

Castle ridge homeowners association rules and regulations

Effective 5/15/10

Pursuant to the Declaration of Covenants and Bylaws of the Castle Ridge Homeowners Association, Inc. ("Association" or "Complex" herein), the Board of Directors ("Board" herein) has adopted the following Rules and Regulations ("Rules" herein) to govern the use and enjoyment of the Castle Ridge Duplexes ("Complex" herein), also known as the Castle Ridge PUD ("Complex" herein), also known as Castle Ridge. The "Complex" also refers to all duplex units plus the general and limited common elements, and "common areas" refer to all areas outside of the lots. An "owner" or "unit-owner" refers to the owner of any duplex unit within the Complex, and "unit" or "duplex" refers to any duplex unit within the Complex. The Board desires to ensure the highest possible standard of living experience, consistent with the surrounding community, within the Complex. All owners agreed to comply with the Rules adopted by the Board (together with the provisions of the Declaration of Covenants and the Bylaws of the Complex) as a condition of purchase of their unit. **All persons, vehicles, and pets associated with an owner shall be the responsibility of that owner, and that owner shall be the recipient of all warnings and fines imposed for any non-compliance with these Rules by those persons, vehicles and pets. It is incumbent upon the unit-owner to fully inform all his/her tenants and guests of these Rules, who are in turn similarly responsible to inform their guests regarding these Rules. In general, therefore, all persons at the Complex are required to be respectful of these Rules.**

Also, the owners and occupants of all the units are requested to be alert to the condition of the Complex within their view, and to the activities existing nearby, and to alert the Association of any problems observed. The identity of any person contacting the Association in this regard shall be kept confidential unless otherwise approved by said person. Please call the Property Manager _____, the Association President _____, or any Director of the Board. **ALL PERSONS AT THE COMPLEX SHALL ABIDE BY, AND BENEFIT FROM, THE FOLLOWING:**

1. USE

The Complex shall be used solely for residential purposes and for services, activities, and recreation in conjunction with said residential use. No business may be conducted within a unit or the Complex without express written consent of the Association. No "Bed and Breakfast" may be operated within the complex. Persons at the Complex shall not cause disturbances objectionable to the residents and shall not deny the residents reasonable use of the Complex. A unit may be rented only if it is in full compliance with these Rules.

2. VIOLATION OF THE LAW

Nothing shall be done within the Complex that would be in violation of any statute, ordinance, covenant, rule or other validly imposed requirement of the Board of Directors or of any governmental body. These Rules and Regulations are fully binding and enforceable to the extent of any statute or ordinance.

3. INSURANCE

Nothing shall be done or stored within the Complex that might result in an increase in the premiums for insurance obtained for any portion of the Complex. Fireworks of any kind are prohibited year-round at Castle Ridge. Open burning is prohibited, except responsible use only of a properly designed and located gas grill while a safe distance from walls and furniture is permitted. The use of any CHARCOAL BURNING DEVICE or charcoal grill IS PROHIBITED altogether at the Complex. Failure to comply with this paragraph is a \$50 fine levied to the unit involved for the first offense. Warnings do not apply to this paragraph.

4. LEASE REQUIREMENTS

- a.) Any rental agreement shall be in writing and shall provide that the agreement is subject to the terms of the Declaration of Covenants and Bylaws of the Association and these Rules and Regulations. At the signing of the agreement the unit-owner shall provide a complete and current copy of these Rules to the tenant.
- b.) Any failure to comply with the terms of the Declaration, Bylaws, these Rules and Regulations, or any governing documents of this Association shall be a material default under the rental agreement, enforceable by the Association.
- c.) At the signing of a rental agreement each owner shall be individually responsible to send to the Association the Unit #, the rental period of the rental agreement signed, **and for each tenant and occupant:** His/her Full Name; Phone #; Vehicle License #, Color, Make & Model and Full Name of vehicle owner if different from driver; Pet Breed, primary Color, color of Markings, Height at shoulder, Weight, Hair (long or short); And a copy of the front page of these Rules

showing the signature of the tenant indicating that the tenant has received a copy of these Rules. A "tenant" is defined by these Rules as any occupant of a unit residing therein under a rental agreement entered into with the owner of the unit, and any adult invitee of that occupant also residing in the unit 30 days or more.

- d.) Any owner failing to register a tenant of the unit as described in (c.) above within 30 days of move-in is subject to a monthly escalating fine until such time as the tenant, and vehicle and pet associated with the tenant, are registered.
- e.) **Any unit that is rented, but not occupied by the owner** as his/her principal residence, shall provide tenancy to all occupants under one rental agreement only, and the tenancy of all persons occupying the unit must commence at the same time, and terminate at the same time. For example, the owner may not rent rooms separately under separately negotiated verbal or written agreements.
- f.) **Any unit that is rented, and occupied by the owner** as his/her principal residence, may provide tenancy to no more than two (2) persons in the same unit, not members of the owner's family, provided that the total number of unrelated persons, including roomers, in the unit does not exceed three (3). Furthermore, quarters used by the roomers must not be more than twenty-five percent (25%) of the total floor area of the unit. For example, an owner may not occupy and share his/her duplex with more than 2 persons being tenants unrelated to his/her family, and may not rent more than two (2) bedrooms at the same time to such tenants.
- g.) If a violation of the provisions of parts (e.) & (f.) above should occur, a fine of \$200 shall be issued for the first offense after one warning, and fines of \$200 each for additional offenses; the period of compliance is 60 days after a warning, and 30 days after a fine.
- h.) **TENANT REGISTRATION:** Please complete the **Tenant Registration Form** and mail or fax to the address or number on the form. **Tenant, Vehicle and pet Registration Forms** may be faxed to an owner upon request.

5. PETS

These Pet Rules are in place to promote a healthy environment within the Complex, and to encourage considerate pet management.

PET REGISTRATION: Registration of pets is **required in January of each year** by every unit with pets to confirm pet information, **and within 7 days after a pet is added to, or permanently removed from, a unit.** A notice of annual pet registration is provided on the first quarter Assessment Notice. To report annual pet information and changes in pet residency, please complete the **Pet Registration Form** and mail or fax to the number on the form. A form may be faxed to an owner upon request.

THE UNIT-OWNER IS RESPONSIBLE to the Association for providing accurate and timely information about the pets residing in his/her unit, for the behavior of pets residing in and visiting his/her unit, and for any warnings and fines assessed to his/her unit for pet violations. Any owner receiving a warning and first fine for pet violations shall have assessed to his/her unit a fee of \$50 to be paid to the Association each calendar year per animal remaining associated with the unit until one full year has elapsed without a pet violation for that unit. The owner of a unit where a pet is kept, as well as the legal owner of the pet (if not such owner), shall be jointly and severally liable for any and all damage and destruction caused by the pet, including to trees and shrubs, and for any clean-up of streets, sidewalks, common areas or other lots necessitated by such pet.

Each unit shall be entitled to a maximum of no more than two (2) dogs or two (2) cats or one (1) of each. No animal belonging to one unit is permitted to urinate or defecate within 10 feet of the wall or deck of any other unit, and the person attending an animal outside the unit on the common areas must immediately pick up (**within 2 minutes**), and dispose of in his/her unit's trash, any excrement left by that animal. All dogs on the Complex must be under strict control at all times and under the supervision of a responsible person and **MUST BE ON A LEASH at all times when outside the unit and not enclosed by a fence.** Dogs are required to be on a leash no longer than 10 feet in length. Dogs enclosed within a fence or deck must have their excrement **picked up daily** and collected in an **enclosed** container so as not to cause an offensive odor detectable outside of the fence or deck.

Unidentified animals at large on the Complex may be removed by government animal control by the Association. Any animal, which in the concurring opinion of at least 3 Directors, causes a repeated nuisance after multiple fines or has injured or continues to threaten anyone on the Complex may be removed from the Complex permanently upon 24 hours notice to the unit owner or tenant associated with the pet. An animal may be allowed on the deck of the unit in which it resides provided it is under strict control at all times and does not bark at passers-by, escape to or cause an odor objectionable to another unit, or destroy any part of the unit's exterior; consequences of the third violation by such a pet may include permanent removal by government animal control upon 24 hours notice to the unit's owner associated with the pet. **Pets are not allowed on common area grass at any time for any reason.**

An owner is violating these pet Rules and may be fined if animal excrement accumulates uncollected next to his/her unit, or if an animal from his/her unit runs at large, is not registered as prescribed by these pet Rules, barks or howls for a period longer than five (5) minutes, is tied up on or is destructive to the common areas, is threatening to others when outside the unit, is leaving excrement anywhere on the common areas uncollected, or is otherwise fails to comply with these pet Rules. The following shall be completed for implementation of a fine: (1) The date, time, location and description of the animal involved shall be recorded and reported to two Directors, the Property Manager and the unit owner; (2) A written notice shall be posted on the door of the unit involved; and (3) Confirmation by a Board Member that notice in (1) and (2) have been completed.

6. PARKING & VEHICLE MAINTENANCE

Only operable automobiles, SUVs, pickup trucks and vans not exceeding one (1) ton in size shall be parked at any unit or on the common areas. Vehicle maintenance or repair is permitted only when out of view and fully contained inside the garage of a unit and the vehicle being repaired is already registered with the Association. Minor maintenance such as tire rotation, oil change and detailing, totaling 6 hours per month or less for the unit may occur, however, in the driveway of the unit. No motor homes, boats, snowmobiles, recreation vehicles or trailers shall be parked at the Complex, unless fully enclosed within the garage of a unit. No recreation vehicle shall be occupied while at the Complex. Garages shall be maintained as vehicle parking spaces only. **PARKING ON THE COMPLEX MAY OCCUR ONLY AT THE FOLLOWING LOCATIONS: 2 parking spaces for vehicles inside a garage and 2 parking spaces for vehicles within one car-length in front of a garage, which together count as 4 PARKING SPACES PER UNIT** for parking vehicles exclusively from that unit; and on designated AUXILIARY PARKING SPACES. A vehicle may stand in front of a unit while actively loading or unloading. A vehicle used to complete repairs, installation or renovation in a unit may park on the street in front of the unit if unable to park in the driveway while the repairs, installation or renovation is underway. There shall be no idling of any stationary vehicle longer than 5 minutes. For the protection of children and general safety purposes the speed limit in the Complex is 15 MPH.

Parking on the street is permitted for personal automobiles and pickup trucks in accordance with applicable regulations of the Town, except that between December 1st and April 1st no on-street parking is allowed except for active loading and unloading.

No unit may park a regularly-parked vehicle for any length of time in the Auxiliary Parking Spaces; those spaces are for guests only. Also, no unit may park more than two (2) guest vehicles in the Auxiliary Parking spaces at the same time. There is a 48-hour limit on parking in the Auxiliary Parking Spaces; after 48 hours the vehicle must be removed from the Complex for at least 7 hours before being allowed to resume parking in Auxiliary Parking. For example, the vehicle may not be moved only a token distance to restart the 48-hour period, nor may it merely be moved to another Auxiliary Parking Space.

Each unit is allowed a maximum of 4 vehicles (including motorcycles) that are "regularly-parked" at the Complex. A vehicle is REGULARLY-PARKED when it is at the Complex between 6pm and 6am (regardless of the length of time) on seven (7) or more days (consecutively or not) in any 30-day period. For example, a vehicle that is parked on the complex most nights at or in the garage of unit B is regularly-parked; and a vehicle of a guest of unit B, who visits after 6pm at least two days per week, very week, is regularly-parked, even if it is parked in Auxiliary Parking for just a short period each night; for the purposes of these rules, and in both cases, the vehicle is considered a regularly-parked vehicle of unit B.

A vehicle belonging to or visiting one unit may not be parked in front of another unit's garage without prior express written permission of the owner of the other unit. Parking on a sidewalk or curb, or off pavement or concrete, is prohibited.

A vehicle is subject to tow without notice at the vehicle owner's expense when the vehicle exceeds the 15MPH speed limit, exceeds the 48-hour parking limit in Auxiliary Parking and ignores a warning 24 hours after it is posted on the vehicle, is parked off pavement or concrete or on a curb or sidewalk, is parked without permission in front of another unit's garage, or is a prohibited vehicle parked on the Complex and ignores a warning 24 hours after it is posted on the vehicle.

A vehicle is subject to tow with notice at the vehicle owner's expense, and with the concurrence of at least 1 Director, when it is seriously leaking fluids on the common areas or has become a hazard to the Complex by some unusual circumstance (without notice if it is an emergency), is occupying more than one Auxiliary Parking Space, and as a last resort to bring about compliance, when a unit parks more than 4 regularly parked vehicles on the Complex or parks more than 2 guest vehicles in the Auxiliary Parking Spaces. A unit with a vehicle that has been towed may also receive a fine for the violation that caused the tow.

VEHICLE REGISTRATION: All regularly parked vehicles must be registered with the Association within 30 days after first being parked at the Complex. The owner of each unit is responsible for the registration of all such vehicles associated with his/her unit. Please complete the Vehicle Registration Form and mail or fax to the address or number on the form. A form may be faxed to a unit-owner for this purpose upon request.

A vehicle that has been established as clearly associated with a unit remains subject to warnings and fines applicable to that unit until the owner of that unit provides to the Association written confirmation signed by him/her that the operator of that vehicle no longer resides at or visits that unit. Said vehicle is thereafter subject to tow at the vehicle owner's expense 24 hours after a notice in writing is posted on the vehicle that it is denied access to the Complex, unless some other unit owner claims in writing full responsibility for any warnings or fines that vehicle or its operator may thereafter incur.

7. GARBAGE/TRASH

All garbage/trash shall be placed in a trash can (with a lid that is fully closed) and stored in the garage until the morning of garbage/trash day. Trash may not be stored in the open on the ground, except next to the trash can on trash pick-up day only and is something that cannot be spread by wind, rain or animals. On trash pick-up day, trash cans shall be placed at the end of the unit's

driveway and be returned to inside the garage by 9pm of that same trash day. Trash must be properly secured and not be allowed to escape elsewhere. The owner of a unit allowing escaping trash is subject to a fine for doing so. Littering in any form is prohibited. Trash, debris, and waste harmful to the Complex caused to be left in the common areas by persons associated with a unit may be removed by the Association at a cost plus the applicable fine or fines assessed to the unit owner.

There shall be no intentional sweeping or washing of dirt or other debris onto the common areas, nor otherwise be deposited onto the common areas. The person responsible for depositing such dirt or debris on the common areas must collect it and remove it from the Complex or dispose of it in his/her trash within 48 hours of depositing it on the common areas.

Cigarettes shall be disposed of only as follows: BE EXTINGUISHED WITHIN, AND PLACED IN, A FIRE PROOF CONTAINER ONLY. At no time shall any cigarette be thrown or dropped onto, be placed on, or be left anywhere directly on the general or limited common elements or areas, including on front entries and driveways, **or be placed in the trash the same day it was burning.** This paragraph also applies to matches and any other burning objects. The first fine for failing to comply with this paragraph is \$100, and the second fine is \$200.

8. DECKS & PATIOS

Only the following are allowed to be stored on decks and patios, provided they are stored in a neat and orderly manner: **Patio furniture in good condition** and in an amount appropriate to the space, **One (1) cooking gas grill** in good working order and not a fire hazard, and **flower boxes**, well maintained and not used for disposing of cigarettes. Decks shall not be used to store or accumulate trash.

9. SNOW REMOVAL

Unit owners are required to remove snow and to sand their own stoops, landings, and driveways to their own satisfaction for safety during winter months, and are required to sweep up the same sand to their satisfaction in a manner consistent with these Rules in the spring, or earlier. Sand may not be swept onto the common areas. Vehicles in Auxiliary Parking Spaces should be moved to the operator's unit after a snowfall of 1 inch or more so those spaces can be plowed clear.

10. UNIT EXTERIORS

No unit owner, tenant or invitee shall make any addition or alteration to the party walls or any portion of the exterior, to the landscaping of the common areas, to the land portion of any lot, or to the general or limited common elements whether or not appurtenant to the unit, without the express written consent of the Association; such consent is required to insure that an addition or installation will not detract from the general appearance of, or cause damage to, the unit exteriors or the general or limited common elements.

Owners are encouraged to use appropriate window coverings on the interiors of their units and are not permitted to substitute rags, linens, rugs, towels or similar items other than for emergency purposes for a duration of 10 days or less.

No unit owner is permitted to have any child or adult who is associated with the owner's unit act in any way on the common areas of the Complex so as to cause injury to him/herself or to others, or to cause damage to the property of others or to the common areas whether or not appurtenant to the unit. The cost of repairing the damage to the exterior of a unit or to the general or limited common elements caused by negligence or carelessness, including oil stains from vehicles and contamination from pets, caused by the owner, tenants, children or invitees of a unit shall be the responsibility of that unit's owner, and shall be reimbursed to the Association if the Association repairs the damage. A fine shall also be issued to that unit for the violation that caused the damage. To ensure that the entire Complex has a pleasing appearance, in all cases the Board of Directors shall be the final judge as to the condition of all general and limited common elements. Entryways may contain a suitable outdoor bench and shall not otherwise be used for storage.

Water hoses may not be left under pressure or running unattended at any time. No person may attach a hose to or use water from a spigot attached to a unit they do not own or rent. No exterior water spigot may be left running onto the ground next to any building foundation wall. No person may run water onto the lot of a unit they do not own or rent.

11. PERSONAL PROPERTY

Any personal property left on the general common areas may be presumed abandoned and may be disposed of by the Association at no liability to the Association. Tools, building materials and other personal effects belonging to any unit shall not be in any way stored on the common areas. Children's toys, bicycles and belongings used on the common areas shall be put away when not in use, and when left on the common areas unattended, may be disposed of by the Association as being abandoned, without liability to the Association.

12. ASSESSMENT – LATE PAYMENT

Any assessment received after its due date shall accrue interest on the unpaid balance at the rate of 1½% per month. At such time that assessments, including fines, and interest accrued for late payments, levied against a unit remain unpaid after their due date, and accrue in an amount of \$330 or more, a lien shall be recorded against the unit for the amount due plus the cost of the recording. Furthermore, the Board of Directors reserves the right to foreclose a lien of \$330 or more recorded against a unit, and a lien of \$330 or more of common expense assessments levied against a unit and remaining unpaid after their due date, in like manner as a mortgage on real estate, pursuant to C.R.S. Sec. 38-33.3-316. The Association shall be entitled to costs and reasonable attorney fees incurred by the Association in a judgment, settlement or decree in any suit brought by the Association under this section.

13. SALE OF DUPLEX UNIT

At the sale of a Castle Ridge Duplex unit the seller shall provide to the buyer a complete copy of the current Rules. Only one (1) for-sale sign not exceeding 38" x 38" in size is permitted per unit which may be located at the ground level adjacent to the advertised unit. At least two weeks before the sale is completed, the seller shall also notify the Association of the closing date, the name of the listing agent, the name of the Title Company handling the closing, and the full name of the buyer.

14. PUBLIC DISTURBANCES

Considering the closeness of the units to each other, noise or obnoxious behavior of an unreasonable nature engaged in by persons residing at or invited to any Castle Ridge unit, that occurs at or near the Complex and that interferes with the quiet enjoyment of the Complex by any other resident or occupant of the Complex, is not permitted. The fine for a second offense is \$200. For example, loud music, shouting and other loud and disturbing noises, especially between 6pm and 8am are not permitted, except that necessary noise from reasonable and necessary unit maintenance activities of a reasonable duration at a reasonable time (8am to 5pm) is permitted. Vehicles with "loud pipes" (a defective exhaust system) shall repair or replace the defective part within two weeks after a warning to do so is posted on the vehicle, or the owner of the unit with which the vehicle is associated may be fined.

15. FINES

Except for the cost of actual damages, special fines described in these Rules, and additional assessments described in this Rule #15, the fines shall be standardized according to the following FINE AMOUNT SEQUENCE: First offense is a warning, 2nd offense is \$25, 3rd offense is \$50, 4th offense is \$100, and 5th and subsequent offenses are \$200 each; THIS FINE AMOUNT SEQUENCE APPLIES TO THE UNIT, AND THE OWNER OF THAT UNIT, DIRECTLY OR INDIRECTLY ASSOCIATED WITH ANY PERSON, VEHICLE OR PET FAILING TO ACT AS REQUIRED BY THESE RULES OR FOR ACTING IN ANY WAY PROHIBITED BY THESE RULES. For example, the fine for a 2nd offense for a public disturbance or improper disposal of a previously burning object or cigarette is \$200 instead of \$25; and for example, if a unit receives a warning or fine for an act of a person associated with that unit, and that act also damages the complex, and the Association repairs it, the owner of that unit is required to reimburse the Association for those repair costs in addition to the warning or fine; and for example, if a unit-owner fails to register a new vehicle as required by these Rules, that owner may be assessed the warning and fines listed in the above Fine Amount Sequence for the failure to comply with these Rules in that regard; and for example, if a dog of a guest of a tenant of a unit-owner runs at large, the unit-owner may be fined for the dog running at large if that unit has already received a warning for a pet being off a leash or otherwise being out of control on the Complex outside of the unit.

One year after the last warning to a unit for an offense is given, another warning may be given to start the Fine Amount Sequence over for a similar offense. However, when a unit is sold and occupied by a new owner, the Fine Amount Sequence shall restart. Also, when an entire unit is rented under one written rental agreement to all new occupants, vehicles, and pets and a copy of the rental agreement together with a copy of the first page of these Rules showing the signature of the new tenant is provided to the Association, and a new and fully completed vehicle, tenant and pet registration for the new tenants is also provided to the Association at that time, the Fine Amount Sequence for all violations for that unit may restart at that time beginning with a warning.

Prior to issuance of any fine, except as otherwise specified in these Rules, a warning in writing shall be posted on the door of the unit that is causing the violation, giving notice to cease the violation within 72 hours for registration of vehicles and pets, and before the end of the day for all other violations, after which time, if substantially the same violation persists or occurs again, a fine shall be issued according to these Rules to the owner of the unit failing to heed the warning. At the time the warning is posted, two Board Members and the unit-owner shall be notified of the violation and posting. If a fine is issued, notice of the fine shall be likewise posted, except that the Property Manager shall also be notified of the posting of the fine. Notification may be by a FAX copy of the posted notice being sent to the last-known FAX number on record for the Property Manager, Board Member, or unit-owner receiving the notification, or by e-mail to the last-known e-mail address. If a unit-owner is represented by an agent, notification may be by FAX or e-mail to the owner's agent, or by phone message to the last known phone number on record with the Association for the unit-owner or owner's agent.

After 30 days written notice to a unit owner, continuous and/or negligent disregard for any of these Rules and Regulations or any other governing covenant of the Association, including its Declaration Of Covenants and Bylaws, by a unit-owner or his/her tenant or guest or invitee may result in that unit owner being assessed an **additional monthly amount**, at the discretion of the Board of Directors, of up to \$200 plus the cost of actual damages. Continuous and repeated violations for more than 12 months may result, at the discretion of the Board of Directors, an **additional assessment** being raised to \$1,000 per month.

It is the responsibility of the unit-owner to inform their tenants and invitees of these Rules and of any additions or changes to these Rules the unit-owner is informed of in writing by the Association, which notice shall be deemed to have been properly given to the unit owner when mailed, postage prepaid, to the same address to which the unit-owner's monthly assessments are mailed.

A fine that is not paid within thirty (30) days after its due date shall constitute a lien on such unit and be held by the Association pursuant to C.R.S. Sec. 38-33.3-316 and shall accrue interest at the yearly rate of eighteen percent (18%) until the lien is paid.

A unit-owner may, at his/her discretion, collect from his/her tenant any fine charged to his/her unit due to the actions of that tenant, together with any costs incurred by the unit-owner in collecting the fine from the tenant. At no time shall any tenant who causes a fine to be assessed to a unit-owner assume that he/she is not responsible to that unit-owner for the fine.

During any time a unit is rented and a fine is levied against the unit due to the actions of a tenant of the unit, and the fine remains unpaid to the Association for 3 months or more, the Association may, at the discretion of the Board of Directors, evict the tenant causing the fine, or if the fine was indicated as caused by "occupants" of the unit, evict all tenants of the unit together as the cause of the fine. Failure of the unit-owner to collect the fine from the tenant shall not be grounds for the unit-owner not paying the fine to the Association. The unit-owner shall also pay to the Association all costs incurred by the Association for the eviction, plus the fine and any interest accrued on the overdue fine.

It is important to keep in mind that the Board of Directors is required by the Association's Declaration of Covenants to provide to every unit-owner fair and reasonable access to, and peaceful enjoyment of, the unit owned. These Rules and Regulations are established to reasonably and effectively achieve that end, and in addition to being an obligation of the Association, are enforced as a courtesy to all unit-owners, residents and visitors on the complex.

16. MEETING MANAGEMENT

At Board Meetings and Members' Meetings the time limit for any member to present an issue to the presiding body under the "Member Comments" or the "Late Agenda Additions" part of the agenda shall not exceed fifteen (15) minutes per member per meeting. The presiding body may, at its discretion and by a majority vote of that body, and in order to complete the primary business of the meeting at hand, postpone any part of the discussion of an issue to the next Board Meeting as part of that next Board Meeting's agenda.

The Member of the Board presiding at the meeting shall direct the meeting, be it a Board Meeting or Members Meeting, and in order for the meeting to proceed expeditiously and orderly, only one person shall speak at a time. Persons wishing to conduct a discussion amongst themselves subsidiary to the business at hand may do so only outside the room in which the meeting underway is being held, during a break set for a specified period of time called by the chairperson, or after the meeting underway is adjourned. When a person raises a hand indicating a desire to be heard, the chairperson shall recognize that person at the earliest opportunity during the business underway, and the person waiting to be heard shall first be recognized before addressing the meeting. When a person is recognized and commences to address the meeting, all other persons shall be respectful of that person, as well as allow the chairperson to respond to and direct the discussion, without interruption.

The Association meetings are not intended to be social events, but rather are work sessions designed to conduct and conclude necessary business vital to the operation of the Association. All members are encouraged to attend, even if it is only to observe. When the intention is to be constructive, member comments are welcome and recognized as important and essential to the welfare and growth of the Association. The Board of Directors are directed by the Declaration of Covenants and Bylaws of the Association to promote the common good for all unit owners to the greatest extent possible, as fairly as possible, as equally as possible, and as economically as possible while protecting the value of the Complex and the units constructed thereon as reasonably, and to the greatest extent, possible. The Members of the Board are volunteers donating their personal time to the Association, and these meetings require a sacrifice on their part that is often difficult and inconvenient, and is an effort, consistent with the above stated objectives, without which the Association cannot exist. The other members of the Association are asked only to be respectful and supportive of that effort while on the Complex and at the meetings.