

**KEN-CARYL RANCH TOWNHOUSE ASSOCIATION  
 RULES AND REGULATIONS  
 Revised: April 2008**

The Board of Directors of Ken-Caryl Ranch Townhouse Association, commonly known as Sunset Ridge, in accordance with Article VIII of the Bylaws, has adopted and published these Rules, Regulations and Penalties for infractions thereof, governing the use of the common areas and facilities and the personal conduct of members, their tenants and guests.

These Rules & Regulations supersede all other Rules & Regulations for the Ken-Caryl Ranch Townhouse Association, dba Sunset Ridge. They have been, and will continue to be, revised and updated as needed.

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I. **RULES**

A. **Architectural**

1. No articles may be permanently attached to the exterior of a building or a fence. Exceptions are a flag pole base and seasonal decorations. Seasonal decorations must be removed within two weeks after the holiday.
2. Tinted glass, exterior shutters, exterior shades and awnings require prior architectural approval by the Board of Directors.
3. Evaporative coolers require architectural approval. Window air conditioners are allowed on the rear windows above garages, subject to prior approval by the Board of Directors.
4. Dog houses are allowed only in the unit deck/patio area and must not be seen above the fence. Prior approval by the Board of Directors is required.
5. Laundry may only be dried in the deck/patio area screened from view using a retractable/removable cloths line.
6. Signs advertising a dwelling unit for sale or rent shall be allowed only at the rear of the unit.
7. No exterior alterations may be made without prior approval by the Board of Directors.
8. Exterior front doors are to be dark brown or black in color and requires architectural approval prior to installation.
9. Windows are to follow the established Policy for Window and Patio Door Replacement.
10. The association will furnish free of charge an approved light fixture for installation by the homeowner above the garage doors. Light intensity on all outside fixtures shall not exceed 60 watts per fixture.
11. Satellite dishes are permitted. Prior registration indicating the installed location by the Board of Directors is preferred. Roof installations must be approved prior to installation. Dish selection shall be no larger than 38" in diameter and shall be placed in as unobtrusive a location on the owners unit as possible that allows reception. If reception can only be obtained by placement of the dish upon the roof, then the owner assumes responsibility of the area 25-feet surrounding the dish for leaks resulting from installation and penetration of the roofing shingles. Satellite dishes can be installed on trim boards at a height above 8' to reduce pedestrian hazard. Any exterior cabling must be painted to match body color of building.

All wiring and cable lines running on the outside of the building should be run as discreetly as possible with the installers following the architectural lines of the

building as closely as possible, by running any cable up the side of the building where two units meet and form a corner and not up the side in the middle of a wall. All siding penetrations must be sealed.

**B. Landscaping**

1. Residents are responsible for maintaining the area in the unit deck/patio area and their side of the center divider in a presentable condition which includes removal of weeds and offensive matter.
2. Individual plantings are permitted in the unit deck/patio area. Plantings outside the deck area require approval by the Board of Directors prior to installation. Maintenance of the area will be the responsibility of the homeowner.
3. The rock beds in the alleys between the garages are not to be used for storage of any foreign objects. After one warning to both adjacent homeowners, the area will be cleaned up by the landscape maintenance contractor, and charges for the work will be billed equally to the homeowners.

**C. Parks and Greenbelt Areas**

The Sunset Ridge community contains two parks and numerous greenbelt areas, reserved for the exclusive use of the residents. Central park, located in the center of the community, is restricted to picnics and limited game playing. The large park located at the northwest corner of the community contains tennis courts, volleyball court, basketball hoop, playground and large lawn space. Greenbelts are lawn areas other than the parks.

Residents are permitted to have no more than twelve guests accompany them in using the park areas without prior registration. Groups larger than twelve persons must register with the association manager by calling 303-933-6279. Jefferson County laws regarding noise, alcohol usage, etc., will be enforced by Jefferson County Sheriff's Department. The resident will be responsible for the cleanliness of the area, and any damage caused by the guests, whether invited or uninvited.

1. No bat-and-ball playing is permitted anywhere on association common areas, including the parks and greenbelts.
2. No archery or shooting sports are permitted.
3. Any device that explodes or leaves the ground is not permitted. Illegal fireworks include but are not limited to firecrackers, cherry bombs, bottle rockets, M-80's and Roman candles, etc. It is illegal to sell, use or possess non-permissible fireworks in unincorporated Jefferson County. Residents should report illegal use of fireworks to the Jefferson County fireworks hotline at 303-271-8025.
4. No swing sets, portable pools, or other permanent or portable structures may be erected on any common area.

5. Parents should exercise discretion about where their children are allowed to play, especially if on private streets and alleys. Parents are responsible for damage done by their children to common areas or to another individual's property.

**D. Pet Control**

The Sunset Ridge Board of Directors passed a resolution permitting Jefferson County Animal Control Enforcement Officers to enter the association common grounds to pick up unleashed dogs.

1. Any dog, when outdoors and not confined to the fenced patio area, must be on a leash and accompanied by a responsible person capable of controlling the actions of that animal.
2. Dogs on ropes or chains tied to fences, gates, doors, etc., or tied upon the common elements, without constant supervision are not allowed.
3. Owners who allow their dogs to soil the greenbelt areas are responsible for picking up after them immediately.
4. Barking dogs are an unnecessary nuisance and subject to Jefferson County regulations.
5. "Outdoor Cats" are considered feral (untamed) animals and do not receive protection of animal control laws. The law allows for such animals which cause a nuisance to be trapped and disposed of. The association board does not authorize such trapping as part of its enforcement procedures. Residents subjected to this nuisance may obtain suitable traps from the Jefferson County Animal Shelter (not Animal Control) and take the trapped animal to the shelter.

**E. Trash**

1. Trash pick-up is a part of the Ken-Caryl Ranch Master Association (KCRMA) service. Trash day at Sunset Ridge is Wednesday, possibly as early as 7 AM. When the week contains a holiday, the trash will be picked up one day late. Please check the *Life at Ken-Caryl* paper or the KCRMA website at [www.ken-carylranh.org](http://www.ken-carylranh.org) for the holiday schedule or further information. No trash is to be placed outside earlier than 8 PM the day before the trash is scheduled for pickup.
2. Trash must be placed in containers that are secured by lid or by tying to prevent animals or wind from scattering the contents and placed at the corner of the driveway at the rear of the residence.
3. Empty containers must be removed by 7 PM on day of collection.

## F. Vehicles

1. Vehicle Requirements. All motor vehicles shall display current licenses and any required identification and be maintained in proper operating condition so as not to be a hazard or nuisance by noise, exhaust emissions, or appearance.

2. Parking Rights & Definitions. Approved vehicles include conventional passenger cars and trucks up to and including  $\frac{3}{4}$  ton single rear wheel vehicles. Restricted vehicles include junk vehicles, inoperative vehicles, commercial vehicles and trucks over  $\frac{3}{4}$  ton rating, recreational vehicles, campers, camper shells or toppers which are higher than the height of the truck cab, house trailers, boats or the equivalent. Emergency service provider is defined as a primary provider of emergency fire fighting, law enforcement, ambulance, emergency medical, or other emergency services. Cable companies, utility companies, plumbers, etc. are not considered emergency service providers.

3. Emergency Vehicles. Emergency vehicles may be parked in the community if the unit owner is required by his/her employer to have the vehicle at his/her residence during designated times; AND, 1) the vehicles gross weight may not exceed 10,000 lbs; 2) the owner is a member of a volunteer fire department or an emergency service provider; 3) the vehicle has an official emblem designating it as an emergency service vehicle; and 4) parking the vehicle will not obstruct emergency access or interfere with the reasonable needs of the other residents to use the community's streets or alleyways.

4. Maintenance. No restricted vehicle shall be kept on the common property, nor shall any repair or extraordinary maintenance be carried out on the property. Recreational vehicles will be allowed one day (day = 24 hours) loading and one day unloading time and must not impede traffic or violate parking restrictions.

5. Parking. If a garage cannot be used for parking of the resident's vehicle due to the vehicle's size, overflow parking may be used. THE ALLEYS ARE DESIGNATED FIRE LANES AND PARKING IN THESE AREAS IS PROHIBITED. Parking or driving on any unpaved surface is prohibited. Restricted vehicles and illegally parked approved vehicles are considered unauthorized and subject to towing at the owners expense. Signs to this effect are placed at the entrances to the community.

6. Overflow Parking Areas. The association maintains a number of off-street parking areas intended for guests. These areas may be used by residents to park vehicles which do not fit in the garage. This area shall not be used to store surplus vehicles. Vehicles parked in overflow must be in periodic, if not daily, usage. If you wish to store a vehicle, please store it away from the community.

7. Street Parking. Elkhead Range Road, Shaffer Place and Chatfield Avenue, are county roadways and are subject to county and association rules. All rules pertaining to overflow area parking apply on these streets.

8. A. Motorized Bikes, Mopeds and Scooters. Motorcycles shall be licensed and equipped with the most recently approved noise control devices and shall be operated only on the roads and alleys in a manner that will not disturb residents. Trail bikes, dirt bikes snowmobiles, and off-the-road vehicles are not to be driven on association greenbelts. Motorized scooters and mopeds (gasoline or electric powered) are not allowed in the community.

B. Non-motorized Bicycles and Other Wheeled Toys. Bicycles should be equipped with lights (if used at night) and the most recently approved safety devices. They must be operated on street shoulders or designated areas in such a manner as to not obstruct traffic nor be hazardous to pedestrians.

9. Towing. Improperly parked vehicles are subject to towing at the owner's expense. No special procedures, including a violation hearing, are required of the Association prior to towing. Towing is a severe remedy and will only be used after repeated attempts to have the violation cured, including tickets placed on the vehicle and letters to the violator, if known. **BECAUSE OF SAFETY CONCERNS, VEHICLES PARKED IN ALLEYS MAY BE TOWED WITHOUT NOTICE AT THE OWNER'S SOLE EXPENSE.**

**G. Unnecessary Noise**

1. Noise from vehicles, animals, or people should not disturb one's neighbor.
2. Remember the proximity of your neighbors and be aware of the impact of your actions on them.
3. Radios and tape players in a vehicle or portable when played outdoors must be regulated at a sound level so that it does not disturb others.

**H. Occupancy Policies Applying to Rentals**

1. Tenant occupants must comply with these Rules & Regulations of the Association. Homeowners are required to furnish their tenants a copy of these Rules. Compliance with these Rules must be included in any lease agreement between homeowner and tenant, and violations will constitute a breach of the lease agreement. Any penalties imposed for violations will be charged to the homeowner.
2. Sunset Ridge is a family oriented community and homeowners who are renting their units are expected to keep this in mind when considering prospective tenants.

## II. ENFORCEMENT PROCESS

Members of the board, management staff, contractors and all residents are authorized to report all violations. The management office is the clearing house for all violation reports. Residents making a complaint must provide all pertinent information regarding the violation, including location, time, identity and address of the violator if possible. Anonymous calls will not be honored. All violations must be in writing and can be faxed, mailed or submitted via the Association's website by logging onto [www.kchoa.com](http://www.kchoa.com) and entering the Association's website.

The enforcement process will be handled pursuant to the Association's Resolution regarding Policies and Procedures for Covenant and Rule Enforcement which can be obtained on-line via the Association's website.