

Silver Queen West Manual for Residents and Owners



Welcome to Silver Queen West Condominiums. We're located at the base of Buffalo Mountain in the Wildernest Subdivision just outside the Town of Silverthorne.

With convenient highway access and excellent local amenities all surrounded by Arapaho National Forest, Summit County is known as "Colorado's Playground". We encourage you to get out and enjoy some of it, and hope that you enjoy your stay here.

Updated 12/2014

The purpose of this manual is to familiarize you with our community and the operations of the SQW Condominium Association and to review what's expected of you as a resident and neighbor.

Also included is some local information that we hope you'll find valuable whether you're on vacation or living here full time.

Please keep this booklet in a safe and convenient location inside the Unit.

Table of Contents

| | |
|---|---------|
| Section 1: Contacts & Links | page 3 |
| Section 2: What's New at SQW? | page 4 |
| Section 3: General Information | page 5 |
| Section 4: Neighborly Living Guidelines..... | page 8 |
| Section 5: Fire Safety | page 13 |
| Section 6: Owners, Renters & Rental Agents | page 15 |
| Section 7: Remodeling & Maintenance Information | page 17 |
| Section 8: SQW Rules and Regulations | page 21 |
| Tenant Information Form | page 34 |
| New Owner Information Form | page 35 |

Section 1: Contacts & Links

Association's Onsite Manager

Tom Brennan #7332 Building D.....(970) 486-0222
silverqueenwest@comcast.net

Animal Control..... (970) 668-3230

Avalanche Information Center (weather too)..... www. Avalanche.state.co.us

Comcast.....1-800-COMCAST

Fire Dept. (Emergency).....911

Medical Emergency.....911

Poison Control Hotline 1-800-222-1222

Road Conditionswww.cotrip.org

Sheriff's Dispatch(970) 668-8600

Summit County Government Website.....www.co.summit.co.us

Summit Medical Center (Hospital).....(970) 668-3300

Silver Queen West Websitewww.silverqueenwest.com

Summit County Alert System..... www.scalert.com

Directions to the Hospital

Get on I-70 Westbound, get off on the first exit for Frisco, #203. Drive 3 miles towards Breckenridge and the hospital will be on your right.

Section 2: What's New at SQW?

Building Renovations during 2014

Silver Queen West underwent major renovations in 2013 and 2014 that included installation of new building siding, doors, windows, storm doors, handrails, building signage and rebuild decks and balconies and deck/balcony surfaces.

Comcast Digital Conversion

In fall of 2013 Comcast upgraded their cable system to a full digital signal. Most units have digital converter boxes that were installed by Comcast. These boxes are part of the system and are to remain in the Unit. Cost to replace missing boxes will be charged to the Unit by the Association.

If your Unit needs a converter, notify the onsite manager who can assist with obtaining and installing the converter boxes.

For more information visit Comcast on the web at www.Comcast.com/digitalswitch

Section 3: General Information

The Condominium Property

The four buildings of Silver Queen West consist of 106 individually owned condominium Units and 32 garages. People that live and work in Summit County occupy about 50% of the Units and the other 50% are used as second homes and/or vacation rentals.

Building Management

The condominium project is 'self-managed' and is not affiliated with any property management company. It is managed, maintained, and policies are set through the joint efforts of the board of directors, the onsite manager, and an off-site financial administrator.

Rental Unit Management

If you are a renter, short or long term, the Unit you are renting is a privately owned residence managed by whomever you made the rental arrangements with. The Association's onsite manager is always available for emergencies and information, but is not responsible for your reservations, keys for access, cleaning, physical condition or internal repairs specific to your Unit.

This Unit is managed by: _____ Ph# _____
(Please fill in)

Unit Address

The physical address of your unit is:

_____ Ryan Gulch Road
Silverthorne, CO 80498

This is the address you'll use for pizza delivery, FedEx and United Parcel Service (UPS). Be aware that FedEx SmartPost uses the US Mail and you'll need a PO Box for that service. There is no U.S. Postal Service delivery to SQW.

Mail Delivery

With no home mail delivery available, long term residents need to sign up for a post office box at one of the local Post Offices in order to receive mail. If none are available, you can set up an account with the UPS Store in the Dillon Ridge Shopping Center and have your mail delivered there.

Laundry Facilities

The laundry rooms are open 24/7 and are located on East (balcony) side of each building at the ground level. Buildings A and B each have two washers and two dryers. Buildings C and D each have two washers and three dryers. You will need your own soap and quarters.

Please keep track of time when doing laundry. The facilities can get busy, and if someone has left clothes in a machine there may be no choice other than to remove their things so someone else can use the machine. Please don't remove someone else's clothes from a machine that still has time on it or interrupt their dryer cycle by opening the door.

If a machine is broken, please put an "Out of Order" sign on it and notify the onsite manager. Your lost money will be refunded and the machine will be repaired.

We try to provide well-maintained laundry equipment at an affordable price. You can help by not over-loading the machines and by helping to keep the rooms clean.

Electrical Service

Excel Energy is the service provider. New owners must contact Excel to set up an account in their name and ensure Excel has the correct mailing address for the monthly bill.

Long-term renters need to clarify with their rental agent who will be responsible for the bill and set up an account with Excel if necessary.

Everyone is encouraged to use the onsite manager as a third party notification to help prevent loss, damage and the inconvenience resulting from the power being turned off unexpectedly.

Television & Internet

Comcast is the cable provider. Basic television service is supplied through the Association, and optional services, including high speed internet, are available by setting up your own account with Comcast. For service or more information call 1-800-COMCAST or visit their office in Silverthorne.

Recycling Information

There are no on-site recycling facilities, however there are several convenient drop off sites located throughout the County. The closest is at Waste Management in Silverthorne, where they have containers for basic recyclables like glass, aluminum, tin, plastic, paper and cardboard. For complete information about recycling in Summit County please visit High Country Conservation Center on the web at www.highcountryconservation.org

Living with Wildlife

The surrounding forest is home to many different types of wildlife, but usually only three animal species are seen in residential areas.

Foxes

Foxes live nearby and are the most common wild animal that you may see. Many times as you pull into the property you'll see a fox or two out hunting for a meal. Enjoy watching but **please do not feed them, get too close or try to alter their behavior in any way**. Their role in the local ecosystem is to catch and eat as many field mice (voles) as possible.

Moose

The moose population in Summit County is expanding and they are becoming more frequent visitors to the property. With adults weighing up to 1200 pounds and standing more than six feet tall at the shoulder, they can and should be intimidating. They might seem clumsy and slow, but moose are in fact very fast, extremely protective of their young and are not scared of anything. Loose dogs are a concern and stomping deaths are a real possibility. For these reasons moose are considered the single most dangerous wild animal in Colorado. Enjoy watching them from a safe distance but **never** approach a moose. That is what telephoto lenses are for.

Bears

Local bears are generally active from late March through October. Most of the time you will never see one, but under certain conditions they become attracted to residential areas where they can become a nuisance and even be dangerous.

Bears are very hungry both before and after hibernation and may search for food in residential areas. This is also the case during summer droughts and in years when their natural food supply has been damaged by a late frost.

Trash cans and dumpsters are what they're after, but bears will eat anything they can find. They are especially attracted to pet food, bird seed, hummingbird feeders and dirty barbeque grills, and they will return every night after getting a meal.

In Colorado, nuisance bears get tagged once and are not given a second chance. Please help them to survive by being a responsible human. Keep all food indoors and grills clean.

For more information about living with wildlife in Colorado, please visit the Division of Parks & Wildlife on the web at **wildlife.state.co.us**

Section 4: Neighborly Living Guidelines

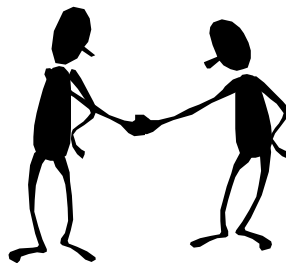
In most instances following the rules and regulations of the Association simply means trying to be a good neighbor. Basic guidelines are provided below. **The complete Rules & Regulations (which are binding and carry fines and other potential penalties) are found in Section 8 of this manual.**

Living in a Condominium

While the Association has no interest in your personal lifestyle, please understand that a condominium property with a high-density population such as ours demands strict adherence to the rules, and requires a high level of consideration for your neighbors and the community.

There are many advantages to living in a condominium, most of which translate into more free time for you. However, condominium living may require that you make some adjustments to your lifestyle and accept some new responsibilities.

For those unaccustomed to condominiums, the most difficult changes may be getting used to community rules and living with neighbors close by. While it's true that living in a relatively small area while maintaining a high standard of privacy and comfort can be a challenge, there are things we can all do to make sure it's a pleasant experience. It starts with trying to be a good neighbor.



How to be a Good Neighbor

One of the biggest frustrations of condominium living can be a noisy neighbor. Much of the noise inside of the Units is generated by normal everyday activities, and the people doing it may not even know they are disturbing you. Everyone needs to realize that your neighbors (especially downstairs) can hear you rather well, and you need to take measures to ensure that you are not disturbing them.

- Realize that your pleasure should not lead to your neighbor's distress.
- Remember that noise transmits easily through walls and floors.

- Consider your neighbors when you do something noisy, and inform them beforehand.
- Cooperate with a neighbor who asks you to reduce noise.
- Don't slam doors; this includes the balcony slider as well as cabinet doors.
- Take off your shoes, work boots, ski boots, etc. when you are home.
- Put throw rugs over traffic areas of hard surface floors.
- Clean your house at a reasonable hour. Vacuuming the carpet or running the dishwasher at odd hours can be very disturbing.
- Don't allow children to jump on the floor.
- Get your speakers up off the floor. It is the bass that travels through the walls and floors, annoying your neighbors. You may be surprised at how tolerant they can be if you do not shake their walls with bass.
- Keep your stereo and TV sound systems away from adjoining walls. Look at the floor plan in your Unit and realize that your neighbor's Unit is probably laid out exactly the same. That means when your sound system is against your front room or dinette wall it is only a couple of feet away from where someone may be trying to rest in the bedroom on the other side.
- Do not play TVs or stereos unnecessarily loud. Courtesy hours are 10PM to 8AM, but that does not mean you can disturb your neighbors the rest of the time.
- Drive slowly and carefully in the parking lots. Watch out for people and pets. Don't use more than one parking spot or leave your vehicle where it interferes with traffic flow and snow removal.
- Don't sound car horns, slam doors, or rev engines. Be aware that fumes and noise from your diesel truck is a nuisance for your neighbors. Warming up vehicles unattended is limited to 5 minutes.
- Take good care of your pet. Take measures to ensure it is not bothering neighbors while you are away, or while it is outside on SQW common areas. Walk your dog in designated areas and away from where people walk. Always pick up after your dog; bags and lidded containers are placed throughout the property to make this easier for you.
- Put litter (but not unit trash) in the receptacles at the bottom of the stairs.
- Do not toss cigarette butts from the buildings or thrown them away in the parking lot or elsewhere on the property. If you smoke, please use ash trays or butt buckets.

- Take your trash to the dumpster. Don't leave it on the common area walkways or balconies. Break down boxes and larger items, and wrap packing peanuts securely so they do not blow around. The dumpsters are for household trash only. They are not intended for non-compactable items such as old furniture, appliances, carpet, tires, construction waste or hazardous materials. The Association gets charged more for these and may back-charge owners responsible for extra costs.

How to Handle a Neighbor Complaint

Get to know your neighbors soon after they – or you - move in; it's much easier to deal with someone when you are acquainted. If someone is disturbing you the best way to deal with it is to politely let him or her know about it. Knock on the door or leave a signed note and explain the problem to them in a nice way.

Many people do not realize they are causing a problem, and your contact may be the first they have heard of it. If you got a little carried away with your stereo, wouldn't you rather hear from the person you are bothering instead of the onsite manager or the Sheriff's Department? If you have tried unsuccessfully to deal with the offender, notify the onsite manager who will attempt to resolve the situation and may issue a violation notice to the Unit's owner. Written complaints can be much more effective than verbal ones.

In the rare event of serious misconduct, verbal or physical assault or threats, immediately call the Summit County Sheriff's dispatch or dial 911 for assistance.

Pets

Renters are not permitted to keep pets.

For Unit owners with pets, it's important to take steps to control your animal's behavior while you're not at home. This may include leaving on a radio or a fan to create background noise so your pet isn't bothered by outside activities.

It always includes closing your patio door so your pet does not have access to the balcony or deck while you're away from home.

Walking your pet away from the buildings and cleaning up afterwards isn't just a good neighbor policy, it is required. Everyone will appreciate your efforts to help keep the property clean.

Parking

Parking is 'unassigned', which means that although each Unit is allowed to use a certain number of spaces, they belong to the Association and not the Unit.

The parking lots are intended to provide a safe and convenient place to park your primary vehicle. They are not to be used for storage of any kind, whether it's a trailer or a vehicle that's only used once in awhile.

All vehicles must be moved for plowing after each snowfall. Please cooperate with the onsite manager if requested to move your car or truck.

Commercial vehicles, including any vehicle with advertising on the sides, are prohibited.

If you're staying here for more than thirty days, you must register your vehicle(s) with the onsite manager either through direct communication or by completing the related form at the back of this manual and delivering it to the manager. Vehicles that become a problem will be towed from the property at the owner's expense.

Deck/Balcony Use & Care

Decks and balconies are limited common elements. This means they are part of the building and belong to the Association, but occupants of the Unit to which they are attached have rights to use them. The Association rules and regulations regulate deck and balcony use. As an owner, resident or guest, you are allowed exclusive use of the deck or balcony attached to your unit, subject to those rules and regulations.

You have the responsibility to make sure the deck or balcony is used and maintained in a safe, clean and responsible manner.

Charcoal grills are not permitted to be used or stored on decks and balconies and may not be used anywhere on the SQW property. This prohibition is strictly enforced. Violation will result in notice of violation to the Unit owner with the possibility of fines.

Gas and electric grills are allowed when used in a safe and clean manner and in accordance with the Association Rules and Regulations.

Decks and balconies are not to be used for storage of personal items. Prohibited items include mattresses, dressers, couches or any other type of interior furnishings.

Owners, residents and the managing agent for individual Units are responsible for snow removal on the deck or balcony. If the Association is required to remove snow for safety reasons, the Unit owner will be charged for that work.

Damage to any part of the deck, balcony or handrails will result in charges to the Unit owner.

Satellite Dishes are to be mounted only on a tripod pedestal available from the service provider. They may not be attached to any part of the building or handrail, and doing so will result in damage charges to the Unit owner.

Care of your Deck or Balcony

- Gas grills and outdoor furniture are to have plastic protectors on the bottom of the legs, and an outdoor rug is recommended under outdoor furniture.
- Every gas grill fire box must be a minimum of 2 ft. above the deck surface, have a grease tray to prevent drips, and a grease mat underneath to protect from damage to the walking surface.
- The weight limit on firewood storage on the balcony is equal to ½ cord, or three (3) rows extending from the front room wall to the outer edge of the typical balcony. Do not place more than that amount of wood on the balcony. Wood must be raised off the deck surface. See the Association Rules and Regulations for more information.
- All decks, balconies and walkways have, PVC waterproof membrane surfaces. While these are rugged and will withstand wear well, they can be damaged and require special care. If damaged, the cost of repair will be charged to the Unit owner.
 - **Use only plastic snow shovels for snow removal!**
 - **Cutting and splitting of firewood on the balcony or any other part of the building is strictly prohibited.** Plan ahead and do splitting away from buildings during normal waking hours.
 - **Do not put fireplace wood directly on the deck surface. All wood must be stacked neatly, raised off the deck/balcony surface and away from the building siding.** Underneath the wood stack use pressure treated 2x4s or metal stands with protection under the stand feet.

For information on approved cleaning solutions and the like that will not damage the deck membrane surfaces, please contact the onsite manager.

Section 5: Fire Safety

Smoke & CO Alarms

It is the responsibility of each owner to make sure their Unit is equipped with a working smoke detector, and a carbon monoxide detector if the unit has a fireplace. In the event that these alarms are missing or inoperable, renters should contact their rental agent for a replacement. The onsite manager will be glad to assist by providing batteries when needed.

It is recommended that each Unit also have a household size fire extinguisher mounted in a conspicuous location.

In addition, there are full size fire extinguishers conveniently located around the buildings. For studio Units the closest ones are inside the laundry rooms and in the center breezeway. For all other Units the closest extinguisher is located outside your Unit door at either end of the walkway.

Fireplace Use

Fireplaces can be dangerous, so please be careful while enjoying a fire.

Most fireplaces are equipped with a damper door. On the original fireplaces the handle is located on the rear of the flue and is not easily seen. Before lighting a fire, make sure the **damper is open** so smoke doesn't back into the Unit. Closing the damper door when the fireplace is not in use will keep your Unit warmer, saves energy, and helps prevent ash from blowing back inside.

You may have to burn newspaper to create a "draw" in the chimney before the wood will burn properly. Once you get a fire going, put the spark screen in place to prevent popping embers from escaping. Never throw a burnt log onto the balcony, even though there may be snow out there. It will melt right through to the surface where it will cause damage and may cause a fire.

Burn only normal firewood or artificial logs in the fireplace. DO NOT BURN other material such as trash or painted/stained construction scraps.

Always use the **HOT ASH BUCKETS** inside the unit and provided by the Association near the dumpster to dispose of fireplace ash. NEVER PUT ASHES IN A PAPER OR PLASTIC BAG, EVEN IF THEY ARE COLD. If your unit needs a hot ash bucket, contact the onsite manager for a free replacement. Never put ashes into the trash, even though you may think they are out. Ashes can smolder and ignite even after 48 hours!

BBQ Grills

Gas and electric barbeque grills are allowed on decks and balconies as long as they are used in a safe manner. Camping style grills are not to be set directly on the deck or balcony surface and must be elevated to prevent damage from the heat.

Charcoal grills may not be stored or used on decks and balconies and may not be used anywhere on SQW property. Charcoal is prohibited as a grill fuel in all of Summit County due to the high fire risk!

Dryer Lint

Dryer lint is an extreme fire hazard. Units with washers and dryers should have the dryer portion serviced regularly for lint removal.

Section 6: Owners, Renters and Rental Agents

Insurance

The Association strongly recommends that all owners obtain condominium insurance (known as an HO6 policy). This insurance is inexpensive. The liability portion of the policy will protect you from claims of damage arising from the Unit (such as water damage from a broken pipe or stopped toilet) and the property portion will cover the portions of the Unit for which you are responsible and the contents (subject to policy terms).

The Association's master policy covers replacement cost of the buildings and Units as they were originally built and sold, with some allowances for upgrades. It does not cover personal contents of the Unit, loss of rent, or damages resulting from owner or tenant negligence.

Leasing Policy

The Association's documents allow for the leasing of the Units. Owners may use whatever form of lease or rental agreement they choose. However, the Association advises that all lease agreements should contain the following restrictions:

- All adult Unit occupants are to be a party to a lease agreement or a rental agreement with the Unit's owner or his rental agent.
- Tenants should be required to carry renters insurance covering personal property contents, additional living expenses, personal liability and premises medical expenses.
- All Unit occupancy shall be in compliance with the commonly accepted standard of 200 square feet per person, as established in the building and fire codes of Summit County.

(Approximate unit sizes – individual units will vary slightly):

| | |
|-------------------|------------------|
| Studio, standard | 360 square feet |
| Studio, end unit | 480 square feet |
| 1 Bedroom | 630 square feet |
| 1 Bedroom w/ loft | 950 square feet |
| 2 Bedroom | 840 square feet |
| 2 Bedroom w/loft | 1020 square feet |

- **All tenants or occupants are subject to Association rules and regulations.** All leases must require compliance with the Association's rules, regulations and policies, and must contain a clause stating that the tenant has received a copy of the Association rules and regulations. Please be sure each tenant to whom you rent receives a copy. Unit owners are responsible for all violations of the regulations by their tenants. Unit owners and/or their rental agents should do regular checks on the condition of the Unit, and may call the onsite manager to inquire about the behavior of the tenants.

Owner & Landlord Information

If you have recently purchased your Unit, please take a few minutes to complete and return the 'New Owner Information' form located at the back of this manual.

If leasing your Unit, please complete and return the 'Rental Notification Form' also found at the back of this manual. When you change tenants, please send us an update. It's important for the onsite manager to know who your tenants are, especially when they get locked out and come looking for a key.

Owners are responsible for the actions of their tenants and guests. Please emphasize that they should respect the rights, privacy, quiet and enjoyment of their fellow residents. You are urged to bring to their attention that they are living in a condominium community, which is very different from a rental apartment community. By impressing that they are living in a common-interest property where each Unit owner has a percentage interest in the entire project, your investment will be protected and the community will continue to be an enjoyable place to live.

It is important that you provide each new tenant with a copy of this manual so they are aware of both the rules and regulations and the proper use of the Unit, the SQW property, and facilities.

From time to time the onsite manager must take appropriate action to protect the condominium property. Such action can consist of immediate entry into a Unit for emergency plumbing or electrical repairs, repairs to damaged common elements, or other actions necessary for safety of the residents and property of SQW. The onsite manager also may notify the Unit owner or tenant or both of a rules violation.

In the case of repairs or damage, the cost becomes the Unit owner's responsibility and will be added to your monthly assessment obligations. If your tenant's behavior becomes a problem, management will contact you and/or your managing agent requesting that the problem be addressed. If this fails to bring about the appropriate change in behavior, the matter will be turned over to the Board of Directors for action, which may include fines or legal action.

Section 7: Remodeling & Maintenance Information

Tips When You Remodel

- There are heat pipes located in the floor and the walls of every Unit. If you are planning on putting even one nail, screw or staple into the floor, or if you going to use nails longer than 1" in the wall, you must contact the onsite manager before doing so and he will locate the pipes for you.

This includes new carpet installation because your installer may find it necessary to put down new tack strips, or drive in staples to secure the carpet. Notify the onsite manager well in advance, not on the day of the installation! If you, your contractor or your tenant drives any fastener into the floor or walls causing damage, you will be responsible for all costs involved. These may include painting, sheet rock repair, damage to personal items and loss of rent. Repair of damages can cost thousands of dollars.

- When installing new carpet, make sure that you have a professional measure your unit for carpet. Don't guess at the amount based on the square footage of the Unit. You will need more than you think because of the angle in the front room. Carpet in the bathroom and kitchen is a bad idea; these areas should be covered with vinyl, tile or other hard surface, durable material to help eliminate odors and staining.
- Caulk and seal tight the perimeter of your bathroom floor to help prevent water from leaking into the Unit below
- **There is no main water shut off in your Unit.** You can turn individual fixtures off at their valves, except for the bathtub/shower. Do not attempt to repair a leaky bathtub spout without contacting the onsite manager in advance. It is impossible to replace the seals without turning the water off in the crawlspace.
- When installing hard surfaced floors, choose the "floating" type of floor which provides some sound proofing for the neighbors below.
- If you install a new kitchen floor, raise the floor under the dishwasher an equal amount or you will block it in, and the appliance repairman will not be able to remove it without lifting the counter top.
- Remember that your neighbors are not nearly as excited about your remodeling as you are. Try to screw things together whenever possible instead of banging with a hammer. Plan your project so the noise does not begin too early in the morning or last late into the evening.

Storm Doors

The storm doors are provided by the Association but belong to the Unit. Maintenance and repairs to the storm door are the responsibility of the Unit owner or tenants. Please take care of your storm door by ensuring that it is latched properly to prevent the wind from catching it and slamming it open.

Garage Doors

Repairs to the garage doors are the responsibility of the owner of the garage.

Electrical

The breaker panel for the Unit typically is located in the hallway, between the bathroom and the kitchen. Make sure all breakers are labeled. The main wiring in the buildings is aluminum, as was common when SQW was built. The 110 volt wiring in your Unit is solid copper on the 20 amp circuits and copper clad aluminum on the 15 amp circuits.

The ceiling and wall light fixtures are rated for 60 watt maximum bulbs. Do not use a higher wattage light bulb, as it will create a fire hazard. The Association strongly encourages you to use CFL (compact fluorescent lamp) or LED light bulbs which are far more energy efficient than the old filament bulbs.

The Heating System

All four buildings at SQW are heated with hot water. The water is heated in a central boiler system and is circulated throughout the building by a network of copper tubing. When your Unit cools down, the thermostat calls for heat sending a small electrical current to the 'zone valve' motor. This causes the valve to open allowing hot water to circulate through your Unit. When the Unit has warmed to the desired temperature the electrical current stops, allowing the zone valve motor to close under the force of a spring.

If you think your heat system might not be working, there are a couple simple tests you can do:

1. Turn the thermostat all the way up and give it a couple minutes for the water to circulate, remove a corner cover of one of the baseboard heaters, and hold the copper pipe where it goes into the floor. The pipe should be so warm that you can only hold on for a few seconds. You will not be able to tell if the heat is working by holding your hand above the heater - you must touch the pipe.
2. If the pipe is not warm, there is another test you can do. A flashlight may be handy but is not necessary. First you must find the zone valve. In most Units, it is located in either the

dinette area or in the master bedroom. The zone valve is the little box with two 24 volt wires going to it, and may have a cover on it. On the side of the zone valve you will find a small lever that has two different positions one is for 'automatic', which allows your system to be controlled by the thermostat, and the other position is 'manual' or full heat.

Put the lever in the 'manual' position. If the problem is in the Unit, you will hear the water as it begins to circulate through the system.

If the problem is with the boiler system, or if the Unit (top floors only) is 'air locked', you may hear nothing at all. If you are in an end Unit you need to call the onsite manager at once. If you are in a top floor Unit, your heating system probably has air in it, which prevents the water from circulating. If yours is not an end Unit, and you can make it through the night with an extra blanket, a close friend and a cozy fire, call the onsite manager the next morning and the air will be bled from the system that day.

Never attempt to bleed air from the boiler system on your own - doing so could result in damage to the heating system or Units. If your heat is not working, particularly if you live in an end Unit and it is really cold out, please call the onsite manager no matter what time it is. Our systems are 100% water with no anti-freeze in them and we want to make sure they do not freeze up.

If you are in an end Unit, never ever turn your heat OFF between the months of November and March. It may be very tempting to turn it all the way down to conserve energy, especially if you do not live here full time. Please do not do it. The lowest you should ever set your thermostat in an end Unit is 58 degrees. If it gets below zero and the water is not circulating, a pipe on an outside wall could freeze and burst, causing extensive damage.

In the event of a heating system leak inside your Unit, there are two 'Unit isolation valves' that you can close. One of them is the blue handled valve near the zone valve, just before the copper pipe enters the floor or wall (not the valve with the hose fitting-don't touch that one). The second valve will be at the other end of the system, either in the bedroom below the window or in the entry hallway. In studio Units they are the valves with a lever instead of a round handle.

The Plumbing System

- As mentioned in the remodeling section, there is no main shut off valve to the water in your Unit. Each fixture must be turned off at the supply valve for that fixture. There is no shut off inside the Unit for the tub/shower. If you need to replace leaky tub seals or replace the fixture, you must first make arrangements with the onsite manager to turn the water off in the crawlspace. Never work on plumbing without first turning off the water supply. Run

your garbage disposal regularly, every day if possible, in order to flush out waste and control odors. It is common for garbage disposals to become jammed. Never put your hand into a garbage disposal without first unplugging it from the electrical outlet underneath the sink or turning it off at the breaker panel. If your disposal is 'frozen up' you can usually free it by inserting a toilet plunger handle or a skinny piece of wood and working it loose. Most garbage disposals come with an Allen wrench that fits a manual crank on the bottom of the disposal for this purpose. Most disposals also have electrical 're-set' buttons (usually colored red) on the bottom.

- PREVENT CLOGGED PLUMBING! Don't use the garbage disposal to grind up everything just because it can. Disposals are very handy for cleaning the sink, but should not be used for excessive amounts of food waste. Use common sense and throw bulky and excessive waste into the trash, not the sewer line.
- Never flush cotton towels, paper towels, newspaper, plastic bags, feminine napkins, dental floss or any other similar items. Use the 3P Rule for flushing: toilet paper, and you know the other two!
- Under-sink plumbing should be checked on a regular basis by the Unit occupants and rental agents. The buildings were built in the early 1970s, and many of the metal drain pipes have rusted and should be replaced with plastic. It has been found that the use of garbage disposals over time can result in the 2 inch plastic drain pipe cracking or completely breaking where it joins the vertical drain pipe at the wall. If yours is leaking, you are responsible for the repairs, as well as any damage caused in Units below. Please check yours now!
- Owners or Unit occupants should make sure there is a plunger for each bathroom.
- Owners are responsible for repair costs due to damage, neglect or abuse.
- Do not use regular liquid dish soap in your dishwasher. It creates too many suds and it will cause the dishwasher to malfunction and leak. Use only soap specifically intended for dishwashers.

Section 8: SQW Rules & Regulations

Amended and Restated Rules & Regulations

Silver Queen West at Wildernest Condominium Association

These Rules & Regulation have been adopted by the Association Board of Directors in accordance with the Associations recorded Declarations and Bylaws and Colorado statutes. They are binding on all Unit owners and their guests, including tenants and their guests.

1. NOISE

2. PETS

- A. Who May Keep a Pet
- B. Suspension or Revocation of Right to Keep a Pet
- C. Permitted Pets
- D. Conditions

3. MISCELLANEOUS

- A. Unit Access
- B. Removal of Hazardous Items and Materials
- C. Littering
- D. Hangings; Dusting
- E. Advertisements; Posters
- F. Permitted Displays
- G. Garbage
- H. Fireplace Ashes
- I. Wiring
- J. Building Systems
- K. Building Exterior Surfaces
- L. Plants
- M. Prohibited Materials

N. Balconies, Decks and Studio Porches

O. Snow Removal

P. Use Affecting Insurance Rating

Q. Compliance with Law

R. Locks and Keys

S. Tenants

4. VEHICLE AND PARKING LOT / DRIVE REGULATIONS

A. Traffic Markings and Signs

B. Speed Limit

C. Permitted Vehicles

D. Vehicle Registration

E. Parking Regulations

F. Idling of Vehicles

G. Vehicle Repair or Maintenance

H. Overnight Occupancy Prohibited

I. Removal of Vehicles

5. COVERED PARKING SPACES (GARAGES)

A. Ownership and Conveyance

B. Use of Garages

C. Garage Doors

D. Violation; Delinquency

6. COVENANT AND RULE ENFORCEMENT

Reporting Violations

Investigations and Warning Letter

Continued Violation after Initial Warning Letter; Hearing Opportunity; Fine

Continuous Violations

Other Enforcement Means

Attorneys' Fees

Rules of the Silver Queen West at Wildernest Condominium Association

These Rules apply to all owners and all occupants of Units and supplement the restrictions and regulations in the Declarations ("Declaration Regulations"). For the purposes of these Rules, "Occupants" are Unit owners, anyone occupying a Unit, and the guests and invitees of anyone owning or occupying a Unit. Unit owners are responsible for violations of these Rules and the Declaration Regulations by any Occupant of their Unit, including tenants and their guests, and any fine or expense assessment made in connection with a violation by an Occupant of a Unit will be levied against and the responsibility of the owner of the Unit. The "property" includes all buildings, other structures, parking areas and grounds of Silver Queen West. Unit owners and their rental agents are responsible for notifying tenants and guests of these Rules and the Declaration Regulations.

1. **NOISE**. Occupants may not make or permit to be made loud or objectionable noises, and will not use or play or permit to be used or played musical instruments, radios, sound systems, televisions, amplifiers and any other instrument at a volume that may disturb Occupants of other Units.

2. **PETS**.

A. **Who May Keep a Pet**: Only owners of Units and members of their immediate family occupying a Unit (children, siblings or parents) may keep or maintain a pet on any part of the property. Tenants are not permitted to keep or maintain a pet.

B. **Suspension or Revocation of Right to Keep a Pet**: The Board of Directors may suspend for a fixed period of time or revoke the right of a Unit owner or their immediate family to keep a pet if there are two or more violations of this Section 2 of these Rules or the Summit County Leash Law or implementing regulations by such Owner or any family member in any twelve month period.

C. **Permitted Pets**:

Domesticated dogs, cats and other common household pets are permitted in Units, subject to the other terms and conditions of this Rule.

D. Conditions:

(1) Occupants are responsible at all times for the behavior of their pets and pets of visitors or guests. These Rules apply to pets of Occupants and pets of visitors or guests.

(2) Pets may not be kept, bred or maintained for commercial purposes.

(3) Pets may not cause or create unreasonable disturbance to any Occupants.

(4) No doghouses, kennels or other living or sleeping accommodations may be located on decks or balconies, under Units or on any portion of the property except the interior of a Unit.

(5) Pets may not be left unattended on decks or balconies at any time.

(6) Pets may not urinate or defecate on decks or balconies at any time.

(7) Pets may not be leashed to the exterior of a Unit, a building or any other point or object on the property.

(8) Pets must be at all times in the immediate presence of a responsible person who is exercising strict control of the pet by confinement, leash or voice command.

(9) Pets may not defecate or urinate on the sidewalks, walkways, stairwells, parking lots or elsewhere on the grounds where such excrement may be an annoyance or hazard to Occupants or visitors. Pets should be taken to designated exercise areas for the purpose of urination and defecation. Occupants must immediately pick up pet feces and deposit them in a secured bag in one of the covered bin receptacles placed around the property for that purpose. Occupants must not let dogs out to exercise, urinate or defecate except when a responsible person is immediately present with the dog to ensure compliance with this Rule.

(10) Pets shall be maintained in a healthy condition and fully vaccinated and shall display current licenses and proof of vaccination if required by governmental regulation.

(11) The Board of Directors may limit the number and type of pets kept in any Unit. The Board of Directors may determine, in its sole discretion, that a particular pet is not suitable to be kept on the property for reasons of safety, control, noise, sanitation or other reason. In that event the Board of Directors will notify the Occupant in writing of its preliminary determination and the Occupant will remove the pet permanently from the property within ten (10) days; provided, that the Occupant may appeal such

preliminary determination by sending a written notice of such appeal to the President or Secretary or to the administrative manager. The Board of Directors, at its sole discretion, may hold a hearing on the appeal or accept only written submittals to be submitted within a time specified by the Board. The determination of the appeal by the Board is final.

3. MISCELLANEOUS

A. Unit Access. Association personnel may access any unit, deck or garage for purposes of maintenance or removal or abatement of conditions adversely affecting or threatening to adversely affect health or safety of persons or property. Examples of maintenance include replacing smoke detector batteries, checking for water leaks, or investigating conditions such as long-running water, smoke, unusual odor, and visible exterior damage. The Association will use reasonable efforts to give unit owners and tenants advance information on scheduled maintenance. Other conditions may necessitate access without prior notice. If access is made for other than routine checks or maintenance, Unit owners will be informed of such access within a reasonable time after the event.

B. Removal of Hazardous Items and Materials The Association may remove hazardous items and materials present on the property in violation of Association Rules, store them safely and notify unit owners and, if it be the case, tenants of the removal. The Association may without liability to the owner or tenant discard or destroy hazardous items and materials removed under this rule that are not claimed and removed from the property or stored in accordance with Association Rules within 30 days after notice of removal. Notice to tenants shall be deemed given by posting the notice on the door of the unit. Notice to unit owners shall be deemed given when sent by email or USPS regular mail to the address currently on file with the Association.

C. Littering Depositing litter in any manner anywhere on SQW property outside the interior of a unit or garage or in a designated garbage bin or dumpster is prohibited. Trash receptacles in stairwells are for occasional trash only and may not be used for unit trash. Litter includes without limitation any rubbish, refuse, garbage, paper, package, container, bottle, can, and smoking materials such as cigarette butts.

D. Hangings; Dusting. Garments, rugs, sheets and other materials may not be hung from windows or any other façade of any building. Rugs and other items may not be dusted outside windows or by beating them against the exterior part of any building.

E. Advertisements; Posters. No advertisement, including without limitation 'for sale' or 'for rent' signs, or poster of any kind may be posted anywhere on the premises where it is visible from outside a Unit, except as specifically authorized by these Rules or the Board of Directors.

F. Permitted Displays.

Holiday Decorations. Occupants may display decorations in a safe manner for religious or national holidays. Decorations must be removed within a reasonable period, and in any event within thirty (30) days after conclusion of the relevant holiday. After being taken down, Christmas trees should be placed next to the dumpster shed for collection; they may not be put into the dumpster.

American Flag. Occupants may display in a window of their Unit or on a deck balcony of the Unit the American flag in a manner consistent with the federal flag code, P.L. 94-344; 90 stat. 810; 4 U.S.C. 4 to 10. Flags may not exceed dimensions of 3 feet by 5 feet and must be located so they do not obstruct or interfere with the view from an adjoining Unit.

Service Flag. Occupants may display on the inside of a window or door of their Unit a service flag bearing a star denoting the service of the Occupant or a member of the Occupant's immediate family in the active or reserve military service of the United States during a time of war or armed conflict. The maximum dimensions of such a flag shall be 12 inches by 18 inches.

Political Sign. Occupants may display on the inside of a window or door of their Unit a political sign not earlier than forty-five days before the day of an election and not later than seven days after an election day. Not more than two political signs per political office or ballot issue that is contested in a pending election may be displayed. Political signs may not exceed maximum dimensions of 36 inches by 48 inches. Political signs may not be hung from balconies or displayed on the outside of a Unit. "Political sign" means a sign that carries a message intended to influence the outcome of an election, including supporting or opposing the election of a candidate, the recall of a public official, or the passage of a ballot issue.

G. Garbage. Garbage may not be placed or left outside the disposal containers provided for such purpose. Bags of trash may not be left on common area walkways, balconies, parking areas or anywhere else on the property other than in dumpsters. Christmas trees may be left next to dumpsters, but may not be placed in dumpsters.

H. Fireplace Ashes. Fireplace ashes must be placed in the "Hot Ash" bucket supplied in each unit. No hot ashes or smoldering logs, whether or not in a "Hot Ash" bucket, may be placed on a balcony. When you are certain they have cooled, transfer them to the red "Hot Ash" bucket located by the dumpster. NO ASHES, EITHER HOT OR COLD, MAY BE PLACED IN A

DUMPSTER. Even though the ashes and logs appear to be out they may not be; they can smolder for up to 48 hours.

I. Wiring. No wiring for electrical, electronic or television installations, television antennas, satellite dishes, machines, air conditioner units or any other purpose may be installed on the exterior of or protrude through the walls or the roof of any building on the property except as expressly authorized in writing in advance by the Board of Directors or its designee.

J. Building Systems. No owner or occupant, directly or through a contractor, may connect to or alter building structural components or systems, including without limitation water, hot water heating, and electrical systems (including installing new unit panels with increased capacity) without the prior written approval of the Board of Directors or its designee.

K. Building Exterior Surfaces. Nothing may be mounted by any means (adhesive, screws, nails or otherwise) to any wall or other exterior surface of any building, including walls facing decks, balconies and walkways, except on wood backing pieces adjacent to each unit entrance door. These wood pieces are placed there for the purpose of mounting key boxes, decorative items or other items owners may wish.

L. Plants. No flowers, shrubs or trees may be removed from anywhere on property.

M. Prohibited Materials; Fireworks. No explosive or hazardous materials, including without limitation those listed as hazardous or toxic in any applicable federal, state or local law, rule or regulation, may be kept in any Unit or elsewhere on the property, except ordinary household cleaning and other chemicals, paint and the like in quantities reasonable for household use stored in tightly closed original containers located away from heat or other combustion sources. Storage or use of fireworks is prohibited anywhere on the property.

N. Balconies, Decks and Studio Porches. Balconies, decks and studio porches are limited common areas under the supervision of the Association. The following rules apply to these limited common areas:

- Occupants may not store household items, cut or chop wood, or possess or use charcoal grills. Propane grills are permitted, provided the firebox is at least 24 inches above the balcony or deck surface and 12 inches away from walls, window and patio doors.
- Heavy objects such as furniture, propane grills, wood racks and the like that do not have feet that adequately spread out the weight of the object may damage the surface of a deck or balcony. Please ensure that the weight of

these items is spread out through use of a platform similar to that used to avoid permanent indentations in rugs and the like;

- The only type of covering permitted to be placed on a balcony or deck surface is one that permits moisture to drain through effectively and does not retain it. Examples are Mad Mats (available at MatMats.com and Amazon), BlockTile Perforated Interlocking Floor Tiles, and pool mats and deck tiles that have open grid drainage,
- Owners must not leave pets unattended in these areas at any time. (Tenants are not permitted to have pets.)
- Nothing may be affixed to any deck or balcony or deck/balcony railing by any means that penetrates any part of the deck, balcony or railing or that fits over or clamps to any railing except by use of a neoprene lined or similar fitting that will not damage the railing or railing surface in any way. We strongly recommend Owners and tenants consult with the Resident Manager prior to selecting fittings. Nothing may be placed in a manner that obstructs in any way the view from an adjacent unit.
- Only plastic snow shovels with plastic edges (not metal edges) may be used on balconies, decks and walkways. Metal edged snow shovels will damage the balcony/deck/walkway surface. Owners are responsible for damage to deck/balcony/walkway surfaces.
- No more than ½ cord of chopped or cut wood may be place on a deck or balcony. Wood:
 - must be stacked along the end(s) and not along the front edge of the deck/balcony;
 - must be kept away from the building siding/stucco;
 - may not be stacked above rail height to avoid pieces accidentally falling off over the railing; and
 - must be raised off the balcony/deck surface, for example by parallel 2x4s, artificial wood strips, PVC pipes, or a commercial wood holder;
 - cannot be painted, stained or pressure or otherwise chemically treated (fumes from burning this type of wood are noxious and may be toxic).

O. Snow Removal. Occupants are responsible for removing snow from balconies promptly after a snowfall. Excess snow on the balcony can cause structural damage to the building or units below. If snow has not been cleared from a balcony within seven days after

notice is given to the owner of a Unit by telephone, e-mail or regular mail, the Board of Directors may assess that owner \$100.00 for each occurrence.

Occupants are asked to be patient with neighbors as they shovel their balconies. It is a noisy operation, and it is inevitable that some snow will fall on lower balconies or in front of a garage. Occupants removing snow from balconies must be careful and aware of both vehicle and pedestrian traffic below. Children under the age of twelve years must be under direct adult supervision at all times if shoveling snow from a balcony.

Only plastic snow shovels with plastic edges (not metal edges) may be used on balconies, decks and walkways. Metal edged snow shovels will damage the balcony/deck/walkway surface. Owners are responsible for damage to balcony/deck/walkway surfaces.

P. Use Affecting Insurance Rating. No Occupant shall use or permit the use of any Unit or make use of the common elements in any way which will increase the rate of insurance on the buildings or other parts of the property. Question regarding whether a use is prohibited under this provision should be addressed to the Resident Manager or to the Association's insurance agent shown on the Association Web site at www.silverqueenwest.com.

Q. Compliance with Law. All use of and activity in or about any Unit or elsewhere on the property must be in compliance with all applicable federal, state and local laws, rules and regulations.

R. Locks and Keys. The Resident Manager must be provided with a working key to each lock on each Unit exterior entry door, covered parking garage and outside storage closet for emergencies, lockouts, inspection of unit smoke alarms and inspection or repair of common elements. Immediately upon altering an existing lock or installing a new lock on any such door, the Occupant must notify the Resident Manager of the location of the lock and provide him or her with a working key to such lock.

S. Tenants. Long and short term rental of Units is permitted. However, Unit owners are fully responsible for compliance by tenants and other occupants of the Unit for compliance with these Rules. Prior to each occupancy of a Unit by a tenant for a period in excess of two (2) weeks, the Owner must deliver to the Resident Manager or Association administrative office a completed form giving all tenant information requested on the form. The tenant information form is available on the Association website or from the Resident Manager or Association administrative office.

4. VEHICLE AND PARKING LOT / DRIVE REGULATIONS

The following regulations shall apply to all vehicles, including motor vehicles (including cars, trucks, motorcycles and scooters) and recreational or utility vehicles (e.g., campers, boats, ATVs, snowmobiles and trailers) belonging to or under the control of an Occupant.

A. Traffic Markings and Signs. Occupants must obey all traffic and parking markings and signs on the property.

B. Speed Limit. The maximum permissible speed in Silver Queen West drives and parking lots is 10 MPH and less if necessary to drive safely under prevailing weather conditions.

C. Permitted Vehicles. All vehicles operated or parked on the property must be currently licensed, display a current license plate on the rear of the vehicle, and be in good and safe operating condition.

D. Vehicle Registration. Occupants must register their vehicles, including make, model, year, color and license plate number and state, with the Resident Manager within 30 days of the vehicle coming on the property. A form for registration is included in the Silver Queen West MANUAL FOR OWNERS AND RESIDENTS.

E. Parking Regulations.

Parking Spaces.

Parking spaces are allocated as follows, regardless of whether the Unit owner also owns one or more garages:

Studio and One Bedroom Units: 2 spaces

Two Bedroom units: 3 spaces

Vehicle Parking.

1. Vehicles may be parked within designated parking spaces only.
2. Vehicles may not be parked for more than 72 hours without prior written consent of the Resident Manager. A vehicle will be deemed parked for purposes of this paragraph if it is not in regular, active use. Movement from one space to another, being driven around a loop and re-parked and the like are not considered regular, active use.

3. No vehicle may be parked in such a manner as to obstruct or impede traffic flow or access to Units, garages, entranceways, drives, Association equipment, or trash dumpsters.
4. Recreational vehicles, trailers of any kind, and vehicles over 1 ton or 10,000 lbs GVW may be parked on the property only with the prior written permission of the Resident Manager.
5. Trucks over 19 ft. overall length or with dual rear wheels must be parked in the rear of the buildings (lower lots).
6. Commercial/industrial vehicles, including without limitation flatbed trucks, tow trucks and cube type vans, may not be parked overnight on the property.

Winter Parking Rules.

The following rules are in effect November 1 through April 30.

1. Vehicles may be parked within designated parking spaces only, except vehicles required to be moved from parking spaces while parking lots are being plowed.
2. Occupants must move their vehicles from parking areas to be plowed upon request of the Resident Manager or make prior arrangements to leave keys with the Resident Manager and sign a permission form to permit the vehicle to be moved if the Occupant will not be immediately available to move the vehicle.

F. Idling of Vehicles. Parked vehicles may not be left running for any purpose for more than five minutes or in any location where exhaust fumes may enter a Unit or where engine noise may be a nuisance or cause disturbance to other Occupants.

G. Vehicle Repair or Maintenance. Repair, restoration or maintenance of vehicles is not permitted on the property, except solely within the space occupied by a covered garage. Occupants are responsible for all environmental cleanup costs from on-site repair, restoration or maintenance.

H. Overnight Occupancy Prohibited. Overnight occupancy of vehicles is prohibited.

I. Removal of Vehicles. Vehicles in violation of any of these Rules, and vehicles not moved upon request under Winter Parking Rules may be towed without notice. The expense of and liability associated with such towing shall be the joint and several liability of the owner of the vehicle and the owner of the Unit if the vehicle belongs to or is on the Premises at the invitation of or with the approval of an Occupant of the Unit.

5. COVERED PARKING SPACES (GARAGES).

Covered parking spaces (garages) are limited common areas that may be used exclusively by the owner of an easement permitting such use of a specific garage.

A. Ownership and Conveyance. Garage easements may be owned only by owners of Units. Therefore, when a Unit owner who also owns a garage easement sells or otherwise conveys title to that Unit and does not own another Unit, the owner must convey the garage easement to the purchaser of the Unit or to another Unit owner before or at the same time as the conveyance of the garage owner's Unit. The conveyance of the garage easement shall be in a form reasonably satisfactory to the Association and must be recorded in the Summit County, Colorado real property records.

B. Use of Garages. Garages may not be used for residential occupancy or commercial purposes and are subject to the same restrictions on use as are Units.

C. Garage Doors. Garage doors must be maintained in good condition, appearance and working order by and at the expense of the owner of the garage easement.

D. Violation; Delinquency. Violation of these Rules or delinquency in payment of amounts assessed against garages under the Declarations or these Rules may result in a lien on and foreclosure of that lien against the garage easement in the same manner as a Unit.

6. COVENANT AND RULE ENFORCEMENT

[This is a summary of the covenant and rule enforcement provisions of the Responsible Governance Policy adopted by the Board of Directors May 5, 2007 posted on the Association's Web site. Enforcement is governed by the details of those provisions.]

Reporting Violations. Complaints regarding alleged violations must be written and sent to the President or Secretary or the administrative manager, or given to the Resident Manager. Each complaint must identify the individual making the complaint and the alleged violator, if known, and describe the details of the alleged violation, including the date, time and facts of the violation, and the names of any witnesses.

Investigation and Warning Letter. Upon receipt of a complaint, the Board may investigate the alleged violation either in person, or by appointing a designated individual or committee. If a violation is found to exist, a warning letter will be sent to the violator, who will have 10 days from the date of the letter to come into compliance.

Continued Violation after Initial Warning Letter; Hearing Opportunity; Fine.

If the alleged violator does not come into compliance within 10 days of the first warning letter, this will be considered a second violation for which a fine may be imposed following notice and opportunity for a hearing. If the alleged violator fails to request a hearing within 10 days of the notice of second violation, or fails to appear at the hearing, the Board may make a decision with respect to the alleged violation based on the complaint, results of the investigation, and any other available information without the necessity of holding a formal hearing. If a violation is found to exist, the alleged violator may be assessed a fine of up to \$100 for the second violation and up to \$500 for a third and each subsequent violation of the same Rule.

Continuous Violations. Continuous violations are violations of a covenant or Rule that are uninterrupted by time. Each day of non-compliance with such violations constitutes a separate violation. For example: the failure to remove an unapproved balcony or terrace improvement or the continuous parking in a fire lane. A daily fine may be imposed of \$100.00 for each day of the violation, up to a maximum of 30 days.

Without limiting the application of this provision:

(a) Any violation of these Rules involving a vehicle will be deemed to be a continuous violation if not abated within 10 days after notification of violation. Notification of violation may be made by (1) leaving a notice on the offending vehicle and (2) sending to the owner of the Unit involved a notice by e-mail if the owner has provided an e-mail address to the Association or by regular mail or both.

(b) Any violation of these Rules involving a pet will be deemed to be a continuous violation if not abated within 10 days after notification of such violation. Notification may be made by (1) leaving a copy of the notice in or attached to the exterior door of the Unit in which the offending pet is located and (2) sending to the owner of the Unit involved a notice by e-mail if the owner has provided an e-mail address to the Association or by regular mail or both.

Other Enforcement Means. The fine schedule and enforcement process of the Policy is in addition to all other enforcement means which are available to the Association through the Governing Documents and Colorado law. The Association also may take immediate action to prevent or remediate an imminent threat to the peace, health or safety of the Association community.

Attorney Fees. An Occupant will be responsible for reasonable attorney's fees and costs incurred by the Association incident to the violation of any provision of the Governing Documents, including these Rules

SILVER QUEEN WEST

TENANT INFORMATION FORM

Complete and send to:
Silver Queen West
PO Box 23910
Silverthorne, CO 80498

Or email info to silverqueenwest@comcast.net

PLEASE PRINT CLEARLY

DATE _____

UNIT # _____ UNIT PHONE # _____

RENTAL AGENT _____ PHONE# _____

THIS LEASE IS ALLOWS _____ OCCUPANTS AND EXPIRES _____

TENANT #1 NAME _____ PHONE NO. _____

VEHICLE MODEL _____ MAKE _____

LICENSE # _____ STATE ISSUED _____

TENANT #2 NAME _____ PHONE NO. _____

VEHICLE MODEL _____ MAKE _____

LICENSE # _____ STATE ISSUED _____

TENANT #3 NAME _____ PHONE NO. _____

VEHICLE MODEL _____ MAKE _____

LICENSE # _____ STATE ISSUED _____

TENANT #4 NAME _____ PHONE NO. _____

VEHICLE MODEL _____ MAKE _____

LICENSE # _____ STATE ISSUED _____

ADD MORE TENANTS ON BACK OF THIS SHEET. BY SIGNING A LEASE, TENANTS ACKNOWLEDGE THEY ARE TO ABIDE BY ASSOCIATION RULES, REGULATIONS AND POLICIES.

SILVER QUEEN WEST

NEW OWNER INFORMATION

We would like to take this opportunity to welcome you as the newest member of our Condominium Association. Your Unit should contain a copy of the 'Silver Queen West Residents Manual' that you will need to look over to become more familiar with the Association's Policies. If your copy becomes lost or if you need additional copies for your Tenants, call the onsite manager at 970-486-0222. Please complete in print, and return the following form so we can contact you with important information about the Association and your unit:

OWNER NAME(S) _____

UNIT NUMBER _____

HOME TEL. _____ WORK /CELL TEL. _____ FAX# _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL ADDRESS _____

(circle any that apply) I WILL BE:

LIVING IN MY UNIT FULL TIME

USING MY UNIT AS A SECOND HOME

RENTING MY UNIT SHORT TERM

RENTING MY UNIT LONG TERM

MY RENTAL AGENT IS: NAME _____

ADDRESS _____

WORK TEL. _____ EMERGENCY TEL. _____

Send to: SQW

PO Box 23910

Silverthorne, CO 80498 OR scan to .pdf and email to silverqueenwest@comcast.net