

Charon Pines Homeowners Association
Annual Meeting
Tuesday, April 2, 2024
5:30 PM Via

[Zoom Link](#)

AGENDA

- I. Call to Order; Confirm Quorum
- II. Approve Minutes of Meeting July 25, 2023
- III. Manager's Report and Current Financials as of Dec 31, 2023
- IV. Proposed Operating Budget 2024
- V. Old Business
 - Updated Rules and Regulations
- VI. New Business
 - Future Maintenance Items
- I. Election of Board of Directors and Officers
- II. Adjourn

**Charon Pines Homeowners Association
Annual Meeting
Tuesday, July 25, 2023
5:30 PM Zoom Meeting
Minutes**

- I. **Call to Order; Confirm Quorum** – Pursuant to timely notice of the meeting having been given, Wayne Peters, President, deferred to Carol Cannon, Managing Agent to run the meeting. Carol called the meeting to order at 5:35 PM. Quorum is a majority. Nine unit owners were in attendance via ZOOM, so a quorum was met. In attendance were Dick and Ann Rask (Proxy from Steve Rask) #58, Lynnette and Robert Will #46 (by proxy), Brent Vaughn #48, Wayne Peters #54, Don Grady #58, Abbie Cobb #62, Shawn Ebbinghaus #44, Kiki Zaist #56 , Andrew Carpenter #50.
- II. **Approve Minutes of the last Annual Meeting** – Carol asked if there were any changes to the 2022 Annual Meeting Minutes. There were none. Approve the minutes of the April 27, 2022 Annual Meeting Minutes. M/S/P Wayne/Brent
- III. **Manager’s Report and Current Financials as of Dec 31, 2022** – Carol began a discussion regarding the 2022 Repairs and Maintenance and the Financials as of December 31, 2022.

Major Repair and Maintenance Items 2022

Extensive Painting in 2022 and continued staining decks railings and rest of building this summer
 Extinguishers re-filled and inspected (annually)
 Gas Fireplaces all inspected and serviced (annually)
 Turner Morris roofing – tightened all screws and did some minor maintenance on the old metal roof
 Repair broken wooden pieces on back decks
 Update HOA docs – Declarations, Bylaws and Rules and Regulations. The Board is still working on updating the Rules and Regulations

Future Repairs and Replacements

Carol reviewed the completed and future maintenance and capital improvement spreadsheet.

2022 and 2023 Repairs and Replacements

Year	Project Description	Cost	Project Status
2022	Painting - 2 coats (green only) south facing of both buildings, 2 stain coats and sanding front deck railings, good touch ups (green) in front bldg	\$16,500	Completed 2022
2022	Update Decs and Bylaws and Legal Exps	\$ 10,700	Completed 2023
2022	Front Deck Waterproofing (2 units)	\$ 5080	Completed 2022
2022	Fire Mitigation – weed whacking	\$ 1,000	Completed
2022	Fireplace inspections	\$ 2,000	Completed
2023	Roof Replacement	\$95,000 (includes vent bracing)	

2023	Repair back porches, siding, and steps	\$10,000 (estimate – will need to research in 2023)	Partial repair \$1500
2023	Paint back porches, lower back sides	\$25,000 (estimate - will need to research in 2023)	TBD
2023	Paint front and back of both buildings, garage doors and all windowsills and trim	\$15,000 (estimate - will need to research in 2023)	TBD
2023	Remainder Front Deck Waterproofing (7 units)	\$15,000	TBD
2023	Driveway sealcoat and crack sealing	\$ 6,000	Completed 2023
2023	Fire Mitigation – weed whacking	\$ 1,000	August 2023
2023	Fireplace inspections	\$ 2,000	Septembe 2023
Grand Total		\$198,000	

Financials as of 12/31/2022

Operating Account = \$ 15,851

Reserve Account = \$43,532

No Units more than one month Past Due

Carol reviewed Year-End 2022 Balance Sheet, Profit and Loss Budget vs Actual Financial Reports as presented

Proposed Budget Discussion – The 2023 Budget presented at the Annual Meeting included an incorrect Utilities \$6880 Line Item. This was a 2021 Sewer expense accidentally included in the 2023 Budget along with the correct 2023 Sewer Line Item. Also, the Board wanted to include the actual Operating Maintenance costs in the 2023 Budget. Carol will correct the 2023 Budget and have the Board approve, then email to the Membership to ratify the 2023 Budget and approve the 2022 Financials.

The Board noted that Dues will need to increase in 2024. They will stay in touch with Membership to determine the increase in Dues.

Abbie asked about the Insurance rates for the 2023 Budget. From the 2022 Minutes : Insurance rates increase – Abbie asked about auditing the insurance to make sure the CP building replacement costs are in line with the increased building costs. And Carol just received info back today – “ if you increased coverage to \$400 per Sq foot that would bring the total building coverage to \$2,258,000 and it would cost an additional \$617 for the remainder of this year’s policy term and the new annual premium would be \$11,404.” Carol will increase the 2022 Insurance Line Item by \$617. All agreed to increase this line item for the remainder of this year and in the future.

Carol will check with Xcel regarding what are the Xcel charges for since the HOA does not have any common area lighting.

Snow removal was discussed. Shawn suggested and all agreed that when decks are shoveled then the snow that is shoveled off needs to be shoveled into the driveway past the cars etc. Otherwise, the snow compacts so much that it is impossible for the plow truck to move it. The snowplow cannot shovel where the cars are parked. If a car is parked for many days in one spot and not moved or snow shoveled around it then the snow will pile up and the owner is responsible for shoveling snow away from the car. All agreed to stay in touch with Carol to communicate with snow plow company on ways to improve service.

The fireplaces and chimneys are inspected every year, Shawn asked if the fireplaces are gas, then why do the chimneys need to be inspected. The group asked Carol to find out what is inspected. This is the following response from Consider it Done (after the meeting) who does the inspections: "A gas inspection includes gas leak detection, CO leak detection, condition of components, control valve safety shut down check, functionality, cleaning of glass and pilot, any repairs that can be done on during inspection (small gas leaks etc).

Kiki suggested the possibility the HOA does not need to pay for Cable and just pay for Internet, since many people stream TV and do not use Cable. Carol will check with Comcast on the cost saving and the Board said they will discuss this option.

Budget Notes

Accounting – same

Bank Service Charges – same

Maintenance and Replacement – same

Cable and Internet – Increased rates

Fire Prevention – Increased rates

Insurance – Increased rates

Legal Fees – Lowered amount due to HOA docs updated

Management fees – increased \$50/month

Snow Removal – increased rates and tbd

Trash – Increased rates

Utilities – Increased rates

Sewer – Increased rates

Reserve Contribution – Reserve Contribution to save for capital projects

IV. Old Business –

- Update of HOA Declarations and Bylaws and Rules and Regulations to comply with Colorado State HOA laws. This is almost complete, and the current Board is still working on some final details.
- Roof Replacement and Assessments – The new roof was installed in June. However, the roofers still need to install the metal snow bars above the vent pipes that will hopefully prevent the snow sliding and breaking these pipes. The HOA just paid the roofers ½ of the total cost (about \$45,000) and the remainder will be paid after the snow guards are installed and the black pallets that were left on the property for storing the roof shingles are removed.
- General maintenance items discussion – already discussed
- Deck rules – The Board wanted to remind everyone of the deck rules. -Deck Rules - Pursuant to its right under the Declaration, the Board will be implementing rules related to owners' use of their decks. Specifically, the Board will require all owners who currently have, or intend to install, a hot tub on their decks to, at the owner's expense, comply with the most current version of the Summit County Building Code (the "Code"). If after consulting with a construction professional the Board determines that the owner's deck is not safe to hold the hot tub proposed by the owner, the Board will require the owner to, at her/his expense, reinforce the deck to make it safe to hold the additional weight of a hot tub. The Board will not permit owners to modify the existing railings on their decks and, therefore, any hot tub must comply with the Code based on the current layout of the decks. Legal Counsel is assisting the HOA Board is completing these.

V. New Business –

Abbie is checking into the cost of washing the exterior windows. Shawn thought all windows exteriors can be washed from the inside. Members will check this.

County valuations were discussed. Not everyone appealed their new County valuation. Those that did appeal had varying results.

- VI. **Election of Board of Directors and Officers** – Carol asked if any other members who would like to serve on the Board. Kiki is interested in serving on the Board. Carol asked if the current Board would serve another term. All current Board members agreed to serve another 1-year term with current positions. Wayne Peters, President, Brent Vaughn, Vice-President, Abbie Cobb, Treasurer
The Board told Carol to research the new Bylaws to determine how many Board members are allowed (3), but there are 4 Board positions – President, Vice President, Secretary, Secretary. Carol will research this with the lawyers and get back to the Board and to Kiki.
- VII. **Adjourn**
Motion made to agree to adjourn at 6:45. M/S/P Wayne/Brent

4:19 PM

03/19/24

Accrual Basis

Charon Pines Condominium Association
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · Charon Pines Operating Account	33,377.63
110 · Charon Pines Reserve	43,642.41
	<u>77,020.04</u>
Total Checking/Savings	
	77,020.04
Accounts Receivable	
120 · Accounts Receivable	-450.00
	<u>-450.00</u>
Total Accounts Receivable	
	-450.00
Total Current Assets	
	<u>76,570.04</u>
TOTAL ASSETS	
	<u>76,570.04</u>
LIABILITIES & EQUITY	
Equity	
283 · Reserve Equity	30,870.57
30000 · Opening Balance Equity	-25,474.41
340 · Retained Earnings	37,987.34
Net Income	33,186.54
	<u>76,570.04</u>
Total Equity	
	76,570.04
TOTAL LIABILITIES & EQUITY	
	<u>76,570.04</u>

3:33 PM

03/19/24

Accrual Basis

Charon Pines Condominium Association
Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
May 2023 Assessment	160,000.00			
111 · Interest on MM Account	195.66	0.00	195.66	100.0%
305 · Dues	54,000.00	54,000.00	0.00	100.0%
49900 · Uncategorized Income	0.00			
Total Income	214,195.66	54,000.00	160,195.66	396.7%
Gross Profit	214,195.66	54,000.00	160,195.66	396.7%
Expense				
405 · Accounting/Tax Prep	375.00	375.00	0.00	100.0%
410 · Bank Service Charges	120.00	120.00	0.00	100.0%
415 · Maintenance and Replacement				
415.5 · Waterproof Decks	3,120.00			
416 · Exterior Painting	28,550.00	0.00	28,550.00	100.0%
417 · Sealcoat Driveway	3,900.00	0.00	3,900.00	100.0%
418 · Roof Replacement	89,050.00	0.00	89,050.00	100.0%
419 · Siding Repairs	0.00	0.00	0.00	0.0%
415 · Maintenance and Replacement - Other	0.00	0.00	0.00	0.0%
Total 415 · Maintenance and Replacement	124,620.00	0.00	124,620.00	100.0%
420 · Cable and Internet Expenses	9,754.17	9,792.00	-37.83	99.6%
427 · Fire Prevention	2,285.00	3,000.00	-715.00	76.2%
435 · Insurance	17,927.44	18,060.00	-132.56	99.3%
445 · Legal Expense	2,057.50	1,000.00	1,057.50	205.8%
455 · Management Fees	8,400.00	8,400.00	0.00	100.0%
470 · Snow Removal	3,300.00	3,320.00	-20.00	99.4%
475 · Trash	5,961.26	5,580.00	381.26	106.8%
485 · Utilities	160.75	200.00	-39.25	80.4%
491 · Sewer - Breck Sanitation	6,048.00	5,796.00	252.00	104.3%
Total Expense	181,009.12	55,643.00	125,366.12	325.3%
Net Ordinary Income	33,186.54	-1,643.00	34,829.54	-2,019.9%
Net Income	33,186.54	-1,643.00	34,829.54	-2,019.9%

**Charon Pines Annual Meeting
Manager's Report
April 2, 2024**

Major Repair and Maintenance Items 2023 and 2024 Future Repairs

Year	Project Description	Cost	Project Status
2023	Front Deck Waterproofing remaining units	\$ 3120 (#62 still needs to be done)	Completed and 2024
2023	Fire Mitigation – weed whacking	\$ 900	Completed
2023	Fireplace inspections	\$ 2,000	Completed
2023	Roof Replacement	\$89,000	Completed
2023	Repair back porches, siding, and steps	\$500 estimate	2024
2023	Paint remaining front and back of both buildings, garage doors and all windowsills and trim	\$28,500	Completed
2023	Driveway sealcoat and crack sealing	\$ 3900	Completed
2024	Fire Mitigation – weed whacking	\$ 1,000	August 2024
2024	Heat tape repairs – replace old heat tape	\$5000	2024
2024	Fireplace inspections	\$ 2,000	September 2024

Financials as of 12/31/2023

Operating Account = \$ 33,378

Reserve Account = \$43,642

No Units more than one month Past Due

Proposed Budget Discussion – The Board has approved the Budget. The Membership needs to vote on it to ratify the budget.

Budget Notes

Accounting – same

Bank Service Charges – same

Maintenance and Replacement – Increase for heat tape repairs

Cable and Internet – Increased rates

Fire Prevention – Increased rates

Insurance – Increased rates

Legal Fees – Lowered amount due to HOA docs updated

Management fees – increased \$50/month

Snow Removal – increased rates - tbd

Trash – Increased rates

Utilities – Increased rates

Sewer – Increased rates

Reserve Contribution – Reserve Contribution to save for capital projects

2:41 PM

04/02/24

Accrual Basis

Charon Pines Condominium Association
Profit & Loss Budget Overview
January through December 2024

	<u>Jan - Dec 24</u>
Ordinary Income/Expense	
Income	
111 · Interest on MM Account	0.00
305 · Dues	58,000.00
	<hr/>
Total Income	58,000.00
	<hr/>
Gross Profit	58,000.00
Expense	
405 · Accounting/Tax Prep	375.00
410 · Bank Service Charges	120.00
415 · Maintenance and Replacement	
416 · Exterior Painting	0.00
415 · Maintenance and Replacement - Other	2,000.00
	<hr/>
Total 415 · Maintenance and Replacement	2,000.00
420 · Cable and Internet Expenses	9,780.00
427 · Fire Prevention	2,200.00
435 · Insurance	19,000.00
445 · Legal Expense	500.00
455 · Management Fees	9,600.00
470 · Snow Removal	3,300.00
475 · Trash	6,000.00
485 · Utilities	75.00
491 · Sewer - Breck Sanitation	6,100.00
	<hr/>
Total Expense	59,050.00
	<hr/>
Net Ordinary Income	-1,050.00
Other Income/Expense	
Other Expense	
499 · Reserve Contribution	1,000.00
	<hr/>
Total Other Expense	1,000.00
	<hr/>
Net Other Income	-1,000.00
	<hr/>
Net Income	-2,050.00
	<hr/> <hr/>

Charon Pines 2024 Annual Meeting
Annual Meeting April 2 , 2024
2023 Expenses and PROPOSED Budget 2024
(Fiscal Year Calendar Year)

	Actuals Jan 1, 2023- Dec 31 2023	2023 Budget	(Under) Over Budget	Proposed 2024 Budget	(Decrease) Increase Per Year PROPOSED	
INCOME						
Dues	\$54,000	\$54,000	\$0	\$58,000	\$4,000.00	Dues at \$500/mth
Interest Income	#					Increase by \$50/mth/unit beginning May 1 2024
	=====	=====	=====	=====	=====	
Total Income	\$54,000	\$54,000	\$0	\$58,000	\$4,000.00	
EXPENSES						
				Annual		
405 Accounting Tax Prep	375.00	\$375	0	\$375	\$0.00	same
410 Bank Service Charges	120.00	\$120	\$0	\$120	\$0.00	same
Maintenance			\$0			
415.5 Waterproof Decks	3,120.00	\$3,120	\$0	\$800	\$0.00	Water proof #62 deck - reserve account
416 Exerior Painting	28,550.00	\$28,550	\$0	\$0	\$0.00	completed
417 Sealcoat Driveway	3,900.00	\$6,000	(\$2,100)	\$0	\$0.00	completed
418 Roof Replacement	89,050.00	\$89,050	\$0	\$0	\$0.00	completed
418.5 Siding Repairs				\$1,000	\$0.00	Siding Repairs - Reserve account
## Heat tape and gutter repairs				\$5,000	\$0.00	Heat tape and gutter repairs-Reserve Account
415 Misc Maintenance and Replac	0.00	\$0	\$0	\$1,000	\$1,000.00	increase for misc expenses
420 Cable and Internet	9,754.00	\$9,792	(\$38)	\$9,780	(\$12.00)	increased due to increased rates
427 Fire Prevention	2,285.00	\$3,000	(\$715)	\$2,200	(\$800.00)	decrease due to budget adjustment
						Includes chimney insps and weed whacking
435 Insurance	18,927.00	\$18,000	\$927	\$19,000	\$1,000.00	increased due to increased rates and costs
445 Legal Expense	2,057.00	\$1,000	\$1,057	\$500	(\$500.00)	decreased due to completed
455 Management Fees	8,400.00	\$8,400	\$0	\$9,600	\$1,200.00	increased due to increased rates and costs
470 Snow Removal	3,300.00	\$3,320	(\$20)	\$3,300	(\$20.00)	decreased due to same rate as 2023
475 Trash	5,961.00	\$5,580	\$381	\$6,000	\$420.00	increased due to increased rates and costs
405 Utilities	161.00	\$200	(\$39)	\$100	(\$100.00)	decreased due to capping the meter - not necessary
491 Sewer Breck Sanitation	6,048.00	\$5,796	\$252	\$6,100	\$304.00	increased rates
TOTAL						
	=====	=====	=====	=====	=====	=====
Total Expenses	182,008.00	\$182,303	(\$295)	\$64,875	\$2,492	overall 2023-24 budget change
TO RESERVE 2024				\$1,000	\$1,000	

CHARON PINES CONDOMINIUMS ASSOCIATION
RULES AND REGULATIONS
UPDATED: April 1, 2024

At the Annual Meeting of Owners, held in Breckenridge, Colorado on April 30, 2011, pursuant to notice, and at which a quorum was present, the Board of Directors (the "Board") of the Charon Pines Condominiums Homeowners (the "Association") was charged with propounding rules and regulations for the governance of the common interest community. The Board, after deliberation, adopted certain resolutions by unanimous vote, which resolutions have since been updated and approved by the Board and are set forth below in their most current version:

WHEREAS, Section 13(h) of the Condominium Declarations for Charon Pines Condominiums provides that the Homeowner's Association shall have the right to adopt such bylaws and promulgate such reasonable rules and regulations as it deems necessary or desirable to effectuate the intent of the Declarant and to enforce the duties and obligations of owners as set forth in the Declaration and the Articles of Incorporation and Bylaws of the Association; and

WHEREAS, Article IV Section 4(b) of the Bylaws of the Charon Pines Condominium Association provides that the Association shall [may] establish and enforce with reasonable rules and regulations as may be necessary for the operation and occupancy of the Condominium Project with the right to amend them from time to time.

NOW THEREFORE, it is hereby resolved that the following Rules and Regulations shall be effective as of upon the date herein below described, subject to the enforcement provisions of the aforementioned Section 13 of the Declaration:

1. **PARKING:** Each unit shall be allowed three (3) vehicles for residents. This includes one vehicle in the designated unit garage and two (2) vehicles parked in front of the door to the designated garage between pylons. If access to your garage is not available, then only two (2) cars will be permitted.

No vehicle shall remain parked in the same location for more than 24 hours during winter months, so as not to impede snow removal. No vehicle shall remain parked in the same location for more than one week during any time of the year. No abandoned or disabled vehicles, mobile homes, off-road vehicles, construction equipment or commercial tractors, trailers or trucks are permitted in the parking areas. Board must approve the parking of RV's and trailers on Association property.

2. **PETS:**

- a. **OWNERS:** Domestic pets may be kept by an Owner, for so long as the pet does not damage any other unit owner's property or the common area, and for so long as the pet does not create any nuisance from waste, noise, or threats to the safety of others. The privilege of having a pet may be suspended by the Board, upon complaint by another owner or occupant, if the pet's owner violates this rule or permits the pet to engage in improper or annoying behavior, or if the owner of the pet fails to be responsible for damage caused by the pet, or to clean up after the pet. Owners keeping pets shall first file with manager a photo of the pet with descriptive information (coloring, species or breed, weight, name) and licensing information.

- b. **TENANTS:** No tenant shall be allowed to keep a pet. If a pet is found on the premises a warning shall be issued to the owner of the unit. It shall be the owner's responsibility to notify its tenant and to have the pet removed from the premises within seven (7) days of receipt of the warning. If the pet remains on the property after seven (7) days, a special assessment in the amount of \$10.00/day will be levied on the property. If after fourteen (14) days the pet is still on the property, the assessment will increase to \$20.00/day. Such assessments will be billed on monthly statements. Interest at 1.75% per month and late fees of \$10.00/month will be assessed on all unpaid balances. Such assessments automatically act as liens against the property. The owner shall be held responsible for all regular, late fees, interest charges and legal expenses incurred in settlement of the account.

3. **FRONT & BACK DECKS:** No private balcony, nor other visible outside area, shall be used for storage or in any other manner as would present an unsightly or unattractive appearance. Further, no trash or discarded objects shall be left outside the unit. Charges incurred by the Association for removal of such debris will be assessed to the responsible unit owner.

4. **HOT TUBS:**

- a. **INSTALLATION/REPLACEMENT:** Owners may install on their decks 1 hot tub of a reasonable size. For the sake of these rules, there are two types of hot tub: "portable" and "permanent." A portable hot tub is any hot tub that is easily removed and relocated and is not subject to government permitting requirements. A permanent hot tub is all other hot tubs that are not portable. Regardless of whether an Owner installs a portable or permanent hot tub, he/she/it shall be limited to one hot tub. The installation of any hot tub requires prior Board approval by following the appropriate process set forth below:

- i. **Permanent Hot Tubs:** Prior to installing a permanent hot tub (including replacement of an existing hot tub), the Owner must present to the Board documentation evidencing that the Owner retained the

services of a licensed structural engineer to review the existing deck and associated support structure to ensure that the Owner's deck will adequately support the weight of the proposed hot tub (including pumps, water, and occupants). In the event the Owner's engineer determines that additional support or other improvement to the deck will be required, documentation evidencing this additional proposed work must be provided to the Board as well. No submission shall be deemed complete until all documentation is conveyed to the Board. Upon receipt of all of the necessary documentation from the Owner, the Board shall have thirty (30) days to review the documentation and perform any investigation it deems necessary to determine whether the Owner's proposed hot tub (and any improvements to the deck) are reasonable and will conform with the overall design of the Association, including retaining its own engineer to opine on the Owner's proposed course of action. The aforementioned process shall be referred to as the "Engineering Review Phase."

- ii. **Portable Hot Tubs:** Portable hot tubs shall require Board approval prior to installation. The Board may require an Owner to comply with the Engineering Review Phase set out above with respect to the installation of a portable hot tub.

It shall be for the Board in its sole discretion to determine whether an Owner is allowed to install, replace, or modify any hot tub within the Association. Additionally, the Board shall have the right to require an Owner to reinforce his/her/its deck to a level deemed sufficient to the Board prior to approving an Owner's request under this section 4. The Board shall make all decisions in good faith. Prior to approving any requested hot tub, the Board shall provide notice to the Owners in a means deemed sufficient by the Board and afford the Owners a period of fourteen (14) days to provide in writing any comments or concerns related to the proposed hot tub. Any action related to installation or replacement of a hot tub by an Owner must comply with all applicable government code requirements and/or regulations.

- b. **USE:** Any Owner's use of a hot tub must comply with these Rules and Regulations, including, but not limited to, quiet hours, nuisances, and disturbances. Owners are not allowed to drain water from their hot tubs onto any driveway or other non-landscaped surface within the Association. Owners who need to drain their hot tubs must do so into a landscaped area. In the event any such drainage causes damage to the landscaped area beyond normal wear and tear, it shall be the draining Owner's sole responsibility to rectify said damage. Regardless of when a hot tub was installed, Owners must remain in compliance with all applicable government code requirements and/or regulations. Upon request from the Board an Owner must provide to the Board a written statement of compliance with all applicable government code requirements and/or regulations.
5. **MODIFICATIONS, ADDITIONS OR ALTERATIONS:** No modification, addition or alteration to the exterior or structural elements of the condominium units including any limited or general common elements or private balconies, shall be permitted without the prior written consent of the Board. No fences or other barriers or devices shall be erected, except upon prior written approval of the Board.
6. **NUISANCES AND DISTURBANCES:** No owner, tenant or guest shall occupy or use a condominium unit in such a manner as would constitute a nuisance or so as to disturb other condominium unit owners or occupants.
 - a. There shall be QUIET HOURS observed within the complex from 10:00 p.m. until 8:00 a.m.
7. **RESPONSIBILITY OF OWNERS FOR OCCUPANTS:** Condominium unit owners are responsible for the conduct of their tenants and guests.
 - a. The unit owner shall deliver a copy of these Rules and Regulations to their tenant. An initialed copy with each current tenant's name, address, phone number, and vehicle information must be returned to the Managing Agent confirming delivery.
 - b. A maximum of 4 unrelated residents shall be allowed to occupy the unit.
 - c. A copy of the current tenant lease will be delivered to the Association.
8. **INSPECTIONS AND ENFORCEMENT:** The Association, its Board, agents and employees, are authorized to enter any unit upon reasonable notice for inspection and to accomplish repairs; in the case of an emergency, no notice shall be necessary. Each unit owner shall supply one set of keys to the Board, and upon changing of any locks shall supply a new key for the purpose of carrying out this paragraph.
9. **AMENDMENT, ETC.** The Rules and Regulations may be amended, modified and implemented from time to time by the Board, or by a majority vote of the owners. Rules and regulations amended or adopted by Owners may only be changed by the Owners.

RESOLVED, that the Rules and Regulations be and hereby are adopted by the Association, effective April 1, 2024.

OWNER INFORMATION:

Name _____

Address _____

Phone _____

Email _____

Vehicle _____

License _____

TENANT INFORMATION:

Name _____

Address _____

Phone _____

Email _____

Vehicle _____

License _____

Tenant Initials _____ Date _____

Name _____

Address _____

Phone _____

Email _____

Vehicle _____

License _____

Tenant Initials _____ Date _____