EMERGENCY PROCEDURES

Fire, Police, Ambulance- Call (911)

Police Non-Emergency Phone – (303) 640-2011

Building Services Emergencies

Electrical- Call Xcel Energy (800) 895-1999

Heating- Call the Managing Agent (303) 745-2220
       or Resident Manager (720) 276-2118

Plumbing- Call the Managing Agent (303) 745-2220
          or Resident Manager (720) 276-2118

Elevator- Call the Managing Agent (303) 745-2220
          or Resident Manager (720) 276-2118

Loading Zone Violations - Parking Enforcement - 311

Barking or Mis-treated Dogs - Denver Animal Control - 311
On-site-manager office (303) 322 3506

MANAGING AGENT

Western States Property Services, Inc.
9145 E. Kenyon Avenue, Suite 100
Denver, CO 80237
(303) 745-2220 - Phone
(303) 745-3335 – Fax
phil@wsps.net – e-mail

This Handbook has been revised as of January 2015.
CHEESMAN WILDCREST
CONDOMINIUM ASSOCIATION

HOMEOWNER AND RESIDENT HANDBOOK

The Board of Managers welcomes you to Cheesman Wildcrest. This handbook has been prepared by the Board of Managers as a handy reference guide for the policies and facilities of the Cheesman Wildcrest Condominium Association, Inc.

The following information is intended to help and inform the residents of Cheesman Wildcrest. It incorporates and supersedes previously established and published Rules and Regulations. Please read it carefully.

About the Association
When you purchased a unit at Cheesman Wildcrest, you automatically became a member of the Association. The Association is a not-for-profit corporation of homeowners established to govern the condominium property. Being a member of the Association carries both benefits and responsibilities. If you are a tenant at Cheesman Wildcrest, you also have benefits and responsibilities.

Annual meetings of the Association are held in November. All homeowners are notified by mail of the time and place of the meeting as well as of the agenda for that meeting.

All homeowners, renters and guests are subject to the rules set forth in the Condominium Declaration, the By-laws and this Handbook. The guidance provided in this Handbook is derived from the Declaration and the By-Laws and have been developed over the years to protect the interests of all concerned, and to enhance the living environment of our building for everyone.
About the Board of Managers
A five-member Board of Managers governs the affairs of Cheesman Wildcrest. The governing documents require each member to be a homeowner. Board members are elected by the homeowners at the Annual meetings and serve without pay. The names of the current Board members and their offices are posted on a plaque in the lobby near the mailboxes.

The Board of Managers meets monthly, usually on the 3rd Wednesday of each month at 6:00 P.M. Homeowners are welcome to attend and are encouraged to present matters for consideration, in writing, to the property manager well in advance of the meeting. Please call the manager to verify the time and location of the meeting.

Property Management
The Board has named the professional management firm of WESTERN STATES PROPERTY SERVICES, INC. as managing agent to handle the day-to-day matters of the Association. Their phone number is (303) 745-2220.

Declaration, By-Laws, Articles, and Rules
The Condominium Declaration, amendments to it, and the By-laws are the governing documents that establish the property rights and obligations of the Association and homeowners. Copies may be obtained from the Managing Agent for a small copying fee. They may also be downloaded from the Association website at www.cheesmanwildcrestcondos.com.

Each homeowner, guest and tenant must comply with the provisions of these governing documents as well as the decisions and resolutions of the Board of Managers, which are contained in this Homeowner and Resident Handbook.

"Homeowner" means the person or persons whose estates or interests, individually or collectively, constitute fee simple ownership
of a condominium unit, but shall not include those having an interest in a condominium unit merely as security for the performance of an obligation.

"Occupant" or “Resident” means a person or persons in possession of a unit regardless of whether the person is an "owner".

**The Handbook**
This handbook is designed to make living in our building pleasant and comfortable. In living together, all residents not only have certain rights but also certain obligations to other residents. The restrictions we impose upon ourselves are for our mutual benefit and comfort. The following rules do not supersede the Condominium Declaration, By-Laws of the Association or any other legal obligation. In fact, many of the rules are included in the Declaration and By-Laws.

**Fines, Penalties and Procedures**
Objectionable behavior is not acceptable even if it is not specifically covered in the rules. Homeowners are fully responsible for the conduct of their tenants, guests, employees and children at all times.

The Board of Managers or the Managing Agent will call violations of the rules to the attention of the violating occupant and the owner of the unit. If the violation is not corrected, violators and the unit owner are subject to fines, court injunction and/or liability for damages, attorney fees and other costs incurred by the Association.

**PENALTY FINE SCHEDULE**

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
<th>Subsequent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Warning</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
Any resident who is assessed a fine and wishes to dispute it, may do so in writing to the Board within 10 days of the date the penalty is assessed. A hearing by the Board of Managers will then be scheduled to allow the disputed fine to be considered. Please refer to the Enforcement Policy on the web site. The Board of Managers has the right to change the Fine Schedule at any time.

**Monthly Maintenance Fee**
Each homeowner is obligated to pay their share of the common operating expenses of Cheesman Wildcrest as determined by the yearly budget. This maintenance fee is due on the 1st of each month for that month, and is subject to late fees, interest, and collection costs if not received at the Managing Agent’s office by the 14th of that month. Coupon books are sent to each homeowner in July for use during the following fiscal year. Electronic funds transfer is encouraged and may be arranged with the Managing Agent.

The maintenance fee does not cover mortgage payments or property taxes on individual units. Covered items include: management, Common Area maintenance, trash collection, water/sewer, Common Area insurance, heat, electricity, bad debts, and reserves. Any Owner may obtain copies of the budget and monthly financial statements from the Managing Agent.
Please refer to Collection Policy on the web site.

**Waste Removal**
No occupant shall permit anything to be thrown, swept, shaken or hung out of doors, windows or balconies, or into the hallways or stairways.

Grease, bones, fibrous materials and other refuse should be properly bagged and carried to the outside trash bin. Only garbage is to be processed through kitchen disposal units. Do not put vegetable or fruit skins or rinds down the disposal. Banana peels, potato peels, onion skins, cooking grease – all these are very bad for drains. They don’t flow well along the horizontal sewer lines. When in doubt, put them in the trash and take them to the dumpster.
All trash to be discarded must be carried to the outside trash bin. This includes fireplace ashes, cat litter, and newspapers. The trash chutes are not operational.

**Owner Maintenance Responsibility**
Each homeowner is responsible for maintaining the interior of their unit. No owner shall undertake or permit any act that will affect the structural soundness of the building, alter its appearance, or cause damage to the Common Area or another unit. No structural changes to a unit or exterior alterations may be made without prior written approval of the Board of Managers. Excessive decorations on entry doors may be restricted or regulated by the Board of Managers. When making a service request, please note that if the problem reported does not involve Association property, the resident making the request (or the owner) will be billed for the service call and any repairs.

All repairs of internal installations or fixtures such as plumbing, electrical, telephone, doors, windows, window coverings, wall coverings, floor coverings and other personal property shall be at the homeowner's expense. If such repairs require the turning off of any building systems, the work must be scheduled with the property manager.

Odors due to smoke, pets, trash, or other sources must be kept from entering the common areas of the building. Management reserves the right to enter units with 24 hour written notice to discern the cause of odors coming from the unit. Owners will be required to clean up or otherwise remove whatever is causing the offending odors.

**Plumbing Maintenance Policy**
In order to resolve some of the questions concerning liability for maintaining and repairing plumbing systems within the building and repairing damage caused by plumbing leaks, the Board of Directors has created this Policy. Responsibility for maintaining the water supply and drain lines is split between the homeowner and the Association. In general:
Homeowners are responsible for maintaining and repairing all plumbing supply lines from and including the cutoff valves inside their unit to and including the fixture connected to the lines (e.g., faucet, toilet, shower head, etc.). Homeowners must not block access to any cut-off valves, especially the stack mains behind the upper kitchen cabinets of several of the 7th floor units. Homeowners are responsible for maintaining and repairing all drain lines from the fixtures they serve to the point where they enter the vertical main drain line. In the case of tub and shower drains, the homeowner is responsible for the tub drain pipe and tub overflow pipe (and gasket) to the point where they connect with the P-trap serving the fixture. In the event a drain line becomes plugged, and the stoppage is found before the drain line connects to the main vertical common drain, it will be presumed that the homeowner caused the stoppage and the homeowner will be responsible for cleaning the line, repairing it if necessary and repairing any damage caused by stoppage, including damage to the common areas and to neighboring units.

Finding the source of a water leak can be difficult and expensive, especially if cooperation between homeowners is lacking. If homeowners cannot determine the cause of a leak among themselves, or if the leak constitutes a valid emergency and neighboring homeowners cannot be located to help find and correct the leak, call the Managing Agent. The Managing Agent may engage a plumber or other expert to locate the source of the leak. The party responsible for maintaining the source of the leak will be required to reimburse the Association for the cost of finding the leak, as well as the cost of repairing it and any damage it may have caused to the common area. Payment for and/or repair of any damage caused to other than the common area must be resolved between the party causing the damage and the owner of the damaged unit. For example, if a clogged tub drain (a homeowner responsibility) caused water to overflow the tub and damage another unit, repair of the damaged unit is a matter to be resolved between the owners of the two units,
The Association is responsible for maintaining all common piping, whether it be supply, vent or drain lines. Common piping is defined as piping serving more than one unit. Leaks created by wear between piping and the concrete floors are the Association’s responsibility to repair.

Leaks and damage created by frozen and broken pipes will be repaired by the Association unless negligence on the part of a resident can be shown, in which case the homeowner will be responsible for the cost of such repairs.

**Balcony Policies**

Balconies are Common Elements although limited to the exclusive use of the units to which they are attached. As Common Elements, the Association maintains them and governs their use.

Balconies may be used by residents for normal and typical activities such as eating, resting, growing plants, reading and relaxing. They may not be used as dog runs, as storage for unused items or for illegal, dangerous, unsightly or annoying activities. Annoying activities include excessive noise from conversations.

Only outdoor-type furniture is to be placed on balconies. Items which may deteriorate from wind, rain, sun or snow should not be on the balconies as they would pose a danger to those below. Bicycles may be stored on the balconies if they do not protrude through the rails or can be seen above the railings.

Sun-shades may be installed. They must be one of two approved colors and styles. See the manager for the colors. Sun-shades must be kept in good repair and must be removed if they begin to deteriorate. Make sure they are tied down when in use.

Growing plants may be kept on the balconies if they incorporate trays to prevent water from dripping down to other units. Vines
that attach to the ceilings or walls are not allowed. Vines growing on railings may need to be removed for periodic building maintenance. This will be done by and at the expense of the homeowner.

Decorations may be hung on walls. The concrete ceilings are post-tensioned slabs. Do not penetrate them. Owners are responsible for repairing any holes or damage to the walls caused by such hanging. No bird feeders or audible wind chimes are allowed.

**Barbeque cookers are permitted on the balconies if they conform to Denver’s Fire Code. Only electric or propane cookers using containers smaller than one pound are allowed. Absolutely no charcoal cookers are permitted.**

**Insurance**
The Association carries a blanket insurance policy covering the building as required and specified in the Condominium Declaration. A description of this policy is available through the Association’s insurance agent. Please call the Managing Agent for Insurance Company contact information. All claims must be approved by the Board of Managers before submission to the carrier. If not so approved, the insurance carrier will not honor the claim.

This policy does not cover contents, furnishings, or liability to the public within each unit. Each owner should obtain adequate insurance coverage for these items (HO-6 type policy, for example). It is strongly suggested that each homeowner, or renter, obtain a loss assessment or special assessment rider on their policy to cover uninsured events for which the Association must create a special assessment.

Should your mortgage company require an annual certificate of insurance, please call the Managing Agent (303) 745-2220 for information contact information of the insurance agent who can have a certificate sent to your mortgage lender.


**Building Access**

Maintaining a high degree of security is an important issue and is the responsibility of all owners and residents at Cheesman Wildcrest. When entering or leaving the building, make sure that the outer doors are firmly locked behind you. **Do not admit strangers to the building without proper identification.** It is far better to appear impolite than to put yourself and fellow residents at risk. Additional security keys may be purchased for a refundable fee of $35.00 each.

The lobby is equipped with security cameras to record activity.

A management representative is available between the hours of 8:00 A.M. and 6:00 P.M. Monday through Friday. If the manager is away from the office during this time frame, an answering machine will be engaged to record your message. The Cheesman Wildcrest on-site phone number is (303) 322-3506.

The Resident Manager, if available, can only receive packages during the hours of 8:00 A.M. to 6:00 P.M. (M-F). Packages delivered after these hours will normally be delivered to the managers of 1295 Race Street per the instructions posted in the building entryway. If you are not home to sign for the package, the Resident Manager can accept the item but will not be liable for it. A note will be posted to your door notifying you of the delivery. You may retrieve the package during normal business hours. The package will not be automatically placed in your unit.

For your convenience, postal storage lockers have been installed in the mailbox area. They are for the exclusive use of the Postal Service. With the use of a special key left in your mailbox, items can be retrieved from the postal storage lockers.

The East (front) entrance contains an intercom for visitors to announce themselves to residents. The intercom works by dialing # and pressing the resident’s apartment number. After confirming the visitor’s identity, the resident may admit them to the building by pressing the door release button (9) on their telephone. Do not allow anyone into the building unless you know they belong here. Please
meet pizza and other delivery personnel at the front door rather than allowing them unsupervised access to the building.

The foyers, entrances, elevators and stairways of Cheesman Wildcrest shall not be obstructed or used for any purpose other than entry to and exit from the residences.

There is no smoking in the elevators by order of the City and County of Denver or in the common areas by order of the Board of Managers.

Access to the building roof is restricted to emergency or maintenance purposes only. There is no roof sun deck.

Solicitors are not permitted in Cheesman Wildcrest at any time. Should they attempt access, do not let them in. If they are seen in the building, contact the Managing Agent.

No advertising, For Sale, or For Rent signs are permitted on the building or in the windows and no business activities are to be conducted in the building unless approved by the Board in advance.

**Window Coverings**
All window coverings must be typical blinds, curtains or drapes and in good repair. Towels, cardboard, and other non-standard materials are not to be used.

**Moving In or Out**
All moves, in or out, must be pre-arranged with the Resident Manager, including incidental moves of furniture such as beds, dressers, couches and the like. The Main East entrance cannot be used for moving purposes. Moving vans, trucks and the like cannot be driven on to the parking deck as it may not support the weight. Occupants moving in or out must schedule the move with resident manager at least 24 hours prior to the move. Moving is only allowed Mon.-Sat. 8:00A.M. to 8:00 P.M. Only 1 move can be scheduled per day. Moving must be completed by 8:00P.M. and No moves may be
scheduled for a Sunday or a Holiday without board approval. A fee of $50 is charged for each move in or out. This is collected automatically on the sale of a unit and is billed to your account for tenant moves.

Only the West elevator is to be used for moving. A key to manually control the elevator may be checked out from the manager for a $50 deposit ($25 refundable upon return of elevator key, provided the move occurs between the hours of 8:00 am and 6:00 pm Monday through Friday; the Resident Manager’s hours). The use of the elevator key is intended to be temporary and it must be returned as soon as the move is completed. Building access keys (2) should be obtained from your landlord or the previous owner. They are not duplicable. **Unscheduled moves will incur a $100 fine.**

**Leases**
Condominium units may not be used for commercial, transient or hotel purposes. No less than an entire unit may be leased (i.e., "room renters" are not permitted). All leases must be in writing and a copy of the lease must be given to the Association.

Owners of units are responsible for requiring their tenants are informed of and comply fully with these Rules and Regulations, the Bylaws and the Condominium Declaration.

**Conduct of Occupants**
Residents shall not permit any nuisance, odor or any practice, which is a source of annoyance to other residents. Occupants shall exercise reasonable care to avoid making loud, disturbing or objectionable noises, and in using or playing musical instruments, radios, phonographs, television sets, amplifiers and any other instruments or devices in a manner that could disturb the occupants of other units in the building. This applies to all residence units, the game room, the pool area and all other common areas.

The property will not be used for immoral, improper, offensive or unlawful purposes.

No radio, Citizen's Band radio or television transmitting or receiving equipment, which could disrupt normal radio or television reception on the premises, shall be used on any part of Cheesman Wildcrest.

**Construction**
Construction in units is limited to the hours of 8:00 am to 5:00 pm Monday through Friday. There will not be any work allowed on the weekends, generally recognized
holidays or after hours that might disturb the other residents unless approved by the Board with at least 24 hours notice to the Resident Manager and the other residents. Clean-up and debris removal must be completed by the ending times. Generally, care should be taken to be considerate of noise levels that may disturb other residents.

**Unit Keys**
Each homeowner is required to have a complete working set of keys to their unit on file with the managing agent for access in case of an emergency. Should the Association not have keys to your unit, access will be gained in an emergency at the expense of the owner.

**Lockout Policy**
After their first lockout, residents will be charged $10 for being let into their units between 8 AM-6 PM, Mon.-Fri.. Between 6:00 P.M. and 8:00 A.M., and on weekends, the fee is $35.00. Fees are payable to the Resident Manager.

**Parking**
The Association owns all parking spaces. Each unit is assigned the right to the use of one parking space. If you lease your space to another resident or switch spaces with them, you must inform the Resident Manager of this, in writing.

Visitors should use street parking at all times. Residents have the right to ticket or tow away any unauthorized vehicle found in their assigned space. The name and telephone number of the authorized towing company is posted in the parking areas. The towing company will require a valid Colorado driver’s license for proof of identity.

The posted area in front of the East entrance is for loading and unloading only, as posted on signs. The city will ticket and tow illegally parked vehicles promptly in response to complaints. Call 311 from your phone to report front parking violations.

Should an owner or owners desire to formally switch assigned parking spaces, a request must be made in writing to the Board of
Managers. The Association cannot acknowledge any unauthorized changes.

The Association has no liability for any vehicle parked on the premises or for any items stored in the storage lockers. It is suggested that each resident parking a vehicle or storing items make sure they have adequate theft or damage insurance.

Vehicles are to be parked only in designated parking spaces. Residents may park more than one vehicle in a designated parking space (e.g., motorcycle and car) however, Residents must not allow vehicles to protrude beyond the striped areas of their parking space. Requests for temporary exemption may be submitted to the Board for review and action. Motorcycles may be parked in the uncovered area along the north side of the basement garage ramp.

Bicycles may be parked in the basement bike rack if they have a Cheesman sticker. Stickers may be purchased from the Resident Manager for $10.00. Bicycles must be brought into the building through the South door only – not the main East door. Bicycles may not be fastened to any part of the Common Property (fences, railings, posts, etc.).

**Vehicles**
No commercial vehicles, campers, trailers, boats, recreational vehicles or trucks are to be parked on the property.

No unused vehicle (i.e., one which has not been driven for three weeks or longer) is to be stored on the property.

**Pets**
No more than two pets may be kept in any unit. All pets must be registered with the Resident Manager. Registration forms are available in the Association office. Owners of un-registered pets may be fined $50 per month for this violation. Owners are responsible for any damage or odors caused by their pets, including the cleanup of any animal droppings. Owners must keep strict
control of pets and prohibit them from making loud noises or exhibiting other annoying behavior. Pets will not be allowed to relieve themselves on or close to any interior or exterior Common Element or cause damage to any Common Element. The owner of any unit whose pet violates this rule shall immediately clean it up and/or perform the repair as needed. Failure to do so shall result in a fine per the schedule above and may include any actual costs, over and above the fine, incurred by the Association for clean up or repair.

Residents must not allow their pets to be loose (not wearing a leash controlled by a person) in any Common Area of the building. This includes hallways, stairwells, elevators, lobbies, entry areas and outdoor/underground parking areas. This does not include limited common areas such as unit balconies. However, pets must not be left unattended on the balconies. No pets are allowed in the exercise room, storage rooms or pool area. A fine will be imposed on owners and residents who fail to clean up any mess made by their pet(s) in a building common area, who sweep excrement off a balcony, who allow their dogs to bark excessively or continuously anywhere in the building or otherwise violate the pet policies.

Any owner who, or whose tenant is in violation of these rules, as with any rule, will be subject to the "Penalty Fee Schedule" previously set forth in this document.

Complaints about pets should be registered immediately, and in writing, with the resident manager or property manager who, based upon the written complaint, will record the incident and issue a Violation Notice to the owner. In the case of a noisy, annoying or unruly pet, the Board of Directors shall cause to be issued one written Violation Notice in accordance with the Fine Procedures discussed above. As part of the Fine Procedures, and at the sole discretion of the Board, any pet causing or creating a nuisance or unreasonable disturbance or noise, may be required to be permanently removed from the Building upon seven (7) days written notice to the owner of the unit following the prescribed hearing on the Violation.
All residents are asked to be considerate of their fellow residents in all matters, including control of their pets. Pet owners have an added responsibility when living in a condominium building. Observing rules for pet control is necessary for the enjoyment of the building by all, as well as for the safety of all residents and the pets themselves. Please do your part and don't put the Board, the building manager or your fellow residents into an unpleasant enforcement situation.

**Fireplaces**
Some units have fireplaces. Fireplace flues must be cleaned or inspected each year that they are in use. Owners must certify to Management by receipt or affidavit that such maintenance or inspection has been done each year.

**Storage Lockers**
The Association owns all storage lockers. Each unit is assigned the use of one locker. Residents must provide their own padlocks. The Association is not liable for loss or damage to articles in storage areas. No articles are to be stored in the hallways of the storage room for fire safety reasons.

Should an owner or owners desire to switch assigned lockers, a request must be made in writing to the Board of Directors. The Association cannot acknowledge any unauthorized changes.

Please be sure to turn off the lights in the storage area when exiting.

**Laundry Rooms**
The laundry rooms are located on floors 3, 5, 6, and 7. They are for the use of residents only. Hours of operation are from 6:00 A.M. to 10:00 P.M. If a machine is out of order, it should be reported to the Resident Manager or Managing Agent. The Association owns the machines. Please be kind to them.

Please help control maintenance costs by promptly cleaning up detergent and bleach spills, removing lint from lint traps before and
after use, and leaving washer doors open after use to let the washing machines air out.

Washing machines and dryers must be emptied promptly. If a machine has completed its cycle and clothes are in it, the next person in line has the right to remove the clothes in order to use the machine.

**Television**  
All units at Cheesman Wildcrest have been wired for cable (Comcast) and satellite reception (Dish Network). To obtain service, contact Comcast at (303) 603-6100 or Dish at (800) 823-4929. In addition, each unit is also wired for basic, but not HD, VHF reception through the building antenna. Individual TV antennas and satellite receiver dishes are subject to the rules of the FCC. Homeowners must contact the Board or the Managing Agent prior to any such installation.

**Recreation Facilities**  
Cheesman Wildcrest's facilities include a dry sauna, shower, swimming pool and various pieces of exercise equipment. Appropriate attire should be worn to, from, and in the exercise room and pool area. Exercise equipment should be kept with the appropriate machine. There is no attendant on duty. Use of the facilities is entirely at the risk of the individual. The Recreational facilities are open 24 hours a day, however, be mindful of making noise between 10 PM – 8AM.

Only Owners or their tenants, and their families and guests may use the recreational facilities at Cheesman Wildcrest.

Smoking is not permitted in the Rec Room nor are any pets allowed.

Upon at least a one-week notice to the Property Manager, residents may reserve the Rec Room, but not the Pool Room, for parties. The resident must be present at the event and is financially responsible for any damaged or missing property as well as for cleaning after the
party. A refundable $100 deposit is required at least 24 hours in advance of the event. All functions shall end by 12:00 Midnight. The Swimming Pool Room may not be reserved for private parties.

Children under the age of twelve years must be accompanied by a responsible adult when using the pool or any other facility at Cheesman Wildcrest.

POOL RULES

1. DO NOT SWIM ALONE.

2. DO NOT RUN ON THE DECK.

3. NO PUSHING OR ROUGH PLAY.

4. NO DIVING INTO SHALLOW END.

5. PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN.

6. SWIM AT YOUR OWN RISK.
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME TO CHEESMAN WILDCREST</td>
<td>2</td>
</tr>
<tr>
<td>ABOUT THE ASSOCIATION</td>
<td>2</td>
</tr>
<tr>
<td>ABOUT THE BOARD OF MANAGERS</td>
<td>3</td>
</tr>
<tr>
<td>PROPERTY MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>GOVERNING DOCUMENTS</td>
<td>3</td>
</tr>
<tr>
<td>HANDBOOK</td>
<td>4</td>
</tr>
<tr>
<td>FINES, PENALITIES AND PROCEDURES</td>
<td>4</td>
</tr>
<tr>
<td>MONTHLY MAINTENANCE FEE</td>
<td>5</td>
</tr>
<tr>
<td>WASTE REMOVAL</td>
<td>5</td>
</tr>
<tr>
<td>OWNER MAINTENANCE RESPONSIBILITY</td>
<td>6</td>
</tr>
<tr>
<td>PLUMBING MAINTENANCE POLICY</td>
<td>6</td>
</tr>
<tr>
<td>BALCONY POLICIES</td>
<td>8</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>9</td>
</tr>
<tr>
<td>BUILDING ACCESS</td>
<td>10</td>
</tr>
<tr>
<td>WINDOW COVERINGS</td>
<td>11</td>
</tr>
<tr>
<td>MOVING IN OR OUT</td>
<td>11</td>
</tr>
<tr>
<td>LEASES</td>
<td>12</td>
</tr>
<tr>
<td>CONDUCT OF OCCUPANTS</td>
<td>12</td>
</tr>
<tr>
<td>CONSTRUCTION IN THE UNITS</td>
<td>12</td>
</tr>
<tr>
<td>UNIT KEYS</td>
<td>13</td>
</tr>
<tr>
<td>LOCKOUT Policy</td>
<td>13</td>
</tr>
<tr>
<td>PARKING</td>
<td>13</td>
</tr>
<tr>
<td>VEHICLES</td>
<td>14</td>
</tr>
<tr>
<td>PETS</td>
<td>14</td>
</tr>
<tr>
<td>FIREPLACES</td>
<td>16</td>
</tr>
<tr>
<td>STORAGE LOCKERS</td>
<td>16</td>
</tr>
<tr>
<td>LAUNDRY ROOMS</td>
<td>16</td>
</tr>
<tr>
<td>TELEVISION</td>
<td>17</td>
</tr>
<tr>
<td>RECREATION ROOM</td>
<td>17</td>
</tr>
<tr>
<td>POOL RULES</td>
<td>18</td>
</tr>
</tbody>
</table>