

# Woodridge Terrace Homeowner's Association

## Rules and Regulation



Revised January 2018

Jan 30. 2018

Dear Woodridge Terrace Townhome Owners:

Attached are the revised Rules and Regulation dated January 2018 issued by the Woodridge Terrace Homeowner's Association. This document is a supplement to the **Declaration of Covenants, Conditions and Restrictions** for Woodridge Terrace Townhomes recorded April 14, 1983.

This is an important document and homeowners are advised to read and become familiar with the contents. Failure to comply can have serious financial implications. Please keep this document in a safe, convenient location. If necessary, replacement copies may be obtained from Western States Property Services @ 303-745-2220 or e-mail Earl Johnson at Earl@wsps.net.

Your Board of Directors appreciates your support and compliance with these rules and regulations.

Any questions or comments should be directed to the management company for referral to the Board of Directors.

Sincerely,

The Rules and Regulations Committee

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# WOODRIDGE TERRACE

## RULES AND REGULATIONS

### A. GENERAL

1. In accordance with Article IV, Section 4.3, Paragraph B, Page 7 of the By-laws of Woodridge Terrace Homeowners Association, the Board of Directors has the responsibility to make and enforce reasonable rules and regulations as may be necessary for the use, operation and occupancy of Woodridge Terrace.
2. The intent of these rules and regulations is to enhance property values, provide a livable community and promote well-being within Woodridge Terrace. The general guidance in their development is common sense and consideration of our neighbors.
3. These Rules and Regulations supplement and clarify the **Declaration of Covenants, Conditions and Restrictions for Woodridge Terrace Townhomes**, hereinafter referred to as the Declaration. If there are conflicts between the declaration and the Rules and Regulations, the Declaration shall govern.
4. Homeowners and Tenants are responsible for the actions of their family members and guest, and shall make family and guests aware of the rules and regulations of Woodridge Terrace.
5. These rules and regulations supersede and replace any previously published rules and regulations.

### B. USE OF COMMON AREAS

1. In general, the common areas are for the use and enjoyment of all residents of Woodridge Terrace. Homeowners and Tenants must be considerate of others. Damage to any common area caused by a homeowner, tenant, family member, guests, or pets shall be the financial responsibility of the Homeowner.
2. Common area is defined as all property outside of the exterior walls/deck of the dwelling. Homeowner and tenants shall be aware

that common areas are owned and maintained by the Association, and are **not** the property of homeowners.

3. Art objects, curios, and yard decorations, bird feeders either temporary or permanent, are not allowed except as approved by the Architectural Committee. Seasonal or holiday decorations are permitted but must be removed promptly Jan 30th. For Christmas decorations, the duration is Thanksgiving until the close of the National Western Stock Show; all others one week before and one week after the holiday.
4. Standard type of portable flower containers are allowed . Placement of flower containers must not interfere with yard maintenance or landscaping. **Flower containers will not be hung from trees in the common area.**
5. All private property, including toys, tools, plastic chairs, bicycles, barbecue grills, etc., shall not be left unattended in any common areas. Property left unattended may be removed and disposed of by Board members or other agents of the Association. BBQ grills shall not be placed any closer than 2' to the building's siding.
6. No permanent exterior addition, alteration, antenna, sports apparatus, or decorations to any building, fence, hedge, tree or other structure is permitted except by written authorization from the **Architectural Control Committee**. This applies to any alteration that is visible from the exterior including location of satellite dishes & radon detection devices & security devices.
7. Homeowners and tenants are not allowed to walk on the roofs, and shall be aware that walking on the roofs can cause damage to shingles. Roof access is prohibited except as authorized by the Board.
8. Homeowners and tenants will not put nails, screws or other types of fasteners in the exterior siding or trim of any building. All holes will be patched and painted prior to closing upon the sale of a unit. Digging or driving objects into the ground is prohibited because it may cause damage to sprinkler piping or other utilities and result in

a cost to the Homeowner.

9. Real Estate “For Sale” signs are **only** allowed in rock areas in front of the unit; political and replacement advertisements signs are not allowed in the common areas.
10. Bicycles, skateboards, all types of skates, and motorized toys/vehicles are prohibited on sidewalks and grassy areas within Woodridge Terrace.
11. Climbing in trees or on common area structures is also prohibited.

### **C. HOME AND COMMUNITY SECURITY**

1. As good neighbors, we should all be aware of each others presence. If something is not usual, or suspicious activities are occurring, make note of license plates or identities, and, if necessary, call the Arapahoe County Sheriff’s office (303-795-4711) or emergency 911.
2. All Homeowners are to be aware that Woodridge Terrace is a **NO SOLICITATION** community. Solicitors should be informed and politely asked to leave. Should any problems arise, contact the Sheriff’s office (stated above).
3. Homeowners are requested not to leave garage doors open for any length of time when not in the immediate area. It takes very little time to steal valuables or vehicles.
4. It is suggested that mail and newspaper delivery be temporarily stopped while Homeowners are absent. Newspapers in the driveway are a sign that occupants may be away.

### **D. TRAFFIC/PARKING**

1. No parking is allowed in any area designated as a fire lane. **Fire lanes** are: 1440 to 1486 E Nichols Drive, 8101 to 8127 S. Humboldt Circle, 1440 to 1486 E. Nichols Circle, and 1539 to 1557 E. Nichols Circle. In addition, parking is not allowed within five (5) feet of a fire hydrants. Only temporary parking is allowed near mailboxes. Violator’s vehicles will be towed at the owner’s expense.



2. The parking spaces adjacent to the clubhouse are for clubhouse and/or pool parking only. The spaces adjacent 1434 E. Nichols Drive and across the street from 8105 S. Humboldt Circle are for visitors only. Violators are subject to towing at owner's expense.
3. Only motorized, operable, and properly licensed vehicles shall be permitted within Woodridge Terrace. The operating of any motorized vehicle without a valid state license plate, including mini-bikes, miniaturized automobiles, snowmobiles, go-carts, etc., on any street, sidewalk, or other common area is prohibited. Violator's vehicles will be towed away at the owners expense. Homeowners and Tenants shall be responsible for the legal and considerate parking of all vehicles owned by their family members and guests.
4. No major vehicle repair or maintenance shall be undertaken in common parking areas or driveways. Particular care shall be taken to avoid spillage of any fluids from vehicles, such as antifreeze, lubrication oils, or fuels. **Any damage to driveways due to spillage of fluids including, but not limited to, motor oil, antifreeze, paint, or rust water will be the responsibility of the Homeowner for cleanup** or repair as determined by the Board of Directors. Cleanliness of the driveway is the responsibility of the Homeowner. A limited amount of vehicle washing is permitted for vehicles owned by the Homeowners and Tenants only. Homeowners and Tenants should be aware that excessive water usage may cause increases in monthly Association fees.
5. **Storage of Homeowner or Tenant recreation vehicles, motor homes, boats or other oversize vehicles (larger than 3/4 ton) shall not be permitted in common parking areas or driveways.** Recreation vehicles owned by guests visiting Homeowners or tenants are permitted up to a period of **one** week.

## **E. HOMEOWNER EXTERIOR MAINTENANCE RESPONSIBILITIES**

1. Homeowners are responsible to maintain patios and decks in a presentable manner. All deck stains, whether clear or tinted, shall be applied in accordance with manufacturer's recommendations.
2. The Homeowner is responsible for the repair and maintenance of windows, light fixtures, screens, security doors, garage doors and front exit doors. Painting of garage doors and painted rear exit doors are the responsibility of the Association. Front doors will be maintained in the original stained and varnished appearance. If there are any questions pertaining to the maintenance of the doors, contact the management company.
3. Firewood stored on patios and decks shall be stacked neatly and shall have a twelve (12) inch space between wood and surrounding walls or structures. Any damage to exterior siding or paintwork caused by firewood storage shall be the responsibility of the Homeowner.

## **F. ARCHITECTURAL/LANDSCAPE CONTROL COMMITTEE**

1. The Board of Directors has established an Architectural Control Committee (A.C.C.) for the purpose of overseeing any changes made to the exterior and common areas within Woodridge Terrace property. Exterior changes include, but are not limited to, such items as security doors, windows, patios and decks (both new and modifications), lawn ornaments, satellite dish locations, new air conditioning units and any other change, addition, or modification that is visible from the exterior of the unit.
2. The A.C.C. is responsible for maintaining the uniform exterior appearance of Woodridge Terrace and will review request for changes accordingly. The chairman and members of the A.C.C. are appointed by the Board for such term length as determined by the Board.
3. **Residents and Tenants are advised that common areas and unit**



**exteriors may not be changed in any way without the written approval of the A.C.C.** Failure to obtain written approval is subject to a fine of \$100, levied by the Board of Directors. Unauthorized additions or changes may be subject to removal (at the homeowner's expense) at the direction of the Board.

4. Homeowner must submit a written request to the A.C.C. for exterior changes around their unit. Tenants in rental units must submit requests through the Homeowner/Landlord. The request must be submitted in writing on the current A.C.C. Insurance, liability coverage required by Homeowner and contractor, and a copy provided to the management company.
5. The current A.C.C. request form may be obtained at the Woodridge Terrace Website ([www.woodridgeterrace.com](http://www.woodridgeterrace.com)) or by contacting the management company. Forms are not available from A.C.C. members or the Board of Directors. Homeowners should return the completed form (including vendor literature, plans, drawings, project documentation, etc.) to the management company. The management company will then record the submittal and forward to the A.C.C. members for review. After the review is complete, the A.C.C. will return the form to the management company, who will file and distribute copies to the Homeowner and A.C.C. members. A representative sample of the A.C.C form is included as Attachment 1.
6. Upon completion of approved projects, Homeowners are required to inform the Chairman of the A.C.C. and request final inspection and approval.
7. Should any Homeowner disagree with a decision made by the A.C.C., they may request a review by the Board of Directors. The ruling by the Board of Directors shall be considered final and binding to both the A.C.C. and Homeowner.

## G. LANDSCAPE CHANGE REQUESTS

1. Homeowners must submit a Landscape Request Form prior to making any changes to the common areas around their homes. Maintenance and pruning of landscaping shall be consistent with that done by grounds keeper.

## H. PETS

1. Dogs, cats, other animals, birds and/or reptiles may be kept in Woodridge Terrace only as described herein and allowed by Arapahoe County. In general, all pets shall be controlled in such manner as to avoid disturbing neighbors and prevent any damage to the common areas.
2. The maximum number of pets in any household shall not exceed the number as allowed by Arapahoe County and/or the City of Centennial.
3. Pets shall be controlled on a hand-held leash **at all times** when outside of the Homeowners' or Tenants' dwelling. Per the Centennial Municipal Code, controlled is defined as meaning that the dog is on a leash, cord or chain not more than 10 (10) feet in length held by a person of sufficient age, size and physical ability to restrain the animal. Owners shall not allow their pets to enter neighbors' patios, stairwells, or other areas without permission. Pets shall not be leashed (tied) to any stationary object which allows access to any common area while unattended.
4. The Centennial Municipal Code. Sec 7-7-470, Noisy Dogs, mandates, "It is unlawful to keep a dog which, individually or in combination with another dog or dogs, makes audible noise by barking, howling, whining, yelping or other utterance which is plainly audible beyond the premises on which the animal is kept for consecutive period in excess of ten (10) minutes during the day (7:00 a.m. to 9:00 p.m.) or for a consecutive period in excess of five (5) minutes during night (9:01 p.m. to 6:59 a.m.) and/or

a cumulative period in excess of ninety (90) minutes during any twenty-four-hour period.” **This ordinance adopted July 10, 2010, will constitute the definition of Noisy Dogs within Woodridge Terrace.**

5. In a denser townhome setting, barking of **any** duration is enough to disturb the sleep or privacy of your neighbor. If your dog becomes a problem for your neighbors, our management company will send you a warning letter. If this action doesn't resolve the problem, you will be asked to meet with the Board of Directors to seek a solution. If the problem continues, we will involve the City of Centennial and fines may be assessed.
6. Pet owners are responsible for any property damage, injury or other disturbance caused by their pets.
7. Pet owners are responsible for the **immediate removal** of solid wastes deposited by their pets in all common areas of Woodridge Terrace. When owners have their pets in common areas, owners shall have in their possession containers, devices, etc. as required for the removal of solid wastes.
8. In addition to the above regulations, all Arapahoe County and City of Centennial ordinances pertaining to pets shall be complied with.

## **I. TRASH AND RECYCLING**

1. **All trash and garbage for pick-up must be in sealed plastic bags or closed containers and placed in the street adjacent to the driveway, not on the grass.** This specifically prohibits the use of open paper bags, open boxes or any other open container for the disposal of refuse.
2. Trash containers shall not be placed outside before 5:00 a.m. on the morning of the pickup day and must be returned to within the dwelling by that evening. The holidays observed by the trash pick-up company are: **New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas.**
3. The trash company is obligated to pick-up household trash only.

All other trash, including construction materials, must be cleared in advance by contacting the trash hauler. Contact the management company for the name of the current vendor. The homeowner/tenant must pay the extra charge at the time of pick-up for any special pickup (furniture, water heaters, construction materials, etc.).

4. The trash company will not accept paint, fertilizers, antifreeze, vehicle batteries, florescent light tubes or other material considered hazardous. This is not an all inclusive list. Homeowners and Tenants should contact the trash company with any questions or clarifications. The trash company is not obligated to accept tree/bush/brush trimmings or other irregularly shaped articles over 4 feet in length. This includes Christmas trees, and Homeowners/Tenants should be aware that alternate arrangements may be necessary for getting rid of tree after the holidays.
5. Except for trash/recycling pick-up day, all trash/recycling containers shall be stored within the dwelling, and shall not be visible from any common area.
6. Recycle for the entire community has been contracted for on an every other week basis. Please call the trash company for more information and to sign up.

## **J. SNOW REMOVAL**

1. “The Contractor will provide snow clearing on walks and driveways when snow level is 3” (inches) or more unless other arrangements are made. Sidewalk clearing will not begin until the end of the storm and will be cleaned within 12 hours of that time.”
2. “The contractor shall plow all driveway and parking lots as directed and outlined by this agreement when snow accumulations of 5” (inches) or more has occurred. The east & north perimeter sidewalk as well as the middle interior sidewalks are not maintained during the winter months.

## K. NOISE CONTROL/QUIET TIME

1. In general, Homeowners, Tenants and guests shall be considerate of neighbors in all activities that create noise. Remember: music to one person may be nothing more than obnoxious noise to another.
2. Homeowners and Tenants, shall exercise reasonable care to avoid making, or permitting to be made, loud, objectionable or disturbing noise. This includes the use of stereos, radios, music instruments, power tools or other devices that may disturb others.
3. **Quiet time** will be observed in Woodridge Terrace by all Homeowners and Tenants during the hours of 10:00 p.m. to 7:00 a.m. each day.
4. Children, grandchildren, and guests are expected to observe the quiet time established for Woodridge Terrace and adhere to Noise Control directives listed above. Street activities must be monitored by an adult and will take place during daylight hours after 7:00 a.m. and up until sunset, when they will be most visible to motorists who require use of the streets. Discretion should be exercised as to any projectiles that could damage the landscape or property of other residents.

## L. POOL

1. The pool is for the exclusive use of Woodridge Terrace Homeowners, Tenants and their guests (no more than five per residence). **No pool parties are allowed.** Unauthorized persons observed using the pool should be reported to a Board member or the other agent of the Association. **After pool closing time (9:00 p.m.) persons using the pool should be reported to the Arapahoe County Sheriff's Department.**
2. Entry to the pool area is by key only. For safety reasons, the gate is to be kept closed and locked at all times. **Anyone unlocking the gate for unauthorized persons will be subject to a fine.** The entrance key is a special design and available only from a specific supplier.

Replacement for lost keys may be purchased through the **Property Manager** at a cost of **\$25**.

3. All persons using the pool are expected to behave in an orderly manner while using the facilities. Pool users shall be aware that there are residences and act accordingly. Rules and hours of operations are posted at the pool and shall be observed at all times. Smoking of any kind is prohibited.
4. **Visitors and their children must be accompanied by resident owner.** The Home Owners Association discourages children from using the pool alone without adult supervision.
5. Pool use is at the risk of the user. The Association shall bear no responsibility for accidents or losses of any kind. No inflation devices other than small personal safety devices actually worn may be used. No glass containers allowed.
6. **No Pets are allowed** in the pool area at any time. Pool users shall be responsible for materials brought to the facility and shall remove any litter resulting from such materials. Special swimming diapers are recommended for young children for sanitary reasons.
7. Pool use will be seasonal and is open from Memorial Day weekend through Labor Day weekend unless otherwise determined by the Board of Directors.
8. No excessive external noise will be allowed (i.e. electronic devices, boisterous conduct).

## **M. LEASING**

1. No owner may lease less than entire dwelling unit - No Subletting. Air B&B, VRBO rentals, time shares or other business activity shall be conducted in any dwelling or on the project except that permitted by the Association.



## N. USE OF THE CLUBHOUSE

1. The person renting the clubhouse is considered the host, and is responsible for the actions and conduct of guests and must be present during the event. Guests parking in the fire lanes to the clubhouse will result in fines levied against the host.
2. The clubhouse is for the exclusive use of Woodridge Terrace Homeowners, Tenants, and their guests. **Exclusive use of the pool is not included with any rental of the clubhouse.** Unauthorized persons observed using the clubhouse during the hours of 8:00 a.m. to 5:00 p.m. should be reported to the management company. At all other times, unauthorized persons should be reported to the Arapahoe County Sheriff's Department.
3. A **\$25 non-refundable use fee** is charged for each use of the clubhouse, and a refundable **\$150 damage deposit** is required. Homeowners and Tenants may reserve the clubhouse through the designated Clubhouse Manager. Reservations must be at least 48 hours in advance of the requested use date. The damage deposit must accompany the reservation request.
4. The clubhouse is to be vacated by **12:00 a.m.** (Sunday through Thursday), and **1:00 a.m.** (Friday and Saturday). Failure to vacate the clubhouse by the prescribed time will result in loss of deposit.
5. Homeowners and tenants using the Clubhouse are expected to do a thorough clean-up of the premises no later than noon of the following day. The damage deposit will be returned only after inspection and approval of the clubhouse condition by the Clubhouse Manager or his/her designated substitute.
6. Damages exceeding \$150.00 are the sole responsibility of the person whose name appears on the rental agreement. Such person is responsible for making full restitution in a timely manner to return the Clubhouse to the previous condition or face legal action by the Association. Further, such amounts shall be assessed to the Homeowner's account.

7. Smoking is prohibited in and around the clubhouse and pool.

## **O. ENFORCEMENT**

1. Penalties for infractions of these rules and regulations will be imposed by the Board according to the following:
  - First Offense - Written warning
  - Second Offense - \$50.00 fine, after a hearing
  - Third Offense - \$100.00 fine
2. If the offense is a continuing occurrence, the Board may assess fines up to \$150.00 or more for each offense.
3. Vehicles in violation may be towed at the request of board members of the association or the management company. Towing charges will be at the expense of the vehicle owner.
4. If the Board is forced to bring legal action to abate any conduct violating these rules and regulations, the offender shall be liable for all associated costs, including attorney fees, expert witness fees, court costs, etc.
5. Fines assessed by the Board are due and payable by the next Association fee due date. Notification of fines levied will be sent by registered letter issued by the management company as directed by the board of Directors. Unpaid fines in excess of \$200 may result in a lien being placed against the Homeowners' property.
6. Appeals to any fines must be submitted in writing to the management company ten (10) days prior to the next monthly Board of Directors meeting.

Attachment 1: **ACC Form**

Attachment 2: **Landscape Request Form**

Attachment 3: **Clubhouse Rental Agreement**

**WOODRIDGE TERRACE HOMEOWNERS ASSOCIATION  
ARCHITECTURAL CONTROL REQUEST FORM**

**NOTE: REQUEST MUST BE SUBMITTED 21 DAYS PRIOR TO BEGINNING WORK.**

After filling in all requested information, submit this form to: **Western States Property Services,  
9145 E Kenyon Ave. #100, Denver, CO 80237-2220**

Homeowner(s) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Project Description \_\_\_\_\_

Name of Contractor doing the work \_\_\_\_\_

Are drawings, sketches and/or vendor information attached? \_\_\_\_\_

Anticipated Start Date (Must be at least 21 days after above date) \_\_\_\_\_

**Note: Requests that do not meet the minimum 21 day lead time requirement  
will be returned to the homeowner by the management company for correction.**

Anticipated Completion Date \_\_\_\_\_

**HOMEOWNER UNDERSTANDS AND AGREES THAT PROJECT MAY NOT COMMENCE  
UNTIL RECEIPT OF ARCHITECTURAL CONTROL COMMITTEE (ACC) APPROVAL.**

\_\_\_\_\_  
(Homeowner Signature)

\_\_\_\_\_  
(ACC USE ONLY BEKOW THIS LINE)

Approved \_\_\_\_\_ Date \_\_\_\_\_

With the following conditions: \_\_\_\_\_

Not approved \_\_\_\_\_ Date \_\_\_\_\_

For the following reasons: \_\_\_\_\_

ACC Committee Review:

\_\_\_\_\_ Date \_\_\_\_\_ \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ \_\_\_\_\_ Date \_\_\_\_\_

Approval of Completed Project \_\_\_\_\_ Date \_\_\_\_\_

**Homeowner Note:** Contact \_\_\_\_\_ at \_\_\_\_\_

for inspection and final approval of completed project.

**WOODRIDGE TERRACE HOMEOWNERS ASSOCIATION  
LANDSCAPE REPORT/REQUEST FORM**

After filling in all requested information, submit this form to: **Western States Property Services, 9145 E Kenyon Ave. #100, Denver, CO 80237-2220 (FAX 303-745-3335).**

**Note: This form may be used to report problems with existing landscape or request new/replacement landscape.**

Homeowner(s) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Description of Problem or Requested New/Replacement Landscape \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Sketches to further clarify locations described in this report/request may be helpful to the committee. Please attach to this form.

**HOMEOWNER UNDERSTANDS THAT LANDSCAPING ADDITIONS AND REPLACEMENTS ARE SUBJECT TO AVAILABLE BUDGETARY FUNDING AND PRIORITIES THAT MAY ALREADY BE ESTABLISHED BY THE LANDSCAPE COMMITTEE.**

\_\_\_\_\_  
(Homeowner Signature)

(LANDSCAPE COMMITTEE USE ONLY BELOW THIS LINE)

Accepted \_\_\_\_\_ Date \_\_\_\_\_

With the following conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Not Accepted \_\_\_\_\_ Date \_\_\_\_\_

For the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Landscape Committee Review:

\_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

**WOODRIDGE TERRACE HOMEOWNERS ASSOCIATION  
CLUBHOUSE RENTAL AGREEMENT**

I, \_\_\_\_\_ legal owner and/or resident at \_\_\_\_\_, Centennial, CO 80122, do hereby agree to the following rules, regulations and fees governing use of the Woodridge Terrace Homeowners **CLUBHOUSE; UNDERSTANDING THAT THE USE OF THE FIREPLACE AND POOL ARE NOT INCLUDED.**

1. I agree to a security deposit of \$150.00 upon signing of this Agreement. The aforementioned security deposit will be returned to me within one week after an inspection is made to determine any damages or extra cleaning fees.
2. I agree to pay a usage fee of \$25.00. Keys will be issued no more than 48 hours before use.
3. The Clubhouse hours are 8:00 a.m. to 12 midnight on weekends (Friday through Sunday), 8:00 a.m. to 10:00 p.m. weekdays (Monday through Thursday). The Clubhouse must be cleaned and vacated by the specified hours previously mentioned. The Host/Hostess agrees to close all windows and make the clubhouse secure from entry after the party. The Clubhouse will be locked at all times when not in use. Keys to be returned to Clubhouse Representative within 24 hours of use.
4. Smoking is not permitted within the facility gates to include the clubhouse, pool area, picnic tables and gardens.
5. **PARKING IS NOT PERMITTED ON EAST NICHOLS DRIVE IN FRONT OF THE CLUBHOUSE BECAUSE IT IS A DESIGNATED FIRELANE.** It is the responsibility of the host/hostess to inform guests where to park. Violators will be ticketed or towed at the owner's expense.
6. The Host/Hostess, being a qualified Woodridge Terrace Townhome resident, shall be on the premises at all times during the gathering. To the event alcohol is served, the Host/Hostess shall be responsible not to dispense said intoxicating beverages in excessive quantities or to persons under 21 years of age in accordance with State Law.
7. The occupancy of the Clubhouse shall not exceed fifty (50) persons.
8. I agree to maintain control of the conduct and noise of those attending (invited or uninvited). In the event that such conduct or noise creates a disturbance to any of the Homeowners I may be asked by a Woodridge Terrace HOA Board member to vacate the premises.
9. The Clubhouse shall not be used for any unlawful purposes. Also, no monetary consideration in the form of an admission, donation or otherwise shall be charged in connection with its use.
10. **ALL TRASH WILL BE DISPOSED OF BY THE HOST/HOSTESS AND DISPOSED AT THEIR RESIDENCE. NO BAGS OR RUBBISH WILL BE LEFT AT THE CLUBHOUSE.**
11. The Host/Hostess shall pay WTHOA for breakage of personal property, fixtures, or other property damage caused by them or their guests. Please see page 29 Section 12.12 of the WTHOA Declaration of Covenants which states, "If an Owner, who by negligent or willful act, causes damage to the Common Area or other Properties which are insured as a Common Expense, then said Owner shall bear the whole cost of the deductible required in the blanket insurance policy for the Association on the Common Area and other such Properties. An Owner, shall be responsible for any action of members of his family, his tenants or bis guests which cause damage to said Common Areas or other Properties."

**WOODRIDGE TERRACE HOMEOWNERS ASSOCIATION  
CLUBHOUSE RENTAL AGREEMENT**

12. The Host/Hostess agrees to indemnify and hold harmless the Woodridge Terrace Homeowners Association, Inc. from any and all claims, losses or damages in the nature of personal injury that may be suffered or imposed upon WTHOA by persons attending the event. The Host/Hostess for himself/herself and his/her guests, hereby releases and discharges of any claim for personal injuries suffered while on the grounds of Woodridge Terrace Homeowners Association of which otherwise may arise out of the event.
13. Should the Host/Hostess fail to pay any amount called for in the Agreement; said Host/Hostess will be held liable for all attorney fees incurred by Woodridge Terrace Homeowners Association in recovering amounts due.
14. The undersigned acknowledge(s) and agree(s) that they have read and will abide by the Clubhouse Agreement.

Date Requested \_\_\_\_\_ Number of Guests Expected \_\_\_\_\_  
Nature of Occasion \_\_\_\_\_  
Host/Hostess \_\_\_\_\_ Address \_\_\_\_\_  
Signature \_\_\_\_\_ Phone \_\_\_\_\_  
Date \_\_\_\_\_ Refund \_\_\_\_\_  
Agent \_\_\_\_\_  
Remarks \_\_\_\_\_