MONACO TOWERS CONDOMINIUMS ASSOCIATION, INC.
(PDMTCAI)**

RULES AND REGULATIONS 2015

*This version of the Rules and Regulations becomes effective December 11, 2015.
It supersedes all previous versions of PDMTCAI Rules and Regulations.*

Office: 303-757-1546 www.plazademonaco.BIZ Emergency: 303-758-0885

The Board Mission Statement:

"Duty... operation and maintenance of a first class residential condominium project." (Bylaws 4.03)

Plaza de Monaco Condominiums Association, Inc. is an organization consisting of the owners, who, upon signing the agreement of purchase of a unit, subscribe to and agree to abide by all Governing Documents represented by these Rules and Regulations as well as the Declarations and By-Laws.

Observance of the following Rules and Regulations is incumbent upon all residents, their renters and their guests without exception. It is to the advantage of all of us to maintain the serenity, beauty, and dignity of Plaza de Monaco in order to maintain and increase the property values of our community as a whole.

These Rules and Regulations may be changed at any time by a majority vote of the Board of Directors of PDMTCAI. "Grandfather" provisions are neither implied nor guaranteed for any such changes.

PDMTCAI IS NOT AN APARTMENT COMPLEX.

Owners are strictly responsible and accountable for their tenants and guests.

THANK YOU FOR BEING A GOOD CITIZEN!

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SECTION ONE: DEFINITIONS. For purpose of these Rules and Regulations, the following definitions shall apply. However, in the event any definition of, any of these Rules and Regulations conflict with the Condominium Declaration or Bylaws of the Plaza De Monaco Towers Condominiums Association, Inc., then the Declaration and By-laws shall control.

1. **BOARD:** Shall mean the elected Board of Directors of PDMTCAI.
2. **GOVERNING DOCUMENTS:** Shall mean the Declaration of Conditions, Covenants, and Restrictions of PDMTCAI (DCCRs); the Articles of Incorporation; Bylaws, and these Rules and Regulations.
3. **LIMITED COMMON ELEMENTS:** Shall mean those General Common Elements which are reserved for the use of certain Owners to the exclusion of the others, including but not limited to, certain balconies, porches, patios, fireplaces, decks or yard areas, carports, parking spaces, and storage lockers.
4. **OWNER:** Shall mean (and shall include) the legal and the equitable owner of a unit in Plaza de Monaco.

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5. PDMTCAI or PDM: Shall mean the Plaza de Monaco Towers Condominiums Association, Inc. and its physical facilities.

6. RESIDENT: Shall mean any occupant of a unit who has the permission of the owner to reside in the owner's PDMTCAI unit.

7. WAIVER: Shall mean a written variance of a rule or regulation herein granted by, and at the sole discretion of, the Board in accordance with the procedures set below in the waiver section of section two.

SECTION TWO: ENFORCEMENT

1. Unit owners are responsible and accountable at all times for the actions of the tenants, residents, guests, and occupants in their units. Owners will be notified of their tenant's or guest's violations. For any notice of alleged violation of any provision of the governing documents, the owner may request a hearing before the Board of Directors as indicated in paragraph 10 below.

2. Complaints regarding alleged violations may be reported to the Board of Directors or their managing agent by an owner or resident within the community, a group of owners, PDMTCAI Manager(s), Board Member(s), or Committee Member(s).

3. Complaints shall be reported in writing. The complaint shall identify the complainant, the alleged violator, and a statement describing the alleged violation. The complaint must specify details of the time, place, specific provision of the governing documents violated, and other pertinent information. Non-written complaints, or those containing insufficient information may result in no further investigation or action.

4. Except as noted in paragraph 5 and 6 below, alleged violations of any provision of the governing documents and specifically these rules and regulations will cause a written notice of warning to be sent to the owner before fines are assessed.

- The warning notice shall let the resident and owner know of the alleged violation. This warning is a request to immediately comply with the governing documents.
- No warning notices will be extended for subsequent violations of the same rule for any unit while it remains under the same ownership.

5. Serious health, safety, and security violations may result in a Notice of Alleged Violation and the proposed fine to be imposed by the Board without an initial warning letter. In cases where health or safety is at issue or when damage to common elements or other units is imminent, PDMTCAI may cure the violation prior to any warnings being issued. The unit owner will be assessed all direct costs associated with such action to cure the violation.

6. If the same resident/owner has a second violation of the same rule, a Notice of Alleged Violation and the proposed fine will be sent to the unit owner.

7. The Board reserves the right to request a tenant to be evicted if a second or more violation is determined to exist within six months of the first violation.

8. Fines are set at a maximum of \$50 per event. See DCCRs paragraph 28(g). In the event of a continuing violation, a daily fine of \$50 may be levied if, and only if, the Board or an agent assigned by the Board performs a daily inspection to verify the violation is continuing.

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9. Service of notices.

- All notices and fine assessments shall be sent by first class mail and/or by e-mail if valid owner e-mail is available. For e-mail notification only, the owner must agree in writing to be kept on file at PDMTCAL.
- Mailing/e-mailing the notice to the address/e-mail address on file with PDMTCAL shall constitute notice. PDMTCAL is not responsible for mail lost or not delivered.
- Notices may also be personally delivered to the Unit Owner by the General Manager.
- Any notice personally delivered shall be deemed received on the date of delivery. Any notice mailed or e-mailed shall be deemed received on the fifth day following the sent date.

10. Procedures for a violation hearing with the Board.

- All owners have the right to request a formal violation hearing with the Board within 15 days of receiving any violation letter or notice.
- An owner's request for a violation hearing must be sent in writing via First Class mail and/or e-mail to the General Manager and post marked within 15 days of the violation letter date.
- Once received by the General Manager, the owner will be notified personally and/or via First Class mail and/or e-mail of the hearing location, the date, and the time.
- Once scheduled, the Presiding Officer may grant continuances for good cause, if necessary.
- The Board President is normally the Presiding Officer of the hearing. However it may be necessary or desirable for the Board to appoint an officer or other owner to act as the Presiding Officer at any hearing.
- To prevent tied voting, the Presiding Officer may appoint an additional owner to achieve an odd number of voting members for the hearing Board.
- Any Board member who is incapable of objective and disinterested consideration on any hearing shall disclose to the Board President the conflict and will be disqualified from all proceedings regarding the hearing.
- Unless requested by the violating owner to be open to all members of PDMTCAL, all hearings will be conducted in private.
- Neither the complaining parties nor the violating owner must be in attendance at the hearing. Failure of an owner to show for a scheduled violation hearing will not prevent the Board deciding the merits and associated fine or other action on the alleged violation.
- At the beginning of the hearing, the Presiding Officer shall explain the rules, procedures, and guidelines for the hearing.
- The notice of alleged violation shall be provided to each hearing Board Member and read/reviewed at the opening of the hearing.
- The complaining party and the violating owner may each present opening statements, evidence, testimony, witnesses, and closing statements as necessary for the hearing board to make decisions concerning the alleged violation.
- Following the presentation of the statements, testimony, and evidence; the hearing board will deliberate and make decisions about the disposition of the alleged violation.
- Within 10 days following the completion of the violation hearing, the unit owner will be notified via First Class mail and/or e-mail of the Board's decision and of the actions taken.

11. Notwithstanding the above provisions, the Board of Directors reserves the right to use any legal means available at any time to enforce the governing documents of PDMTCAL.

12. Waivers.

- An owner may request a waiver of a rule or regulation for reasons of health, disability, safety, or other reasonable cause. All such requests must be in writing.
- Additional written documentation may be requested to support and accompany the waiver request.
- At its sole discretion, the Board may grant such a waiver. The waiver shall be in writing by the Board and shall expire one year from the date of the written waiver, or upon the termination of the reason for the granting of the waiver, if earlier.

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- An owner may reapply for a one-year extension of the waiver. Such an extension request shall be in writing with appropriate written substantiation accompanying the request. The request shall be delivered to the Board forty-five (45) days prior to the expiration of the current waiver.
13. Supplement to Law. The provisions of these rules shall be in addition to and supplement to the DCCRs and the laws of the State of Colorado governing PDMTCAI.
 14. Deviations. The Board may deviate from the procedures set forth above if in its sole discretion such deviation is necessary under the circumstances.
 15. From DCCRs: “Paragraph 19 (h). Enforcement by Association: The Board may suspend any Owner’s voting rights in the Association or the right of an Owner to use the recreational facilities of the Condominium Project during any period or periods during which such Owner fails to comply with the Association’s rules and regulations, or with any other obligations of such Owner under this Declaration.”

SECTION THREE: GENERAL RULES AND REGULATIONS

1. Activity that is obnoxious, excessively noisy, offensive, or hazardous anywhere within the confines of PDMTCAI property, and by anyone on the property, will not be permitted per DCCRs Paragraph # 28(c).
2. Destruction of private or PDMTCAI property is not allowed. Property includes (but is not limited to) grass, trees, plants and flowers, lamps, mail boxes, signs, postings, and buildings.
3. PDMTCAI is not responsible for loss or damage to property in storage lockers.
 - Residents/owners shall obtain adequate insurance necessary to cover any such loss or damage.
 - Residents/owners are only authorized to be in lockers that are legally deeded (Towers) or duly assigned (Gardens) by the PDMTCAI General Manager. Unauthorized occupied lockers will have their locks cut and contents disposed of without liability to PDMTCAI.
 - Residents/owners shall lock the common storage area doors after using the area.
 - Items shall not be stored outside the storage lockers assigned.
 - Flammable liquids or any hazardous materials shall not be stored in lockers.
4. All maintenance and repair requests should be reported to the office, or the General Manager.
Emergency Service: 303-758-0885
 - All residents/owners should be aware that PDMTCAI is NOT an apartment complex. Many maintenance and repair requests that would normally be reported to an apartment complex’s office for resolution by the staff and owners of the complex are the responsibility of the owner(s), and NOT PDMTCAI. It is the responsibility of the owner(s) to review PDMTCAI Governing Documents to determine relative responsibilities for various aspects of maintenance, repair, and improvements to the unit(s) and associated limited common area(s).
5. No residents/owners are to instruct, direct, redirect, or verbally abuse the staff in any manner. Doing so is a fineable offense. Only the General Manager or Board has the authority to direct or instruct the staff.
 - Any complaints about PDMTCAI employees or subcontractors shall be directed in writing to the General Manager.
 - If a complaint is made by a tenant, the complaint will be forwarded to the unit Owner for their interest and attention.
 - The General Manager will investigate each complaint to determine the facts surrounding the complaint. The General Manager will then take appropriate action or make recommendations to the Board of Directors for resolution of the complaint.
 - All employees will at all times conduct themselves with professionalism and in accordance with the PDMTCAI Employee Handbook.

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6. Balconies, patio areas, decks, and areas under stairwells shall not be used for storage.
 - There shall be no attachments to “limited common elements” as follows:
 - a. Tower Balcony ceilings, walls or railings
 - b. Garden Deck ceilings, walls or railings
 - c. Tower/Garden ground-floor patio fence tops
 - Umbrellas are acceptable, but they must be kept in good condition and be of neutral color to match with the building. Umbrellas cannot extend past the vertical limits (edge) of the limited common element.
 - Balconies and patio areas must be kept clean and clear of any unsightly items.
 - Other than assigned storage lockers, no personal items of any kind may be stored on common elements.
 - Personal planters are not allowed in open areas or green space.
 - Residents are not allowed to plant personal plants in open or green space without prior approval from the Board.
 - 1 Standard size door mat is acceptable at the main entry door within the Garden units (not to exceed 48” x 30”). Due to potential trip hazards, door mats are not allowed in the hallways of Tower units.

7. All trash and garbage must be bagged and tied; then disposed of in the trash receptacles.
 - In the Towers, vacuum cleaner bags, animal waste, and litter waste must be double bagged and tied before being deposited into trash chutes.
 - No litter or waste materials are to be thrown over balconies for any reason. Litter includes bottles, cans, waste paper, cigarette butts, furniture, dead plants, etc. Waste materials include, but are not limited to, paint, chemicals, food, dirty cleaning water, pet litter/pet waste.
 - 7:00 a.m. to 10:00 p.m. are the hours for trash disposal in the Towers trash chutes.

8. Deposit of appliances, furniture, and other large items is not allowed in the trash rooms or dumpster enclosures. It is the resident or owner’s responsibility to arrange for pick-up of such items at the unit owner’s expense.
 - Should a resident or owner need to place such an item out for pick-up, call the PDMTCAI Office and make arrangements to pay the additional waste disposal charges. If the office is not notified, there will be violation fines and disposal charges assessed to the Unit Owner.
 - Construction materials are not to be placed in PDMTCAI trash bins or in gated trash areas at any time. It is the responsibility of construction contractors/vendors to remove all construction/renovation materials.

9. Laundry room policies. Laundry may be done only in facilities provided by PDMTCAI or in an individual unit which was originally designed to have washers and/or dryers installed in them.
 - Hours are: Monday-Friday 7:00 A.M. to 10:00 P.M. - Saturday-Sunday 8:00 A.M. to 10:00 P.M.
 - Remove laundry as soon as you are finished. Please turn off the lights and close the door.
 - Power cords for washers and dryers should only be removed from power outlets when the unit requires repair. Specific information should be provided to the office to ensure repairs may be initiated.
 - Hanging wet clothing, towels or rugs, etc. over balcony is not permitted.
 - Washers and/or dryers may only be installed and used in units as originally designed, i.e. 16 Garden Units.
 - In the Towers, no washers or dryers are allowed to be installed within the units.

10. Before building fires in fireplaces, the fireplace vent must be opened.
 - The fireplace vent should be closed when the fireplace is not in use.
 - The fireplaces and their chimney flues are designated as limited common elements. The owners are responsible for all maintenance including inspecting and cleaning.

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11. All residents/owners should not allow unauthorized persons to enter the premises. Propping open the exterior doors is forbidden unless specifically authorized by the General Manager for work or moving purposes.
12. Smoking of any substance is not permitted within any building except within the interiors of the units themselves.
 - Smoking is not permitted in the elevators, halls, or recreational areas.
 - Smoking is not permitted in any interior common areas or the pool and patio area.
 - Smoking is not permitted on any Plaza de Monaco grounds, limited common elements, or common elements except in these designated smoking areas: East end (near Monaco) of North parking lot. South end and North end of upper parking deck.
 - Smoking that does not disturb others is allowed on the balconies and patios of individual units.
 - Any owner who is adversely affected by noxious odors (ie: those associated with smoking of any substance entering into the confines of their individual units or entering into interior common areas) may file a written violation complaint at the PDMTCAI office for “noxious odors.” Such complaints will be reviewed by appropriate PDMTCAI staff and the Board to determine PDMTCAI jurisdiction as well as any possible odor mitigation requirements
13. Television, radios, and stereos must be kept at a reasonable noise level in order to avoid disturbing others.
 - Speakers shall not be mounted on the common walls, balconies, or patios.
 - No speakers of any size may be installed inside any wall.
 - Between the hours of 10 P.M. and 7A.M., entertainment equipment must be kept so as to only be heard within the confines of the unit
14. Only personnel authorized by the General Manager or Board are permitted on the rooftop areas of buildings.
15. Residents/owners shall not make alterations or improvements to common areas or to any exterior portion of their unit without first obtaining written consent from the Board. See Architectural Guidelines SECTION ELEVEN.
16. Motorcycles and bicycles shall be parked only in the designated areas of the parking spaces or areas of the parking lots.
 - Motorcycles are not permitted inside units, on sidewalks, on balconies, or on patios.
 - Bicycles may be stored on patios or on balconies.
 - Bicycles are not to be hung from the patio roofs or walls. Neither shall they protrude over or above patio walls or balcony railings.
 - Care should be given to ensure no damage is done to elevators, doors, hallways, or common areas when transporting bicycles inside the buildings.
17. All window coverings (drapes/shades, etc.) visible from the exterior of a unit must be white or almond in color. Window coverings, window screens, and sliding door screens must be maintained in good condition.
18. Nothing shall be posted in any public area of PDMTCAI without prior approval by the General Manager or the Board. Unauthorized postings shall be removed and the person posting the material may be subject to fines.
 - All signs visible from outside of a unit must be displayed only within or on unit's windows.
 - Signs may only be posted on bulletin boards with prior consent of the General Manager or the Board. Limits on size, color, content, and duration of posting will apply in all such situations.
 - Political signage regulations which are covered by law will supersede any PDMTCAI signage restrictions when such laws apply.

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- Political signs improperly posted on the common elements are subject to immediate removal when discovered.
19. In compliance with the Denver fire code, one gas grill is allowed for each unit using only a one- pound propane cylinder.
- Two one-pound spares are also allowed but not allowed to be stored in lockers.
 - No charcoal grills are allowed.
20. In compliance with Denver fire code all units must have the below items in their units:
- Smoke alarm
 - Carbon Monoxide (CO) detector
 - Fire extinguisher
 - All owners must comply with periodic (at least annually) written requests from PDMTCAI to complete required forms from the Denver Fire Department. This is an annual requirement to inspect, change batteries, and verify operation of the safety equipment.
 - Owners who lease or rent their unit(s) must include this provision in the lease or rental agreement.
21. To protect the interiors of the elevators, all residents/owners moving into or out of the Towers must schedule the moving time with the General Manager or office.
- There will be a non-refundable fee of \$50.00 for moving large items in the Towers elevators. Any damage done as a result of moving will also be assessed in addition to the move-in/move-out fees.
 - No one will be allowed to move in/out before 8:00 A.M. or after 6:00 P.M.
 - Movers may use only the padded elevator that management has provided.
 - This paragraph also applies to delivery and removal of any furniture, major appliances, and mattresses from vendors or furniture companies.
 - This also applies to moving within the Towers from one floor to another.
22. Holiday Lights
- Holiday decorations may not be displayed more than 30 days prior to the calendar date of the holiday and must be removed no later than 10 days after the holiday.
 - No one is allowed to display holiday decorations on common area walls or spaces (i.e. between balconies, on Tower or Garden walls, landings, stairs, handrails, or Tower hallways).
 - There may not be any holiday decorations in the Tower hallways except on unit doors. These types of items could be obstructions in the event of an emergency.
 - Holiday decorations that make noise or play any type of sound are prohibited in any open or common area (i.e. hallways, outward side of doors, landings, handrails, rails, etc.).
23. Construction and/or repairs in units may take place only during permitted hours, as follows:
- Monday-Friday: between the hours of 8:00 A.M. and 6:00 P.M.
 - Saturday between the hours of 10:00 A.M. and 5:00 P.M.
 - No repair work and/or construction is to be performed on Sundays, federal or state holidays.
 - Hanging pictures, changing light bulbs and other housekeeping is not considered construction or repair.
24. In case an eviction becomes necessary, the Unit Owner shall be responsible for the final disposal of personal property left behind by tenants.

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SECTION FOUR: SATELLITE DISHES, RECEIVERS, OR TRANSMITTERS. No radio, television or other satellite dishes, receivers, or transmitters shall be installed in or on the buildings by the resident/owners except as covered by specific Board resolution, applicable laws, and FCC regulations.

1. Satellite dishes may only be installed as follows. Locations that violate these rules will be fined \$50 per day that the violation remains.
 - No antennas, dishes, or other items may be attached to any building surface, railing, or structure.
 - The unit owner is fully responsible for any damages a satellite dish causes to PDMTCAI property or to other units due to the dish's location.
 - Satellite dish installations are permitted only within the strict confines of a unit's limited common elements.
 - At no time shall any part of the satellite dish or its components extend beyond any balcony, patio, or limited common element. This means that no part of the dish may extend beyond the vertical plane of the perimeter of the limited common element.
 - A satellite dish may not exceed the upper part of your unit's roof (It cannot be on an extension pole).
2. If a unit is not able to receive a quality signal due to these regulations, other forms of TV reception may be necessary if desired for the unit. Comcast has the ability to provide cable to each unit at PDMTCAI.
3. It is the unit owner's responsibility to ensure proper placement in accordance with these regulations.
 - Failure to do so will result in the dish having to be removed at the owner's expense.
 - Fines will be levied as noted above.
 - Information provided by the satellite dish company and/or its agents about permissible installation requirements will not be considered by PDMTCAI to be sufficient to defer violation action in the event an installation does not meet PDMTCAI requirements.
 - These rules are based upon the strictest possible restrictions allowed by current FCC regulations governing satellite installations.

SECTION FIVE: RECREATIONAL FACILITIES. Recreational facilities are accessible from 7 a.m. to 10:00 p.m. daily

(Facility hours are subject to change without prior notice).

1. All residents, owners, and guests using recreational facilities must conduct themselves in a safe, considerate, and respectful manner.
 - All guests using the exercise room, pocket billiards room, or swimming facilities must either be accompanied by a resident/owner or have prior written approval of the General Manager.
 - A maximum of three (3) guests per unit is allowed in the pool.
 - Occupancy must comply with state and city regulations.
 - Pool and recreational facilities are for residents, owners, and their guests only.
 - All children under the age of sixteen (16) must be accompanied by an adult owner/resident in all recreational areas (swimming pool, hot tub, billiard/ping pong tables, weight room, and steam room.
 - Abusive or profane language is prohibited at all times.
 - Positively no furniture from any of the recreation or pool areas is to be removed at any time for any reason by anyone.
2. Residents and owners are responsible for any damage caused by themselves or their guests in any of the common or recreational areas.
3. Due to insurance requirements, the following activities are not allowed within PDMTCAI property:
 - Climbing trees
 - Throwing rocks
 - Rollerblading, skateboarding, or bicycling on walkways, fire lanes, grassy areas, or parking areas.

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- Operating any remote controlled device (race cars, toys, drones, helicopters, etc) on or in common elements.
4. Swimming pool specific rules:
- *In case of an emergency, a phone is available in the pool area for calls directly to the monitoring service. When the phone is off the hook, it is answered by a live person on the other end.*
 - The pool may be closed as necessary and directed by the General Manager or Board. For instance: Board meetings, Membership meetings, or for cleaning.
 - **ALL PERSONS USING THE POOL SHALL DO SO AT THEIR OWN RISK!**
 - PDMTCAI is not responsible for accidents or injuries.
 - **THERE IS NO LIFEGUARD ON DUTY AT ANY TIME.**
 - PDMTCAI employees are NOT lifeguards nor should they be considered as such.
 - Smoking and the use of glass items or containers is prohibited in the pool area. This includes the pool itself, the hot tub, the walkway and chairs around the pool and the fenced-in patio area surrounding the outside portion of the pool.
 - No food or beverages may be consumed while in the pool or hot tub.
 - Air mattresses or toys may not be left in the pool area. No air mattresses or large floating devices are allowed in the pool or hot tub.
 - Small workout floating devices and swimmer safety devices are acceptable, but these devices must be limited when the pool is full of residents, owners, and guests.
 - Proper swimming attire must be worn in and around the pool and whirlpool. Infants and non-toilet-trained toddlers must wear “pool diapers”.
 - Robes and footwear should be worn to and from recreational areas.
 - Absolutely no jeans or cut-offs may be used as swimming attire because frayed items damage pool filters and equipment.
5. There can be absolutely no running or unsafe activity in the pool area and exercise room. The General Manager or any other staff member has the right to deny use of any of the facilities to anyone at any time if he/she deems serious rule violations are in progress.
6. All trash must be deposited in the proper receptacles.
7. Owners, residents, and their guests using the pool, hot tub, or steam room are required to shower prior to entering those areas. Restroom breaks are limited to the bathrooms in the respective locker rooms.
8. There will be a one-hour time limit on the ping pong and pocket billiard tables if other residents are waiting.
- Cue sticks are to be returned to the wall rack, and billiard balls are to be left either in the table pockets or placed on the wall racks or in the ball holder, which should be stored by the wall ball/cue rack.
 - NOTHING—including, but not limited to—billiard balls/cues should be left on the table when not in use. Keeping such items off the table felt will help preserve the lifespan of the felt. Should there be problems with how billiard cues/balls, ping pong paddles, and/or ping pong balls are being used and/or stored, hours of operation for these aspects of the recreational facility may be limited to the same hours of operation of the office.
 - Swimming apparel is not permitted in the pocket billiards room.
 - No food or beverage is permitted to be set on the pocket billiards tables or the ping pong tables.
9. The party room may be reserved by an owner or resident for a limited time for a private function. Management will take action to immediately terminate functions when occupants fail to comply with the below rules.
- Residents/owners wishing to reserve the party room must provide the office with the following deposits: \$250.00 damage deposit plus a rental fee of \$50.00.
 - There is a forty (40) guest maximum limit per party.

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- No unlawful or offensive behavior or loud noise or loud music will be permitted.
- No commercial activities are permitted.
- All events must finish no later than 9:00 P.M. to allow for a full cleaning prior to 10:00 P.M. Failure to close and be cleaned before 10:00 P.M. could result in losing partial/full deposits.
- Rental of the party room does not include use of hallways, swimming pool, patio, or other recreational areas.
- It shall be the responsibility of the person making the reservation(s) for this facility to post a notice in the entrance to alert other owners and residents of the time and nature of the reservation.
- Residents/owners using the party room shall be responsible for any damage. This will be deducted from their deposit. Any damage in excess of that amount will be assessed to the responsible Unit Owner.
- Respective owners are ultimately responsible for their tenants' rental of the party room and their guests' actions and damages.
- The food preparation area in the party room is to be used only for planned events. As such, residents shall not store or prepare food in any common area.
- Personal items remaining in the party room (including refrigerator) after an event will be disposed of without further notification.

SECTION SIX: PETS

1. The City of Denver prohibits "pit bulls" within its city limits. PDMTCAI will rigorously enforce this prohibition.
 - Pit bulls may neither inhabit nor visit PDMTCAI property. This prohibition applies even if the pit bull is restrained or declared "safe".
 - Similarly, any actual aggressive behavior by any pet may be deemed to be sufficient cause for action(s) up through a demand for immediate (and potentially permanent) removal of the pet from the premises. Pit bulls and any aggressive behavior by any animals at PDMTCAI should be reported to Denver Animal Control by calling 311.
2. In accordance with the City and County of Denver Leash Law Section 8-16, "Dogs are required to be on a leash and under control of the owner, at all times." To report a loose dog, call 311.
3. PET FREE ZONE: All areas to the left and to the right of Plaza de Monaco's front entrance, extending to the corners of the North and South Towers.
4. All dogs and cats must be registered in the office. Also see DCCRs Para 28(e) for additional restrictions.
 - There is a two-pet limit per unit at PDMTCAI. Although, due to restrictions within our governing documents, PDMTCAI has no mandatory maximum size or weight limit for dogs, we encourage all owners to consider the limitations implicit with living in a community such as PDMTCAI and, therefore, exercise self-control over themselves and control in their own rental/lease agreements to limit the size of dogs allowed in their own units.
 - There will be one-time registration fee of \$10.00 per dog or cat.
 - Each dog or cat will be issued a PDMTCAI pet tag which must be displayed on the dog or cat's collar whenever it is in a PDMTCAI general common elements area.
 - Registration is for a specific dog or cat and is not transferable. At the time of registration, the dog or cat's name, description, and digital image will be entered into a PDMTCAI database for verification purposes. In addition, each tag will be numbered uniquely, with that number being assigned in the PDMTCAI database to the associated pet. No other pet may ever be assigned that same unique registration number.
5. Pets are not permitted to relieve themselves in any interior portions of the Common Area including in the elevators.

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- In the event of an “accident,” the owner is responsible for the immediate clean up and sanitizing of the area.
 - Damage charges and/or professional cleaning service charges may also be levied against the owner of the unit to which the dog is (or should be) registered.
6. Pets are not allowed within the fenced area of the swimming pool.
 7. Pets are not allowed in the party room at any time (leashed or unleashed).
 8. Pets are not permitted to disturb others.
 - Complaints about animal misbehavior should be reported by the affected person(s) directly to Denver Animal Control at 311 and a written report should be filed.
 - A written violation complaint should be submitted by that owner to the PDMTCAI office. PDMTCAI staff or General Manager, acting within PDMTCAI’s legal jurisdiction, will review the situation and will recommend any appropriate action(s) based on this review.
 9. No visiting pets are allowed longer than one day unless prior written permission is granted by the General Manager. Visiting pets must comply with all rules that apply to owners’ and residents’ pets.

SECTION SEVEN: COMMUNITY PARKING REGULATIONS. PDMTCAI is private property. All parking areas are for the exclusive use of the owners and residents as follows:

All towing expenses are the responsibility of the registered vehicle owner.

1. Common Parking: There are no assigned parking spaces above ground. Each parking lot has designated handicapped spaces. Units are allowed one vehicle per licensed driver in the common parking areas.
2. Parking garage: Use of underground parking spots is assigned by title documents. Owners are responsible for keeping their respective area clean and maintained. Underground parking spaces may not be used for storage.
3. Guest/Visitor Parking: Parking for guests and visitors is located on the upper deck of the parking structure and along the north fence of the north parking lot. Owners are responsible for ensuring their guests are aware of the PDM parking rules and regulations.
4. No maintenance or vehicle repairs: Other than minor repairs to enable a vehicle to be moved (for example jump starting, tire changing, wiper replacement, etc.), no vehicle maintenance, repairs, or overhauls may be performed in any parking space or other common area of PDMTCAI property. Any hazardous material spills (fuels, oils, antifreeze) will be billed to the respective owner for state mandated clean up.
5. IMMEDIATE TOWING VIOLATIONS: The following parking violations will result in immediate towing of any vehicle without prior notice to the owner.
 - No Plaza de Monaco parking stickers visible on the vehicle: A current and registered PDM resident parking sticker must be visibly displayed on the rear, driver’s side, outside window at all times. Parking stickers can be obtained at the front office (registered owners must present a valid registration and insurance at the time of registering for a vehicle sticker. Renters must present the same documents as well as a valid and current lease agreement signed by the owner).
 - Blocking fire lanes and driveways: All driveways within the complex are designated fire lanes. No vehicles may extend out of parking spaces or block any part of existing fire lanes.
 - Handicap spaces: Vehicles parked in spaces designated as “handicapped” must have a current state-issued handicapped license plate or hang tag visible on their rearview mirror.
 - Unacceptable vehicle condition: Vehicles that are leaking fluids (fuel, oil, antifreeze or other fluids), wrecked (inoperable) or presenting an immediate safety hazard are not allowed on the property at any time and will be promptly removed to minimize community safety risks.

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- Parking on Landscaping: Vehicles may not park on the grass or in any way cause damage to irrigation systems, shrubs, or other landscaping. Damage to any of these items will also be expensed to the respective owner.

6. OTHER VIOLATIONS SUBJECT TO TOWING

- All vehicles must be properly licensed. Vehicles with missing or expired tags are not allowed on PDM property. Fictitious or fraudulent plates will also be a cause for towing.
- Trailers, boats, and RV's: These vehicles are not permitted in the common areas except to load and unload. These vehicles must have their respective flashers on and may not leave their vehicles unattended for extended periods of time.
- Construction equipment/vehicles: No construction vehicles or equipment are allowed in the parking lot. PDMTCAI construction and project requirements will be reviewed and authorized as needed by the General Manager.
- Abandoned/Inoperable vehicles: The state defines "abandoned" as any vehicle without valid plates. Vehicles may not be stored in the parking areas. A vehicle that has not moved in 14 consecutive days may be deemed abandoned and removed at owner's expense. If you are planning on leaving for a period of longer than 14 days, it is your responsibility to notify the office staff of your estimated return date. The parking spaces next to the north fence may be used for such longer term parking as may be authorized by the General Manager.

7. Oversized commercial vehicles: Oversized vehicles must not make adjacent spaces unusable and must not extend into or block driveways/walkways.

8. Double parking: Vehicles may not take up or block multiple parking spaces.

SECTION EIGHT: SECURITY

1. An electronic entry card will be issued to all PDMTCAI owners and to tenants on a current lease. Temporary restricted access cards are available for guests.

2. Owners must maintain a current lease on file. Failure to provide and maintain a current lease on file will result in all tenant cards associated with that respective unit to be deactivated without further notice.

3. A photo of the respective resident/tenant is required for each entry card issued. Although this photo will not be printed on the entry card, it is required for security verification of owners/residents. A card will not be issued without an identifying photo taken at the time of issue.

4. Cards cannot be shared. Cards are not to be used by other individuals except those for whom the card has been issued and whose photo is associated with the respective entry card. Allowing others to use cards improperly will result in the card being immediately deactivated without prior notice. The owner of the unit will receive a violation notice and potential fine.

SECTION NINE: GUEST ROOM. Plaza de Monaco offers one short term guest suite for the convenience of community owners and for their guests. Reservation of the community guest suite is solely for the convenience of Plaza de Monaco property owners. Guests are fully subject to all PDMTCAI Rules and Governing Documents. Reservations are subject to the following terms and conditions.

1. Reservations: The PDMTCAI property owner ("Owner"), or an authorized tenant (as identified by a completed Rental Authorization Form), MUST be present with the guests ("Guests") at the time of making reservations. The Owner or authorized tenant may be required to show proof of ownership or tenancy upon request.

2. Tenants' Guests: Tenants are not authorized to rent the guest suite, unless the Owner of the property subject to tenancy completes a Guest Suite Authorization Form. By completing the Guest Suite

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Authorization Form, the Owner acknowledges that the Owner assumes full responsibility for the tenant's guests while renting the guest suite and is fully responsible for all damages, destruction, waste, unpaid charges and violations due to the actions of the tenant's guests. No reservations will be accepted from the tenant until the General Manager has the Guest Suite Authorization Form, completed and executed by the Owner, on file.

3. Rates: The rate for the guest suite is periodically adjusted. Check with the office for current rate. Full payment for the duration of the Guests' stay is required at the time of reservation.

4. Payment: PDMTCAI will only accept cash, certified check, money order, cashier's check, or personal check made payable to PDMTCAI. The Owner will be given a receipt confirming payment and duration of Guests' stay. Insufficient funds checks will cause a \$20 fee to be assessed to the responsible Owner.

5. Additional Nights: The length of a Guests' stay is subject to availability. Guests may reserve additional nights if such extended reservation ends at least 24 hours prior to the commencement of a preexisting reservation.

6. Cancellations: Cancellations must be made 72 hours prior to the check-in time of the reservation. Failing to cancel prior to this time will result in forfeiture of 50% of amount paid for reservations. There will be no refunds for "no shows" or early departures.

7. Mailing Payment: Guests or Owners may send funds in advance of the reservation to: Plaza de Monaco, 2880 South Locust St, Denver, CO 80222. Please state the Owner's name, the Owner's unit number, and reservation dates with your payment. PDM is not responsible for lost mail or for the failure of reservation requests and payments to arrive at PDM's office.

8. Check-In and Check-Out: Check-in time is 3:00 P.M. Check-out time is 12:00 noon. Check out is required 24 hours prior to the next scheduled reservation. The guest suite will be locked after 12:00 P.M. on the day of departure.

9. Upon Departure: Guest will leave the guest suite in the same condition as found upon arrival, less ordinary wear and tear. Guests shall place all trash in the receptacles provided. Guests shall return their electronic entry card to the PDMTCAI Front Desk. Lost or unreturned entry cards will be billed to the Owner at the cost of \$50.00 per card. Any items remaining in the guest suite will be removed to accommodate other reservations. Any additional costs of removing personal items will be assessed to the reserving unit owner.

10. Cooking: A microwave and small refrigerator are provided for Guests' convenience. No other cooking appliances are allowed to be used in the guest suite.

11. Pet Policy: Pets are not allowed in the guest suite. A \$150 pet cleaning fee will be assessed to the Owner if pets are brought into the guest suite (regardless of duration of stay or size of the pet).

12. Parking: Guests are only authorized to park in guest parking which is located on the upper parking deck, on the public streets, or north fence area of the north parking lot. Parking in other locations can result in Guests' vehicle being towed without prior notice and at the Owners' expense.

13. Use of Property: Guests shall comply with all laws, PDMTCAI rules and regulations, and provisions of this Policy. The guests are responsible for locking doors and securing the guest suite. Guests shall not cause excessive noise or disruption to the community or neighborhood, or create a nuisance. Only the registered guests and his/her authorized guests may use the property. Guests shall not move furniture, artwork, or accessories and shall not attach anything to walls during their stay.

14. The responsible Unit Owner shall be responsible for their guests' actions and is solely responsible for any violations of the PDMTCAI Governing Documents, and any and all damage, destruction or waste, including

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but not limited to necessary repair, maintenance, housekeeping and cleaning costs, caused by the guests or in connection with the guests' stay. A supervision fee of \$75.00 per hour will be added to the actual maintenance, repair, and/or cleaning costs in connection with the guest's stay.

15. Guests may use the amenities while staying in the guest suite when accompanied by the owner/tenant. Use of pool, hot tub, steam room, fitness center, and any other amenity is done so at the guests' own risk. There is no lifeguard or special monitoring of these areas.

16. Occupancy Limits: The maximum number of guests allowed to stay in the guest suite on any given night may not exceed two persons as stated in PDMTCAI DCCRs. Children under the age of 5 are not included when determining maximum occupancy.

17. Occupancy limits will be strictly enforced. Violations may result in immediate eviction from the unit, imposition of a \$50 fine to the Unit Owner, and forfeiture of all fees.

18. Reporting Damage: Guests should examine the guest suite upon arrival. The guest must promptly report to the PDMTCAI front desk any visible damage, inoperable appliances, or other adverse conditions at the guest suite. The Owner is responsible for any damage(s) discovered after the guests' departure.

19. Excessive Noise and Unruly Behavior: Guests must respect the peace and tranquility of our community. Guests shall not disturb or interfere with any neighbor. Disorderly conduct or unruly behavior such as loud parties and gatherings in or around the guest suite involving large amounts of alcohol are not permitted. If excessive noise or other unruly behavior results in complaints by the neighbors or notification of the police, guests shall vacate the property and forfeit all previously paid fees. If any of the aforementioned events occur, any Guest Suite Authorization Form on file will be immediately and permanently revoked for the duration of the related tenancy.

20. Plaza de Monaco Access of Guest Suite During Stay: PDMTCAI staff may access the guest suite during guest occupancy to make any necessary repairs, to verify compliance with occupancy limits and other rental policies, and in case of an emergency as may be determined by PDMTCAI.

21. Smoking is NOT permitted in the guest suite. Smoking rules stated earlier, also apply. Evidence of smoking in the guest suite shall result in an additional cleaning fee of \$250.00 assessed to the Owner.

SECTION TEN: LEASING

1. Within seven (7) days of leasing a unit: The Unit Owner shall file a copy of the rental/lease agreement with the General Manager's office.

- The Owner shall provide, in writing, affirmation that the residents have been provided with a copy of these Rules and Regulations. All PDMTCAI governing documents are publicly available on the website: www.plazademonaco.biz. The failure of an owner to provide their tenant with a written copy of these Rules and Regulations shall not relieve the owner from the imposition of fines associated with violations of PDMTCAI Rules and Regulations.
- Owners who are renting their condos are encouraged to obtain a criminal background check and a credit check prior to renting or leasing their units.
- All tenants and their guests are required to agree to conform to all Covenants, Declarations, Bylaws, and Rules and Regulations of the Plaza de Monaco Towers Condominiums Association, Inc. This provision should be included in the language of any rental/lease agreement between a Unit Owner and the tenant(s) of that unit.

2. Accountability and Responsibility: PDMTCAI will hold the owner(s) of the unit(s) accountable for the actions of their tenant(s) and their guest(s). The registered owner(s) of a unit is(are) responsible for paying all fines levied against tenants and guests occupying their unit.

SECTION ELEVEN: ARCHITECTURAL GUIDELINES

1. Mission Statement: The Architectural Review Committee (ARC) makes recommendations to the Board of Directors to establish guidelines for the preservation, protection, and enhancement of Plaza de Monaco property values. The ARC receives, reviews and makes recommendations on all applications submitted as required by the authority identified below.

2. Authority: From Paragraph 11 of the PDMTCAI Declaration:

Certain Work Prohibited. No Owner shall undertake any work in his Unit which would jeopardize the soundness or safety of the Project, reduce the value thereof or impair an easement or hereditament thereon or thereto, nor shall any Owner enclose, by means of screening or otherwise, any balcony, yard, deck, patio or porch which is accessible from, associated with and which adjoins a Unit, without having first obtained the prior written approval of the Board (which approval may be withheld for any reason) for such enclosure and with respect to the materials, plans, and specifications for such enclosure. Structural alterations shall not be made by an Owner to the exterior portion of his Unit or to the Building (a) or in the water, gas or steam pipes, electric conduits, plumbing or other fixtures connected therewith, nor shall an Owner remove any fixtures from the building (s) without the prior written approval of the Board (which approval may be withheld for any reason) first having been obtained.

3 Standards and Guidelines for review of proposed alterations.

- a. All approved modifications must be installed to meet current City of Denver Building Codes. Any installations not conforming to standards, improperly installed, or which damage the surrounding structure will be repaired by the responsible owner at the direction of PDMTCAI. If the responsible owner refuses or fails to make the necessary repairs, PDMTCAI will take additional action including contracting for the repairs. The responsible owner will be assessed the full costs of completing the repairs.
- b. Window replacements
 - Must be double paned
 - Frame material color - Almond/Beige
 - Frame material – Metal, fiberglass or vinyl
 - Stainless steel screens for windows are NOT acceptable.
- c. Sliding Glass Doors replacements.
 - Must be double paned
 - Frame material color - Almond/Beige
 - Frame Material – Metal, fiberglass or vinyl.
 - Stainless steel screens for sliding glass doors are NOT acceptable.
- d. Existing Security Bars on Garden and Tower Units windows detract from the building appearance and are to be removed upon sale of units.
- e. Screen Doors and/or Security Doors for the Gardens units. No screen doors were originally installed on any Gardens unit. Owner may request permission to install outside screen doors on their Gardens Unit.
 - Stainless steel screens for screen/security doors are NOT acceptable.
 - Metal – Bronze/Black for screen/security doors of high quality and appearance.
 - Style – Style of door on each particular floor/side of a Gardens Building should closely match.
- f. Damaged glass in sliding glass doors, windows or damaged screens on doors and windows must be repaired immediately. Owners will be notified when they are not in compliance with Architectural Guidelines. A grace period of one month will be given, after which fines will be levied.

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g. Individual Unit Air Conditioners

- A/C is provided for both Towers. No additional portable A/C units may be installed in the windows or walls of the Tower Units.
- No window mounted A/C are allowed in the Garden Units.
- If owners need additional A/C, they must request permission from the Board along with plans so that the General Manager may review the proposed installation to ensure proper location to preserve the structural and watertight integrity of the wall is not compromised.
- Replacement A/C units for the Gardens must fit in original location and suitable box. The original box may need to be modified to allow proper air flow for efficient operation of the replacement A/C unit.
- Two bedroom units in the Gardens may install a second A/C in the wall, centered under the window. The unit must be installed in a proper box with ventilation flow for operation.
- It is the responsibility of the owner to insure that the installation meets all local electrical codes, including obtaining and displaying the permit(s) as may be required.
- Boxes are to be painted the same color as surrounding wood frame.

4. Approval Policy

- All architectural plans must be submitted to the General Manager on the Architectural Request Form.
- The Board and the Architectural Committee must review any plans for interior or exterior structural alterations to Tower or Garden Units to insure that planned alterations adhere to the ARC Guidelines and do not impair the structural integrity of said units.
- Upon submitting the Architectural Request Form and architectural plans, owners should expect a response from the Board within three weeks.
- Installation is to be completed within 30 days of approval.
- Once approval of project is given, owners must notify the General Manager of the start date of said project so maintenance and the front office are able to put proper procedures in place.
- Following completion of the project, the General Manager will inspect the installation to verify compliance with the Board approval. Any variances from the approval must be identified and corrected by the owner. The owner may request an update to the Board approval documents if the variance is appropriate to the installation.

5. REMINDER: Disposal of Construction Debris.

- Construction waste materials are not to be placed in PDMTCAI trash bins or in gated trash areas at any time. It is the responsibility of construction contractors/vendors to remove all construction/renovation waste materials from PDMTCAI property at the contractor or owner's expense.

6. Please see page 6: RULE #23. Construction and/or repairs in units may take place only during permitted hours:

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**PLAZA DE MONACO TOWERS CONDOMINIUMS
ARCHITECTURAL REQUEST FORM**

Submitted to Plaza de Monaco Architectural Review Committee

Name of Applicant(s) _____
Phone: _____ Cell: _____ e-mail: _____
Address _____

Please provide a brief description of your request for Board Approval:

Planned Starting Date (upon approval) _____ Planned Completion Date _____

For all building modifications, submit copies of your proposed plans including:

1. Details; Description of materials and colors.
2. Elevation drawings of improvements, ect.
3. Name, address, and phone number of contractor (if applicable).
4. Any additional information which the architectural review committee deems necessary.

COMPLIANCE STATEMENT

I, the undersigned, do, agree, that if any request is approved, I will build or have built, the above within the approved time period, according to the plans, specifications and descriptions submitted with this request. I am aware that any variation from the approved request could result in an order to remove the non-complying item, or to modify it to comply with the approved request. I am also aware that the approval of my request by the Architectural Committee and Plaza de Monaco Towers Board of Directors in no way supersedes permits required by the Denver County Building Department or any other government agency. I agree not to start any improvements prior to receiving approval.

Signed _____ Date _____

BOARD OF DIRECTORS ACTION TAKEN

___ APPROVED AS SUBMITTED ___ APPROVED AS AMENDED BELOW

___ DISAPPROVED FOR REASON S) NOTED BELOW

Signed _____ Date _____

Board President

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**PLAZA DE MONACO TOWERS CONDOMINIUMS
ARCHITECTURAL REQUEST FORM**

Actions following Board approval of application:

Building permit applied for? ____ Yes ____ No ____ N/A

Is use of elevators necessary to transport materials to/from the unit being worked on? ____ Yes ____ No If so, there is a \$50 fee required. Pads must be installed to protect the walls of the elevator.

Provide a description of any other special considerations/requirements for the project?

Construction and/or repairs in units may take place only during permitted hours:

- Monday-Friday: between the hours of 8:00 A.M. and 6:00 P.M.
- Saturday between the hours of 10:00 A.M. and 5:00 P.M.
- No repair work and/or construction is to be performed on Sundays, federal or state holidays.
- Hanging pictures, changing light bulbs and other housekeeping is not considered construction or repair.

REMINDER: Disposal of Construction Debris

Construction materials are not to be placed in PDMTCAI trash bins or in gated trash areas at any time. It is the responsibility of construction contractors/vendors to remove all construction/renovation materials.

General Manager review of completed project and recommendation to the Board of Directors:

Review upon completion:

Owner Certification that the project is completed:

Date _____
Signed _____

Accepted by the Board of Directors with the following conditions:

____ Project must be removed and the building restored to original design at the owner's expense upon sale of Unit _____.

____ Project is considered to be a permanent alteration to the building and the common elements.

____ Unit ____ owner is responsible for all maintenance associated with the approved alteration.

____ Unit ____ owner must ensure that proper liability insurance is at all times in place for the hazards

Other conditions:

By: _____

President of the Board of Directors

Date: _____