

EMERGENCY PROCEDURES

Fire, Police, Ambulance - Call (911)

Building Services Emergencies

Electrical-	Call Xcel	(303) 623-1234
Heating-	Call the Managing Agent	(303) 745-2220
Plumbing-	Call the Managing Agent	(303) 745-2220
Elevator-	Call the Managing Agent	(303) 745-2220
On-site-manager office		(303) 854-7201

MANAGING AGENT

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

This Handbook has been revised as of August 2021

**CENTRE POINTE STATION
CONDOMINIUM ASSOCIATION
RESIDENT HANDBOOK**

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CENTRE POINTE STATION
CONDOMINIUM ASSOCIATION

HOMEOWNER AND RESIDENT HANDBOOK

The Board of Managers welcomes you to Centre Pointe Station.

This handbook has been prepared by the Board of Managers as a handy reference guide for the policies and facilities of the Centre Pointe Station Condominium Association, Inc.

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

About the Association

When you purchased a unit at Centre Pointe Station, 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 Centre Pointe Station, you also have benefits and responsibilities.

Annual and Budget Approval meetings of the Association are held in December. 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 has 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 Centre Pointe Station. 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 the Association's web site – www.centrepointestationcondos.com.

The Board of Managers meets monthly, usually on the 3rd Monday of each month at 6:30 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. The current property manager is Jessica Ramos.

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.centrepointestationcondos.com.

Each homeowner, and all tenants must comply with the provisions of these governing documents as well as the decisions and resolutions of the Board of Managers summarized in this 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.

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

Warning

- 1st Offense- \$75.00
- 2nd Offense- \$100.00
- 3rd Offense- \$150.00
- Subsequent- \$300.00

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.

Monthly Maintenance Fee

Each homeowner is obligated to pay their share of the common operating expenses of Centre Pointe Station 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 15th of that month. Coupon books are sent to each homeowner in December 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.

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.

A recycle container is located by the dumpster. Please make sure cardboard boxes are flattened before putting them in.

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.

No construction material, furniture, appliances or carpeting is to be placed in the dumpster. You must arrange for the disposal of these items with private carriers. No items should be left outside the dumpster.

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. Occupants shall not put locks, nameplates, knockers or any other decoration on the entrance to any Residence without prior written permission of 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 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 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, in case they are needed for emergencies.

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 the unit below, 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 and throwing cigarette butts from the balconies.

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.

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. 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 blanket insurance policies with top-rated insurance companies covering the building as required and specified in the Condominium Declaration. A description of these policy is available through the Association's Managing Agent, **(303) 745-2220**. All insurance 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 refer to the association website.

Building Access

Maintaining a high degree of security is an important issue and is the responsibility of all owners and residents at Centre Pointe Station. 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 access fobs may be purchased for a refundable fee of \$50.00 each.

The lobby is equipped with security cameras to record activity on all floors and around the building.

A Resident Manager is on-site at #104 between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday. If the manager is away from the unit, call the manager's cell phone (303) 854-7201 or the Managing Agent at (303) 745-2220.

If you are anticipating a package delivery when you are not home, you may make prior arrangements with the Resident Manager to hold the package for you. If you are not home to sign for the package, the Resident Manager can accept the item but will not be liable for it.

Both entrances contain an intercom for visitors to announce themselves to residents. The intercom works by calling the resident's phone number which has been programmed into the intercom. After confirming the visitor's identity, the resident may admit them to the building by pressing the door release button on their telephone. Do not allow anyone into the building unless you know they belong here. The Managing Agent programs these numbers and they may be deactivated for rules violations.

The foyers, entrances, elevators and stairways of Centre Pointe Station 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 for maintenance purposes only. There is no roof sun deck.

Solicitors are not permitted in Centre Pointe Station at any time. Should they attempt access, do not let them in. If they are seen in the building, contact the Resident Manager or Managing Agent.

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

Moving In or Out

Occupants moving in or out must schedule the move with resident manager at least 48 hours prior to the move. Moving is on any day of the week but only between 9:00 A.M. to 6:00 P.M. The resident moving must post a notice in the elevator the day prior to the move to let other residents know of the move. **The elevator cannot be monopolized by the movers. As there is only one elevator for the building, it must be shared with residents. Never block elevator doors.**

The resident conducting the move is responsible for any damage to the elevator, the car and the walls occasioned during the move.

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 provided to the Association.

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, and all other common areas. Please be aware that hard-surfaced floors easily transmit noise to units below.

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 Centre Pointe Station.

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.

Parking

The Association owns all parking spaces. Each unit is assigned the right to use **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.

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 any 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.

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 one pet may be kept in any unit without prior permission from the Board of Directors.

Pets must weigh less than 50 pounds. 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.

Residents must not allow their pets to be loose (not wearing a leash,) in any Common Area of the building. This includes hallways, stairwells, elevators, lobbies, entry areas and outdoor 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 meeting room. 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 resident who is in violation of these rules, as with any rule, will be subject to the "Penalty Fee Schedule" previously set forth in this document.

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.

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

A laundry room is located on each floor. These 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.

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 lids open after use to let the washing machines air out.

Television and Internet Access

All units at Centre Pointe Station have been wired for cable. To obtain service, contact Comcast at (303) 603-6100.

TV antennas and satellite receiver dishes are subject to the rules of the FCC and the Association. Prior, written approval is required before any such installation.

Recreation Facilities

Centre Pointe Station's facilities include a Party Room and an Exercise Facility stocked with various pieces of exercise equipment. Appropriate attire should be worn to, from, and in the exercise room. 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. Exercise Room hours are from 6:30 AM to 10:30 PM each day.

Only the Owners or their tenants, and their families and guests may use the recreational facilities at Centre Pointe Station. Guests must be accompanied by the Owner or Tenant.

Smoking is not permitted in the Exercise Room or Party Room, nor are any pets allowed.

Upon at least a one-week notice to the Managing Agent, residents may reserve the Party 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 \$75.00 deposit is required at least 24 hours in advance of the event. All functions shall end by 12:00 Midnight. No commercial activities may be conducted in the Party Room.

Children should be properly supervised when using any facility at Centre Pointe Station.

