

**Washington Manor Condominium Association
14901 E. Hampden Ave #320
Aurora, CO 80014
303-693-2118**

Renter Policy/Document Checklist

- ☐ **Leasing and Occupancy of Units: Letter of Understanding**
 - ☐ Tenant Information Form
 - ☐ Lease
 - ☐ Entry System Change Request (e-mail)
- ☐ **Move In / Move Out Policy (Deposit must be submitted prior to move)**
- ☐ **Pet Policy (Annual Fee of \$50)**
- ☐ **Locker Policy** (Must fill-out in order to have access to room)
- ☐ **Bike Storage Registration Form** (Must fill-out in order to have access to room)
- ☐ **Security Policy**
- ☐ **Wi-fi Agreement**
- ☐ **Additional Fob Request**
- ☐ **Vendor Policy**
- ☐ **Smoke Alarm Policy** (ALL RENTAL UNITS MUST HAVE A CO SENSOR)

All Washington Manor Condominium Association policies must be followed, but please make sure your tenant(s) review the following documents listed above and execute prior to moving in. Any questions, please contact Ron @ 303-693-2118

Board of Directors

Name: _____

Unit: _____

Date: _____

Washington Manor Condominium Association

Tenant Cheat Sheet

Management Company:

Cherry Creek HOA Professionals, LLC
303-693-2118

Property Manager
Ron Koch
ron@cchoapros.com

Duties:

- ✓ Initial collection of assessment
- ✓ Violations
- ✓ Financials and budget
- ✓ Maintenance of all records
- ✓ Correspondence to owners
- ✓ Manage properties and repairs needed in common areas.
- ✓ Preparation for regular and annual meeting.

Cleaning Company:
D & D Group

Monday and Thursday

Trash Company:
Allied Waste
Pick-up days are Monday Wednesday, and Friday

Required Policies

- ✓ Storage Room and Storage Locker Policy
- ✓ Pet Policy
- ✓ Move In / Move Out Policy
- ✓ Leasing and Occupancy of Units Policy
- ✓ Vendor Policy



Items	Responsibility	Action by Tenant
Plumbing		
Toilet Clogged	Owners	Purchase a plunger, unclog the toilet, or call the owner if you need a plumber. Do not turn off any water without consulting with HOA.
Leaking shower	Owners	A leaking shower is owner responsibility to fix, please contact your owner and have them set-up a time with the HOA for any repairs.
Kitchen/Bathroom Sink	Owners	Any leaking sinks, please notify your owner for repairs.
Sewer Back-up	TBD	Please contact the HOA if you have a sewer backup. The HOA will get somebody out to unclog the sewer line and determine if the clog is in the mainline or individual unit.
Pipe Leak	HOA	If you have a pipe leak, please contact the HOA immediately, so further investigation can be done to mitigate further damages.
HVAC		
AC Unit	Owners	Any individual AC unit is the owner's responsibility, so please contact your owner. If the unit is replaced, please make sure the new installation is repaired.
No Heat/Too Hot	TBD	If you have no heat, it could be multiple possibilities, so contact the HOA, so an HVAC professional determine if it is the boiler, thermostat, or your zone valve
Hallway	HOA	If no AC or in common area, please contact the HOA.
Elevator		
Elevator Outage	HOA	Any elevator outage, please contact HOA. If you are stuck in the elevator, please use the emergency phone in the elevator.
Utilities		
Phone	Renters	If you have phone problems, you will need to call Qwest or Comcast on your own.
WI-FI	Owners/Renters	If you have problems with your current login or connection, please contact the HOA for assistance. If you do not have a login, the owner needs to fill out a WI-FI Agreement form before you can get access.
Water	HOA	If you have no water, please contact the HOA if you do not see a posted OUTAGE sign.
Satellite Dish	HOA/Vendor	If you have Direct TV with American Broadband and are experiencing a connection problem, please contact the HOA.
Entry System/Locks		
Entry System	HOA	If your name does not appear on the front entry system, please contact the HOA to get your name entered in the system. We must have verification from owner that you are resident at Washington Manor.
Keys	Owner/Renters	If you lock yourself out of your unit, it is your responsibility to contact a locksmith. The HOA cannot assist you in gaining access into your unit.
Doors/Locks	Owner	If your door or lock is broken, please contact your owner for repair.
Parking		
Vehicle in Parking Space	Owner	If a vehicle is parked in your unit's space, you need a deed to tow, so you will need contact the owner. HOA can not tow vehicles from a deeded space.

**Washington Manor Condominium Association
Tenant Agreement Form**

The Board of Directors of the Washington Manor Condominium Association Inc. is empowered by the Governing Documents of the Association to obtain information about tenants in units within the Association. Therefore, as specified by Resolution of the Board, this Tenant Agreement Forms must be completed in full and submitted no less than ten (10) days prior to the beginning of any rental period, and updated upon any changes, including renewals.

Unit Owner's Name: _____

Unit Owner's Address: _____

Home/Work Phone Numbers: _____

Address of Rental Unit: _____

Rental Period Starts On: _____ Rental Period Ends On: _____

Tenant's Name(s): _____

Tenant's Mailing Address: _____

Home/Work Phone Numbers: _____

Names of all individuals who will reside in the unit (indicate age of children under 18)

_____	_____
_____	_____
_____	_____

Tenant's Affidavit:

I certify that the above information is accurate to the best of my knowledge. I have received a copy of the Rules and Regulations of the Association, from the unit owner, and agree to abide by them.

Tenant(s) Signature(s)

Date

Unit Owner's Acceptance:

I accept the tenant(s) indicated above and agree to be responsible for fines levied against my tenant, if applicable.

Unit Owner(s) Signature(s)

Date

LEASING AND OCCUPANCY OF UNITS LETTER OF UNDERSTANDING

This is a letter of understanding between the Washington Manor Condominium Association, Inc., ("Association"), and _____, ("Owner"), of Unit _____ executed this ____ day of _____, 20 _____. Owner is completing this letter of understanding for the following person(s): _____, ("Renters"), whom will occupy the unit beginning ____ day of _____, 20 _____.

_____ 1. Any lease or rental agreement shall be in writing and shall provide that the lease or rental agreement is subject to the terms of the Declaration, the Bylaws of the Association, Articles of Incorporation, and the Rules and Regulations of the Association.

_____ 2. All owners who rent their units at Washington Manor must complete this letter of understanding and submit a copy of the signed lease agreement to the Association prior to each renter occupying the unit.

_____ 3. Owners who rent their unit should obtain a criminal background check on all tenants who occupy the unit.

- A) Criminal background checks are available from several providers for a fee which are usually paid for by the potential tenant. If you need help locating a provider contact the property management company and suggestions will be provided.
- B) Please submit a copy of all completed background checks to the Board of Directors 3-days prior to move in date.
- C) The Board of Directors shall have the right to contact the owner to discuss any concerns reflected in the background check. Any tenant who violates the provisions of the Crime Free Lease Addendum will be considered in violation of the lease and good clause for immediate termination of tenancy.

_____ 4. All occupancies, leases and rental agreements of the Units shall state that the failure of the tenant, renter or guest to comply with the terms of the Declaration, Bylaws, Articles of Incorporation or the Rules and Regulations of the Association shall constitute a default of the occupancy, lease or rental agreement and of this Declaration and such default shall be enforceable by either the Association or the landlord, or by both of them.

_____ 5. Except as restricted in the Declaration, and such Rules and Regulations as the Association may promulgate, the right to lease or allow occupancy of a Unit shall not be restricted.

_____ 6. Owner has provided the Renter with a copy of the Declaration, the Bylaws of the Association, Articles of Incorporation, and the Rules and Regulations of the Association.

_____ 7. Short-term occupancies and rentals of less than six (6) months of Units shall be prohibited.

Owner has reviewed the Association's Rules and Regulations with Renter; specifically the Association's move in/move out policy, storage room and storage locker policy, and pet policy.

_____ 8. Owner has reviewed the Association's Rules and Regulations with Renter; specifically the Association's move in/move out policy, storage room and storage locker policy, and pet policy.

_____ 9. Owner understands that they are responsible for any fines or costs of enforcement for including attorney fees associated with Renters failure to follow Declaration, the Bylaws of the Association, Articles of Incorporation, and the Rules and Regulations of the Association.

_____ 10. Owner understands that they are responsible to pay a moving deposit each time a renter moves in or out of the building. Owner has provided Renter with a copy of move agreement including the moving rules, times and procedures for installing elevator pads.

_____ 11. Owner understands it is their responsibility to notify their renter on any scheduled repairs or notices that may impact them while residing at Washington Manor.

_____ 12. This document is not meant to be all inclusive, and in case of a discrepancy, the Declarations, the Bylaws of the Association, the Articles of Incorporation and the Rules and the Regulations of the Association shall govern.

_____ 13. Renters should carry a minimum \$100,000 in liability coverage for own personal property or relocation.

Owner has initialed each item above and has reviewed the Declaration, the Bylaws of the Association, the Articles of Incorporation and Rules and Regulations of the Association.

_____	_____	
Owner	Unit #	Date

Washington Manor Condominium Association, Inc.	Date

POLICY MUST BE SIGNED AND RETURNED PRIOR TO MOVE IN.

MOVE-IN/MOVE-OUT AGREEMENT

1. Move-ins and move-outs include the moving of furniture, carpeting, boxes, appliances, etc. where the total pieces exceed eight. All move-ins and move-outs must be scheduled in advance through the managing agent. A written request needs be faxed or delivered to the management company at least three (3) days prior to requesting a move-in or move-out time. If your move is taking place in multiple phases, over several days, only one written agreement and \$200.00 deposit is required.
2. Move-ins and move-outs are permitted only during the hours of 8:00 a.m. until 6:00 p.m.
3. A \$200.00 deposit is required for each move-in and move-out. \$150.00 of this deposit is refundable after inspection by the managing agent that repair, clean up or damage caused by Residents or their contractors is not necessary as a result of moving in or out. An Owner's liability for damage is not limited to the amount deposited. The Association reserves the right to pursue the Owner for damages that exceed the deposit. In the event the Association prevails in obtaining a judgment, the Owner will also be liable for the costs, including attorney fees. If an Owner violates these rules, the Owner will be notified of a hearing to determine the Owner's liability for any damages. All deposits are deposited when received and refundable amounts may take up to 31 days to refund.
4. Deliveries or pickups of less than eight (8) pieces which are handled by a professional delivery service or an individual are not considered a move. Any delivery or move of eight (8) or more pieces is considered a move and execution of this agreement and payment of the damage deposit are required. If damage occurs, an Owner is liable for all costs for repairs, clean up or damage caused by themselves or their contractor regardless of the number of pieces.
5. Once approval for the move is given by the managing agent, the owner/resident will be provided access information to the three (3) pads for the elevator walls and hanging hooks the day of their move. The pads must be hanging in the elevator during the entire move.
6. Three (3) pads for the elevator walls must be in place for the entire move, and not remain in the elevator longer than a 24-hour period. If the move extends beyond 24 hours, the Owner/Resident moving in or out should remove the pads and hooks from the elevator while the move-in or move out is not occurring and replace the pads

when the move resumes. The Owner/resident assumes responsibility for the pads and hooks until they have been returned.

7. Once the move is completed, the owner/resident moving in or moving out should remove and return all three (3) pads and mounting hooks to the storage room. Once this is completed, a letter should be faxed by the owner/resident moving in or out to the managing agent confirming that the pads and hooks have been returned. After each move, the managing agent will verify that the pads and hooks have been properly returned.
8. Failure to complete a move-in/move-out agreement prior to the move, failure to use or return elevator pads or failure to complete any provisions of this agreement will result in an additional \$200.00 fine.

If you have any questions, please contact the managing agent.

I have read and agreed to the above rules and regulations. I understand that my responsibilities as outlined above.

Requested Date/Time: _____

(If move occurs over several days, please list each date and time)

Owner/Resident: _____ Date: _____

Washington Manor: _____ Date: _____

PET POLICY AND AGREEMENT FOR OWNERS

(No visiting pets are allowed at Washington Manor)

This agreement is made on _____ between Washington Manor Condominium Association, Inc. (the "Association") and _____ (the Owner) of Unit _____.

WHEREAS, Owner has expressed a desire to keep a pet or pets on the premises and recognizes that certain damages or liabilities may result by reason of such pet; and

WHEREAS, Owner has agreed to indemnify the Association from any and all damage or liability caused by said pet or pets; now

THEREFORE, the parties mutually covenant and agree as follows:

1. Owner agrees to abide by the following general rules adopted by the Association:
 - a. Pets are limited to two (2) cats or one (1) dog per unit.
 - b. Pet owners must show responsible and reasonable care for their pets.
 - c. Pets must be housebroken.
 - d. Pets must wear current registration tags at all times.
 - e. Pets must not be allowed to bark or otherwise disturb residents.
 - f. Pets must always be on a leash and under Owner's control. The leash law is a city ordinance.
 - g. Pets must be leashed or caged when in the hallways or other common areas.
 - h. Pets must not be left tied to a tree, post, etc. when outside on Association property.
 - i. Renters are required to abide by the terms set forth in this policy.
 - j. The following breeds of dogs are not allowed due to size and/or temperament per recommendations by American Veterinary Medical Association, the CDC, and the Humane Society of the United States:
 - i. Dalmatian
 - ii. Boxer
 - iii. Presa Canario
 - iv. Chow Chow
 - v. Doberman Pincher
 - vi. Alaskan Malamute
 - vii. Husky
 - viii. German Shepherd
 - ix. Rottweiler
 - x. Pit Bull
2. The Association agrees to permit Owner to keep the pet or pets described below on the premises subject to the terms and conditions provided herein and Owner agrees that no other pet or animal shall be kept on the premises.

TYPE OF PET	NAME OF PET	AGE	DESCRIPTION

☐ I do not have any pets residing in the building but agree with the policy.

3. Owner agrees to an annual fee of \$50.00 per dog and \$25.00 per cat as security for the performance of the terms of this agreement and any other agreement between the parties, receipt of which is hereby acknowledged by the Association. This annual fee is due January 1st of each year starting on January 1st, 2011. This fee must be paid before bringing any pet(s) into the community.
4. In addition, the Owner agrees to indemnify, hold harmless, and defend Association and its agents and employees against all liability, judgments, expenses (including attorney's fees), or claims by third parties for any injury to any person or damage to property caused by Owner's pet(s).
5. Owner shall be liable for all damages to common areas owned by the Association caused by the pet(s) and shall reimburse Association immediately, upon demand, for any and all costs incurred by Association as a result of damage or injury caused by pet(s).
6. Owner represents that the pet(s) listed above are quiet and housebroken and will not cause damage or annoy other residents. Owner also agrees to abide by the following additional rules:
 - a. If the pet is a dog, walks for sanitary purposes must be conducted away from the grounds or common areas of the building. Animal waste must immediately be removed and properly disposed of by the Owner in the rear dumpster.
 - b. If the pet is a cat, a sanitary litter box must be available for the cat within the Unit's premises.
 - c. If the pet is a bird, it shall at no time be let out of the cage to roam the premises.
 - d. Containers for fish shall not exceed 40 gallons.
 - e. All other types of pets are strictly prohibited. No animals shall be kept or bred for commercial purposes.
7. Owner shall comply with all requirements of the City & County of Denver. Owner shall provide a copy of records showing that pet(s) have had all the necessary vaccinations prior to bringing the pet(s) into the community and are spayed or neutered at the appropriate time (spay females by 6 months and neuter males by 9 months).
8. Owners with pets who fail to comply with the foregoing policies are subject to the following:
 - a. First complaint will result in a written warning being issued.
 - b. Second complaint will result in a fine of two-hundred dollars (\$200.00) being assessed and a final written warning being issued.
 - c. Third complaint will result in the Owner being deemed in default of the agreement. In the event of default by Owner of the above terms and conditions, Owner agrees to remove the pet within three (3) days after receiving written notice of default. Failure to comply with such notice shall entitle the Association to apply the deposit toward any cost of enforcing this agreement. Owner further agrees to pay such additional legal expense, including reasonable attorney's fees, as may be necessary to enforce any term of this agreement.
9. It is understood that this document contains the full understanding of the parties relative to pets and may not be modified except as indicated in writing herein.

Owner agrees with each item above and has reviewed the Declaration, the Bylaws of the Association, the Articles of Incorporation and Rules and Regulations of the Association.

_____	_____	_____
Owner	Unit #	Date
_____		_____
Washington Manor Condominium Association, Inc.		Date

STORAGE ROOM AND STORAGE LOCKER POLICY

AMENDED 04/27/2012

1. Storage lockers are the property of Washington Manor Condominium Association, Inc.
2. Storage lockers are for owner-occupied units only.
3. Any unit that becomes non-owner occupied must vacate locker by the effective date of any rental agreement/lease.
4. When all lockers are occupied, a waiting list will be utilized.
5. All personal items must be stored in a locker except for bicycles.
6. Any items, excluding bicycles, stored in the open area will be removed without notice.
7. Any locker occupied by a unit that is past due on assessments by more than 30 days will be immediately vacated by the Association.
8. All items are stored in storage lockers and the storage room at your own risk.
9. Washington Manor Condominium Association is not responsible for stolen or lost items.
10. If you do not have a locker or a bike registered, you will not have access to this room for security reasons. Owners with a locker will be able to access the storage room by using their fob.

Name: _____ Unit: _____ Date: _____

Washington Manor Condominium Association
14901 E. Hampden Ave #320
Aurora, CO 80014
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Washington Manor Condominium Bike Registration

For Owners and Residents Only- There are no assigned spaces. All spaces are available on a first come first served basis.

Provide the information requested below, and your bike will be placed on file.

The Association is not responsible for bicycles stored in the bicycle room.

Owners will not have access to Bike room, if form is not completed. Each owner who registers his or her bike will be granted access with the use of assigned fob. All owners or tenants are responsible for use of their fob and take liability for security of registered bikes.

Serial #:	
Make:	
Type:	
Primary Color:	
Secondary Color:	
Owner Information	
Name:	
Address:	
City:	
State:	
Zip:	
Phone:	
E-mail:	

Name: _____ Unit: _____ Date: _____

Washington Manor Condo Security Policy

Adopted January 18, 2012

1. No homeowner, guest of a homeowner, and/or tenant of a homeowner may leave the front or rear door propped open and unattended. There shall be no obstruction of corridors, stairways, or any of the Common Elements nor shall anything be stored outside of the units without the prior written consent of the Executive Board, except as expressly provided.
2. Homeowners are only allowed to provide building access to themselves, their guests, and their tenants.
3. Homeowners are responsible for all key fobs assigned to them and homeowners are liable for any damage caused by individuals who utilize their key fob(s) for access into the building. If lost or stolen, report it IMMEDIATELY to property management company or Board, so it can be deactivated. There is a \$25 replacement charge and will be added to your account.
4. Homeowners are liable for any damage caused by themselves, their guests, their tenants, and/or any individual(s) who they provide with access to the building.
5. Video cameras have been installed in certain areas of the building. These cameras record activity, but are not actively monitored. If an event occurs that needs further investigation, contact the property management company. However, video recording and storage occurs on an interval basis and, if an activity occurs outside of that interval, video may not be available. Video footage is property of the Association and it reserves the right to allow or deny access to video footage at its sole discretion.
6. Video footage will be used by the Association, at its sole discretion, to prove damage caused by a homeowner, guest of a homeowner, or tenant of a homeowner.

Washington Manor Board of Directors

Dear Homeowner:

Recently, the Board of Directors approved the purchase of equipment that will allow us to provide homeowners with free wireless internet service. In order to obtain access to the wireless network, please complete the attached form and mail it back or bring it to the January HOA meeting. Once the attached form is completed and returned, we will contact you with the network key and your login information via the method you choose. Association will provide assistance connecting your laptop the network at this meeting as well.

You will need a separate login for each device you wish to connect to the network. Two logins will be provided free of charge for each unit. Any login, above the two free, will be provided at \$25 annually per login (paid in advance). Also, it is important to know that no guest access to the network will be provided for security reasons.

If you are currently past due on your association dues, you will not be given access to the network. If you wish to gain access to the network, you must first become current on your dues.

It is important to note that while one or more board members can help you set up access to the network, it can be scheduled by sending an e-mail to board@washmanorhoa.com and assistance will be provided at a time that is convenient for them.

Sincerely,

Washington Manor Board of Directors

Washington Manor Condominium Association, Inc.
14901 E. Hampden Avenue, Suite 320
Aurora, Colorado 80015
tel: 303-693-2118 | fax: 303-693-8803

Wireless Internet Access Terms and Conditions

Note: You must agree with the following terms and conditions by submitting this signed form in order to obtain account information to login to the wireless internet service.

The association may choose to provide wireless and/or wired Internet service in the building. The service is provided as a convenience to owners and residents and may not be available at all times. The Internet service is provided on an “as is” and “as available” basis. Access to the service in some areas of the building may be limited or unavailable. The association may decide to terminate or make changes to this service at any time.

Owners who decide to use the free wireless internet service provided by the association will be given two accounts for free. Each additional account will be provided at an annual fee of \$25. Each account is good for use on one electronic device. If you have three electronic devices requiring internet access, you will need three accounts, etc.

Any owners that must rely on having full time Internet access should secure their own Internet connection from an Internet Service Provider (ISP) of their choice. Access to the wireless Internet service is provided under the following conditions:

- a) Internet service is provided for the use of residents and owners only. Guests may not use the Internet service.
- b) Use of the Internet service constitutes your acceptance these rules and any and all revisions. If you do not agree with these rules your sole and exclusive remedy will be to terminate and discontinue your use of this service.
- c) You may not use this service in any manner that may cause harm or injury to other persons or property, or that may damage the service. The association reserves the right to cancel or terminate your access to the service, at the associations’ discretion, if the association determines that you have misused or are misusing the service.
- d) If you bypass, tamper with or disable any portion of the service or related equipment, including without limitation the theft of bandwidth you are in violation of these Terms of Use and the association may suspend or terminate your use of this service and you may be subject to additional criminal and civil penalties.
- e) The Service provides you with access to the Internet. You acknowledge that the materials, content and information available on the Internet such as communications by third parties or links to any sites or resources, are created and controlled by sources other than the association. The association makes no warranty regarding such materials, content or information. Under no circumstances shall the association be held liable for any materials, information, goods, services, or content available on or through the Internet or accessed by means of the Service, or for any harm related thereto, and any complaints, concerns or questions you may have relating to such content should be forwarded directly to the

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responsible source or sources.

f) If you are younger than 18 years old, you must obtain the permission of your parent or guardian to use the Service.

g) Your privacy is very important to the association and we will always endeavor to act in a responsible manner with respect to any personal information that we may obtain from you. A log of certain information is automatically collected and maintained for system performance and maintenance purposes.

h) If you use the Internet service, you understand that others may be able to see and observe your use of the Internet service.

i) The Internet service has a limited amount of bandwidth that must be shared by all other users at a given time. We ask that you be respectful of everyone and limit your use of services or other applications that download or upload high volumes of data. If you routinely use a large amount of bandwidth this Internet service is not for you. Residents that use the Internet for high bandwidth applications should secure their own Internet connection. This Internet service is for the casual user for surfing the web, checking email, etc. The association reserves the right to limit the connection speed or suspend service to any user it believes, in its sole discretion, may be using excessive bandwidth that is degrading the service quality for other users.

j) If you use the Internet service, you understand that others may be able to access your computer or view, copy, modify, delete or damage files on your computer. It is your responsibility to make sure your computer is setup with a firewall and your hardware & software are configured properly to protect it from other users of the Internet service. The association and its equipment will not protect you from other potentially malicious persons from accessing your computer. This is your responsibility. If you don't know how to protect your computer properly, do not use the Internet service.

k) The association does not make any warranty that the service will be uninterrupted, timely, secure, or error free or that software defects will be corrected or that any site or the server that makes it available is free of viruses or other harmful components.

l) If you use the Internet service, you understand that the association and the management company do not provide assistance or technical support connecting your computer to the Internet. You are responsible for setting up your own equipment.

m) File-sharing of copyrighted material is absolutely prohibited. If you are caught illegally sharing files on the network, the Association will terminate your access indefinitely. Our Internet Service complies with the Digital Millennium Copyright Act (DMCA) and we will comply with any requests from copyright holders to help them recover damages related to any illegal sharing of copyrighted materials.

n). If you are an owner that is renting or leasing your unit, you are responsible for informing your tenants of these terms and conditions. Furthermore, you understand that you may be held responsible for any activity that they perform while using the Service. If you do not trust your tenants to use the Service in a responsible manner, do not provide them with access.

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14901 E. Hampden Avenue, Suite 320
Aurora, Colorado 80015
tel: 303-693-2118 | fax: 303-693-8803

By signing below, you agree to the above terms and conditions. All information listed below is required.

Signature (Owner)

Unit #

Date

E-mail Address

_____ # of logins requested above the two free (\$25 per login; paid in advance, attach check)

Contact Method for Login Information (select one):

_____ Mail

_____ E-mail

**Washington Manor Condominium Association
14901 E Hampden Ave Suite 320
Aurora, CO 80014
(303) 693-2118 (303) 693-8803 Fax**

Date: _____

Property Address: _____

Name: _____

Mailing Address: _____

City, State, ZIP: _____

Request for Replacement or Additional Fob

The undersigned, as owner of the above-mentioned property, requests a key fob for entry into the building. I understand that only two free fob is allotted per residence at Washington Manor. Any additional fobs may be acquired for \$25 a piece.

I understand my account will be billed \$25 for any lost or additional fob, and promise to pay immediately upon receipt of an invoice from the HOA.

Authorized Signature

Date

Washington Manor Condominium Association
14901 E. Hampden Ave. #320
Aurora, CO 80014
303-693-2118 Fax 303-693-8803

Maintenance, Repairs, and Remodeling Policy

1. Construction, repairs and/or remodeling may take place between the hours of 8:00 a.m. and 5:00 p.m. during the weekdays and 9 a.m. and 4 p.m. on Saturday. No construction, repairs and/or remodeling is permitted on Sunday.
2. All construction debris, appliances, carpeting, cabinets, furniture, etc., from maintenance, repairs and/or remodeling must be removed from the property and may not be placed in the Association dumpsters.
3. Owners are responsible for the protection of the common areas and will be liable for any and all damage to common areas. Owners should clean or vacuum any mess, dirt, grime, etc., created in the common areas after a maintenance, repair, and/or remodeling.
4. Security of the building is taken very seriously! Vendors shall not give access to the building to any person(s) not working for them. Doors into the building shall not, under any circumstance, be left unattended while propped open.
5. If any part of this policy is violated, the owner will be subjected to the following fine schedule:
 - a. 1st offense: Warning letter
 - b. 2nd and subsequent offenses: \$200

Vendor Name: _____

Work Performed: _____

Start Date: _____

Vendor Insurance: _____ Expiration: _____



CITY AND COUNTY OF DENVER
Department of Safety
Fire Department
Fire Prevention and Investigation Division

P.O. Box 40385
Denver, CO 80204
p: 720.913.3474
f: 720.913.3587

Residential Fire Safety Equipment Report

Homeowner: As a homeowner or tenant in a multi-unit residential facility, you are required to complete this report and submit it to the property management or homeowners' association (HOA) every six months, unless the management is doing the required maintenance for you. We recommend that detectors be tested in the spring and fall—same time you change the clocks for daylight savings time. Portable fire extinguishers must be inspected once a year and hydrostatically tested every five years.

Property Manager or HOA Administrator: As a property manager or homeowners' association administrator, you are required to obtain Residential Fire Safety Equipment Reports for each unit twice a year. The reports must be kept on file and ready for inspection by Denver Fire Department personnel for three years.

You may download additional forms at denvergov.org/fire_prevention.

Date: _____

Name: _____

Address: _____ Unit # _____

Denver, CO 803 _____

SMOKE ALARM (must be tested and batteries changed every 6 months)

Number of smoke alarms in residence _____ Year(s) of manufacture _____

Date test was completed _____ Batteries changed? Yes No

PORTABLE FIRE EXTINGUISHER (must be inspected once a year)

Number of portable fire extinguishers in residence _____ Year(s) of manufacture _____

Date of last inspection _____

CARBON MONOXIDE ALARM (must be tested and batteries changed every 6 months)

Number of carbon monoxide alarms in residence _____ Year(s) of manufacture _____

Date test was completed _____ Batteries changed? Yes No

Please fax or email to Ron within 10
days as required by the City of
Denver.

Fax: 303-693-8803
Email: Ron@cchoapros.com

11/09