

HOMEOWNERS' HANDBOOK

A Summary of Rules, Regulations & Responsibilities

ADOPTED BY THE BOARD OF DIRECTORS
date

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INTRODUCTION

This handbook is intended to **summarize** several provisions of the Declarations most recently amended and approved in December 2019. Homeowners accept abiding by the provisions of the governing documents at the time of their purchase. If a question or dispute arises, the Board of Directors will interpret and adhere to the Declarations and amendments for resolution of the matter. Their decision is binding.

The provisions of this Handbook are effective as of the date of approval by the HOA Board of Directors.

The following acronyms are used throughout this document:

- ARC Architectural Committee
- BOD Board of Directors
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- HOA Homeowners Association
- LSC Landscape Committee

HOME OWNERSHIP IN

Owning a home in is much like owning a home in most any other setting. The homeowner owns the house and the immediately surrounding land. The HOA owns common property within the and assumes responsibility for specific maintenance and care of the residences, but the homeowner generally still has the responsibility to maintain their home. It is therefore important that homeowners review the governing documents, and the information below that summarizes key points of those documents, to help minimize the opportunity for misunderstanding the homeowner’s rights and responsibilities.

OVERVIEW OF THIS DOCUMENT

This handbook is comprised of two parts. The first is General Information about covenants and homeowner guidelines. The second is a more detailed section outlining specifics related to the community’s landscaping and the guidelines for the placement and maintenance of plants and materials within the landscape.

A companion document to this Homeowner Handbook is the ARC Guidelines for Residential Modifications. That document outlines in greater detail the requirements for making any modifications to the exterior of homes within the community. Homeowners should obtain a copy of that document and follow the guidelines and procedures outlined there before undertaking any change to the exterior of the home.

SECTION I - GENERAL INFORMATION

A. IMPROVEMENTS TO PROPERTY

This is defined as the construction or installation of a fence, screen, patio, deck, roof over the patio, patio enclosure, room addition, hot tub, satellite dish, solar energy device, or any other change to the exterior appearance of the dwelling. Any change to the exterior of a dwelling must have approval from ARC and, in many cases, the Highlands Ranch Community Association (HRCA) ARC, before work begins, except as noted below. Landscape changes or modifications require approval by the LSC.

If you are planning an improvement to your property, you should follow the guidelines and procedures outlined in the ARC Guidelines for Residential Modifications before undertaking any change to the exterior of the home

If you are planning any modification to the landscaping of your home, you should obtain a *Resident Landscape Modification* application, available at the clubhouse or online at the Owners’ Portal on the community manager’s web site. Information about landscape maintenance and policies is included in SECTION II of this handbook.

It is the goal of the guidelines to maintain and preserve the aesthetic and architectural quality of We want to ensure improvements to the property are made in harmony with, not detrimental to, the rest of the community. If a particular subject is not addressed within the Declarations, the current Highlands Ranch Residential Improvement Guidelines and Site Restrictions will prevail.

1. ACCESSORY BUILDINGS and TEMPORARY STORAGE:

Storage sheds and accessory buildings will not be approved. However, temporary storage containers, sometimes known as “PODS” are allowed during construction projects for storage of construction materials and household items and for short periods of time as part of moving into or out of a home. They must be kept on one side of the driveway and are only allowed during duration of construction, not to exceed 60 days, and for up to 14 days prior to moving out of the home or 14 days after moving into the house. Any damage caused by such container will be homeowner’s responsibility.

2. DUMPSTERS AND PORT-A-LETS

During the course of a construction project, a roll-off dumpster can be placed on the driveway of the home under renovation only during the duration of the project. The dumpster must not impede the sidewalk.

Similarly, if the water and restroom capabilities of a home under renovation will be unavailable, a port-a-let may be placed on the driveway, near the garage. The facility should be there only as long as necessary while the water/sewer in the house is unavailable, but no more than 60 days. The unit should be serviced weekly.

3. ADDITIONS:

A room addition or home expansion requires the submission of a detailed plan and specifications and the approval of the Architecture Review Committee. More details are available in the ARC Guidelines.

4. ADDRESS NUMBERS:

Must be located on both the **front and rear** of the home. The house numbers style may be changed without approval.

5. AIR CONDITIONING EQUIPMENT:

The unit and pad should be located between the houses. The selected location should not create an unreasonable noise level for adjacent property owners. For attached units, an exception will be given to place the air conditioner at the rear of the house without prior approval.

6. ANTENNAE:

Only antennae as allowed under FCC Over-the-Air Reception Devices (OTARD) regulations (i.e., direct broadcast satellite, wireless internet, and digital television broadcast) may be mounted on the exterior of the home. No other antennae are allowed in the yard or on the roof or exterior walls of a dwelling. Any antennae may also be installed in the attic or garage of the home.

Allowed antennae may be installed and maintained by the homeowner for their private use. Placement of such antennae must be approved by the ARC and located to help preserve the aesthetic appearance of the dwelling while providing for adequate signal reception.

Any unused antenna must be removed by the homeowner.

Any antenna installed in a manner that impedes the maintenance or replacement of items the Association maintains must be removed at homeowner expense prior to HOA maintenance activity.

7. DECKS & PATIOS:

Must be wood or non-maintenance material. They should be stained, painted or built of a material with color throughout. The deck must be of a suitable size to fit in the back yard. The construction should not extend more than sixteen (16) feet from the foundation or extend beyond the side foundation of the unit. Skirting, of solid material, is required to keep out debris and animals. Lattice work or any other "open" type of skirting will no longer be approved. Consult the [ARC Guidelines for Residential Modifications](#) for requirements.

Stairs from the deck to ground are to be made of the same material and color as the deck. Stairs should not extend beyond the visual plane of the home without specific approval of the ARC.

The homeowner is responsible for all maintenance and repair of any deck or stairs added or not included in the initial construction of the dwelling.

8. AWNINGS & OVERHANGS:

The canvas must be removable or retractable and the color must be compatible with the house paint. Maintenance is the homeowner's responsibility. ARC approval is required. Consult the *ARC Guidelines for Residential Modifications* if adding a sunshade or solid roof.

9. HOT TUBS:

They should be an integral part of the deck or patio at the rear of the unit. They should be screened from view. ARC approval is required.

10. DRIVEWAY EXPANSION:

A narrow expansion to accommodate a walkway or steps to the street is allowed. Such expansions should be limited to align with the edge of the garage. The homeowner is responsible for moving the water line and sprinklers; prior to the actual installation of the extension, the homeowner should provide seven days' notice to the landscape committee/contractor to allow time for the irrigation lines and sprinklers to be moved. Paving part of the yard for more off-street parking is prohibited. Imprinting or resurfacing of the driveway requires ARC approval. Ongoing maintenance and repair of driveway extensions will be the homeowner's responsibility.

11. GREENHOUSE WINDOWS:

The ARC approval will be based on the general aesthetics. It must be located on the side or rear of the unit and not obstruct the view from another unit.

12. LIGHTS AND LIGHTING:

The ARC must approve any change or addition to the exterior lighting. Lights must be directed toward the ground or house so the light remains within the property boundary and does not cause a glare for other homeowners.

13. SIDEWALK LIGHTS:

Small lights positioned to illuminate the sidewalk can be installed but are the responsibility of the homeowner. Neither nor our landscape contractor will be responsible for any damage caused during lawn maintenance, mowing or snow removal operations.

14. SKYLIGHT AND SOLAR TUBE:

No approval is required if it is less than 3 feet by 5 feet. Leaks and resulting damage from this installation are the homeowner's responsibility. The ARC must be notified when a skylight or solar tube is installed.

15. SOLAR ENERGY DEVICE:

The addition of a solar energy device on the roof requires and HRCA ARC approvals. **The homeowner is responsible for all maintenance and repair of such devices.** Homeowner responsibilities regarding roof damage and

maintenance are spelled out in the ARC Guidelines for Residential Modifications. The normal application process must be followed.

16. WINDOWS:

Tinting film used to tint windows must not have a mirror (reflective) quality. Approval is not required.

Security bars are not permitted.

Replacement windows must be fitted into the same space as the previous windows. Use of grid separators or light control between panels is optional and does not require approval. The ARC must be notified when windows are replaced.

Adding new windows requires ARC approval.

Window Maintenance, including caulking around the windows and repair/replacement of the trim around the window is the responsibility of the homeowner.

17. VENTS:

ARC approval is required for additional roof vents and any Radon mitigating systems. Any leaks and resulting damage from this installation are the homeowner's responsibility.

B. MAINTENANCE GUIDELINES:

(A quick reference table describing homeowner and HOA maintenance responsibilities is on pages 20, 21 & 22)

Pursuant to the HOA Declarations and subsequent amendments, the following criteria have been established for homeowners and the HOA.

1. MAINTENANCE:

Maintenance areas are defined in the Declarations and Amendments. The HOA is responsible for maintaining specified items as set out in the Declarations.

These include shingles, exterior painting, driveways, 4 feet width of walkway to the front door, turf, shrubs, trees and rock beds.

2. HOMEOWNER MAINTENANCE:

The homeowner is responsible for the repair and maintenance of the house and any addition, including options installed/erected by the builder. This includes, but is not limited to siding, caulking around siding, brick facades, soffits, fascia, chimney caps, cement rear porches, patios, patio roof extension, and railings. All homes shall be kept and maintained in good repair and in a clean, safe, attractive and sightly condition, including any necessary pest and rodent control, upgrading electrical, mechanical or other systems as required by code or insurance industry standards, and in such condition that 's duty to maintain the exterior surfaces is not unreasonably increased.

3. PRIVACY FENCES:

Privacy fences originally installed on Mission Viejo units will be repaired, repainted or removed by the HOA. All other railings and privacy screens must be approved by the ARC and maintained at the homeowner's expense. Perimeter fences along property lines are not permitted.

4. GARAGE DOORS:

Replacement garage doors require ARC approval. In the event of an emergency need for replacement, the homeowner should contact any member of the ARC to obtain approval on an urgent basis. It is not necessary to paint replacement doors if approval is obtained from the ARC. However, if the homeowner wishes to leave a replacement door unpainted, the only other color choice is white, to match the trim. Alternatively, the homeowner may paint door anytime at their expense. If painted, garage doors will be the same color as the siding. If the homeowner so desires, they may have the door painted by the contractor during the regular re-painting cycle. Where there are attached units, the homeowners must agree on a color choice so all garage doors are the same color.

5. SHINGLES AND EXTERIOR SURFACES:

..... HOA does not provide total exterior maintenance. Care and maintenance are limited to repair and replacement of roof shingles and exterior surface painting. Damage to the roof or shingles caused by the installation of skylights, solar devices, etc. is the responsibility of the homeowner.

The HOA paints the surface of siding, trim boards, gutters, downspouts, flashing, garage door, front door, window and door frames, air vents, skylight frames, chimney siding and trim, and originally installed Mission Viejo privacy fences only.

The HOA will schedule painting for various sections of as determined by the BOD. The homeowners in the applicable section will be notified of the scheduled painting. The homeowner will be provided information about the approved paint colors they may select from; and repairs they will be required to make at their own expense. The homeowner must make arrangements and will be responsible for the cost associated with painting any addition or change to the original unit. Comprehensive painting guidelines are spelled out in the *ARC Guidelines for Residential Modifications*

6. COMMON SEWER AND WATER LINES:

Common sewer and water lines, as defined in the Declarations, are the responsibility of the HOA. Care and maintenance are defined as repair as necessary to maintain proper operation and repair leaks.

7. CONCRETE:

The HOA is responsible for the maintenance, repair or replacement of concrete within the, except for patios, walks, and porches at the rear of the unit. This is determined by inspection in accordance with the following concrete replacement guidelines

Maintenance/repair/replacement will be done on entry walks, street sidewalks, steps, porches (installed without options), driveways and all pedestrian areas, when cracks in the slab or openings between unbroken slabs appear and movement has occurred between the edges of the opening such that it has opened up to either 1/2 inch in width or 1/2 inch in height difference or both. Openings 1/2 inch or less will be caulked where deemed advisable by the HOA. Driveway expansion joints will be handled in a similar manner however, since this is not a typical pedestrian area a different measurement will be established. In this instance a total vertical difference of 2 inches or more should be the point at which repairs (probably mud jacking) would be considered. Expansion joints will be caulked. MAINTENANCE WILL NOT BE PROVIDED BY THE HOA FOR PATIO SLABS, CONCRETE GARAGE FLOOR, WALKS OR PORCHES AT THE REAR OF THE HOME AND PORCH, PATIO OR DECK ADDITIONS.

Spalling of a concrete surface (Le. flaking off of the surface) will be repaired only if the exposed surface has become soft and crumbling or, if in the judgment of the HOA, the surface represents a safety hazard. Some of the more recent techniques of resurfacing and patching will be explored as methods become available and cost effective. Sound concrete will be broken out and replaced only in those instances where it cannot be salvaged by a current appropriate process.

The HOA shall recommend such repair procedures as are deemed appropriate to the problem identified and that are fiscally prudent. These procedures may include, but are not limited to: caulking, mud jacking, resurfacing, patching, or replacing.

8. SNOW REMOVAL:

..... is responsible for removing snow from specific areas within the community. Exhibit A to this section summarizes the guidelines for snow shoveling and plowing.

C: GATES:

The front gate of is equipped with an automated entry system. Please read these instructions carefully.

1. VISITORS: (guests, repairmen, maid service, deliveries, etc.)

Directory Access

Instructions appear on the screen at our front gate advising the visitor to search for your name by pressing the Search function and inputting your name into the directory search. The visitor must then select your name from the list to ring your home phone.

If you have identified the visitor and want to permit them entry, press “9” on your telephone and the gate will automatically open.

If you are on the phone, a visitor will receive a busy signal. This delay will block the front gate until you complete that call. If you are expecting a visitor please keep other telephone conversations brief so your telephone line will be available to receive your visitor’s call from the front gate.

If you have call waiting, you can switch over to the visitor, let him/her in, and then return to the original call.

2. PERSONAL CODES AND REMOTE CONTROLS

You will be issued a personal code by the clubhouse manager. Enter this four-digit personal code to gain access through the front gate, or you may enter the residents’ gate by simply using the remote control that will also be provided by the previous owner as part of your move-in. If a replacement remote control is needed, they can be purchased from the clubhouse manager.

This personal code should not be given to delivery personnel nor contractors. If you provide your personal code to family or an expected visitor, they can simply input that code for immediate access via the visitor gate..

3. BACK GATE:

The back gate entrance can only be opened with the remote control.

4. EXIT:

You may exit the front or back gate automatically. There are sensors in the pavement to trigger the gate as a vehicle approaches.

5. CODE CHANGES:

If you suspect your four-digit code has become known by anyone who should not have free access to, please inform the clubhouse manager immediately so the code can be changed.

D. GENERAL

1. ANIMALS:

Household Pets: A reasonable number of dogs, cats or other household pets may be kept on a residential site. (A “reasonable number” as used in this section shall mean no more than 2 fur bearing pets per site.) They may not be kept, bred or maintained for commercial purpose. Additionally, pet ownership comes with responsibilities and expectations.

Within our community:

Pets are welcome. Dogs and cats are wonderful companions that provide unconditional love and are a source of great joy for many residents. Pets can also provide *therapeutic* benefits, such as encourage exercise and social interaction, ease loneliness, and reduce stress.

All Homeowners do have the right to feel safe in the community.

All Homeowners do have the right to expect privacy within their property boundaries.

With this in mind, pet owners should be considerate of others by...

- picking up after your animal and disposing the waste in your own trash. This is a Douglas County law.
- attending to incessantly barking dogs so this does not become a nuisance to others. This is disturbing to the peace and quiet of a neighborhood. In addition, it violates Douglas County law.
- not leaving pets unattended on lawns, decks or porches. Dogs should not be tied to trees, posts or decks/porches.
- not allowing pets to run loose in yards or open space areas.
- keeping dogs on a leash, held by a person who is capable of controlling the animal. This is a Douglas County leash law.
- using dog leashes no longer than 8 feet to assist with control. Homeowners using retractable leashes should maintain them at no longer than 8 feet.
- keeping pets off the front lawns and areas around others' homes. This is the homeowner's property. Owners should limit their pets' movements on homeowners' lawns to no more than the 8-foot leash length from the sidewalk. Where there is common space between houses, pet owners should be cognizant of the proximity to houses along that open space and maintain a respectful buffer between them and the house.
- yielding to pedestrians and restraining your pet from approaching others. Many are uncomfortable around animals, or may have allergy issues.

- keeping pets out of the clubhouse and pool area.

Violations should be reported to the Community manager and a violation letter will be sent to address the complaint. Continued violations result in fines.

All residents should treat each other with understanding, consideration and courtesy. If you do not feel comfortable speaking directly with each other, please contact the Community manager. Additionally, if you have an issue with a barking dog or someone failing to pick up after their pet, you can contact the following authorities:

Douglas County Animal Services
303-660-7529, from 7:00 AM to 6:00 PM.

Douglas County Sheriff
303-660-7500, after 6 PM if the animal problem requires immediate attention

Additionally, if confronted in a hostile or threatening manner, call the Douglas County Sheriff's Office.

Dog Runs: These are only permitted if approved by the ARC and incorporated into an extension of the deck railing or the privacy fences. Freestanding kennels are not permitted. Pets may be fed inside the run if the food dish/tray is promptly removed when the pet is finished.

Electronic Fences: Residents may install an electronic pet fence within their property boundaries, not to extend into common areas. ARC approval is needed.

Birdhouses and Feeders: Approval is not required for one feeder in the rear yard. The size is limited to two feet in length. Bird food should not contain millet or anything else that attracts pigeons. It is recommended that cracked sunflower or sterilized thistle seed be used.

Wildlife: Except for a bird feeder, feeding of wildlife in any manner is not permitted. This includes ducks, rabbits, deer, etc.

2. CLOTHESLINES:

No permanent exterior clotheslines or devices for hanging clothing or household fabrics are permitted. Retractable clotheslines or collapsible units are permitted, but must be retracted or stored when not in use.

3. FLAGS:

No more than one flag may be displayed at a time on any home. Flags must be no larger than 3' X 5' and displayed on either a wall-mounted or ground-mounted flagpole as described below. Flags must not be illuminated except as allowed in the Federal Flag Code for the American flag.

Flagpoles

1. Ground-mounted

Poles must be approved by the ARC. Such poles must be anodized metal, silver or bronze in color, and a residential grade. Pole height must not exceed the roofline of the house at a point nearest to the flagpole. Poles are to be anchored in concrete and placed within the rock area, a minimum of five feet from all property lines.

2. Wall-mounted

Poles must be no longer than six feet and securely mounted on a wall wholly owned by the homeowner displaying the flag.

Flagpoles may not be mounted on decks, patios or retaining walls.

4. INSURANCE:

Insurance is a shared responsibility between the homeowner and the HOA. As the policy provisions and/or insurance agent may change from year to year, the most current information is available at the clubhouse. There may be variations from a standard HO6 policy and you should read the provisions carefully to assure adequate coverage.

Generally, the homeowner must carry property damage coverage equal to or in excess of the HOA's deductible. Also, the homeowner will want to make sure the Loss Assessment coverage is sufficient to cover any extraordinary loss for which might levy a Loss Assessment to cover its loss. This information is available from the clubhouse or the Community Manager.

5. GARAGE SALES, ESTATE SALES, OPEN HOUSES:

Garage Sales are not permitted.

Estate Sales: This is defined as a sale that occurs when a homeowner dies or moves to an assisted-living facility. A professional estate sale company must conduct estate sales and you must obtain approval beforehand. An application is available at the Clubhouse and a \$200 refundable deposit is required to guarantee that the agreement below is followed. Any violations of these guidelines will result in the forfeiture of the deposit.

Directional signs shall be limited to:

- The entrance to at Parkway
- The street corner where the sale will be held
- The lawn of the home involved

It is the responsibility of the agent handling the sale to provide a guard at the front entrance. When a vehicle comes to the gate, the guard should ask the occupants for their destination. If they are coming to visit a resident, they will open the gate without the guard's assistance. If the occupants indicate that they are going to the estate sale, the guard will open the gate, allowing entry for that vehicle ONLY, and should record their license plate number. It is recommended that the guard provide directions to the site and advise the occupants to adhere to the posted speed limit. When conditions (such as volume of traffic, congestion or impeding access to residences) exist, through its board, staff or management may limit further access to the sale site. In such event, the sale operator may be required to have contacts at both the front gate and the sale site to monitor and limit traffic at the direction of management.

The hours of the sale should be between 9:00 AM and 4:00 PM. The number of days for the sale to take place will be up to two days and be determined in conference with the operator and the HOA.

Items offered for sale are ONLY those that are currently in the home. NO items can be brought in to the home to be sold.

NO items shall be brought out of the house and put in the front lawn to attract buyers.

NO items shall be sold out of the garage. Garage sales are prohibited in the

At the conclusion of the estate sale, the agent is expected to remove the three directional signs.

Open Houses: Agent will inform Clubhouse of Open House date.

Directional signs shall be limited to:

- The entrance to at Parkway
- The street corner where the sale will be held
- The lawn of the home involved

NO entry codes shall be placed at the gate.

Prior to the open house, the realtor must obtain a temporary gate code from the clubhouse manager. A sign may be posted on the gate directory listing this temporary code. Visitors to the open house may enter that code and the realtor's phone will ring. Once the realtor has verified that it is a prospective buyer, the realtor can then open the gate for the visitor by pressing the number "9" on their phone. When conditions (such as volume of traffic, congestion or impeding access to residences) exist, through its board, staff or management may limit further access to the open house. In such event, the agent may be required to have contacts at both the front gate and the open house to monitor and limit traffic at the direction of management.

The hours of the open house should be between 9:00 AM and 4:00 PM.

At the conclusion of the open house, the agent is expected to remove the three directional signs.

6. OUTDOOR DECORATIONS:

Holiday lighting and decorations do not require approval. They may not be installed more than 30 days prior to the holiday. Holiday lighting and decorations must be removed within 30 days following the holiday. The homeowner is responsible for any costs to repair damage caused to the landscaping by these decorations.

7. SIGNS/SOLICITATION

Signs and Banners: One noncommercial sign or banner, not exceeding 18 inches by 24 inches, may be displayed on the homeowner's lawn or window. Lawn signs must be placed in the rock area at the front of the house facing the street at least 15 feet from the front sidewalk, or at the edge of the rock bed if less. Small signs regarding the use or presence of alarms are not considered signs for this purpose.

Signs must be professionally designed and lettered and must be maintained in a neat manner.

No signs may be placed in the HOA Common Area.

..... does not restrict homeowners on the content of the message of their signs. Homeowners are encouraged to be respectful and not use vulgar, profane or offensive language on their signs.

Commercial signs advertising work or products of contractors or other parties are not allowed. Real estate signs are allowed as noted below.

Real Estate: Approval is not required for real estate signs that satisfy the following: One sign per residence, not to exceed 33 inches wide and 48 inches high, no more than 2 sides, and placed at the front of the property facing the street at least 15 feet from the front sidewalk, or at the edge of the rock bed if less.

If a realtor wishes to have an open house, the following signs may be placed: one free standing (A frame type) "open house" sign at the entrance to the, one each at turns onto side streets, and one at the house itself, for a maximum of 4 signs. The signs must be removed as soon as the open house closes. The realtor must obtain a temporary gate code at the clubhouse, which will be cancelled when the open house is complete.

Solicitation: Solicitation is prohibited within, both by non-.....persons and homeowners. This includes the distribution of literature and/or promotional items.

8. TRASH

All trash/garbage containers must be stored inside the dwelling/garage except for pick-up day. Containers with locking lids may be put out after 6:00 PM the day before pick up. All other containers, plastic bags, boxes, etc., must be put out on the sidewalk after 5:00 AM the day of pick up. Containers must be put back in the dwelling/garage by 8:00 PM the day of pick up.

9. VEHICLES AND PARKING:

Residents are encouraged to park their cars in their garages or driveways. Any cars or personal vehicles parked in the driveway must not interfere with passage on the front sidewalk.

RV Loading/Unloading

No camper, boat, motor home, trailer or other type of oversized vehicle (other than a pickup, which must be stored on the driveway or in the garage) may be stored or parked in a manner visible from any other property for longer than 72 hours, except as may be approved by the BOD. Periodic movement of the vehicle for the purpose of circumventing this provision does not qualify for an exemption.

Parking such vehicles (described above) on the streets should be for loading and unloading only. This should take no more than 72 hours.

Such vehicles should never block sidewalks or driveways or affect the safety of pedestrians or traffic.

Homeowners should not park such vehicles in in order to do maintenance or repair work.

Homeowners who have visitors with such vehicles must get a parking pass from the clubhouse. Visitors must observe the 72-hour limit for parking at the residence. For stays longer than this, the RV should be moved to the clubhouse parking lot.

Vehicles that appear to be inoperable will be considered abandoned and removed at the homeowner's expense.

Clubhouse Overnight Parking

There is no overnight parking in the clubhouse parking lot without approval from the clubhouse staff or a member of the BOD (after clubhouse hours.) With approval, vehicles may be parked in the clubhouse parking lot for up to 48 hours. RVs should not be occupied (i.e., lived in) while in the lot. A dated document must be obtained from a staff member or a board member and must be visibly displayed in a window of the vehicle.

Winter Street Parking

There is no overnight parking on the street from October 15 to May 1.

Commercial Vehicles

Commercial vehicles are defined as, but are not limited to, a vehicle that has a business name or logo on it, has equipment attached to it or is used for the purpose of providing services to an individual or corporation. They must be parked in the garage unless the homeowner obtains approval from a member of the BOD. With

approval, it must be parked in the driveway or on the street in a manner that does not affect safety, street traffic or pedestrians.

Oversized Vehicles

An oversized vehicle is defined as a vehicle that cannot be parked in the garage or on the driveway without impeding access on the front walk. The homeowner must obtain approval from a member of the BOD to park an oversized vehicle in the street. It must be parked in a manner that does not affect safety, street traffic or pedestrians. As noted above, no overnight street parking is allowed in winter.

10. SPEEDING:

Speed limits are established and posted throughout These limits are in place for the safety of our community. All residents and guests are expected to comply with the posted speed limits. Speeding violations are subject to fines.

11. VISITORS AND OVERNIGHT GUESTS:

It is the responsibility of the resident to make sure that visitors and overnight guests adhere to the rules and regulations that govern this community. Note: Children under the age of 16 cannot stay more than 2 weeks at a time without Board permission.

E: HOMEOWNER'S RESPONSIBILITIES

Article VI. of the Association's Declarations set forth the responsibility of the Homeowner to maintain the site and the dwelling unit. It is recommended that the unit owner read this article since it is quite comprehensive. In essence, excluding roofing paper and shingles, the unit owner is responsible for the repair and replacement of windows, glass, siding, trim boards, flashing, sky lights, brick or stone wall and columns, doors, garage door, gutters downspouts and other repairs to the unit considered to be a part of the original structure and any additions. Decks, patios, porches and improvements installed at the rear of the unit are the responsibility of the unit owner to repair and maintain in a clean, attractive and slightly condition except for privacy fences installed on Mission units. The unit owner is also responsible to maintain the site so as to not impede the Associations' ability to care for the "Maintenance Area."

F: FINES

The Board of Directors have established the following fine schedule for violations of the regulations:

Courtesy notice:	Please correct the above violation immediately.
First notice:	Pay \$50 with your Assessment Fee.
Second notice:	Pay \$100 with your Assessment Fee.
Third and subsequent notice:	Pay \$250 with your Assessment Fee.

Failure to comply with the provisions contained herein may subject the Homeowner to a fine as set forth above. Written notice will be mailed to the Homeowner on any reported noncompliance. The Homeowner shall have ten (10) days to correct the noncompliance. If corrective action is not taken within this ten (10) day period, a second notice will be mailed and the fine assessed. If action to comply is not taken after the second notice, subsequent notices and fines will be done as set forth in the Notice Letter sent by the Management Agent.

Maintenance Responsibilities Table

DESCRIPTION	HOMEOWNER	ASSOCIATION
EXTERIOR		
Address Numbers (front and back of home)	X	
Building Structure (as defined in the Rules and Regulations)	X	
Exterior Surface painting		X
Chimney Caps	X	
Doorbells and Chimes	X	
Doors - includes molding, frames, threshold, locks	X	
Dryer Vents	X	
Electric Supply Boxes (attached to home)	X	
Faucets Outside (hydrants, silcocks, spigots, etc.)	X	
Foundations	X	
Gas Lines from Meter to House	X	
Gutter/Downspout (including extension under the sidewalk)	X	
Light bulb Replacement, including porch and patio	X	
Owner Installed/Altered/Improved Item	X	
Pest Control in areas maintained by HOA (e.g., moles and voles)		X
Porch (cement as installed without options) Replaced in accordance with Concrete Replacement Guidelines	X	X
Porch, patio and deck additions	X	
Ramps - owner installed	X	
Wood Tie Retaining Walls		X
Roof		X
Sidewalk, entry walk and driveway Replaced in accordance with Concrete Replacement Guidelines	X	X

Maintenance Responsibilities Table

DESCRIPTION	HOMEOWNER	ASSOCIATION
Television/Radio reception devices	X	
Vents (roof)	X	
Water Seepage – underground source	X	
Window Cleaning or Replacement, including skylights	X	
Window Well Covers	X	
Window – including molding, frames and screend	X	
UTILITIES	X	
Air Conditioning – including compressor	X	
Furnaces	X	
Hot Water Heaters (including water lines)	X	
Lines from exterior walls into the house (phone, gas, electricity)	X	
Owner Installed/Altered/Improved Item	X	
Sewer Systems	X	
INTERIOR		
Attic Vents and Screens	X	
Firebox/Flue Cleaning	X	
Fixtures, Furniture, Equipment, Floor, Ceiling, etc.	X	
Normal Settling/Cracks	X	
Roof Leak (assuming no modifications)		X
Vents	X	
Walls- non-supporting	X	

Maintenance Responsibilities Table

DESCRIPTION	HOMEOWNER	ASSOCIATION
GROUNDS		
Fences/Gates (original design & builder installed – not an option)		X
Fences/Gates (installed by homeowner)	X	
Fences – Common Area (perimeter)		X
Landscape (front and back as originally installed)		X
Landscape (modified/installed by homeowner)	X	
Landscape (back area fenced by homeowner)	X	
Lighting – Common Area		X
Mailbox		X
Parking Lot Maintenance		X
Snow Removal – Common Area		X
Streets/Sidewalks – Common Area		X
Trees/Shrubs – planted and paid for by homeowner	X	
GARAGES		
Doors/Opener	X	
Exterior Surfaces (as defined in the Rules & Regulations)		X
Interior Surfaces/Floors	X	
MISCELLANEOUS		
Common Area Utilities, Maintenance, Amenities		X
Trash Collection		X
Automated Gates and Guardhouse		X

EXHIBIT A
..... SNOW REMOVAL GUIDELINES

The intent of the snow control program is to provide pathways, reasonably clear of snow and ice, so members can walk from their front door to any place in the Streets and driveways will be sufficiently clear of snow so vehicles can travel in and out of the

1"-2" SNOW (Minimum)

(WORK WILL NOT BEGIN UNTIL THE SNOW HAS STOPPED)

1. If the forecast is for a full day of sun and the temperature will be above freezing, the snow from the walks and driveways will be removed at the HOA's discretion.

!If the forecast is for clouds and below freezing, snow may be removed from the walks and driveways.

2. The clubhouse entry walks and sidewalks will be shoveled. Mailboxes will be shoveled as part of the removal from the walks.

3. If temperature, conditions and forecast dictate, Ice Slicer will be used on Canongate Lane at the front gate (east bound from Shetland and west bound to the clubhouse), both sides of the overpass and the rear gate entry.

2" SNOW AND ABOVE

(WORK WILL NOT BEGIN UNTIL THE SNOW HAS STOPPED)

1. All units will have the snow removed from the driveway.

2. All units will have the entry walk shoveled from the front door to the driveway.

3. The clubhouse entry walks and sidewalks will be shoveled. Fire hydrants and mailboxes will be shoveled, and the sidewalks adjacent to the street will be plowed.

4. If temperature, conditions and forecast dictate, Ice Slicer will be used on Canongate Lane at the front gate (east bound from Shetland and west bound to the clubhouse), both sides of the overpass and the rear gate entry

4" SNOW AND ABOVE

(AFTER SNOW HAS STOPPED)

1. All units will have the snow removed from the driveway.

2. All units will have the entry walk shoveled from the front door to the driveway.

3. The clubhouse entry walks and sidewalks will be shoveled, and the parking lot will be plowed. Fire hydrants and mailboxes will be shoveled, and the sidewalks adjacent to the street will be plowed.

4. If temperature, conditions and forecast dictate, Ice Slicer will be used on Canongate Lane at the front gate (east bound from Shetland and west bound to the clubhouse), both sides of the overpass and the rear gate entry.

8" SNOW AND ABOVE

(AFTER SNOW HAS STOPPED or SOONER if SIGNIFICANT ADDITIONAL SNOW EXPECTED)

1. All streets will be plowed to the center of the street and/or cul-de-sac continuously as required.

SECTION II - LANDSCAPE POLICIES

1. ANNUAL MAINTENANCE

..... undertakes a variety of annual maintenance activities, such as fertilizing, rock raking, trimming, and leaf collection. Schedules for these activities are published and copies of the schedules can be obtained at the clubhouse.

The schedules also show the dates by which homeowners must submit their requests for specific activities. The request forms for these landscape activities are also available at the clubhouse. Homeowners who have specific requests should consult the maintenance schedules and complete the request form(s) by the scheduled deadlines.

2. SHRUBBERY REPLACEMENT

..... HOA only replaces shrubs if they die or from ice/snow/wind damage and can't be saved. Replacement would be from our currently accepted plant lists if they meet our space and watering specifications in that area and if they enhance the nearby existing landscaping plants. The approved plant list can be provided by the LSC.

..... HOA only replaces up to a number five container. Plants in the Nursery Industry are grown in container sizes one to five. only spends up to approximately \$75.00 for the cost, plus labor. If specialty or unusual varieties are requested and approved, the homeowner would pay the difference plus additional labor costs for larger plants.

There are no longer drip systems in the rock areas, so the homeowner would be responsible for watering. If these plants die from underwatering after replanting, would not plant in that spot again. No shrubbery can be planted in open areas. Also, the driveway dividers which are now rocked in the Mission Viejo homes should not be planted with shrubs or trees.

The Richmond model Scottsdale homes may have open areas behind the front walls along the entry sidewalk. Any plants or shrubs planted in this area will be the responsibility of the homeowner to maintain and/or replace. Shrubs planted in these areas do not thrive or grow very well due to lack of light and adequate water. Homeowners may have planters in that area.

Homeowners receiving approved requests for modifications are responsible for moving sprinklers, moving edging, and rock replacement. They must also contact a utility locator (e.g., 811) for locations of sprinkler, cable, phone, and electrical lines. After planting trees and shrubs, shrubs will be trimmed twice a growing season. If a homeowner does not want shrubs trimmed, please tie yellow ribbons on them before the trim dates. Homeowner is then responsible for trimming of new growth and dead branches.

3. TREES

We have adequate trees around our homes and open areas. Any new trees to be added will require approval of the LSC. Replacement trees from drying and severe storm damage may be planted at the HOA's discretion up to a 2-inch caliper size. If there is another tree growing nearby, a new tree may not be needed because of overcrowding.

If a homeowner requests that a larger tree be planted, it would be the responsibility of the homeowner to pay for the additional tree costs, including labor and delivery for the price of planting.

No new trees are to be planted between the homes or in rocked areas. Our homes are very close together and trees cause damage to the homes—roots growing into foundations, limbs on the roofs, debris in the gutters, and paint damage. This results in higher HOA maintenance and homeowner-incurred costs. Also, some trees attract lightning strikes and catch on fire.

Small growing trees should be 10-15 feet from the nearest structure. Large spreading trees should be 20-25 feet away.

Tree rings are not recommended or maintained by the HOA. The HOA nor the landscape contractor are liable for damage to the rings during mowing or other lawn work.

If a deck is being built, removal of trees and shrubs for that project is the homeowner's responsibility. If a deck is expanded and it is necessary to remove a tree, it is the homeowner's responsibility to assume the cost of the tree removal and the replacement of sod. Tree distances from the deck should be as above for small and large trees.

..... HOA does not shape or trim trees except branches very close to the side and roof of the home. Trees are not trimmed for aesthetic purposes, nor to remove dead wood within the tree. Dangerous limbs over driveways and sidewalks would be cut.

Trees are not removed unless the roots are lifting a patio, sidewalk, or driveway.

There is no general spraying for insects and diseases because of the numerous tree varieties planted in Severe outbreaks may be sprayed if needed and the timing for control is justified.

These species of trees are no longer accepted: Aspens, Ash, Autumn Blaze Maple, Poplars, Cottonwoods, Willows, Russian Olives, and any other trees and shrubs in the Colorado noxious plant lists.

4. LAWNS AND SOD

Lawns are maintained under our seasonal lawn mowing and fertilizer schedules. Watering is provided from April 15 through October 15 under the rules determined by the Highlands Ranch Centennial Water District.

Lawn grass will be replaced with sod or seed at the HOA's discretion only when needed to be replaced due to severe damage by drought or machine damage.

There are areas where the sod is not growing vigorously from larger trees shading the area and sprinklers blocked from the normal growth of shrubs and trees. Sprinklers will be adjusted where practical.

Tree roots in lawns are usually from shallow rooted varieties but that grow near the surface from lack of deep watering and poor soils. Removing the tree is the only way to remove roots. Cutting the roots of a living tree is not recommended.

Lawn diseases are not a major problem but after some snowy winters, there may be fairy ring or other fungus problems. These will be sprayed if controllable and timing is right.

Spots in the lawns from voles, pocket gophers, and rabbits usually grow in with fertilization and watering. New sod or seed will not be planted in these small areas.

Vole control will be done as needed. We do not control rabbits or other wildlife.

5. EDGING AND ROCK

The metal landscape edging around our landscaped areas will be replaced as needed.

Any bark or mulch material placed by a homeowner is their responsibility for ongoing maintenance and replacement.

Rock raking will be done where rock has shifted from foot traffic or water runoff. Additional rock for top dressing may be needed in some areas. If rocks have been buried from homeowner landscape modification, it will be their responsibility to replace.

6. FLOWER BEDS AND POTS

Flowers may be planted in areas not covered by sod. The homeowner is responsible for all planting, watering and maintenance of the flower bed. Artificial flowers are not allowed.

Fencing around the flower bed may be used as long as it is less than 2' tall and is a metal fencing material, supported by rebar posts. Chicken wire may not be used.

Decorative flower pots may be used and placed in the rock areas. Pots should not be placed in the lawns or on the sidewalks. As noted above, artificial flowers are not to be used in the pots. Neither the HOA nor the landscape contractor is responsible for damage to pots on the lawns or walks. Pots should be removed and stored away during the winter.

Homeowners must maintain the plants in the pots, keeping them healthy and removing any dead or diseased material, and maintaining an attractive appearance.

7. RAIN BARRELS

As allowed by Colorado Statute, homeowners may use rain barrels to collect water from gutter downspouts. There is a maximum of two barrels per home, with a combined capacity of no more than 110 gallons. Water collected in the barrels can only be used on the premises of that unit, and only for outdoor purposes, such as watering plants. The barrels must have covers to prevent the breeding of mosquitos.

The ARC must be consulted on the placement of the barrels to help maintain the general aesthetics of the home.

Homeowners should drain the barrels over winter to avoid damage due to freezing.

8. XERISCAPING

Any Xeriscaping plan must be reviewed and approved by the Landscape Committee. Xeriscaping will be considered any plan which includes less than 50% sod in the front, rear and/or side yard. Stones and cobbles cannot be used for more than 25% of the yard area.

The homeowner will be responsible to maintain the Xeriscaped area in a neat and weed-free manner.

9. ARTIFICIAL TURF

Nonvegetative turf (artificial turf) can only be used in the back yard of the home. Any plan to install artificial turf must be reviewed and approved by the Landscape Committee.

Artificial turf cannot exceed 50% of the yard area and must remain a minimum of two feet away from all property lines.