



Club Villas Homeowners Association
Quick Guide to Easy Living

**DONALA CLUB VILLA HOMEOWNERS ASSOCIATION
OFFICE OF THE PRESIDENT**

February 3, 1998

To: All Donala Club Villas Homeowners

Subject: Revised Quick Guide

Effective March 1, 1998 Z & R Property Management Company will be taking over as our new property manager. There are three major changes you must be aware of.

1. **On March 1, 1998 you will no longer pay your monthly dues to Jack Glick our Treasurer. You will instead pay your monthly dues to Z & R PROPERTY MANAGEMENT COMPANY at 4360 Montebello Drive, Suite 1000, Colorado Springs, CO 80918.**

2. **YOU WILL NO LONGER MAKE TROUBLE CALLS TO ANY MEMBER OF THE BOARD OF DIRECTORS, BUT WILL INSTEAD CALL Z & R PROPERTY MANAGEMENT COMPANY AT (719) 594-0506.**

3. We have added the **rules and regulations** into the Quick Guide for the first time! For all you new homeowners please review this section carefully. For all homeowners pay particular attention to the new paragraph **about renting your townhome.**

Sincerely yours,

Ross Erbschloe

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NOTE: All homeowners will be provided with one (1) free copy of this Quick Guide. Additional copies may be obtained from the Secretary for a fee of \$5.00 each. The association gives permission for all homeowners to reproduce additional copies.

GENERAL INFORMATION

This guide is provided to help you answer some of your questions as a new homeowner in Club Villas. Should you have any further questions you may contact any member of the Club Villa's Board of Directors.

1. Monthly Assessment (Dues). **The monthly dues are payable on the first of the month to Z and R Management Company. Dues not paid by the 10th of the month are past due! A late fee of 6% per annum for those accounts past 30 days may be assessed. Mail all checks to Z and R Property Management Company, 4360 Montebello Drive, Suite 1000, Colorado Springs, CO 80918.**
2. Annual Board Meetings. The Annual Homeowners Association Meeting is held the first Tuesday of February at a place and time to be announced in DUCKTALES, our monthly newsletter. Please plan to attend this very important meeting.
3. Monthly Board Meetings. The Board of Directors of our Association meet on the first Tuesday of each month at a time and place announced in DUCKTALES. All members wishing to bring anything before the board may do so within the first 10 minutes of the meeting. Non board members may only observe and may not participate for the remainder of the meeting.
4. Insurance. The Association carries a ^{3,250,000}~~\$2,500,000~~ blanket coverage on buildings and structures, with a \$1,000.00 per loss deductible. The replacement cost provision applies and coinsurance is waived. The policy defines buildings and structures as follows: permanent attachments to the structures even when installed by or at the direction and expense of individual Owners. For example: paint, wallpaper, wall to wall carpeting and built-ins such as cabinetry, countertops, trimwork, fireplaces and plumbing fixtures.
 - Also included are appliances which service a unit such as furnace, garbage disposal, dishwasher, range, refrigerator, washer and dryer. This policy excludes earthquake and theft. The Association will pay for interior damage caused by exterior damage for which the Association is responsible.

GENERAL INFORMATION (continued)

- CBS Insurance Agency is our insurance provider and will assist Owners in coordinating individual insurance upon request. CBS does recommend the installation of smoke detectors on each floor. Some insurance companies also offer discounts if you have smoke detectors installed, as well as fire extinguishers installed in the kitchen and furnace area. Our Master policy does not cover individual workmen hired by an Owner.
- 5. Trash Pickup. Trash will normally be picked up every Monday (except Holidays), when trash will be picked up on the following day. Put trash containers or trash bags in front of garage. Residents will be responsible to insure that no trash of any kind will be left on any common area.
- 6. Snow Removal. Snow removal will normally commence after the accumulation of either 2 inches of snow under normal snowfall conditions or 4 inches of snow drifts in case of blowing snow. In case of unusual times of snowfall, continuing snowfall, or extreme amounts of snowfall, the snow removal operation may be adjusted accordingly. All roads, parking areas, driveways and sidewalks will normally be cleared, but may be adjusted according to snow accumulations.
- 7. Paying your water and electric bill. Two drop boxes are located at the Gleneagle Shopping Center parking lot next to the mailbox for paying your Gleneagle Water and Mt. View Electric bills. You may also have these bills automatically deducted from your bank account.
- 8. Cable TV. Your monthly homeowners association dues include 2 TV outlets. The association's liability for TV service stops where the cable enters the building. If you have any problems you should contact Tri-Lakes Cable at 481-2451.

DONALA CLUB VILLA HOMEOWNERS ASSOCIATION RULES AND REGULATIONS

The Amended Declaration of Covenants, Conditions and Regulations dated April 4, 1989 (hereinafter Covenants), particularly Article IX thereof, contain the principal Rules and Regulations which apply to Club Villas Townhouses and to their owners and occupants.

The following Rules and Regulations are an extension of those detailed in the Covenants. In case of conflict between this document and the Covenants, the Covenants govern. The term "Association" herein refers to the Donala Club Villas Homeowners Association. The term "owners" above includes, where appropriate, their tenants, guests, employees, families using their units or the common area.

1. Any common sidewalks, driveways and entrances shall not be obstructed or used by any resident for any other purpose than ingress to and egress from the units.
2. No article shall be placed in any of the common area except for those articles of personal property which are the property of the Association.
3. No work of any kind shall be done upon the exterior building walls or upon the common area by any unit owner. Such work is the responsibility of the Association.
4. No owner, resident or lessee shall install wiring for electrical or telephone installation or for any other purpose, nor shall any machines or air conditioning units be installed on the exterior of the project, including any part of the balcony, or that protrude through the walls or the roof of the townhouse improvement except as may be expressly authorized in writing by the Association.
5. Owners and occupants shall exercise reasonable care to avoid making or permitting to be made loud, disturbing or objectionable noises, and in using or playing or permitting to be used or played musical instruments, radios, phonographs, television sets, amplifiers and any other instruments or devices in such manner as may disturb or tend to disturb owners, tenants or occupants of other units.

RULES AND REGULATIONS (continued)

6. Disposition of garbage and trash shall be only by use of a garbage disposal units or by use of commercial trash and garbage facilities. All residents will be responsible to insure that no trash of any kind will be left on any common area by themselves, families or guests.
7. The balconies, if any, and terraces, decks or patios shall be used only for the purposes intended and shall not be used for hanging other articles or garments or for cleaning rugs, household articles or other items. No rugs or other materials shall be dusted from windows, balconies, decks or patios by beating or shaking.
8. Animals: No animals, livestock, poultry, etc., of any kind shall be housed, raised, or kept on the properties, temporarily or permanently except that commonly accepted domestic household pets may be kept, provided they are not kept or maintained for any commercial purposes.
 - No domestic pet will be permitted except those whose principal abode is inside main residential building.
 - When temporarily outside the main residential building, such as domestic pet shall be under continuous restraint either by a containing enclosure or by a leash or tether.
 - Owners shall be responsible for taking their dogs and cats out of the grassed areas to the vacant lots on either end of the common area for their constitutionals.
 - If the pets use the common areas around the building, owners will be responsible for cleaning up their pets droppings.
9. The Association assumes no liability for, nor shall it be liable for, loss or damage to articles stored in any common area.

RULES AND REGULATIONS (continued)

10. Any damage to the common area or to the Association's personal property caused by a unit owner or resident or a child or children of a unit owner or resident or their guests shall be repaired at the expense of that unit owner.
11. No trailer, motorhome, camper, commercial/cargo truck, sno-mobile or other recreational vehicle shall be regularly parked or stored in or on the common area except for the provisioning thereof - in which case such parking is permitted for a period not to exceed **48 hours**.
 - No vehicle belonging to or under the control of a unit owner shall be parked in such a manner as to impede or prevent ready access to any entrance to or exit from a building. Vehicles shall be parked within designated parking areas. Any traffic flow markings and signs regulating traffic on the premises shall be strictly observed.
 - Cars should normally be taken to commercial facilities for washing. If washed in the local areas, clear water or non polluting cleaning agents should be used. Under no conditions will oil, gas, paints, paint thinners or other chemicals may be discarded on the grounds, in gutters or drains. The above wastes shall be placed in appropriate containers and put into trash cans.
12. Garage doors will normally be kept closed except when working in that area. Garages will not be used as clothes dryers with doors open.
13. All patios and balconies shall be kept neat and clean at all times. No noxious or offensive activity shall be carried on, nor shall anything be done which may be or may become an annoyance or nuisance to the neighborhood.
14. Leases: All leases shall be required to be in writing for a period of not less than 6 months. No Townhome Unit shall be occupied or rented for time-sharing, transient or hotel purposes. No owner may lease less than his entire Townhome Unit. No more than one (1) family may lease or rent a Townhome Unit.

RULES AND REGULATIONS (continued)

- All leases shall be in writing, and lessee's occupancy of the Townhome Unit, shall be subject in all respects to the provision of this Declaration, the Articles of Incorporation and By-Laws of the Association and the rules and regulations of the Board and any failure by lessee to comply therewith shall be a default under the lease.
 - The Owner will use an approved form of lease, which must include the following clause: "The Tenant agrees to abide by the Rules and Regulations of the Donala Club Villa Homeowners Association". The Landlord agrees to provide the Tenant a copy of such Rules and Regulations. The Owner must submit a copy of each lease to the Board of Directors. ~~All unit owners must also provide a key to the rental unit to the Board of Directors.~~
15. All forms of skate boarding and roller blading are prohibited in the streets, sidewalks and any other Common Area.
 16. No homeowner may plant, trees, flowers or shrub in any of the common areas without the express approval of the Board of Directors.
 17. The Donala Club Villa Homeowners Association Board of Directors reserves the power to establish, make or change the Rules and Regulations as may be necessary. It is requested that any need for change or modification be called to the attention of any member of the Board for appropriate action.

DONALA CLUB VILLA HOMEOWNERS ASSOCIATION

PROPOSED AMENDMENTS TO THE COVENANTS AND RULES AND REGULATIONS

THAT THE RULES AND REGULATIONS AND ASSOCIATED COVENANTS SHALL BE CHANGED TO READ:

RULE 11, PAGE 9 OF HOMEOWNERS "QUICK GUIDE TO EASY LIVING.

CURRENT RULE: No trailer, motorhome, camper, commercial/cargo truck, sno-mobile or other recreational vehicle shall be regularly parked or stored in the common area except for the provisioning thereof - in which case such parking is permitted for a period not to exceed **48 hours**.

CHANGE TO READ: No trailer, motorhome, camper, boat trailer, commercial/cargo truck, snow mobile or other recreational vehicle shall be parked or stored in or on the common area ~~of roadways in the townhouse complex~~ except for the provisioning thereof -- in which case such parking is permitted for a period not to exceed **48 hours**.

ADD TO FIRST SUBPARAGRAPH UNDER 11: DESIGNATED FIRELANE: Because the road in front of Building 14480 has only restricted access this portion of the road is hereby designated as a fire lane. Parking is not permitted along this portion of the roadway, ~~except as provided for in Paragraph 11 above.~~

ADD NEW SUBPARAGRAPH: EXCESSIVE PARKING PENALTY: At the discretion of the DCVHA Board of Directors, any parked vehicle described in Paragraph 11 above may be removed by a commercial towing company at the owners expense.

CHANGE THE SECOND SUBPARAGRAPH UNDER RULE 14 AS FOLLOWS: Delete the last sentence which reads: All unit owners must also provide a key to the rental unit to the Board of Directors.

RULES AND REGULATIONS (continued)

IN WITNESS WHEREOF, we, being all of the Directors of Donala Club Villas Homeowners Association, have hereunto set our hands this 2nd day of December, A.D., 1997.

<u><i>[Signature]</i></u>	<u><i>Dick Hanson</i></u>
<u><i>Patricia O'Leary</i></u>	<u><i>John W. White</i></u>
<u><i>R. Ross Ebschloe</i></u>	<u><i>[Signature]</i></u>
<u><i>[Signature]</i></u>	<u><i>[Signature]</i></u>
<u><i>[Signature]</i></u>	<u><i>[Signature]</i></u>

CERTIFICATION

I, the undersigned, do hereby certify:
THAT I am the duly elected and acting secretary of Donala Club Villas Homeowners Association, of Colorado Corporation, and
THAT the foregoing constitute the original Rules and Regulations of said Association, as duly adopted at a meeting of the Board of Directors thereof, held on the 2nd day of December, A.D., 1997.

[Signature]
Secretary