

## EMERGENCY PROCEDURES

### Fire, Police, Ambulance- Call (911)

#### Building Services Emergencies

Electrical-	Call Public Service Company	(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) 322 3506

#### MANAGING AGENT

Western States Property Services, Inc.  
10020 E. Girard Avenue, Suite 175  
Denver, CO 80231  
(303) 745-2220 - Phone  
(303) 745-3335 - Fax

This Handbook has been revised as of November 2006.

**CHEESMAN WILDCREST**  
**CONDOMINIUM ASSOCIATION**

**HOMEOWNER AND RESIDENT HANDBOOK**

The Board of Managers welcomes you to Cheesman Wildcrest. This handbook has been prepared by the Board of Managers as a handy reference guide for the policies and facilities of the Cheesman Wildcrest Condominium Association, Inc. The following information is intended to help and inform the residents of Cheesman Wildcrest. It incorporates and supersedes previously established and published Rules and Regulations. Please read it carefully.

**About the Association**

When you purchased a unit at Cheesman Wildcrest, 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 Cheesman Wildcrest, you also have benefits and responsibilities.

Annual meetings of the Association are held in November. All 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 have 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 Cheesman Wildcrest. 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 a plaque in the lobby near the mailboxes.

The Board of Managers meets monthly, usually on the 3rd Wednesday of each month at 6:00 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 property manager is Phillip Mills.

### **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.cheesmanwildcrestcondos.com](http://www.cheesmanwildcrestcondos.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, which are contained in this Homeowner and 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**

- 1<sup>st</sup> Offense- Written Warning
- 2nd Offense- \$ 25.00
- 3rd Offense- \$ 50.00
- 4th Offense- \$100.00
- Subsequent- \$100.00

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 Cheesman Wildcrest 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 July 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.

Grease, bones, fibrous materials and other refuse should be properly bagged and sent down the trash chute, or carried to the outside trash bin. Only garbage is to be processed through kitchen disposal units.

Empty cartons such as pizza boxes and other large items to be discarded must be carried to the outside trash bin. This includes fireplace ashes, cat litter, and newspapers. Trash is not to be left in the trash chute area.

### **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.

Balconies are not to be used for storage and must be kept clean and orderly at all times. No garments, rugs or other articles are to be hung on or from the balconies. Balcony doors and all windows are to be closed when operating the heat or air

conditioning systems. Do not sweep or wash debris or pet droppings off the balconies.

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 otherwise remove whatever is causing the offending odors.

### **Insurance**

The Association carries a blanket insurance policy with The Travelers Insurance Company covering the building as required and specified in the Condominium Declaration. A description of this policy is available through the Association's insurance agent, The Talty Agency, (303) 756-7755. All claims must be approved by the Board of Managers before submission to the carrier. If not so approved, the insurance carrier (Travelers) 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 call the Association's agent and one will be sent to your mortgage company.

### **Building Access**

Maintaining a high degree of security is an important issue and is the responsibility of all owners and residents at Cheesman Wildcrest. 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 keys may be purchased for a refundable fee of \$25.00 each.

The lobby is equipped with security cameras to record activity.

A management representative is on-site between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday. If the manager is away from the office during this time frame, an answering machine will be engaged to record your message. The Cheesman Wildcrest on-site phone number is (303) 322-3506.

Resident manager can only receive packages during the hours of 8:00 A.M. to 5:00 P.M. (M--F). Packages delivered after these hours will normally be delivered to the managers of 1295 Race Street per the instructions posted in the building entryway. If you are not home to sign for the package, the resident manager can accept the item. A note will be posted to your door notifying you of the delivery. You may retrieve the package during normal business hours. The package will not be automatically placed in your unit.

For your convenience, postal storage lockers have been installed in the mailbox area. They are for the exclusive use of the Postal Service. With the use of a special key left in your mailbox, items can be retrieved from the postal storage lockers.

The East (front) entrance contains the intercom for visitors to announce themselves to residents. After confirming the visitor's identity, the resident may admit them to the building by pressing the door release button on their intercom unit. **The entry system is inoperable between 10:00 P.M. to 6:00 A.M.** To let a guest in during these hours, the resident must go to the lobby. Do not allow anyone to enter the building unless you know they belong here.

The foyers, entrances, elevators and stairways of Cheesman Wildcrest 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 maintenance purposes only. There is no roof sun deck.

Solicitors are not permitted in Cheesman Wildcrest at any time. Should they attempt access, do not let them in. If they are seen in the building, contact the Managing Agent.

No advertising, For Sale, or For Rent signs are permitted on the building 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**

The South entrance of the building is for the use of residents and for moving in or out of the building. The East entrance **cannot** be used for moving purposes. Moving vans, trucks and the like cannot be driven on to the parking deck as it may not support the weight.

Occupants moving in or out must schedule the move with resident manager at least 24 hours prior to the move. Moving is only allowed Mon.- Sat. 8:00 A.M. to 8:00 P.M. Moving must be completed by 8:00 P.M. and no moves may be scheduled for Sunday.

Only the West elevator is to be used for moving. A key to manually control the elevator may be checked out from the manager for a **\$50 deposit (\$25 refundable upon return of elevator key)**. The use of the elevator key is intended to be

temporary and it must be returned as soon as the move is completed. Building access keys (2) should be obtained from your landlord or the previous owner. They are not duplicable.

### **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 given 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, the pool area and all other common areas.

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 Cheesman Wildcrest.

### **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.

### **Lockout Policy**

Residents will be charged \$10 for being let into their units between 6PM-10PM Mon.-Fri. Between 10:00 P.M. and 8:00 A.M., and on weekends, the fee is \$20.00. Fees are payable to management.

### **Parking**

The Association owns all parking spaces. Each unit is assigned the right to the use of one parking space. Leases for parking spaces must be in writing and a copy must be given to the Association manager. A \$100.00 security deposit is required for parking space lease.

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.

The posted area in front of the East entrance is for loading and unloading only. The city tickets and tows illegally parked vehicles promptly in response to complaints.

Should an owner or owners desire to 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**

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.

Automobiles are to be parked only in designated parking spaces. No more than one automobile is to be parked in each space.

## **Pets**

No more than two pets may be kept in any unit. 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 controlled by a person) in any Common Area of the building. This includes hallways, stairwells, elevators, lobbies, entry areas and outdoor/underground 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 pool area. 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**

The laundry rooms are located on floors 3, 5, 6, and 7. They 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 Automatic Laundry Company at the number posted in the laundry room.

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**

All units at Cheesman Wildcrest have been wired for cable. To obtain service, contact Comcast at (303) 603-6100. In addition, each unit is also wired for VHF reception through the building antenna.

TV antennas and satellite receiver dishes are subject to the rules of the FCC. Homeowners must contact the Board or the Managing Agent prior to any such installation.

### **Recreation Room**

Cheesman Wildcrest's facilities include a dry sauna, shower, and 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. Rec Room hours are from 7:00 AM to 9:00 PM each day.

Only the Owners and tenants, and their families and guests may use all recreational facilities in Cheesman Wildcrest.

Smoking is not permitted in the Rec Room nor are any pets allowed.

Upon at least a one-week notice to the Property Manager, residents may reserve the Rec 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. The swimming pool room may not be reserved for private parties.

Children under the age of twelve years must be accompanied by a responsible adult when using the pool or any other facility at Cheesman Wildcrest.

## **POOL RULES**

1. DO NOT SWIM ALONE.
2. DO NOT RUN ON THE DECK.
3. NO PUSHING OR ROUGH PLAY.
4. NO DIVING INTO SHALLOW END.
5. PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN.
6. SWIM AT YOUR OWN RISK.

**CHEESMAN WILDCREST  
CONDOMINIUM ASSOCIATION  
RESIDENT HANDBOOK**

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