

RULES & REGULATIONS
(Revised June 2007)

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NORSEMAN CONDOMINIUM ASSOCIATION
1366 GARFIELD STREET // DENVER, CO 80206

Board of Managers

President: Kyle Backlund (#401)
[REDACTED] ALEXIA LENTZ
Secretary: Laurie Gerstenkorn (#207)
Treasurer: Barbara Gelston (#402)
Member At Large: J.P. Cacherat (#302)

Property Manager: Barbara Gelston (303-388-4587)

The Board of Managers meets regularly to ensure the smooth operation of the building and evaluate potential problems. The Board, also known as the Executive Committee, establishes policies and procedures, sets the strategic plan and long-term goals of The Association, establishes a governance structure, and administers The Association finances.

The Board also prioritizes projects according to their urgency, cash flow, and importance. The Property Manager and homeowners will bring any issues relating to facility maintenance and repair to the Board.

The Board oversees the cash disbursements and receipts, the monthly preparation of finance reports, and the safekeeping of financial records.

The overall goal of the Board is to increase the value of the property and its management to the local community, including the real estate community, while maintaining a nice, comfortable, safe environment for all residents.

Your concern and care of the building and of the improvements made to keep costs down is valued. If you have concerns and/or suggestions, please make them to the Property Manager or the Board.

Architectural Controls

The Board of Managers must approve any architectural alterations within a unit before work begins. After approval, only licensed contractors may perform the work, and permits must be granted by the City and County of Denver before work begins.

Residents may not modify any of the common areas (lobby, hallways, stairs, elevators, pool, etc). Signs or stickers cannot be posted on any doors, windows, or balconies. Windows may only be covered with shades, blinds, or draperies. Air conditioning units cannot be placed in windows. Real estate signs and "For Rent" signs may not be placed in windows or on balconies, nor posted. Nothing may be placed on balcony railings. No decorations or alterations may be made to the balconies or the common areas that are visible from any common area, other units, or the street. The balconies may not be used as a storage area. Hanging plants, properly secured, and plant containers designed to fit on the railing, may also be used. See page 13 for fines for violating these regulations.

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Bicycles & Motorcycles

Bicycles can be stored in the basement storage room. Bicycles may not be stored in any common area. If kept in your unit, you must use the elevator to transport your bike in and out of the building through the back (east) door. Bikes are not allowed in the stairwells. **Do not use the front (west) entry.** See page 13 for fines for violating these regulations.

Motorcycles can be parked in your assigned parking space. See page 13 for fines for violating these regulations.

No bicycle or motorcycle can be chained to the iron guards on the windows, as these are emergency exits.

Cable & Telephone

If you need to have cable or telephone installed or repaired, please make arrangements with the Property Manager 24 hours in advance. **All cable boxes are in a locked area.** Telephone equipment is in the basement and on the west 4th floor landing.

Fireplace Chimneys

Owners with fireplaces are required to have their chimney professionally cleaned once every two years. The cost of the cleaning is the responsibility of the owner.

Holiday Decorations

Holiday decorations are welcome. Christmas trees are allowed in the units. Please wrap them in plastic or a sheet to bring into or out of the building. **DO NOT USE THE ELEVATOR.** The needles damage the elevator mechanisms. Do not throw them over your balcony. Use only the stairs to bring trees in and out of the building.

Insurance

The Association maintains insurance coverage for the common areas and the building and is responsible for damage caused by fire and mechanical breakdown for all the common areas and the building structure.

Each owner shall maintain their own homeowners insurance for their property, personal and real, inside their unit and storage space. The owner should carry insurance for damage caused by repair and problems within their unit. The homeowner is responsible for damage caused to the common areas or other units if the problem originates from that individual or that person's unit.

If you rent your unit out, please consider requiring your tenant to have Renter's Insurance.

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Janitorial Services

The building janitorial service cleans the common areas on Tuesdays and Fridays. Please clean up any common areas that are soiled by any projects done in your unit (remodeling, flooring, spills, etc). Additionally, it is the responsibility of the owner to keep the threshold and door to their unit clean and well-maintained.

Keys

For building emergencies only, The Association requires that each owner provide a duplicate key for their unit to the Property Manager. As authorized in the By-Laws, owners have granted the right of entry into their unit in case of an emergency. Entry will be preceded by a phone call when possible. **If a key has not been provided and an emergency situation occurs, the unit door will be opened by a locksmith or by force and the owner will be responsible for all expenses involved.**

At least one entry key, storage/pool gate key, and mailbox key are given to new owners at the time of closing by the previous owner. Tenants are to get these initial keys from the owner. The Property Manager can provide additional entry keys for \$25.00 and storage/pool gate keys for \$10.00. These are deposits and will be refunded when the keys are returned to the Manager. Additional mailbox keys may be obtained from the Post Office.

Laundry Facilities

Laundry facilities are available on the north end of each floor. The hours of operation are between 7:00 a.m. and 11:00 p.m. daily. The cost is \$1.00 for each wash or dry load. You may add extra quarters to the dryer for more time. Please keep the facility clean, wipe up detergent spills, and clean lint out of the dryer vents.

Lawn & Gardens

A grounds crew provides maintenance of the lawns and trees. The garden areas may be planted and maintained by residents that would like to offer their services. If you would like to be involved in the care of the flowers, please contact the Property Manager.

Lease Conditions

The owner of a unit has the right to lease his/her condo under the following conditions:

1. All leases must be in writing and a copy of the lease agreement must be given to the Property Manager. A "Tenant Information Sheet" for each tenant must be completed and returned to the Property Manager within five days of the lease signing.
2. No owner may lease less than their entire condo unit.
3. By renting or buying a unit in the Norseman Condominium, all residents and owners are subject to and agree to abide by provisions of The Association By-Laws and Rules. Any resident who violates these governing documents may be evicted by the owner or the Board of Managers.
4. The Association MUST have a valid physical and mailing address for each owner at all times.

See page 13 for fines for violating these regulations.

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Lockouts

The Association does not provide a service for lockouts. **Do not call the Property Manager if you lock yourself out.** To protect yourself from lockouts, give a set of your keys to a friend and get in the habit of using only your deadbolt lock when leaving the unit and/or get a lockbox and put a set of your keys in it and hang the lockbox on the bars attached to the right wall at the bottom of the basement stairs. Due to the nature of our entry system, if you have a local telephone number, you will always have building access.

In the event you lock yourself out, you will need to call a locksmith at **your** expense. If you are locked out of the entry doors, call Statewide Lock & Safe at 303-333-0146, as they are the only locksmiths registered to work on our security locks. If you are locked out of your unit, you can call any locksmith you choose. We recommend LockPro at 303-671-0793. These phone numbers are listed on the front entry board as well.

Mail & Packages

Due to privacy, security, and lack of insurance coverage for this purpose, a Norseman representative cannot accept mail or packages for the residents of the Norseman. A number of packages have been stolen from the inside of the building. We have instructed the mailman and other delivery services to not leave packages inside the front door, but we recommend that you do this yourself when having items delivered, as delivery people change positions frequently. The Association is not responsible for stolen mail or packages.

Move-Ins and Move-Outs

A move in/move-out deposit of \$100.00 must be given to the Property Manager **BEFORE** moving. A pre-move walk-through and a post-move walk-through inspection must be done through common areas with the Property Manager. Your deposit will be returned after this final inspection is done and it has been determined that no damages to the common areas have occurred. Moving must be done through the back (east) door. If you use the front doors and they are damaged in any way during the move, the **owner** is responsible for the cost of repair or replacement. The current cost of each door is about \$1,300. **If an entry door is propped open, it must be attended at all times.** When propping the door open, you must tie it by the base of the handle – do NOT put anything between the hinge surfaces and the door frame. Elevators may be used for moving by making prior arrangements with the Property Manager. **Owners will be assessed for any damage caused by move-ins or move-outs, whether for themselves or for their tenants.**

New residents shall complete a "New Owner" or a "New Tenant" form within five days of their move and deliver it to the Property Manager. These forms are required for fire safety regulations and to program the entry control system at the front door. The forms can be found in the basement outside the office door.

Once your number is programmed into the entry system, a visitor in the lobby can buzz you by entering the three (3) digits posted next to your name on the board (these are the last 3 digits of the phone number you provided). When your phone rings, press the number six (6) on your keypad, and the front door will unlock for your visitor. **For the safety of everyone in the building, please do NOT buzz in any unknown guests or solicitors.**

See page 13 for fines for violating these regulations.

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Moving Furniture or Other Large Items

A deposit of \$100.00 shall be given to the Property Manager **before** moving any furniture or large items in or out of the building. The same guidelines apply as in the "Moving In and Out of the Building" section above. If you need to dispose of an item that will not fit into the dumpster, please contact the Property Manager.

Noise

Each resident is responsible for controlling the volume of sound within their unit at all times, consistent with a "good neighbor" policy. Please remember this when adjusting the volume of your TV or stereo. No speakers or TV's should be on the floor or near air ducts. Particular care must be taken during the hours restricted by the City and County of Denver Noise Ordinance – 10 p.m. to 7 a.m. Instruct visitors to use the front entry system. Tell them to avoid honking or yelling up to your unit to avoid noise pollution.

It is preferable to resolve noise problems "neighbor to neighbor", if at all possible. You may contact the Property Manager if there is a continuous problem. The problem will be put on the agenda for the next Board of Managers meeting. The Board may decide to issue a formal warning and/or a fine.

If the noise is immediate and extreme, each resident may call the Denver Police at 303-640-2041. The complaining resident will need to provide his or her name in order to give building access to the police. If the police determine the noise to be excessive or disturbing, they will ask the violator to comply with the ordinance. If a second warning is necessary, the police will allow a complaint to be filed. It then becomes a civil matter between the parties involved. See page 13 for fines for violating these regulations.

Occupancy of Units

Units may be used for residential purposes only.

Maximum Occupancy limits are:

Four (4) persons per two-bedroom unit.
Two (2) persons per one-bedroom unit.
Two (2) persons per studio unit.

See page 13 for fines for violating these regulations.

Parking and Towing

Each unit is assigned one parking space, which is designated in the deed and title to each unit. The parking spaces are the property of the individual homeowner. If someone is parked in your space, you may have them towed (see page 12 for further information).

The loading zone in the front of the building is for **loading and emergency vehicles ONLY**. If residents notice a problem, they may call the Property Manager or the Denver Police Parking Control at 720-913-2000. Violators will be ticketed by the Denver Police and possibly towed. Fines start at \$40.00.

Vehicles may NOT be repaired or maintained while in the Norseman parking lot. Abandoned or inoperable vehicles may not be stored or parked on any portion of the grounds. No commercial vehicles, campers, trailers,

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boats, or recreational vehicles over ¾ ton may be parked in the lot. See page 13 for fines for violating these rules.

Other Rules to Remember when parking your car at the Norseman:

- 1) Park your vehicle as close to the parking block as possible, to avoid blocking the driveway and to allow others to get through to their parking spaces. All cars blocking the driveway will be towed at the owner's expense without notice.
- 2) Use ONLY your assigned space for your car. If you reside in the building, you are not allowed to use any Visitor spaces.
- 3) Any roommate/tenant to the owner/lessee who has a vehicle will have to make other arrangements to park. There is only one parking space allotted per unit.
- 4) Each resident is responsible for digging out their own vehicle when it snows. In order to comply with Rule #1, shoveling your space may be required. There are shovels and ice melt under the east stairwell for your use, but we recommend purchasing your own shovel to ensure there will be one available when you need it. You can get one at the local Ace Hardware for less than \$10.
- 5) We ask those residents whose parking spaces are next to east side of the building to shovel snow onto the alley side of the driveway as opposed to piling it along the building. This prevents the snow from melting across the driveway and creating dangerous black ice.

Pets

No more than 3 pets are allowed per unit and not more than 2 dogs are allowed per unit. The weight of each pet is not to exceed 100 pounds. All dogs must be kept on a leash when in the common areas. No pets shall be exercised in the common areas or allowed to run freely. **Pet owners must clean up after their pets while on Norseman grounds.** Any violation of pet rules or any nuisance pet may result in an order from the Board of Managers to remove the pet from the building. Noisy pets will not be tolerated. **No reptiles** are allowed in the building. See page 13 for fines for violating these rules.

Pool

The pool season is generally from Memorial Day to Labor Day, but may be open earlier or later as determined by the Board of Managers.

Please adhere to the following rules when using the Pool:

- Pool Hours: Sunday – Thursday 8AM-10PM
Friday – Saturday 8AM-12 Midnight
- There is NO lifeguard on duty. Swim at your own risk.
- All swimmers must take a shower before entering the pool.

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- A parent or legal guardian must accompany anyone under 16 years of age at all times.
- Running and rough play are prohibited in the pool area.
- No pets are allowed in the pool or the pool area at any time.
- Take any items brought into the pool area with you when leaving. This includes chairs, toys, cookware, etc.
- Eating and drinking is permitted on the pool deck. Please clean up and remove any items you bring with you. **Smoking is NOT permitted in the pool area.**
- Bottles, glassware and other breakable objects are prohibited in the pool area, per the City and County of Denver Pool Regulations.
- The grill is available for all residents. Please clean it and surrounding area after use. Replace the grill cover ONLY after grill has cooled (leave it off if you have ANY doubt). **Please turn off the propane when you are finished using the grill.** Please replace the propane as needed and give the receipt to the Property Manager for reimbursement.
- The pool is available to all residents and up to four guests per unit. Host residents must accompany all guests and are responsible for their guests adhering to these rules.
- The pool is NOT available for private parties.
- Please be considerate of all residents, especially those living on the pool-end of the building.

See page 13 for fines for violating these regulations.

Property Manager Information

The Property Manager is contracted by the HOA to maintain the common areas and serve as the homeowner's representative coordinating information and ideas for the Board of Managers. Although the Property Manager is not contracted to be at the Norseman every day, you may call the office at any time with questions or concerns. When you call, if the answering service picks up, please leave a message. To avoid "phone tag", please state the reason for your call (question, complaint, concern, etc.). Messages can be left at any time, and your call will be returned as quickly as possible. You may also put a note under the Property Manager's door. **Do not knock on the Property Manager's door without calling first.**

Repairs

Homeowners are responsible for all repairs to their unit. Neither the Board nor the Property Manager has any responsibility beyond the unit's door. Access to each unit for vendors/contractors is the sole responsibility of the homeowner or tenant. Damage to the common areas or to other units as a result of any repair or construction in your unit will be the responsibility of the homeowner.

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Plumbing work should be coordinated with the Property Manager. This is particularly important in the event the water for the building needs to be turned off. In this case, a 24-hour notice needs to be given to all residents, unless it's an emergency. The Association uses Broomhall Brothers at 303-278-6417 for plumbing, air conditioning, and heating. They are familiar with the building and its systems and are available to each owner as well. If you choose another source for repairs, you must certify to the Property Manager/HOA Board that the tradesman you use is licensed and certified in their field.

Each owner is responsible for keeping his or her unit in good repair. Plumbing repairs – which impact the building's overall use of water and could affect other units – must to be taken care of immediately. The "utilities" as defined in the By-Laws, are the wiring and pipes behind the walls. Utility repairs are the homeowner's responsibility from the point where the wiring and pipes enter the units to the point where they exit the unit. The Association may schedule repairs on these areas if not properly maintained by the homeowner, but the cost of the repair will be the financial responsibility of the owner.

Note: All plumbing and electrical repairs need to be completed by a certified repair person. Self-repairs in these areas are at your own risk and could put the entire building at risk if gone awry. Any damage caused by repairs done by a non-certified repair person is the responsibility of the homeowner who caused the damage.

Damage to the common areas or other units caused by an owner, resident, or their guests/agent will be repaired and charged to the homeowner. See page 13 for fines for violating these regulations.

Resident Concerns

If you have concerns about any issue at the Norseman, you have two courses of actions:

- 1) You may call the Property Manager.
- 2) You may provide a written request for an issue to be discussed at the next Board meeting. You can give your request to any Board member or leave it with the Property Manager to forward to the Board.

Security

The Entry Control System will work only if each resident uses it within the recommended guidelines. First, get to know your neighbors. **Do not allow a stranger into the building, even if they claim to be a resident.** If someone needs to enter the building, they must either have a key to the front door, or they must use the entry system and call the resident they are visiting. The resident can then let them in. If you tell someone that you cannot let them in because of building security rules and they still try to enter the building or become belligerent, call the Denver Police (911) immediately and then call the Property Manager. You can call 911 from the entry system box.

If someone calls you from the entry system, find out who they are before buzzing them in. **For the safety of everyone in the building, please do NOT buzz in any unknown guests or solicitors.** If you find one of the building doors propped open, please close it immediately. If you are able to determine the unit number of the

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person who propped the door open, please report it to the Property Manager for appropriate action. Several of our residents work nights and are concerned about entering a secure building when they return home.

The Norseman is a small community where people look out for each other. This sense of community and security will continue by being aware of unusual or suspicious incidents or people and reporting them to the Property Manager. See page 13 for fines for violating these regulations.

Smoke Detectors

Each homeowner shall keep their smoke detector(s) in operable condition. An annual affidavit from the City and County of Denver is required from each homeowner. This compliance certificate requires each owner to verify and sign stating that the battery(s) is changed once a year. The certificate also requires the owner to verify and sign stating that the smoke detector(s) is tested twice a year.

The Norseman Management suggests that the smoke detector(s) be tested and battery(s) be changed twice a year, once with each time change (when going on or off Daylight Savings Time in the Spring and Fall).

Smoking

Smoking is prohibited in ALL common areas of the Norseman property. This includes the hallways, stairwells, basement, all entries and entry steps, the walkway to the pool, the entire pool area, and the parking lot. See page 13 for fines for violating these regulations.

Snow & Ice

Snow shoveling and application of ice-melt to the sidewalks and entries is done once or twice a day as needed during snowstorms. At times, the storm may leave a greater accumulation of snow and/or ice than the service is able to handle. If this situation occurs, residents are encouraged to shovel snow or apply ice-melt. Shovels and ice-melt are located under the stairs of the back (east) door entrance.

Snow removal in the parking lot is provided each time the snow accumulation is 2 or more inches. The contractor may not be able to remove snow from individual parking spaces, particularly if your car is parked in it. Individual spaces are the responsibility of the individual resident, as they are "limited common elements", which means we must clear our own space. The contractor will assist whenever possible.

Storage

Each unit has one storage space in the basement. The bin numbers correspond with the parking space number. Items left in the aisle of the storage areas will be discarded. Locks for these storage bins are the owner/renter's personal responsibility and are not provided by The Association. There is only one (1) storage bin per unit.

Bikes are also stored in this room. **Do not leave them on the floor.** Lock them to the bike rack or hang them on the wall-hangers.

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Towing Procedures

The Board of Managers has established the following procedures for removal of illegally parked vehicles. **Do not contact the Property Manager to arrange for towing.** Parking spaces are the responsibility of the homeowners, not The Association.

- 1) Towing of vehicles must be handled by the owner/resident entitled to the parking space.
- 2) Contact ~~Wyatt Towing at 303-777-2448~~ and provide them with the make, model, license plate number, and parking space number of the illegally parked car. The phone number is also posted on numerous signs in the parking lot. You must show the tow truck driver proof of ownership of the parking space. You'll need a copy of your warranty deed (or your lease) AND the page from the Declarations that shows which space is yours.
- 3) The owner/resident must meet the tow truck operator in the parking lot to sign an authorization form. If the owner/resident is not in the parking lot when the tow truck arrives, the tow truck will leave. Upon arrival of the tow truck, the towing process takes about 30 minutes.
- 4) The owner/resident then needs to complete a Towed Vehicle Record form (found on the Office door in the basement). Place the completed form under the Property Manager's door. This form will notify the Property Manager that a car has been towed and keep a record of any problem vehicles.

Trash

Our trash service empties the dumpster 4 times per week. Please help keep the Norseman property clean and give it "curb appeal" by picking up trash and depositing it in an appropriate trash container. Put your trash bags directly into the dumpster. **Do not leave anything on the ground next to the dumpster, as the building is charged for pickup.** Do not leave trash on your balcony, in the hallway, in the lobby, on the sidewalk, in the parking lot or pool area, or anywhere on the grounds.

If the dumpster is too full for you to put your trash in, please call the Property Manager. If you need to dispose of an item that will not easily fit in the dumpster, please contact the Property Manager as well.

When carrying wet garbage through the hallways, please double-bag your trash to prevent staining the carpets. If you drop things out of the bags, please clean it up. You may be charged for carpet cleaning or fined per the schedule on page 13 if you violate these rules.

Recycling

We are helping to preserve our environment by recycling. Please use the blue recycling dumpster to dispose of any of the items pictured on the side of that blue dumpster. Please break down all boxes to help reduce the number of times the dumpster needs to be emptied. Items do not need to be separated, but please do not put other trash in this dumpster, only recyclable items.

If you have unwanted but usable items to dispose of, many local charitable organizations will take them or pick them up. Please see the list in the back of this document or call the Property Manager for further information.

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Fines for Violation of Regulations

In order to maintain the standards of the building, fines have been established for rule violations. Please note that for certain violations, a warning will be issued. If the violation continues or occurs again, no second warning is given. Instead, a fine will be imposed. Additional violations for the same offense will double for each subsequent offense. These fines will be charged to the unit owner. Unpaid fines will collect 18% interest and can result in a lien on the property. Fines are as follows:

- 1) Violation of Architectural Controls: One written warning followed by a fine determined by the Board of Managers.
- 2) Common Area Damage: \$50 fine plus assessed repair costs.
- 3) Storing Bicycles or Motorcycles improperly: \$50 fine.
- 4) Violation of Lease Conditions: One written warning followed by a fine determined by Board and possible legal action.
- 5) Moving Violations:
 - a. Not providing a deposit before moving in or out: \$100 fine.
 - b. Leaving entry doors propped open: \$100 fine.
 - c. Failure to complete New Owner/New Tenant form: \$25 fine per day until completed form is given to Property Manager.
- 6) Excessive Noise: One written warning followed by a \$25 fine. (Notify the Property Manager first if you'd like to assess this fine on a neighbor).
- 7) Exceeding Occupancy Limits: One written warning followed by a \$100 fine and possible legal action.
- 8) Parking Inoperable Vehicles in Parking Lot: \$100 fine and towing at the owner's expense.
- 9) Other Parking Violations: Vehicle will be towed and a possible fine imposed.
- 10) Violation of Pet Regulations: \$100 fine.
- 11) Pool Violations: \$25 per Litter & Trash infraction; \$25 per Smoking infraction; \$100 all other infractions.
- 12) Security Violations (propping open doors, letting strangers in the building, etc): \$100 fine.
- 13) Storage Violations: One written warning followed by a \$50 fine.
- 14) Littering & Trash Violations: Minimum \$25 fine.
- 15) Smoking Violations: \$25 fine for each infraction.

The Board reserves the right to impose and enforce fines for infractions not specifically listed on this page.

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Helpful Sources & Resources

Working together to help those less fortunate than us will reduce trash removal costs at the same time.

City & County of Denver Information Line: 311.

Habitat for Humanity will take cabinets, doors, working refrigerators, dishwashers & stoves, and building materials, and will pick them up for free. 303.722.5863 or www.habitatmetrodenver.org

Ecumenical Refugee Services will take items other charities will not and will pick them up for free. 303.860.0128 or www.ersden.org

Denver Dumb Friends League or **Cat Care Society** will take old bedding, towels, etc. 303.239.9690 or www.ddfl.org

Westblade will take unwanted suitcases and backpacks for foster children. 303.471.6727 or www.suitcasesforkids.org

Recycle America at 5395 Franklin Street, Denver, will take used textbooks or other books. www.recycleamerica.com

St. Francis Center will take unwanted towels, washcloths, razors, shaving creams, etc. for the homeless. 303.297.1576 or www.sfcdenver.org

Building Unity & Dignity Through Service will take used home improvement items – from old windows to nails. Will pick up used appliances, cabinets, and other large items. Call 303.296.3990 or www.babybuds.org

Lions Club will take old eyeglasses and hearing aids. 303.504.6293 or www.denverlions.org