

LEWISTON TOWNHOUSE CONDOMINIUM ASSOCIATION

P.O. Box 3095, Estes Park, CO 80517

Welcome to the Lewiston Townhouse Condominium Complex

Current association fees are due and payable each quarter in the amount of \$750.00 per unit. These dues are a mandatory payment required of all owners. Owners will receive billing statements for the dues in the mail prior to each quarterly payment. The HOA has annual meetings that includes the board of directors and all owners of the units. Invitations to the annual meetings will be forwarded to all owners.

Your dues include the following services and maintenance: Exterior building general maintenance (excluding any decks or porches but including painting); parking lot upkeep including snow removal; sanitation fees; trash removal; general grounds maintenance; common area liability insurance. Each unit is responsible for their own decks, porches, entry way landscaping and snow removal, windows and doors, and the complete interior of the unit.

Our trash dumpster is bear resistant and the bear bar must be always secured per Estes Park Law. It is for the exclusive use of the residents of the complex and is not to be used for commercial trash, construction materials, furniture or electronic discard. Trash is picked up every Monday, Wednesday and Friday exceptions included in the pick-up schedule may occur during holidays. Parking is allowed for 2 vehicles per unit and only 1 vehicle is allowed to park outside of the garage. Commercial vehicles and trucks greater than ¾ tons are not allowed. Marked visitor spots are available for your guests.

All owners are required to carry full interior and exterior replacement cost coverage for their unit that includes liability coverage in the amount of \$500,000 and list the association as an additional insured. The association carries liability insurance on the common areas and Officers & Directors liability insurance. A copy of your policy must be sent to the association.

Only long-term rentals over twelve months are allowed in our complex. If your unit is rented, the responsibility of the tenant compliance to regulations, occupancy level and upkeep is the owner's responsibility. The HOA must be furnished with the renters or property managers contact information prior to rental, a \$500 security deposit to the Association and a copy of the tenant's signed occupancy rules with a copy of the declaration page of the renter's insurance per the regulations and a \$500 security deposit.

All pets on the grounds must be under the control of an adult, leash controlled on grounds or in a carrier at all times; and pet waste must be picked up immediately and discarded. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Fines will be levied to the unit owners for non-compliance of the pet rules, even if the unit is tenant occupied.

Thank you and welcome to the complex!
Lewiston Townhouse Condominium Association

HOMEOWNER DATA FORM

Please complete the below Homeowner Data information and attach a copy of the signed Occupancy Rules and the evidence of insurance. Deliver the information to: Lewiston Townhouse Condominium Association, P. O. Box 3095, Estes Park, CO 80517 or email to lewistoncondohoa@gmail.com .

UNIT#: _____

Owner Name: _____

Owner Mailing Address: _____

Owner Phone: _____

Owner Email: _____

Emergency Contact: _____

(NOTE: Communication Method will be via electronic form unless US MAIL is requested by owner.)

Insurance Agent: _____

Insurance Company: _____

Agent Phone: _____

Liability Limits: _____

Policy Expiration Date: _____

Renter(s) Name: _____

Renter Mailing Address: _____

Renter Phone: _____

Renter Email: _____

Property Management Firm: _____

Contact Name: _____

Phone: _____

Email: _____

LEWISTON TOWNHOUSE CONDOMINIUM ASSOCIATION

OCCUPANCY INFORMATION AND AGREEMENT

Unit Number _____

Date _____

Names of occupants: (no more than 4 in a 2 bedroom unit, 6 in a 3 bedroom unit)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Owner or rental agent's name _____

License of cars that will be parked on premises:

Car # 1 _____ *State* _____

Car # 2 _____ *State* _____

One car must be parked in the unit's garage and the other in the designated space

If you have a pet, what kind is it? _____

Rules and regulations of the Lewiston Townhouse Condominium Association have been read and it is understood that violations can be subject to a fine.

Signed: _____

Renter

Owner or rental agent

LEWISTON TOWNHOUSE CONDO ASSOCIATION

CONDOMINIUM OWNER CHECKLIST

The following items are required of every unit owner annually.

If you are renting your unit, please also satisfy the requirements for tenants.

Owner Requirements

- ☐ Furnish to the Association a copy of your insurance declaration page showing the regulation for dwelling coverage, liability limits, the property address and effective dates
- ☐ Review the current occupancy rules and regulations, sign your acceptance and return to the association. Please keep a copy for your records
- ☐ Sign up and log in to the web page www.lewistonhoa.com for document review & download
- ☐ Provide your current address, phone and email for association communication
- ☐ Dues are paid by the 1st of every quarter or annually by January 1st.
- ☐ Maintain the Limited Common Elements associated with your unit and adhere to the association appearance rules

Rental Unit Requirements - PRIOR TO MOVE IN

- ☐ Furnish a security deposit of \$500 for each occupancy change to the Association
- ☐ Submit a copy of the lease agreement for your unit with a minimum length of time of twelve months to the association
- ☐ Furnish to the Association a copy of the renter insurance declaration page showing the regulation for liability limits, the property address and effective dates
- ☐ Submit a copy of the signed occupancy agreement for all tenants. Please keep a copy for the tenants.
- ☐ Inform your tenants of the maintenance of the Limited Common Elements and the association appearance rules
- ☐ Notify your tenants of the dumpster rules and waste allowed
- ☐ Make sure the tenants are furnished the parking policy
- ☐ Have the tenants complete the rental occupancy form and submit to the association

LEWISTON TOWNHOUSE CONDOMINIUMS OCCUPANCY RULES AND REGULATIONS FOR OWNERS AND TENANTS

Occupants: Occupancy is limited to four people in a 2-bedroom unit and six people in a 3-bedroom unit.

Rentals: No rental is to be of less than a **Twelve**-month duration. Vacation rentals are not permitted. Occupancy rules and regulations must be read and agreed to for compliance by the owner and tenant. Rental information and occupancy agreement form must be completed, signed and submitted to the Association before move-in. Owners are required to submit a security deposit/transfer fee in the amount of \$500.00 to the association at the time of initial tenant occupancy or change in tenant. Security deposit to be refunded provided no violations are outstanding. ** Owners or Owner's Agents shall cause their renters to furnish the Lewiston Townhouse Condominium Association within twenty (20) days of occupancy and thereafter on each policy anniversary date, "Evidence of Insurance" showing policy coverage of not less than \$20,000 on contents and liability coverage of not less than \$500,000. ***

Insurance: Unit owners will furnish annually to the Lewiston Townhouse Condominium Association "Evidence of Insurance" showing policy indemnity replacement cost coverage for the interior and exterior of their unit and liability coverage of not less than \$500,000. Lewiston must be listed as an additional insured on the policy.

Pets: Pets shall not be kept, bred, or used for any commercial purposes. Pets must not be left unattended on patios or balconies. Pet caregivers are responsible for any damage caused by their pets. Pets are required to be under the control of a caregiver at all times, leashed when on common area property or placed in an animal carrier. It is preferred that pets are relieved in the front or rear of their residence unit; however, if such area does not exist, the common areas can be utilized. Persons with pets are responsible for immediately cleaning up after their animals and discarding securely bagged pet droppings in a proper bear safe waste container. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. An initial warning of nuisance behavior will be given to offenders and subsequent violations will be assessed according to the violation assessment schedule. Residents are responsible for the pets of guests who visit their unit; such pets are subject to the same restrictions as resident pets.

Fire Safety: Barbeque Grills of wood, charcoal, pellet, propane, gas, or oil are allowed to be used on property. These devices must be kept 5' from structures when in use and monitored at all times by an adult. Grills when not in use for an extended period must have the propane or fuel disconnected. Combustible materials or firewood must be securely stored INSIDE the Unit garage. Residents must adhere to all city/county requirements during a fire ban.

External Devices on Buildings: Effective August 1, 2012. Placement of external devices (TV dishes, wiring, antennas, etc.) must be approved before installation. Devices placed on the roof of the units without prior written permission of the Lewiston Townhouse Condominium Association will void the roof warranty for their unit. Non-functional devices are to be removed.

Trash Removal: A dumpster for trash removal is provided and paid for by the association for resident household waste only. All trash must be placed INSIDE THE DUMPSTER and the lid closed and bear bar replaced. Parties moving in or out of units should use good judgment in their trash containment. All boxes should be flattened and placed in the dumpster. No construction materials, hazardous waste, electronic devices, furniture, appliances or commercial waste may be placed in the dumpster, tenants, unit owners or contractors must dispose of such materials elsewhere. Excessive or unusual use by an owner or tenant, such as bringing trash in from an outside source, will be subject to violation assessment.

Appearance and Noise: The outside appearance of all units is important to all owners and occupants. No outside clothes/laundry hanging is permitted. Due to the closeness of units, decks, and patios, care must be taken on noise volumes of TV's, radios, musical instruments, etc. Continual complaints by other occupants will be treated as a violation and subject to violation assessment. No unit will be allowed to become an eyesore to the common area or public view. Garage doors should be closed when occupants are gone for added security and to avoid view of visible stored items. Miscellaneous equipment, tools, trash cans, tires, wheelbarrows, ladders, play equipment, bicycles, etc. must be stored in the garage or in an approved enclosed storage container. Any change in the exterior appearance of the unit which would affect the commonality of the complex, such as deck or porch installations, security or privacy gating requires written permission of the HOA prior to change. These changes include installation of central air conditioners when they are attached to the exterior of the building, installation or replacement of windows, window screens, entry and exit doors regardless of the style, color or finish. Items installed or displayed that do not conform to the appearance policy are subject to removal.

Assessments: The Board of Directors may authorize special assessments for common element maintenance, repairs, renovations and improvements.

Signage & Holiday Lighting: Holiday lighting and décor may be displayed for a period of no longer than 60 days. The displays are not to encroach upon any other unit, nor shall cause light to be emitted disturbing adjacent units or which is unreasonably bright or causes unreasonable glare. Signs placed for exterior view for property or personal goods sales, elections, religious or event notifications are required to be removed immediately after the event concludes.

Parking, Vehicle, Mediation, Collection and Violation Policies: Refer to these policies for enforcement and compliance to the Occupancy Rules and Regulations. All Policies are available on the association website www.lewistonhoa.com.

Enforcement: Arbitrary or capricious enforcement of these rules is strictly prohibited. The Board of Directors of the Association has a fiduciary duty to use due diligence, care, loyalty and confidentiality in exercising its duties, obligations and responsibilities to the owners of the Lewiston Townhouse Condominium Association.

General Common Elements (GCE): The following actions are NOT allowed without written request and prior permission from the HOA: a:) Changing the landscaping in the general common elements by the addition or removal of any items, including fences, landscaping, rock material, bark/mulch material, shrubs, plantings, gardens, etc. Container gardens are only allowed within each units Limited Common Element. b:) Installation of any exterior lighting in the General Common Elements, this is to include string lights and rope lighting, solar stake lighting including landscape path and spot lighting. c:) No items may be placed in the General Common Elements without prior consent of the HOA. Any items left in the GCE unattended or without permission will be considered abandoned and removed.

Limited Common Elements (LCE): Limited Common Elements are defined as patios, entrance area, porches, decks or the part of the General Common Element that is reserved for the exclusive use of the unit owner. Each owner shall maintain in a neat and attractive condition the limited common elements adjacent to or related to their unit. The exterior patio, porch or deck maintenance and upkeep is the responsibility of unit owners. The owner will be responsible for keeping the deck or patio in a good, clean, sanitary, safe and attractive condition. The repair or replacement of the unit deck including supports, floor and railing is the owner responsibility. If it is determined that structural damage or lack of maintenance requires that the deck be replaced for safety reasons; the Board may require owners to replace such or can contract for the work to be done at the owners’ expense. Any repairs or replacements of these areas shall follow the same architectural standard as they were previously and follow current building codes.

I have read and understand the above occupancy rules and regulations and hereby note my adherence to these policies:

Signature of Owner or Tenant

Date

Signature of Owner or Tenant

Date

Signed copies to: *Lewiston Townhouse Condominium Association*
 P.O. Box 3095, Estes Park, Co. 80517
 lewistoncondohoa@gmail.com