

Twin Rivers Condominium Association

Rules & Regulations

Updated: August 2021

The following is a compilation of Rules & Regulations added to, amended, or paraphrased from the Association Bylaws and the Condominium Declaration.

As required, any new owner shall agree to and sign this document at closing for purchasing a unit, and any new tenant shall sign a copy within 15 days of signing a lease. Read carefully and sign before returning the signature page to The Romero Group (see page 6 for address).

LIMIT ON NUMBER OF TENANTS PER RENTED UNIT- One-bedroom units are limited to two people. Two-bedroom units are limited to three people, unless they are all immediate family members, thereby increasing this number to four people. Three-bedroom units are limited to five people, with six allowed if they are all immediate family members.

ASSESSMENTS — Association dues are assessed quarterly and payable no later than 30 days after the first day of the new quarter. Please follow the Collection Policy for more details.

PETS- All Residents of Twin Rivers Condominium are allowed to keep domestic household pets. Each condo unit may not exceed more than one canine and one domestic feline or no canine but two felines. Domestic canines may not exceed a weight of 100 lbs. Only canines, felines and 100 liters or less aquariums with gill-bearing fish may be considered pets. Reptiles, rodents, wolf-hybrids, farm animals and all other undomesticated animals are strictly prohibited. All canines and felines must comply with current state and county pet licenses and health guidelines. Owners are responsible for cleaning up after their pets and shall be subject to fines if a problem becomes acute as determined by the Board of Managers. Persistent barking and aggressive behavior will not be tolerated. Pets are not to be left unattended in any of the common areas. Animals cannot disrupt the quiet enjoyment of others. All pets must be on a leash no longer than 6 feet when in all common areas to include hallways, stairs, elevator, rear hot tub area, front entryway, covered garage spaces & open parking areas.

SMOKING- Smoking is not allowed anywhere on the Twin Rivers Condominium property, this includes the interior or exterior of all units.

TRASH DUMPSTER- All trash must be placed inside the trash dumpster. Owners/tenants must keep the lid on the dumpster and the access door closed after use, Recycling bins are located in the east garage next to the stairway door.

PARKING CARPORT-Uniform Fire Code regulations require the storage of any personal property inside the storage shed of each unit. Flammable items are prohibited. Bicycles are allowed if parked within the unit's space. No licensed vehicle or licensed trailer belonging to or under the control of a unit owner or a member of the family or guest, tenant, or employee of a unit owner shall be parked in such a manner that impedes or prevents immediate access

to any entrance or exit spaces, Vehicles shall not extend from the parking area, Common access lanes shall be open and free at all times.

LOBBY DOOR- It is prohibited to prop the front door open.

MECHANICAL MAINTENANCE ROOMS (LOBBY & HOT TUB AREA)-

These rooms are for official association use only, absolutely no storage of any personal items is permitted in these rooms. Any non-association items found in these rooms shall be disposed of without notice.

BIKE/SKI ROOM- This room is for bikes and skis. Park bikes so others can get access easily, abandoned recreational equipment will be disposed of after an annual 15-day notification period.

USE OF INTERIOR COMMON AREAS (LOBBY, HALLWAYS AND ELEVATOR)- Personal property of any kind is not permitted in the common areas. This applies but not limited to shoes, trash bags or boxes outside a unit door. Unit owners/tenants are allowed a doormat of typical size. No owner, tenant or pet shall be permitted to occupy or play in any common area elements, Damages to these common areas caused by any adult, child or pet shall be subject to a fine and replacement cost.

USE OF EXTERIOR COMMON AREAS (STAIRWELLS, CARPORT, LANDSCAPED AREAS)- Personal property of any kind is not permitted in these areas. Children are not permitted to play in these areas and responsible actions by adults must be applied. Any damage to these areas caused by any owner/tenant or pet shall be subject to a fine and replacement cost.

USE OF HOT TUB & BACKYARD- Only owners/tenants and their guests are allowed to use the hot tub. Guests must be accompanied by owners/tenants when using the tub. Users are obligated to observe all rules posted in the hot tub area. Do not leave trash in or around the hot tub area. Glass containers and excessive noise are prohibited. Children under age 12 shall be supervised by an adult in or around the hot tub. Privileges shall be revoked if any of these rules are repeatedly violated.

ROOF- No one is allowed access to the roof without authorization of the property management company. Access is limited to maintenance, repair, and emergency use only.

USE OF BALCONIES & DECKS- The balconies and decks are Limited Common Elements per the Condominium Declaration and are subject to Association Rules & Regulations. Nothing is to be put on the railings unless the item is securely bolted down, Laundry shall not be hung on the decks so that it is visible from the street. Firewood may be stored on decks but cutting/splitting of firewood is strictly prohibited. Use of charcoal grills and open fire pits are prohibited due to fire hazard. Covered gas grills are allowed. Any physical changes to your balcony/deck must be approved by the Association prior to the change. The Board of Managers reserves the right to authorize removal of a modification to a unit's balcony/deck if the modification was not approved or has altered the building's appearance.

RENTING UNITS- Owners shall be required to do the following when they are renting their unit:

1) Have all tenants sign a copy of the Rules & Regulations, 2) Supply email addresses and telephone numbers of tenants, 3) Supply a copy of the signed lease. These documents shall be given to the Board of Managers or the property management company before new tenants will be allowed to move in. All guests are required to abide by the Rules & Regulations as well, Short term rental (i.e. less than 30-day lease term) of units is prohibited. These Rules & Regulations may be changed at the discretion of the Twin Rivers Condominium Association Board of Managers.

Move in/Move Out Procedures

The following are the Move-In/Move-Out procedures at Twin Rivers Condos. These regulations will be enforced without exception. Your Move-in/Move-out date will be confirmed upon receipt by The Romero Group of the \$100 Moving Fee, the \$300 Damage Deposit and a completed Owner/Tenant Information Form and Moving Checklist. Please note that a \$300 non-compliance fee will be charged if these procedures are not followed.

- 1) All move-ins, regardless of the amount of personal property involved, are subject to a non-refundable \$100 moving fee. All move-ins must submit a \$300 refundable damage deposit. **For ALL move-outs, the \$100 non-refundable moving fee and the \$300 refundable damage deposit must be made by certified funds.**
- 2) The Moving Fee, the Damage Deposit, and the Moving Form must be submitted to The Romero Group at least seventy-two (72) hours prior to your move date. **If you move without scheduling a time, without submitting the proper paperwork and /or without paying the requisite fees and deposits, the unit owner will be charged a non-refundable \$300 non-compliance fee.**
- 3) The Damage Deposit will be refunded in full within two (2) weeks after your move if an inspection following your move reveals that no repairs or clean-up of the common areas is required and the Move-in/Move-out Procedures have been followed. Deductions from the damage deposit will be made for (1) damages to common areas (actual cost of repairs), (2) clean-up of debris (cost per hour of maintenance personnel), and/or (3) moves that occur or extend beyond the permitted hours (\$50 per hour or for any fraction thereof). Should the deposit be insufficient to pay for all repairs of cleaning, additional costs will be billed to the Unit Owner.
- 4) **All moves must be scheduled through The Romero Group.** Please call Maureen Kaseta at (970) 273-3100 or email mkaseta@romero-group.com to schedule a move, no exceptions.
- 5) NO Sunday moves shall be permitted.
- 6) NO holiday moves shall be permitted.
- 7) The Unit Owner and/or tenant must call The Romero Group **seventy-two (72) hours before the move date** to schedule the move and to obtain directions for parking the moving truck and obtaining elevator access. In addition, your moving company must provide The Romero Group with proof of insurance **listing Twin Rivers Condominium Association, 100 Midland Ave, Basalt CO 81621** as the additional insured before a move will be permitted. Please email the Certificate of Insurance to mkaseta@romero-group.com or fax to The Romero Group at (970) 797-1851

- 8) All moving personnel must enter and exit through the designated entrances only. Please note, that cars and trucks are not permitted to idle their engine when parked by the building. Moving vans and trucks cannot be parked in such a way that limits entrance or exit to driveway or parking spaces. All engines must be turned off while at the building. **For security reasons, any doors shall not be left open without a person attending the area during the move. In addition, elevator doors shall not be propped open during a move, as is this practice may cause damage to the elevator.** Any such damage will be the responsibility of the Unit Owner.
- 9) All personal possessions may be taken directly to the moving truck to the elevator or vice versa. No items may be left unattended outside the elevator in the Residential Lobby or in the upper floor hallways in accordance with applicable fire regulations. Please make sure that heavy items and furniture are not dragged down hallways or through common areas of the building causing damage. If using a dolly, please ensure they have rubber wheels so they will not cause damage to lobby or hallways. No grocery carts may be used on the property at any time.
- 10) **Cardboard boxes, packing crates and other heavy materials, debris, large items and other moving materials shall NOT be placed in the trash bin.** All boxes must be broken down before placing them in the recycling bins. The Unit Owner and/or tenant is responsible for clean-up of the Residential Elevator Vestibule and the Trash Bin. No furniture, computers, equipment, skis, snowboards, plants, trees, lumber, paint, construction materials or other unusual trash or debris shall be deposited in the Trash Bin. Prior arrangements must be made with a trash removal company by the Unit Owner and/or tenant for the removal of such large items or unusual trash, if applicable.
- 11) The Unit Owner and/or tenant should review these moving procedures with their moving company prior to the moving date to avoid mistakes by moving company personnel, which could result in additional charges to the Unit Owner or tenant. Any such charges shall not be the responsibility of the Association.
- 12) Elevator access will not be permitted unless all current and outstanding assessments pertaining to their unit are paid in full. Please remember that you are moving into a building with your future neighbors, so share the elevator with other residents as necessary during your move.
- 13) All pets must be registered with The Romero Group (see Owner/Tenant Information Form).

NOISE CONTROL- Owners/tenants of all units shall be considerate of their neighbors at all times.

Use of washers and dryers is allowed between 8 AM and 10 PM. Quiet hours are from 10 PM to 8 AM. Excessive noise from owners/tenants or pets will not be tolerated and subject to actions and penalties by the Board of Managers.

AIR CONDITIONING REQUIREMENTS-The unit owner must submit a written request to Twin Rivers Condominiums management company for approval. This request must include the manufacturer's name along with the specifications of the unit to be installed. The A/C condenser must be placed on the unit's patio and not be visible from the street level. The decibel output of the condenser must not exceed 60 decibels during operation. The applicable conduits on the exterior of the building (ideally on an inside corner or directly adjacent to a

downspout) must match the building's exterior color scheme. The electricity to operate the condenser unit must come from the unit's own electric panel and not from any house panel or outlet. Installation must be done by a licensed, approved company. The installation must also comply with all TRC Rules & Regulations, Declarations to include daily clean-up and weekly clean-up/power wash of all communal areas i.e. halls, stairs, landings, entry way, elevator. Failure to comply may result in the removal of the air conditioning unit installed at the unit owner's expense by the Property Manager or one of its agents.

ENFORCEMENT- These Rules & Regulations shall be distributed to all owners/tenants and will remain in effect at all times, Owners shall be notified in writing if they or their tenants are in violation of these rules. Owners shall have 30 days to correct any problems. If the problem persists past that time, a fine of \$100 shall be assessed per month, Owner violations could potentially result in property liens or other monetary penalties as deemed by the Board of Managers. Tenant violations could potentially result in eviction.

STRUCTURAL RENOVATIONS AND REMODELS- All pending remodel projects inside the units must be approved by the Board of Managers before the project begins. The following steps shall be taken when you are considering an interior remodel.

- 1) Construction hours: 8:30 AM 5:30 PM, Monday through Friday, 9 AM — 2 PM on Saturdays, No work on Sundays or holidays.
- 2) Provide plans, drawings and/or written description of the work to be performed.
- 3) A declaration page from the owner's condo insurance policy naming the Association as an "additional insured" for the length of the construction project.
- 4) A copy of the General Contractor's license, liability insurance, workers' comp insurance.
- 5) A statement that if demolition work is required, the owner will arrange for individual trash collection at owner's expense. The dumpster is for daily garbage, Waste Management charges us an additional fee for any item that is too large to fit into the dumpster.
- 6) A copy of the building permit, when it is received.
- 7) A requirement to post a bond of \$1000 to cover any damage done to the common elements during construction.
- 8) All common areas shall be cleaned by 5:30 PM during the week, and by 2 PM on Saturdays.
- 9) After first warning of disturbances/damages to the Board of Managers, fines begin at \$200, then proceed to \$500, then \$1,000 and finally red-tagged by the Association.
- 10) All storage items in the parking garage that are not placed in the respective storage sheds must be removed.
- 11) No use of and/or modification of common areas with regard to personal remodels (including but not limited to garage, hallways, and exterior).
- 12) Owners responsible for any damage to common areas due to remodeling shall be assessed the amount need to repair the damage.
- 13) If the remodel requires the Association Water Service to be shut off, a water shut-off valve for that unit must be installed if there is not one already existing for future use.

AMENDMENTS- These Rules & Regulations can be changed at any time by the majority of the Board of Managers. Any changes will be posted on the bulletin board in the main entry lobby and forwarded to all owners.

I agree to abide by the Twin Rivers Condominium Association Rules & Regulations:

1. _____
Signature Print Name Unit # Date

Phone # _____ Email _____

2. _____
Signature Print Name Unit # Date

Phone # _____ Email _____

3. _____
Signature Print Name Unit # Date

Phone# _____ Email _____

CIRCLE ONE: Owner Tenant

Please return signature page to:
Twin Rivers Condominium Association
c/o The Romero Group
P.O. Box 4100
Basalt, CO 81621

Please keep a copy of the Rules & Regulations for your reference.