

# Handbook For Residents



**3550 south harlan street    denver, colorado 80235**

The Rules and Regulations contained herein have been approved by the Pebble Creek Membership on January 29, 2014 and supersede any previous version or printing apart from the Condominium Declarations and By-laws.

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# Telephone Numbers

## **EMERGENCY –**

**- 911**

Police (non-emergencies)  
District 4 Police

720- 913- 2000

## **Fire**

**- 911**

Medical Emergencies

720- 913- 2200

## **Rocky Mountain Poison Center**

**303- 739- 1123**

Xcel Energy

Electrical Outage

800- 895- 1999

Gas Outage

800- 895- 2999

PEBBLE CREEK OFFICE

303- 986- 3524

press “0” for an emergency or leave message

National Weather Service

303- 494- 4221

Statewide Road Conditions

303- 639- 1111

## **DENVER AGENCIES –**

[www.denvergov.org](http://www.denvergov.org)

Library - Central

720- 865- 1111

- Bear Valley Branch

303- 935- 0616

- Hadley Branch

303- 935- 4267

Postal Zip Code Info

800- 275- 8777

Recreation Centers

Harvey Park Rec Center

303- 937- 4650

College View Rec Center

303- 937- 4630

Southwest Rec Center

303- 932- 0495

# Welcome

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**PEBBLE CREEK CONDOMINIUM** is a unique place where 244 families, mostly unit owners, live in a high-density area and still enjoy high standards of privacy, comfort, and safety. The Board of Directors and the on-site Management are charged with the responsibility of maintaining those standards of quality and acquainting all new residents with the rules and regulations, which make the condominium style of living possible and desirable. The rules and information contained in this handbook are designed to keep PEBBLE CREEK beautiful and our property values as high as possible.

While we have absolutely no interest in your personal lifestyle, manners, or mores, we want you to understand fully that the lifestyle you have chosen of a condominium with a high density population like ours demands of its residents strict adherence to rules and regulations. These rules and regulations pertain to space and safety concerns and the highest well-being of one's neighbors and of the condominium community as a whole.

The Board of Directors and the Management are very happy to assist residents with problems when possible, but residents should always keep in mind that the nature of a Homeowner Association differs greatly from that of an apartment complex in regard to homeowner responsibilities.

Please be assured that none of the following is designed to present any obstacle to your residency. The Board of Directors and the Management will do everything possible to treat everybody with the utmost cooperation and courtesy.

Sincerely,

Beatrice Thompson - President,  
PEBBLE CREEK CONDOMINIUM HOMEOWNER ASSOCIATION - 1996 -  
2013

# Rules and Regulations

**The Rules and Regulations contained herein have been approved by the Pebble Creek Membership on January 29, 2014 and supersede any previous version or printing apart from the Condominium Declarations and By-laws.**

## **EMERGENCY** –

The Office has a 24 hr answering service for emergency problems such as water leaks, frozen pipes, gas leaks, etc. Call 303- 986- 3524. Maintenance Personnel will be notified via pager and place a return call to you. Residents with “unidentified caller” blocking may experience problems receiving return calls. Please disengage the blocking service until the return call has been made.

## **NON – EMERGENCY CALLS** –

Non-emergency calls requesting or involving the on-site presence of PEBBLE CREEK personnel will require a \$250 cash payment at time of call.

## **NOISE** –

- Please consider the right of others to peace and quiet. For late night noise and other disturbances call Denver District 4 Police at 303- 913- 2000.
- Residents are encouraged to resolve noise issues directly with their neighbors.
- Section 7-8-2 of the PEBBLE CREEK By-Laws states: "Owners and occupants of condominium units shall exercise extreme care to avoid making or permitting to be made loud or objectionable noises, and in using or playing or permitting to be used or played, musical instruments, radios, phonographs, television sets, amplifiers and any other instruments or devices in such manner as may disturb or tend to disturb owners, tenants or other occupants of condominium units."
  - This By-Law also applies to kitchen and laundry appliances as well as vacuums before 7:30 a.m. and after 10:00 p.m.
- Residents of second floor Condos should be aware that heavy walking, running, jumping, dogs running, children running can disturb residents of Condo's below.

## **STAIRWAYS** –

The interior, exterior, and back stairways (all common stairways) are to be kept clear of trash, furniture, or other stored items. This is part the fire code for the City and County of Denver. PEBBLE CREEK will allow bicycles to be placed under the stairways, however, they must not impede egress from any condo home.

# Rules and Regulations

## **CARBON MONOXIDE DETECTOR –**

PEBBLE CREEK recommends installing a carbon monoxide detector in your Condo Unit. Carbon Monoxide is an odorless and colorless gas. This device may save your life.

## **LIFE SAFETY LAW –**

The Denver Life Safety Ordinance requires all owners to maintain operating smoke detectors within the condo unit near the sleeping areas. Pebble Creek will send a Certificate of Compliance every six months. Owners must inspect the smoke detectors, complete the Certificate of Compliance and return it to the Office. A list of non-compliant owners is conveyed to the Denver Building Department and Denver Fire Department.

## **BAR-B-QUE –**

- The City and County of Denver has a law prohibiting **Charcoal grills and Gas grills** on second floor balconies or entryways.
- Small Gas Grills with a fuel bottle no larger than one pound ARE permitted on second floor balconies.
- Please dispose of "COLD" charcoal ashes properly. Several dumpster fires have been caused because of "COLD" ashes. Those gray "cold" ashes have been known to remain hot in the center for several weeks.
- YOU will be held responsible for any damages.

## **SMOKING AT ENTRYWAYS –**

- Smoking is not allowed in interior or exterior common entryways or within 20 feet of any entryway or stairway to any building.
- No litter or smoking material is to be deposited at common entryways.

## **MARIJUANA USE –**

- Denver, Colorado, and Federal laws apply.
- Please be considerate of neighbors. You may be the object of legal action if vapors or fumes affect other Condos.

# Rules and Regulations

## **GENERAL WORK ORDER REQUESTS –**

If you have concern or a general work order request, call the PEBBLE CREEK Office and leave a message with your request. Work orders are handled through the Office and not through the Board Meetings. It is not necessary to wait for a Board Meeting in order to make a request.

## **TRASH DUMPSTERS –**

The trash service will not pick-up large items without additional charges. Please call the Office to make arrangements to discard large items at the dumpsters.

- Do not put mattresses, furniture, doors, carpeting, or other large items in dumpsters.
- Residents are encouraged to report violations of this Rule.
- Fines may be assessed to Homeowners for violations of this rule. Fines are collectible in court by virtue of the PEBBLE CREEK By-Laws section 7-2-3 and section 7-8-7. see Section 7-8-7 of the Pebble Creek By-laws.

## **VEHICLES –**

- No major vehicle repair on premises.
- No draining of vehicle fluids is allowed on the premises including oil and antifreeze changes. Spillage or leakages of these fluids are in violation of EPA regulations.
- Vehicles **MUST** be “street legal” – properly licensed, insured, and operational.
- Vehicles may **NOT** park in driveways, fire lanes, at yellow curbs, or in front of dumpsters.
- Denver Police and PEBBLE CREEK Courtesy Patrol have the right to ticket any violator parking in a fire lane (by city ordinance), trash dumpster, or any marked “No Parking” zone.
- Violation of any of the above Rules and Regulations may result in the vehicle being cited and subject to scheduled towing by Pebble Creek courtesy patrol at vehicle owner’s expense.
- Observe snow storm parking restrictions. Vehicles found in violation of the Snow Storm parking restrictions will be towed at owner's expense (see page 18 of this Handbook).
- Car washing is **not permitted** on PEBBLE CREEK property.

# Rules and Regulations

## **CARPORT PARKING** –

There is limited parking space available at PEBBLE CREEK. Many of our residents have multiple vehicles. The architects who designed PEBBLE CREEK did not allow for adequate parking much less convenient locations. The PEBBLE CREEK corporate documents which specify parking locations as well as addresses and building numbers were filed with the City & County of Denver in 1980. Unfortunately, these specifications cannot be changed.

- All PEBBLE CREEK Condo Units have ONE deeded, limited common, covered carport for parking.
- All vehicles parked in the carport **MUST** be “street legal” – properly licensed, insured, and operational. If a car is not currently licensed or operable it will be towed from the carport at owner's expense.
- Carports are to be used for vehicles.
- Bicycles can be hung or placed under the storage lockers.
- Other than the designated storage locker, carports are not to be used as storage areas (car parts, lumber, furniture, etc.). Carport owners found to be in violation may be assessed a fine (fines will be assessed to homeowners, whether the unit is rented or occupied by the owner, and could cause a lease to be terminated by the owner as a result of such fine). This fine is collectible in court by virtue of the PEBBLE CREEK By-Laws section 7-2-3 and section 7-8-7.

## **UNAUTHORIZED VEHICLES IN YOUR CARPORT** –

- Call the tow company at the phone number posted on the carports. Do not call PEBBLE CREEK.
- You will be required to provide proof of ownership of the carport space. Proof of ownership can be found in Exhibit B of the Condominium Declarations or on your lease. The PEBBLE CREEK Office can also provide proof of ownership – please allow one week to process the letter.
- The person signing the tow authorization is the one responsible for the tow and the owner of the vehicle is responsible for all of the towing expenses.



# Rules and Regulations

## **UNCOVERED PARKING –**

We ask that residents with multiple vehicles please consider the available parking for your neighbors, your guest, and your neighbor's guest. It is very helpful, and fair to everyone, if you move your vehicle periodically to other parking location. Additional vehicles from your guests may add to the parking problem. Consider parking your guests' vehicles on the street during the night hours.

- All uncovered parking spaces are available on a first-come, first served basis.
- Vehicles in the uncovered parking spaces **MUST** be moved to another location at least once per week. This allows other residents and their guests to have equal parking opportunities.
- When parking in the uncovered parking spaces, please do not park in such a manner that the vehicle bumper overhangs the lawn or curb.
- Be aware of exhaust fumes from your vehicle when parking close to any building. Some Condo Units have windows near the parking area.
- All YELLOW CURBS represent "No Parking" zones. These are fire lanes designated by the Denver Fire Department. **VEHICLES PARKED IN FIRE LANES FOR ANY REASON ARE SUBJECT TO TOWING WITHOUT NOTICE AT OWNER EXPENSE.**
- Vehicles may not be parked in front of dumpsters or blocking driveways.
- Observe the SNOW STORM PARKING designations. **VEHICLES PARKED DURING SNOW STORMS IN "SNOW STORM" DESIGNATED AREAS ARE SUBJECT TO TOWING WITHOUT NOTICE AT OWNER EXPENSE.**
- Violation of parking rules may result in towing without further notice at owner expense.

## **TRAILERS, BOATS, AND MOTORHOMES –**

- There are limited spaces available on PEBBLE CREEK property for these vehicles.
- Trailers, Boats, and Motorhomes are NOT permitted to park in carports or open parking spaces. These vehicles are allowed in designated areas only.
- There is an annual Parking Permit Fee for the use of this area.
  - The annual Parking Permit Fee is due July 15<sup>th</sup> of each year.
  - The annual Parking Permit Fee is NOT prorated.
  - A Parking Permit Agreement must be signed which includes a "hold harmless" for damages or theft of any vehicles parked in the area.

## Rules and Regulations

- Vehicles **MUST** display a valid Parking Permit.
- Vehicles, Trailers, Boats, and Motorhomes, without proper Parking Permit will be removed at the expense of the owner.
- To make arrangements for parking of these vehicles call the office at 303-986- 3524.
- Large Motorhomes are not allowed on the complex, however, on occasion the church just west of the complex has granted temporary parking privileges.

### ELECTRICITY –

- General

Electricity is not controlled by PEBBLE CREEK. If you experience a power outage please call the power company at 800- 895- 1999.
- Interior
  - Sometimes Homeowners experience situations where there is electrical power in only part of their Condo Unit. When this occurs, Homeowners should check the main breakers to their Condo which are located at the electrical meter stack outside on the building.
  - Each electrical meter is labeled with a round metal tag for the specific Condo Unit. This meter is owned by the Homeowner, but serviced by the power company.
  - Electrical power is the responsibility of the Homeowner from the meter on into the Condo Unit.
  - There are a pair of breakers at the meter. Sometimes the breaker will corrode and fail. The electricity in the Condo Unit is spilt between these two main breakers. Please have a licensed electrician make the breaker replacement or repair.

# Rules and Regulations

## EXTERIOR MODIFICATIONS –

- Changes, modifications, or additions to the exterior of your condo **MUST** be approved by the Board of Directors and may not be made without prior approval of the Board of Directors.
- Patio and balconies are included in this section. Ground floor patios may not be constructed of wood. Some balcony enlargements are possible with approval.
- Pet doors in the building structures are not allowed.
- Modifications are made at Homeowner expense.
- Modifications made without Board approval will be removed at Homeowner expense.
- Call the Office at 303- 986- 3524 for information about any exterior changes that you may wish to make.

## DOORS AND WINDOWS –

The exterior doors, windows, and frames are the property of the owner. Changes can be made with the following restrictions:

- Frames **must** be dark brown, black or bronze anodized.
- Exterior doors may NOT have any windows.
- Exterior doors must be painted to match building trim. PEBBLE CREEK will supply the paint to you at no cost.
- Storm doors and windows are allowed but **must** be dark brown, black, or bronze anodized.
- Security and ornamental grillwork is allowed, but **must** be dark brown, black, or bronze anodized.
- Changes, modifications, or additions to the exterior of your condo **MUST** be approved by the Board of Directors and may not be made without prior approval of the Board of Directors.
- Window and door penetration sizes must not be changed.
- Owners may have new windows and doors installed at their expense using a manufacturer and contractor of their choosing.
- Frames **must** be dark brown, black or bronze anodized.

# Rules and Regulations

## WILD ANIMALS –

- Do NOT feed any of the wild animals that make their home at Pebble Creek.
- Trash and pet food left outside provide an easy food source for raccoons, squirrels, skunks, mice, and rats.
- These animals can bring disease to your pets and family. These animals also destroy building structures as they attempt to make a home in them.
- Do NOT feed the ducks or geese. Feeding these causes disease to the animals.

## PETS –

- Pets are NOT permitted to run free on PEBBLE CREEK property.
- City of Denver Ordinance requires that pets be on a leash at all times.
- Pet owners may not leave a pet unattended on a patio, balcony, or chained to trees.
- You are REQUIRED to pick up after your pet. The owner of each pet is responsible for cleaning all waste or soilage occasioned by the pets on the common elements as well as any damage to the property. Pet waste interferes with mowing operations and other activities on the lawn. Any persons observed allowing their pet to defecate on the lawns and not immediately cleaning it up, may be assessed a fine (fines will be assessed to homeowners, whether the unit is rented or occupied by the owner, and could cause a lease to be terminated by the owner as a result of such fine). This fine is collectible in court by virtue of the PEBBLE CREEK By-Laws section 7-2-3 and section 7-8-7. Additionally, this is enforceable through the City and County of Denver Solid Waste Control (section 8-82 - Unlawful Accumulation of Animal Manure).
- Residents are encouraged to speak to offenders and/or report the incidents (with descriptions) to the Office. The quality of life at PEBBLE CREEK is greatly diminished when a pet owner behaves irresponsibly. The Association is making every effort to maintain a high level of safety and the quality of life here. Remember PEBBLE CREEK is YOUR home.
- Residents are encouraged to report menacing and noisy animals to the Denver Animal Control office at 303- 698- 0076. Animal Control has the authority to fine an owner and or remove the animal from the owner depending upon the situation.
- Pet doors in the building structures are not allowed.

# Rules and Regulations

## **AIR CONDITIONING UNITS** –

- The AC units are the property of the owner.
- PEBBLE CREEK is not responsible for cleaning the AC Units or removing leaves and trash from around the unit ventilation. Your AC unit will operate better and last longer if it is kept clean.
- AC not working? – check the breaker box located outside on the wall above the unit; check the fuse in the breaker box; check the coolant or Freon charge; check the compressor.

## **ANTENNAS** –

- May not be installed on the exterior of buildings.

## **WIRING** –

- Wiring **may not** be installed on the exterior of buildings.

## **SIGNS** –

Signs advertising “For Sale” or “For Rent” may be placed ONLY in Condo windows or on Balcony Railings. No signs are permitted on the common property. Other signs MUST be approved by Pebble Creek for content and wording.

## Rules and Regulations

### CABLE & SATELLITE DISH –

- A letter of authorization **MUST** to be obtained from the PEBBLE CREEK Office before having a satellite installed.
- Installation must be done by a Licensed Satellite Company.
- Installation must be done according to Pebble Creek instructions.
- The dish **MUST** be placed on a vertical clerestory section near the roof and center of the building **AND AS DIRECTED BY PEBBLE CREEK PERSONNEL**. No penetrations into the roof shingles will be allowed. Please call the Office at 303-986-3524 to set the time of installation so that we can direct placement of the dish.
- Dish installation on Balcony or Patio areas are NOT allowed.
- The dish must **not** be **larger** than **20"**.
- Exterior cable and wires must be installed along trim, roof gutters, building corners, or other areas that tend to conceal the cable lines.
- Exterior cable and wires **must be installed in wiring gutters** located along trim, roof gutters, building corners, or other areas that tend to conceal the cable lines.
- Exterior cable and wire colors must be coordinated with Pebble Creek.
- Cable penetration into the building must be coordinated with and authorized by Pebble Creek.
- Interior penetration and cable runs may be made to suit the Homeowner.
- Improper location of the Satellite Dish or exterior lines will result in removal at the Homeowner expense. **Damage to siding or roofing will be repaired by Pebble Creek and invoiced to individual Condo Owners without further notice.**
- **Homeowners are responsible for the actions of their contractors.** Please insist that the Satellite and Cable Contractor follow these Rules.
- Residents will be responsible to reinstall their dish at their own expense. Dish mounting will be restricted to locations provided and marked for each Condo Unit.
- All Wiring located on the exterior of the Building **MUST** be located according to directions provided by Pebble Creek. Unapproved wiring will be removed at the Condo Owner's expense.
- Owners will be responsible for damage to siding caused by exterior wiring or dish installations. **Damage will be repaired by Pebble Creek and invoiced to individual Condo Owners without further notice.**

# Rules and Regulations

## **WATER SHUT OFF** –

Every building at PEBBLE CREEK has only one main water shut-off valve. Residents DO NOT have access to this shut-off valve. Most Condo units however, have individual shut-off valves for each fixture in the Condo.

- Residents should open and close each shut-off valve at least once per year to loosen any mineral deposits. This action should help to ensure that the valves operate properly.
- Individual water shut-off valves are the property and responsibility of the Homeowner.
- Residents who desire to change or upgrade individual fixtures within the Condo Unit should make certain the shut-off valves operate BEFORE cutting pipe or disconnecting the old fixtures. Many Condo Units (and their neighbors) have experienced damage because the resident or their technician failed to ensure that the valve was operating properly.
- Often the shut-off valves do not function in which case, the resident MUST make arrangements with the PEBBLE CREEK Office to have the water to the entire building shut down. PEBBLE CREEK requires a two-day notice for this procedure, which MUST occur during normal business hours on WEEKDAYS ONLY.
- Water emergencies resulting from resident failure to follow the above procedures will result in service charges added to Homeowner Maintenance Fee account.
- Please help to avoid inconvenience to yourself and your neighbors by planning your plumbing projects.

**Non-Emergency Water Shut Off** – resulting from failure of Homeowner, Tenant, or Contractor to coordinate with Pebble Creek Management is subject to a \$250 charge to the Homeowner Account.

## **WATER HEATERS** –

Every building at PEBBLE CREEK has only one water heater. Residents DO NOT have access to the water heater. The water heaters are controlled by electronic ignition and are gas powered.

- If you do not have hot water –
  - Wait for 10 - 15 minutes and try again.
  - If hot water has not returned, call the PEBBLE CREEK Office.
- Often changes in habits of other residents within the building can affect the hot water usage and availability.
- When the electricity is out, the hot water heater will not ignite.

# Rules and Regulations

## **LAUNDRY ROOMS** –

These facilities are located in Building 4 and Building 16. They are maintained for your convenience.

- Please clean the lint out of the trays and discard into trashcans after every use. Do your share and help keep the laundry rooms clean and prevent fire hazards by using trash containers provided.
- Do not remove carts from laundry rooms.
- The washers and dryers are leased to PEBBLE CREEK by Automatic Laundry Company. If there are malfunctioning units please call them at 303-371-9274. Automatic Laundry will refund money lost in their machines.
- PEBBLE CREEK cannot refund money or repair machines.

## **BOARD MEETINGS** –

The Board of Directors hold regularly scheduled meetings in the Clubhouse. The times and dates are published in each Newsletter. A portion of the Board Meeting is set aside for suggestions and input from the membership and all residents. The formal Board Session is closed to input from the membership, however everyone is welcome to remain and observe the proceedings.

## **GARDEN HOSES** –

Garden Hoses are NOT ALLOWED to be connected to outside Hose Faucets on any building. Garden Hoses connected will be removed and disposed by PEBBLE CREEK Maintenance without notice.



## Statutory Policy and Procedures

### **1. Adoption and amendment of policies, procedures, and rules.**

- Condominium Declarations Section 6.8 “Rules and regulation may be adopted by the Board of Directors of the Association concerning and governing the use of the general and limited common elements; provided, however that such rules and regulations shall be uniform and non-discriminatory. Copies of all such rules and regulations shall be furnished to unit owners prior to the time that they become effective.”
- By-laws Section 4-3-2 “To establish, make and enforce compliance with such reasonable House Rules as may be necessary for the operation , use and occupancy of this condominium project with the right to amend same from time to time.”
- The Board of Directors shall make rules and regulations at regular scheduled Board Meetings. A motion, second and majority vote of the Board Members present shall be required to enact any new rules and regulations.
- Notice of proposed Rules, Regulations, and Policies shall be conveyed by mail or by hand delivery no less than two months prior to adoption.
- Homeowners shall be allowed to comment regarding the adoption of Rules, Regulations and Policies at the next regular scheduled Board Meeting held after notice of proposed Rules, Regulations, and Policies.
- Adoption of proposed Rules, Regulations, and Policies shall be anticipated at the next regular scheduled Board Meeting held after notice of proposed Rules, Regulations, and Policies pending Homeowner comments or other considerations.
- Rules, Regulations, and Policies shall be maintained at the office of the Association and available to any Homeowner by request or appointment.
- Rules, Regulations, and Policies shall be included in information provided to prospective buyers.

# Statutory Policy and Procedures

## 2. Collection policy and procedures –

- Maintenance Fees are due on the 1<sup>st</sup> day of the month and are considered late on the 2<sup>nd</sup> day.
- A Late Fee of \$20.00 is applied on the 15<sup>th</sup> day of the month to all outstanding balances.
- Interest is also applied on the 15<sup>th</sup> day of the month to all outstanding balances.
- Condominium Declarations – Section 16.1 “All sums assessed from time to time for the share of common expenses chargeable to any condominium unit, and unpaid, plus interest thereon at eighteen (18%) percent per annum...”.
- Any assessment balance due, or portion thereof, or any amount unpaid when due shall be delinquent and shall bear interest at the rate of eighteen percent (18 %) per annum
- Return Checks are subject to a \$35.00 NSF Fee per occurrence plus any bank charges.
- All Attorney Fees which are incurred by the Association in any effort to collect a debt shall be charged to the Homeowner account.
- Homeowners may request an account ledger at any time from the Pebble Creek Office.
- Notice of Delinquency shall be sent to Homeowners via first class mail.
- Late Letter (version 1) is sent to Owner Accounts that are 1 ½ months past due. Version 1 is a reminder to pay Maintenance Fee.
- Late Letter (version 2) is sent to Owner Accounts that are 2 ½ months past due. Version 2 is a demand to bring account current before the end of the present month or payment cycle and includes an account ledger with the letter. Homeowners who receive the Late Letter Version 2 may request a payment plan from the Pebble Creek Office prior to the cure deadline stated in the Letter.
- Late Letter (version 3) is sent directly to the Attorney for Pebble Creek Condominium stating the Owner contact information, total amounts due, and authorizing legal collection action, the filing of a lien, a demand letter, payment schedule, or court action for collection of the debt. Version 3 is not sent to the Homeowner.

## Statutory Policy and Procedures

- Manager and/or the Board of Directors are authorized to make determinations and arrangements regarding payment schedules and legal action on individual homeowner accounts.
- Foreclosure and Bankruptcy:
  1. Working Capital account for the Homeowner is considered fully expended (made \$ - 0 -) for any property with receipt of notice of foreclosure or bankruptcy.
  2. Board of Directors MUST approve any action taken by Pebble Creek Condominiums to foreclose on a property in a separate motion at a Regular Board Meeting.
- Payments are applied to outstanding balances in the following order:
  3. Late Fees
  4. NSF Fee
  5. Interest Charge
  6. Legal Charges
  7. Violation / Fine Charge
  8. Misc. Charges
  9. Special Assessment
  10. Monthly Assessments
- The Association shall not employ the use of Accelerated Assessments.
- Amounts Collected at Closing on the Sale of a property:
  11. Working Capital in the Amount of three (3) times the amount of the current Maintenance Fee shall be collected from any **buyer**. The Working Capital amount of record for any **seller** shall be transferred from the seller to the buyer at closing by the title company. Any additional Working Capital amount (to bring the account equal to three (3) times the amount of the current Maintenance Fee) shall be collected and paid directly to Pebble Creek Condominium. No refunds shall be made to the seller by Pebble Creek Condominiums.
  12. An advance Maintenance Fee in an amount to equal to Two ( 2 ) months current Maintenance Fee shall be collected at closing and applied to Buyer Maintenance Fee Account.
  13. An advance Special Assessment Fee in an amount to equal to Two ( 2 ) months of any current on-going Special Assessment Fee shall be collected at closing and applied to Buyer Maintenance Fee Account.
  14. The Association Management Company shall be entitled to establish a reasonable Administrative Fee for the issuance of Status Letter and shall collect this fee via the Title Company at closing.

## Statutory Policy and Procedures

### 3. Meetings policy and procedures (Board and Member meetings).

- **Regular Board Meetings** - The Board of Directors shall establish and publish a schedule of Regular Board Meetings. Scheduled Regular Board Meetings shall consist of a “Homeowner Session” where participation of Homeowners will be accepted, and a “Board Session” where Homeowners are welcome and encouraged to observe (no participation by Homeowners is accepted during this portion of the meeting). Publishing of the Regular Board Meeting may be in any first class mailing sent to Homeowners, official newsletters, or posted at common areas and may included with other business matters.
- **Executive Board Meetings** – The Board of Directors may opt to hold an Executive Session within any scheduled Regular Board Meeting without advance notice. The topic to be discussed will be announced prior to the beginning of the Executive Session. Non-Board Members may be present only by invitation of the Board of Directors.
- **Non-Scheduled Board Meetings** – Periodic Non-Scheduled Board Meetings may be necessary to conduct the business of the Association. Notice for these meetings will be posted at common areas at Pebble Creek Condominiums prior to the meeting. No further notice shall be given. Minutes of Non-Scheduled Board Meetings will be read and approved at successive Regular Board Meetings.
- **Committee Meetings** – Periodic Committee Meetings may be necessary to conduct the business of the Association. Notice for these meetings will be posted at common areas at Pebble Creek Condominiums. No further notice shall be given. Minutes of Committee Meetings will be read and approved at successive Regular Board Meetings.

#### Committee Charter –

1. Committees **MUST** be authorized by the Board of Directors at a Regular Scheduled Board Meeting.
2. Committees may or may not be authorized to conduct business on behalf of the Association. The Board of Directors **MUST** state clearly the full purpose and scope of authority of the Committee.
3. The Committee must submit reports and recommendations to the Board of Directors at all subsequent Regular Board Meetings for the duration of the Committee existence.

## Statutory Policy and Procedures

4. A Committee may be dissolved by the Board of Directors at any Regular Scheduled Meeting.
  5. The President of the Board is a default member of any Committee.
- **Annual Meeting** – Annual Meeting of Pebble Creek Condominiums Membership shall be conducted as follows:
    1. Annual Meeting of Pebble Creek Condominiums is normally held during the 1<sup>st</sup> quarter of each year.
    2. Announcement of Quorum as stated in By-Laws; Section 2-4 Quorum. Except as otherwise provided in these Bylaws, the presence in person or by proxy of more than twenty-five percent (25%) of the votes of the membership of the Association, shall constitute a quorum.”
    3. Member Maintenance Fee accounts MUST be current in order to be counted as part of the quorum or to be eligible to vote on any issue.
    4. Presentation of Proof of Notice as provided in the By-Laws; Section 3-5 Notices. Notices of annual and special meetings shall be given by the President or Secretary of the Association by regular mail addressed to the registered addresses of the owners of the units at least fifteen (15) days prior to the date set for such meeting.”
    5. Election and Term of Office
      - Pebble Creek Condominium Homeowner Association Membership voted a change in the By-Laws at the 1987 Annual Meeting regarding Election and Term of Office.
      - At each Annual Meeting Two (2) Board Members shall be elected to serve a Three-year term.
      - Voting for Directors shall be by secret ballot.
      - Counting of votes shall be performed by two individuals appointed by the Board of Directors. Any Board Member whose name is on the ballot shall not be eligible to count votes.
    6. Presentation of Budget for New Year.
    7. Acceptance of new Budget and Ratification of the decisions of the Board of Directors for the preceding year. (motion MUST be made and seconded from the floor – Membership. A motion and second by Board Members is not accepted)

## Statutory Policy and Procedures

- **Special Meeting** – Special Meetings of the Association Membership shall be called in accordance with the By-Laws Section 3-4.
  - Notice of Special Meeting shall state the purpose of the Special Meeting and be given by the President or Secretary in accordance with the By-Laws Section 3-5 Notices.
  - By-Laws Section 3-4 Special Meetings. “No business shall be transacted at a special meeting except as stated in the notice unless by consent of three-fourths of the unit owners either in person or by proxy.”
- **Board of Directors** –
  - The Board of Directors shall consist of six members.
  - Each Board Member shall be elected to serve a three-year term.
  - At each Annual Meeting of the Association, the Membership shall elect or re-elect two persons to serve a three-year term.
  - In the case that an elected Board Member resigns, is no longer a property owner of the Association, or cannot fulfill their obligation to Association as a Board Member, the Board of Directors may appoint another member of the Association to serve the remaining term.
  - Officers of the Board of Directors shall be elected by the Board of Directors. Officers of the Board of Directors shall not be elected as such Officer by the Membership.
  - Officers of the Board of Directors shall serve for a term of one year unless:
    - i. Officer is no-longer a Member of the Association.
    - ii. Officer is removed as an Officer by the Board of Directors.
    - iii. Officer shall resign the position.

## **Statutory Policy and Procedures**

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### **4. Examination, inspection, and copying of Association records, policies, and procedures.**

- Records – All Members (Homeowners) of Pebble Creek Condominium Homeowner Association have the right to view the financial records of the organization.
- The viewing of these records is by appointment only and must take place in the office of the managing agent for Pebble Creek Condominium.
- No records may be removed from the office of the managing agent for Pebble Creek Condominium.
- Photo copies of Association records may be obtained by advanced purchase order from the requestor. The Photo Copy Fee shall be set by the Manager according to the amount of documentation to be copied and the delivery time requested.
- Records deemed private according to existing privacy laws are not available to non-interested parties.
- Homeowners are held legally responsible for the proper use of any Association records obtained or viewed.

### **5. Enforcement policy and procedures –**

- Homeowners may file a violation or complaint with the Board of Directors via first class mail addressed to the Board of Directors and sent to the Management Company or office of the Association.
- The Board of Directors shall investigate alleged violations, issue warnings or fines, or pursue other actions as necessary.
- Action by the Board of Directors in any enforcement of the Rules, Regulations, or Policies of the Association shall not be limited to a specific time frame, as long as mention is made regarding progress in the Minutes of a Regular Board Meeting.
- A Schedule of Fines shall be determined by the Board of Directors and amended from time to time for the enforcement of House Rules, By-Laws, Articles of Incorporation, Declarations of Covenants.

# Statutory Policy and Procedures

- Notification and Assessment of Fines:
  1. Letter of Warning
    - a. Letter shall be sent via First Class Mail to the Homeowner.
    - b. Letter shall state a reasonable time frame to correct the violation.
    - c. Letter shall state possible additional legal action and/or fines for continued violation.
  2. Letter Assessing Fines
    - a. Letter shall be sent via First Class Mail to the Homeowner.
    - b. Letter shall state the Fine assessed and restate a reasonable time frame to correct the violation.
    - c. Letter shall state additional legal action and/or fines for continued violation.
  3. Letter Notifying Legal Action
    - a. Letter shall be sent via First Class Mail to the Attorney of Association stating the violation, authorizing legal action, and providing all previous communications (letters, notes, etc.).
- Homeowners who are alleged to be in violation of the Rules, Regulations, and Policies of the Association shall have the right to make a presentation in their defense at the next Regular Board Meeting. Homeowners may also request a private meeting with the Board of Directors, such meeting shall be held at the mutual convenience of all parties.
- Decisions by the Board of Directors in any matter regarding violations of the Rules, Regulations, and Policies of the Association shall be stated in the Minutes of the next Regular Board Meeting and shall be final.
- Fines and legal action may be pursued without second warning letter or notice of continued violation to Homeowner.
- By-Laws Section 4 Board of Directors (Powers and Meetings).
  - i. Section 4-2 “The Board of Directors shall have the powers and duties necessary for the administration of the affairs of the Association and for the operation and maintenance of a first-class project.”
  - ii. Section 4-3-1 “To administer and enforce the covenants, condition, restrictions, easements, uses, limitations, obligations and all other provisions set forth in the Declaration referred to in Section 1-1.”
  - iii. Section 4-3-2 “To establish, make and enforce compliance with such reasonable House Rules as may be necessary for the operation, use and occupancy of this condominium project with the right to amend same from time to time.”



## Statutory Policy and Procedures

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- Fines are applied to Homeowner accounts and are collectible in court. Collection of Fines shall be according the Collection Policy and Procedure.

### **6. Handling Board Member conflicts of interest policy and procedures –**

- Board Members are entrusted to make all decisions based upon their fiduciary duty to the Association, in good faith, and in the best interest of the Association as a whole.
- A conflict of interest shall be defined as:
  1. Any contract, decision, or other action taken by or on behalf of the Board of Directors which would financially benefit:
    - a. A Director;
    - b. A parent, grandparent, spouse, child, or sibling of the Director;
    - c. A parent or spouse of any of the persons in (b);
    - d. An entity in which a Director is a director or officer or has a financial interest.
- Board Members shall disclose any conflict of interest regarding any issue before the Board
- Board Members who are deemed to have a conflict of interest on any issue that should come before the Board of Directors shall abstain from voting on that issue, but may participate in the discussions of the issue.
- Board Members who perform services apart from their capacity and duties as Board Members; and who receive payment for those services shall receive either an IRS W2 or IRS Form 1099 at the closing of the fiscal year stating the full amount paid by the Association.
- Additionally, Audits performed on behalf of the Association shall make a statement regarding these “Interested Parties”.

# Statutory Policy and Procedures

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## 7. Reserve fund investment policy –

- The Association shall maintain a Reserve Fund for the purpose of:
  - Common Area improvements
  - Emergency expenses of the Association
  - Other Association expenses deemed by the Board of Directors to warrant use of Reserve Funds.
- Pebble Creek Condominium shall not require a Reserve Study to be performed or maintained.
- The Board of Directors has the authority to hire a qualified investment counselor to assist in formulating investment strategies.
- The Board of Directors has the authority to invest the cash assets of the Association in the following manner:
  - Certificates of Deposit.
  - Interest bearing savings, bank or credit union accounts.
  - Any other prudent investment instrument as determined by the Board of Directors.

## Owner Obligations / Insurance

### **OBLIGATION OF OWNERS** –

Section 7 of the Condominium By-Laws state the following:

7- 2- 1 Except as provided in the Declaration, every owner must perform promptly at his own expense all maintenance and repair work within his own unit and limited common elements which if omitted would affect the project in its entirety or in part belonging to other owners.

7- 2- 2 All the repairs of internal installations of the unit such as water, light, gas. Power, sewage, telephones, sanitary installation, doors, windows, electrical fixtures, and all other accessories, equipment and fixtures including any air-conditioning equipment belonging to the unit and including appurtenant limited common elements, shall be at the owner's expense.

7- 2- 3 An owner shall be obligated to reimburse the Association or another unit owner promptly upon receipt of a statement for any expenditures incurred by the Association or other unit owner or both in repairing, replacing or restoring any general common elements or the interior or any part of an apartment unit damaged as a result of negligent or other tortuous conduct of such owner, a member of his family, his agent, employee, invitee, licensee or tenant.

### **COMMON vs. PRIVATE** –

Items deemed to be “COMMON” are the responsibility of the Association:

- Water heaters.
- Water supply pipes up to the shut-off valve in a Condo Unit or to the penetration at the Condo wall.
- Gas lines up to the shut-off valve in a Condo Unit or to the penetration at the Condo wall.
- Drain pipes from the point where the drain joins that of another Condo Unit
- Electrical lines up to the main breaker at the Condo meter located on the outside of the building.

Items deemed to be “PRIVATE” are the responsibility of the Homeowner:

- Water supply shut-off valves in a Condo Unit.
- Supply pipes and drains serving only a single Condo Unit.
- Main electrical breaker for the Condo Unit (located on the outside of the building).

## Owner Obligations / Insurance

Items deemed to be “LIMITED COMMON” are the maintenance responsibility of the Association, but the use is limited solely to the Homeowner:

- Carports.
- Balconies and patio areas.

### **INSURANCE** –

- You are encouraged to obtain homeowner insurance. Homeowners need coverage for the interior of the condo unit.
- Renters need coverage for possessions. The landlord's insurance will **NOT** cover the renter's property.
- The PEBBLE CREEK master policy has exclusions and conditions for personal contents and the interior of condo units (see PEBBLE CREEK Declarations, Section 15). Also, please note Section 7 of the By-Laws.
- Homeowners should make certain that their policy contains an HO6 “Loss Assessment” clause. This coverage will pay the Homeowner Special Assessment that is individually invoiced in the case of a covered loss where the Association deductible exceeds the Association’s ability to pay.

### **WASHING MACHINE** –

- Please turn the water valves that service the washing machine off when not in use (especially 2<sup>nd</sup> floor Condo Units). These are located on the wall behind the washing machine.
- Washing machine hoses wear out over time and when they burst, can cause tremendous water damage to your home and other condo units.
- These hoses are the responsibility of the condo owner, who is also liable to other owners and PEBBLE CREEK for damages that may arise when hoses fail. Proper insurance coverage is encouraged for your protection (The PEBBLE CREEK master policy does NOT include washing machine hoses. See PEBBLE CREEK Declarations, Section 15).
- PEBBLE CREEK recommends that you inspect the washing machines hoses every year.

## Owner Obligations / Insurance

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### SEWER LINES –

- The plumbing is old – please be careful and do not overload the pipes.
- Most Kitchen disposers can grind anything, BUT the pipes in the rest of the building will not handle the load. Remember that anything put down the sink has to travel 25 – 50 feet just to reach the sewer main under the building.
- Do NOT put these into your sink drain;
  - Grease
  - Fibrous Fruits & Vegetables.
  - Potato Peels
  - Rice / Pasta
  - Coffee Grounds
  - Egg Shells
- Do NOT put these into your toilet;
  - Feminine Products of any kind
  - Paper Towels
  - Wet Wipes
  - Diapers

# Clubhouse

The Clubhouse can be reserved for private parties and meetings by calling the Office. Call 303- 986- 3524 to reserve the Clubhouse for your event.

## Clubhouse Use Fee:

	DEPOSIT	RENTAL FEE
Pebble Creek Homeowner	\$ -0-	\$ -0-
Pebble Creek Renter	\$200.00	\$50.00

Homeowners must be current with their Maintenance Fee account. If not current, “renter” scale applies. The Deposit must be in the form of a Cashier Check, Money Order, or CASH and will be held and returned upon a favorable inspection of the Clubhouse. An unfavorable inspection of the Clubhouse will result in forfeiture of the Deposit. Homeowner Accounts will be charged \$200.00 (collectible in court by virtue of the PEBBLE CREEK By-Laws section 7-2-3 and section 7-8-7) in the case of an unfavorable inspection of the Clubhouse.

Violation of any portion of the Clubhouse Lease Agreement will result in forfeiture of Deposit or charges applied to a Homeowner account. Please read the Clubhouse Lease Agreement carefully.

## Alcohol

A Security Guard is required if alcohol is served. The cost for the Security Guard is the market rate per hour with a four **(4) hour minimum charge**. PEBBLE CREEK will make the arrangements with the Security Guard who will then contact the Clubhouse Renter for details regarding the event. Clubhouse Renter pays the Security Guard directly at the time of the event.

## Cleaning

Cleaning of the Clubhouse can be arranged for \$40.00 - **OR** - your group can do the cleaning. All of the cleaning supplies and equipment are located in the Clubhouse.

## Clubhouse Equipment

Tables

Chairs

Pool Tables

Kitchen – Stove, Oven, Microwave, Coffee Maker (30 cup and 12 cup).

*Swimming Pool use is not included with Clubhouse Rental.*

# Swimming Pool

The swimming pool generally opens on Friday before Memorial Day and closes on Labor Day.

The pool hours are 9:00 a.m. to 10:00 p.m. daily.

Keys to the swimming pool area can be purchased from the Office.

## THE POOL RULES

### **NO LIFEGUARD ON DUTY**

1. OPEN 9 AM      CLOSE 10 PM
2. **NO GLASS CONTAINERS.**
3. No blue-jeans, proper attire required.
4. Radios and Boom Boxes - **low** volume only.
5. Children under **14 MUST** be accompanied by an adult.
6. NO floats or rafts on weekends (except small rings for tots).
7. NO alcohol of any kind is allowed in the pool area.
8. NO pets.
9. PEBBLE CREEK RESIDENTS ONLY. Please limit guests to two people at one time.
10. NO DIVING or RUNNING in pool area.
11. Please be courteous at all times and observe these rules.
12. Rowdy behavior will result in a request to leave the pool area.
13. People using the swimming pool at times other than the posted open hours may be subject to trespassing charges.
14. Any problems arising with the enforcement of these rules will result in the contacting of Denver District 4 Police.

### **The Problem with Blue Jeans –**

Blue Jeans do not create a fashion problem at the pool, but rather a chemical one. The chlorine chemical used for sanitation of the pool water will aggressively attack the dye in blue jeans. When this begins to happen, the sanitary protection of the chlorine is lost and the pool water can become unsafe.

***The Swimming Pool cannot be reserved for private parties.***

## Storage Areas

All Storage Areas are utilized at the users risk – PEBBLE CREEK takes no responsibility for personal items.

### **CARPORT STORAGE** –

- There is a storage locker at the back of your carport. Carports are not to be used as storage areas (car parts, lumber, furniture, etc.).
- Carport owners found to be in violation may be assessed a fine (fines will be assessed to homeowners, whether the unit is rented or occupied by the owner, and could cause a lease to be terminated by the owner as a result of such fine). This fine is collectible in court by virtue of the PEBBLE CREEK By-Laws section 7-2-3 and section 7-8-7.

### **STORAGE LOCKERS** –

There are a limited number of self-storage lockers located in Buildings 4 and 16. These lockers measure approximately 4' x 4'.

- There is an annual Storage Fee for the use of these lockers.
  - The Annual Storage Fee is due July 15<sup>th</sup> of each year.
  - The annual Storage Fee is NOT prorated.
  - Items in unpaid Storage Lockers will be disposed.
- A Storage Contract must be signed which includes a “hold harmless” for damages or theft of any items stored.
- A key or entry code to the Building is issued when the Storage Fee is paid.
- Locker Users must provide their own padlocks.
- No flammable or hazardous materials are allowed (including, but not limited to: paint, propane bottles, charcoal, lighter fluid).
- No storage of liquids is allowed.
- Storage Locker weight limit of 500 pound per locker.
- PEBBLE CREEK retains the right to inspect locker contents.

### **NO ATTIC STORAGE IS PERMITTED** –



# Safety Tips

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## For life threatening emergencies call – 911

PEBBLE CREEK does not have a history of personal assaults; however, the complex does experience periodic vehicle vandalism as do the neighboring complexes and neighborhoods. PEBBLE CREEK employs a Courtesy Patrol service as a deterrent to crime. Their phone number is printed on the masthead of every newsletter. The following is a list of suggestions to help make your life safer:

### **VEHICLE ISSUES** –

- Remove all valuables from inside vehicles, whether parking in carports or not, such as CD's, stereos, laptop computers, cell phone, cameras, etc.
- When walking from your vehicle to your Condo Home, be aware of your surroundings.
- Wheel locks are inexpensive and very effective.
- Use security devices on vehicles, such as “The Club” to disable the steering wheel.
- Dark tinted windows on vehicles invite theft.

### **PERSONAL SAFETY ISSUES** –

- Be aware of identity theft when disposing of mail, including credit card offers.
- Be aware of anyone, male or female, following or approaching you. Use eye contact.
- Mace or pepper spray is legal to carry.
- If someone tries to take your purse, LET IT GO.
- Meet your neighbors so you can recognize people who normally belong in the area.

### **PROPERTY ISSUES** –

- Report all suspicious activity or persons to the Denver District 4 Police at 303- 937- 4444 as well as the Courtesy Patrol service.
- Share information with your neighbors regarding crime activity you personally know about. Avoid rumors and unconfirmed information.
- Do not place outgoing mail in the Mail Collection Kiosk at night, weekends, or mail holidays.

## For life threatening emergencies call – 911

## Snow Removal / Freezing Weather

The **goal** of management is to **provide parking and roadways clear of snow** so residents can get their vehicles off of the city street. PEBBLE CREEK streets should be clear around 7:00 a.m. and again at 4:00 p.m. weekdays. Residents are asked to **assist** in the snow removal process in the following ways:

- **Snow Plow has right-of-way ALWAYS.** Vehicles should wait well back of the snow plow until signaled by the driver to pass. This is a dangerous situation because the snow plow can slide sideways and damage a car or injure its occupants.
- **Stranded vehicles on the complex** - call 303- 986- 3524 to report that your car is stuck and leave your phone number. Check to see if your vehicle can be moved within three (3) hours.
- **Do NOT park in a "tow away" zone.** Your car WILL be towed at your expense. Be aware of snow storm parking restrictions.
- Maintenance makes every effort to shovel snow from our 2 1/2 miles of sidewalks, but if somehow we forget your entrance please call the Office and leave a message.
- Generally snow removal occurs when the average accumulated depth of snow reaches 4" or more and usually begins after the snow has stopped falling.
- Emergency access to all buildings are a priority. Mailbox and dumpster locations are secondary.
- Maintenance performs "ice patrol" duties every weekday morning and on weekends on an as needed basis. Special attention is given to walkways on the north face of buildings.

### **PIPES AND PLUMBING –**

If your plumbing is located on **an exterior wall**, let the cold and hot water faucets drip slightly during periods of extreme cold to prevent pipes from breaking and causing damage to your unit or some other unit in your building.

**This warning is especially for Buildings 5, 10, 12, 22, 13, and 14. If your pipes do freeze call the Office immediately.** We have a pipe thawing machine and can usually get the water moving again without causing a flood.

## Landscape and Ponds

### **FERTILIZERS AND INSECT SPRAYS –**

During the growing season PEBBLE CREEK contracts to fertilize and spray the grounds. Notices are posted on the grounds when sprays are applied. Please heed warnings concerning pets and children.

### **PONDS & WATER –**

- Instruct children not to play around ponds as they are deep and the water is dirty. Please help to make PEBBLE CREEK a safe community for our children.
- The upper pond (near Building 20 & 21) is either stocked with grass carp or treated with algaecide. These methods have proven to be the most effective method of controlling the algae that forms on the pond. In addition, microbes are added to these ponds monthly to assist in digesting the sludge on the bottom of the pond. A healthy pond or lake will completely digest its own waste each year. PEBBLE CREEK is employing these environment friendly methods to ensure a quality of life for all residents.
- All PEBBLE CREEK ponds are treated regularly with a larvacide to kill mosquitoes that may carry the West Nile Virus. The larvacide is applied before the mosquito season begins and continues until the cold weather is well under way. Larvacide applications are rated for 30 days, but we apply treatments every 25 days.
- **Sprinkler water is Non-potable.** The water that flows in PEBBLE CREEK comes from Harriman Lake Reservoir and Soda Lakes Reservoir. PEBBLE CREEK is a member of the Fort Logan Lateral Ditch Company. The water that comes through our ditch is used to operate the sprinkler system. The carp that feed off the bottom of the pond stir up the mud keeping the water murky. We generally operate the sprinklers during the night and pre-dawn hours. The water in the ditch is owned by PEBBLE CREEK and subject to use restrictions based upon our raw water contract with the Denver Water Board.
- The ponds are deep and dangerous. Please instruct children not to play in, on, or near the ponds (especially when ice is present). Pond water is used in the sprinkler system for irrigation.
- NO FISHING in any pond at PEBBLE CREEK.
- Use of garden hoses for any reason from PEBBLE CREEK buildings is prohibited.

## Miscellaneous

### **MAILBOX LOCKS** –

PEBBLE CREEK recommends that you replace your mailbox lock after you move in (Homeowners and Renters alike). This will ensure that you are the only person with a key. Call the Office to order a replacement. The Postal Service will replace the lock and leave the keys with the Office. Mailbox locks are \$25.00 each - installed. You can pay for it when you come to get the keys. Call the Office at 303- 986- 3524 to place an order. Mailbox locks can usually be changed within two or three days.

- *The Postal Service recommends that outgoing mail not be placed in the Mail Collection Kiosk at night, weekends, or mail holidays.*

**BELLCO FIRST FEDERAL CREDIT UNION** - All PEBBLE CREEK residents and owners are eligible to become a member of Bellco Credit Union. Call 303- 689- 7800 for membership information.

**EMERGENCY** - The Office has a 24 hr answering service for emergency problems such as water leaks, frozen pipes, gas leaks, etc. Call 303- 986- 3524 – then press “0” for an emergency.

### **MAINTENANCE** –

- **PEBBLE CREEK** is a homeowner association. Unlike an apartment complex each unit is privately owned. Should you have a maintenance problem inside your unit - furnace, air conditioning, appliances, toilet, etc., contact the landlord or (with owner's permission, a contractor) for repairs. All maintenance inside a unit (except common pipes) is the responsibility of the homeowner.
- For exterior maintenance requests, including door lights, please call the Office and leave a message to place a work order request.

### **FURNACE FILTERS** –

PEBBLE CREEK recommends that Homeowners change the filter in their furnace every month. This will prolong the life of your

## Hike / Bike / Parks

### HIKE/BIKE PATHS –

Just across the river from PEBBLE CREEK is a portion of the hike/bike trail system that runs along metro-Denver's rivers and creeks. You will find this path at the YMCA at Sheridan and Kenyon or on the south side of the Bear Valley Mall. You can follow the trail west along Bear Valley Park to Stone House Park and Jakeob's Pond, then on to Old Kipling St. or east to the confluence of Bear Creek and the South Platte River. At the Platte River the trail will take you south to Chatfield Reservoir or north to Confluence Park in Lower Downtown and beyond. There are branches that lead to Cherry Creek Reservoir and eventually to Barr Lake.

For more information on the trail system:

For Platte River Greenway and Cherry Creek

Call Greenway Foundation 303- 455- 7109

For Bear Creek/Sanderson Gulch Loop –

Call Denver Parks and Recreation 720- 913- 0696

A free Denver Metro Trails Guide Map is available through the State Parks Department. Send a stamped

(2 stamps) self-addressed legal sized envelope to:

Colorado State Parks Department

1313 Sherman St., Room 618

Denver, Colorado 80203

### DENVER MOUNTAIN PARKS -

For information on locations call 303- 697- 4545

Mount Evans / Echo Lake

I-70 west to Exit 240, Colorado State HWY 103

Open Memorial Day until Labor Day

There is a charge per vehicle

Red Rocks Amphitheater / Ship Rock Café and Visitor Center -

Hogback Road, Morrison

## Landlord / Homeowner

1. Have all applicants complete a formal tenant application form.
2. Use and execute a lease that makes specific reference to the legal documents of PEBBLE CREEK including this Handbook. You, as the property owner, are responsible to abide by all provisions and restrictions imposed by the Association's legal documents whether you reside in the unit or not. If your tenant violates the documents or rules and regulations, you will be held responsible (PEBBLE CREEK By-Laws Section 7-2-3).
3. Pebble Creek recommends that you use a Crime Free Lease Addendum with all tenant leases. This facilitates eviction of tenants involved in criminal activity or excessive criminal response from the police department. Copies of this document are available from the Office.
4. Marijuana Laws – Landlords are urged to handle this issue with caution and consider the residents of adjoining Condos. Please review the current law with the City and County of Denver and include appropriate statements in your lease.
5. The lease should include provisions for tenant's obeying rules and regulations, including the payment of fines for any violations.
6. Provide your tenants with a copy of this Handbook. This Handbook contains Rules and Regulations adopted by the Board of Directors. Inform tenants that they are obligated to observe these documents.
7. Pebble Creek recommends that you obtain a criminal background check on all prospective tenants.
8. Insist that tenants obtain "renter insurance" for possessions. See your homeowner insurance agent for information.
9. Change locks on doors and mail box. Mail box locks can be purchased at the PEBBLE CREEK Office. Door locks can be re-keyed inexpensively by taking the lock to a locksmith.
10. Check out previous landlords, credit information, and current employer.
11. Meet and interview each applicant. Make your judgment on how long the tenant will likely stay. Turnover is costly.
12. Collect a security deposit sufficient to cover lost rent and/or damage.
13. Check on your tenant and unit regularly.

## Pebble Creek Zip Codes

<b>Unit Number</b>	<b>80235ZIP + 4</b>
101 - 136	2705
137 - 163	2704
164 - 190	2703
191 - 217	2700
218 - 243	2707
244 - 270	2712
271 - 291	2706
292 - 314	2710
315 - 343	2709
344 - 371	2708
Office	2711

## Voting and Public Schools

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Pebble Creek is located in the City and County of Denver.

Call the election Commission at 720- 913- 8683 for information.

School District	Denver Public Schools District # 2 303-764- 3200 Boundaries Office 303-764- 3400
Elementary School	Sabin Elementary School 3050 S. Vrain St. Denver, Colorado 80235 303-936- 3413
Middle School	Henry Junior High School 3005 S. Golden Way Denver, Colorado 80227 303-989- 2330
High School	John F. Kennedy Senior High School 2855 S. Lamar St. Denver, Colorado 80227 303-763- 4300