



PheasantRun Townhomes HOA 2015 Handbook

FOR HOMEOWNER'S AND TENANTS

Rental property owners are required to inform their tenants of the rules, regulations and responsibilities outlined in this Handbook.

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CONTACT INFORMATION:

PO BOX 20905
Boulder, CO 80308
Ph: 303-630-9683
Email: president@pheasantrunhoa.com
Web: www.pheasantrunhoa.com

The rules, services, and policies of the Homeowners' Association for Pheasant Run Townhomes Inc., are collected herein. These rules and policies are based upon the Declaration of Covenants, Bylaws and subsequent voted actions by the Board of Directors.

SECTION 1: Rules, Services, and Policies

The Pheasant Run Townhomes, Inc. (PRTHOA), is a not-for-profit corporation charged with the maintenance and preservation of common areas, and architectural control. PRTHOA's intent is to promote the health, safety and well-being of all the residents, and to manage and protect the assets of the 21 units of PheasantRun Townhomes. As required by the bylaws, the Association is governed by a Board of Directors and a set of four (4) officers. Up to five (5) directors are elected at the annual meeting and serve staggered three (3) year terms.

The Board of Directors schedule monthly meetings, or as needed. Homeowners are invited to attend these meetings and share their perspectives. Please visit www.pheasantrunhoa.com for a schedule upcoming meetings.

Property Management and Website

PRTHOA is self-managed by the Board of Directors and participating homeowners. The 2015 Board of Directors are as follows:

- Elizabeth Fischer, President
- Carol Herrick
- Dan Lisogurski
- Josh Lorton
- Jon Mishke
- Members at large

The Pheasant Run HOA website is a great source for information on meetings and events, seller and buyer documents, architectural review forms, contact information and more. To contact the Association:

Mailing Address:
Pheasant Run HOA
PO BOX 20905
Boulder, CO 80308

Phone: (303) 630-9683
E-mail: president@pheasantrunhoa.com
Web: www.pheasantrunhoa.com

Owner and Resident Responsibilities

Owners and residents (including rental property tenants) of PheasantRun Townhomes are responsible for the maintenance of their own properties, although some exterior maintenance is provided by the PRTHOA. The term "Common Area" as used herein refers to the shared spaces such as access drives, lawns and sidewalks are maintained by PRTHOA.

Owners, residents, tenants are responsible for:

- Private driveways
- Decks and balconies
- Entry ways
- Private front entry patios

It is required by the PRTHOA , and the responsibility of all rental property owners to inform their tenants of the rules, regulations and responsibilities outlined in this Handbook.

It is suggested that owners carry their own property casualty insurance for any damage incurred from the stud walls in.

Flood insurance IS NOT carried by the Association.

Exterior/Interior Garage Faucet Connections and Hoses

Water faucet connections at Pheasant Run Townhomes have frost-free hose bibs.

WARNING! Faucet's will not drain if the hose is still connected during cold weather, and may freeze and burst. Should this type of damage occur, it is the homeowner's responsibility to make repairs and clean-up any damages to the grounds and common area.

Outdoor Grills

Only **PROPANE** and **ELECTRIC GRILLS** are allowed on the property. **NO CHARCOAL GRILLS OR SMOKERS** are allowed on decks or common areas.

The following information is sourced from the City of Boulder Ordinance, for additional information please visit their website:

- **Propane Grills**

This restriction applies to propane grills located on combustible balconies and construction. Only small 2.5 lb. propane bottle sizes are allowed in propane grills.

- **No Open Burning**

No open burning is allowed within city limits, including portable/mobile outdoor fireplaces.

Planting Beds and Private Patio Areas

Homeowner's are responsible for maintaining the planting beds within their private entry ways and in the vicinity of private decks. This includes keeping the areas free of weeds and trash.

No indoor furniture (ie: couches) is permitted outside. Only furniture designed for outdoor patio use is allowed on outside deck areas.

Windows, Exterior Entry Doors and Garage Doors

Homeowner's are responsible for the maintenance of windows and exterior doors, including trim, thresholds and screens. Any maintenance should result in an appearance that matches the original construction.

Upon request PRTHOA can provide referrals to contractors who may provide such work. In the event of damages covered by PRTHOA insurance, the Board of Directors will arrange to have the damage estimated and repaired in a timely manner.

Fire Alarms

Homeowner's are responsible for maintaining their individual smoke alarms.

Noise

Loud sounds, such as those produced from electronic devices and musical instruments should be confined to the individual unit. Particular attention should be given to the volume and placement of stereos and television sets. The City of Boulder has an established noise ordinance.

For more information, or to report a noise complaint please contact:

City of Boulder Environmental Enforcement Unit
Non-emergency 303-441-3333

Pets

Residents are responsible for **IMMEDIATELY** cleaning up after their pets. Excrement **MAY NOT** accumulate in common or private areas. City ordinances require that all dogs within the City of Boulder be on a hand held leash at all times, including on the common areas of PheasantRun Townhomes. No pens, holding areas or runner lines are allowed on common grounds. **Please report any violations to the PRTHOA.**

For additional information please contact the City of Boulder Animal Control at 303-441-1874. To report a violation, please call the Boulder Police Department's non-emergency dispatch number at 303-441-3333.

Parking Areas

Registered vehicles are **ONLY** permitted in assigned areas of the complex. Additionally, parking areas are designated in some cul-de-sacs and signed. There is **NO GUEST PARKING**, and you are responsible for informing your guests to park on the street. Any clean-up of excessive automotive stains is the responsibility of the property owner. Unregistered or inoperable vehicles may only be parked within the garages.

NOTE: Main access drives must be kept clear for emergency vehicles, garbage trucks, snow removal and maintenance. Residents may use these areas ONLY for pick-up and drop-off, and should be used for no more than ten (10) minutes. Violators may be towed at the vehicle owners expense.

Snow Removal

As contracted by PRTHOA snow removal takes place whenever there is an accumulation of two (2) inches or more. Snow removal areas include: access drives, guest parking, and sidewalks. Private driveways and walkways are the responsibility of the occupant.

Trash and Recycling

PRTHOA arranges for the collection of trash and recycling. The PRTHOA pays for one (1), 32 gallon trash can full of trash per week per unit. The HOA rules require all residents to put their trash cans out on garbage pick-up days and put them away at the end of that day.

Garbage cans may not be left along common areas and should be placed back in garages.

- Regular garbage is picked up every Friday.
- Single-stream recyclables and compost are picked up on alternate Fridays (except during holiday weeks).

Additionally, all homeowners are entitled to 12 yellow stickers per year (it is the responsibility of owners to obtain these stickers from the PRTHOA. Above that, additional stickers may be purchased from Western Disposal. These yellow stickers **MUST** be attached to all additional trash bags or items or Western will not pick them up.

To request recycling containers, or review your schedule pick up days please visit **Western Disposal online at www.westerndisposal.com**, or call 303-444-2037.

Building Exteriors and Common Structures

Exterior lighting is the responsibility of each homeowner. Changes **MAY NOT** be made to existing exterior lighting fixtures without approval by the Architectural Control Committee (ACC).

Download the ACC form at:
www.pheasantrunhoa.com/forms/forms.php

Section 2: Architectural Control Committee

As required by the amended bylaws of PRTHOA, dated 22 October 1997, the Board of Directors also serves as the Architectural Control Committee (ACC), or shall appoint such a committee.

No changes which affect the exterior appearance of a townhome, or the common area of the townhome complex may be made without prior written approval by the ACC.

Homeowners are required to submit a formal written request for approval, along with a sketch of the proposed changes to the Board of Directors prior to any exterior change. The Board of Directors will then take this application under review at the next schedule meeting, and if further information is required will contact the applicant before approval or denial. The homeowner is then required to obtain and post the appropriate building permit by the City of Boulder where applicable.

Download the ACC form at:
www.pheasantrunhoa.com/forms/forms.php

Decking and Balconies

Any changes or extensions to decks, including the addition of carpeting, lighting, overhead structures such as pergola's, or any other materials **MUST** be approved by the ACC. **Any structural damage or repair to decks, and porches is the responsibility of the individual homeowner.**

The homeowner must submit an ACC Form to the Board of Directors, and receive approval **BEFORE** any repairs or changes may be made unless the change will match the original construction in appearance. Any applicable permits must be obtained from the City of Boulder.

Download the ACC form at:
www.pheasantrunhoa.com/forms/forms.php

Exterior Paint and Deck Stain Colors

PRTHOA recommends staining of deck rails and floor boards every two (2) years. If it is the judgement of the ACC that restaining is needed the individual homeowner will be required to comply with the ACC's directive within the same year. Restaining or repainting of garage doors, windows, and decking must match the existing exterior color scheme of the Pheasant Run complex. For information on colors please contact PRTHOA.

NOTE: Paint colors change over time, and it may be necessary to do a custom paint match in order to match aged finishes.

Paint Colors:

Manufacturer: KWAL Paints

- Blue: 14-51-0853
- Green: 14-51-0754
- Cocoa: 14-51-0762
- Trim: 14-51-0760

Entry and Screen Doors

Entry doors have no restrictions on color, but PRTHOA recommends a complementary color to exterior finishes of the complex.

The style of screen or storm doors is flexible, but owners are encouraged to follow existing precedents within the complex. **Color MUST be almond/beige or brown/bronze.**

NO WHITE DOORS ARE ALLOWED. Existing white doors should be replaced when necessary to comply with the specification listed above.

Download the ACC form at:

www.pheasantrunhoa.com/forms/forms.php

Windows

Replacement windows may be white, almond or bronze. Colonial style grids are **ONLY** permitted on the sliding glass doors.

An ACC form must be submitted for approval prior to ordering.

Download the ACC form at:

www.pheasantrunhoa.com/forms/forms.php

Satellite Dishes

Before installation please contact PRTHOA for outlines on placement.

Air Conditioning Units

Any installation of exterior, or window cooling devices requires approval from the Architectural Control Committee. Please contact PRTHOA for guidelines on installation.

Download the ACC form at:

www.pheasantrunhoa.com/forms/forms.php

Seasonal Decorations

Exterior decorations to individual units are permitted, but must not constitute a fire hazard, or be likely to cause harm due to the character of the installed materials. Seasonal decorations must be removed in a timely manner when the celebration has passed.

Water Seepage

PRTHOA is responsible for the cleaning and maintenance of gutters and down spouts. These are inspected regularly. Occupants are urged to report any problems to PRTHOA, or any Board member. Interior unit water damage, regardless of the cause, is the responsibility of the homeowner.

Section 3: Insurance

The PRTHOA maintains hazard insurance coverage on all structures in the complex and liability coverage for the common areas. This coverage does not include the interior areas of the individual structures.

Proof of insurance can be obtained by contacting:

John Farrington
Foothills Insurance Services
2425 Canyon Blvd
Suite 110
Boulder, CO 80302
Ph : 303-415-3588

The Board of Directors recommends that townhome owners and renters consult with their own agent for additional property and liability coverage, in order to avoid any other gaps in coverage.

SECTION 4: Financial Assets

The real estate and financial assets of PRTHOA are managed by the Board of Directors. The assets include assessments that are provided in the Declaration for maintenance, preservation and architectural control, and to promote the health, safety, and welfare of the residents, and the maintenance of common areas.

Financial Obligations

Each homeowner is responsible for the following fee(s):

- **Townhome Monthly Dues:**
Due on the first (1st) day of each month
- **Late Fees:**
\$10.00 per month will be assessed after the 15th day of the month for the current month and for any unpaid balances.
- **Special Assessment Fees:**
Any special assessment fees must be approved by vote, at specially convened meetings by the members of the PRTHOA

Contact Information

Pheasant Run Townhome Association
PO BOX 20905
Boulder CO, 80308

Ph: (303) 630-9683
Email: president@pheasantrunhoa.com
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PheasantRun Townhomes

Architectural Control Committee Request Form

NAME: _____ DATE: _____

UNIT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

If my proposal involves matching the design and materials of the original construction, I understand that any substantive variance is likely to require that I remove and replace the improvements to the satisfaction of the Homeowner's Association.

I understand that in order to proceed I must I must receive approval from the Board of Directors and inform neighboring homeowners. I understand that Board approval does not constitute approval of the City of Boulder building department, and that I will be responsible for obtaining the proper building permit and posting it as required by law. I agree to complete the improvements promptly after receiving Board approval and construction begins.

DESCRIBE PROPOSED IMPROVEMENTS: Please attach any applicable drawings

I have read this form and will comply with the policies and decisions of the Pheasant Run Homeowners' Association.

BOARD ACTION

- Approved as submitted
- Approved subject to the following requirements
- Rejected for the following reasons

NEIGHBORING OWNER'S INFORMED

YES NO

NAME: _____

ADDRESS: _____

SIGNATURE: _____

NAME: _____

ADDRESS: _____

BOARD MEMBER SIGNATURE: _____

SIGNATURE: _____

MEMBER NAME (PRINT): _____

SIGNATURE: _____