

GREENWAY PARK HOMEOWNERS ASSOCIATION MANUAL

A guide to the policies and rules for residents.

Dear Homeowner or Renter:

The purpose of this manual is to inform and acquaint you with the many facets of Greenway Park living. Please retain this Manual for future reference and guidance. All rules and guidelines in this manual supercede any and all previous verbal or written policies, rules, regulations and customs. However, this manual does not supercede the Greenway Park Homeowners Association Articles of Incorporation, Covenants and By-Laws.

Any future changes or additions to this Manual will be forwarded to you for insertion in this manual, and will show the date of revision of any given page in the lower left hand corner.

This information is distributed to give the assurance of enjoyment to all, rather than the restriction of use to any. Any restrictions are designed only to protect the large investment we have in this community. Protection of our investment as well as potential increase in value of our property can only be assured by proper maintenance, management and use of our homes and common area facilities.

All purchasers of a single-family home or townhome automatically become members of the Greenway Park Homeowners Association. You, as a homeowner, also own a share of the greenbelts, recreational facilities, equipment, furniture, landscaping, etc. We are confident that all owners and residents will have a rightful sense of pride in these facilities and will cooperate in every possible way in the use, plans, and programs of Greenway Park.

It is our hope that you will find this Manual helpful and that it will prove of value in many ways. Additional copies may be purchased from the office at reasonable cost.

Sincerely,

Greenway Park Homeowners Association

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BOARD OF DIRECTORS

Organization:

The By-Laws require the election of a Board of Directors consisting of five homeowners, serving staggered two-year terms. All homeowners are entitled to one vote for each lot owned. The homeowners thus control the operation and management of Greenway Park through the elected Board of Directors. No Director receives compensation for any service rendered to the Association.

The Board of Directors meets the third Tuesday of every month in the Community Room. All homeowners and residents are encouraged to attend these meetings. If you wish to be placed on the agenda to discuss something with the Board, call the office before the day of the meeting.

The annual meeting of the Homeowner's Association is held in February of each year. The Board gives a report of the financial condition and the activities of the previous year. At this time, the membership elects the appropriate number of Board of Directors. The Board elects the officers at their first meeting following the annual meeting. The fiscal year of the Association is January 1 through December 31.

Responsibilities and Duties:

The Board of Directors has the power to adopt and publish rules and regulations governing the use of the common areas and facilities, and the personal conduct of residents and their guests, and to establish penalties for infractions.

The Board enforces the provisions of the By-Laws and Declaration of Covenants of the Greenway Park Homeowners Association. Failure by the Board to enforce any covenant or restriction should not be considered a waiver of the right to enforce it at a later date.

The Board appoints an Architectural Control Committee and the Chairpersons of any other committees, and also hires and supervises employees as necessary.

One of the most important responsibilities of the Board of Directors is the management of the Association's budget, receipts and expenditures. The funds involved are your funds, and all owners are urged to read and discuss reports, summaries, and other financial information inasmuch as assurance of proper maintenance and increasing home values depend upon adequate and effective financial management.

GREENWAY PARK COMMITTEES

All Committee Chairs are appointed by the Board of Directors. Each Committee is made up of volunteers selected by the Committee Chairperson. The Committees make recommendations to the Board regarding projects, expenditures, policies, etc. Greenway Park Homeowners are greatly encouraged to volunteer their time on one or more of the following Committees. Please contact the office (469-1963) if you would like to help make our community a better place to live.

ARCHITECTURAL CONTROL COMMITTEE

CLUBHOUSE COMMITTEE

FINANCE COMMITTEE

GOLF COURSE COMMITTEE

PLAYGROUND COMMITTEE

RV LOT COMMITTEE

SWIMMING POOL COMMITTEE

TOWNHOME COMMITTEE

ARCHITECTURAL CONTROL COMMITTEE

The Architectural Control Committee (ACC) holds monthly meetings to review all plans for exterior projects submitted by homeowners, ensure that the Covenants are enforced, and oversee the violation procedures. At least one Board member will reside on the ACC.

SUMMARY OF COVENANT RESTRICTIONS

This summary of Article VI of the Declaration of Covenants, Conditions and Restrictions is not intended as a modification or amendment of Article VI. Rather, it is meant to explain those areas of the Covenants that are the most frequently violated, in the hopes that these violations will occur less often. This summary will not explain Article VI (Restrictions) in its entirety. **HOMEOWNERS AND RESIDENTS SHOULD REFER TO THEIR COPY OF THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR THE COMPLETE TEXT.**

Section 3. Single Family Use.

No business or profession of any nature shall be conducted on any lot or residence.

Broomfield Municipal Code Sec. 17-04-130 Definition of Family:

- 1) One person living alone
- 2) Two or more persons all of whom are related by blood, marriage or legal adoption, together with up to four children who may not be related to any or all of the other residents but who are under the care and supervision of the adult family head; or
- 3) A group including not more than two adults, together with any number of children related by blood or legal adoption to at least one of the adults.

Broomfield Municipal Code Sec. 17-04-202 Definition of Household Group

Household group means any one of the following, provided that there is at least 400 square feet of finished interior space for each resident:

- 1) A group not exceeding three persons living together as a single housekeeping unit, such group to be distinguished from a group occupying a boarding , lodging house, club, fraternity, or hotel;
- 2) Two or more persons all of who are related by blood, marriage, or legal adoption, together with not more than one adult boarder or domestic servant.
- 3) A group of not more than eight developmentally disabled persons living in a state-licensed group home or community based facility for the developmentally disabled;
- 4) A group of not more than eight persons in an owner-occupied or non-profit group home for the exclusive use of persons sixty years of age and older, together with domestic servants; or
- 5) A group of not more than eight persons with menatl illness, subject, however to such limitations on such homes as are provided by state law.

Section 4. Rentals. No paying guests or renting of a portion of a residence is allowed. The entire residence may be rented to a single family. (See Section 3 for definition.)

Section 5. Animals. Only bona fide household pets are allowed so long as they are not kept for commercial purposes and do not make objectionable noises or are a nuisance or inconvenience to any residents of adjacent property. No pets are allowed on the golf course. Pet droppings must be picked up from all common areas and private yards, and dogs must be restrained within your property line.

All animals are subject to the Broomfield Municipal Code, specifically the following sections:

Section 6-12-010: Running at large prohibited for any animal, except an ordinary domesticated house cat.

Section 6-08-140: Running at large means any animal off the premises of the owner and not under the direct and competent control of the owner by means of a leash ... and such leash should not extend beyond the property line of the owner.

Section 6-28-010: It is unlawful for any owner, keeper or controller of any animal to refuse or fail to remove promptly excrement deposited upon any common thoroughfare, street, sidewalk, play area, park, other public property, or any private property when permission has not been obtained.

It is unlawful to fail to remove promptly all fecal wastes from private premises as necessary to prevent diseases, hazards, and odors.

Section 6. Temporary Structures. No temporary structures or outbuildings are allowed, which includes (but is not limited to) storage sheds, animal hutches, trailers, playhouses and treehouses.

Section 7. Fences - Walls. Fences or walls must be decorative wood, stone or brick and no higher than six feet. Chain link is not permitted. A decorative wood fence that incorporates inconspicuous wire mesh attached on the inside of the wooden posts will be considered on a case by case basis, or wood looking plastic resin material, no less than 3/4" thick. All fence installation, wheather replacement or new installation, **must** have prior approval by the ACC.

Maintenance: Full replacement of any posts when fence has a 10 degree lean or more. Any pickets missing or broken must be replaced with same size pickets.

Boundary plantings along lot lines, except single trunk trees, cannot grow higher than six feet. No fences, walls or hedges are permitted on the street frontage beyond the setback line unless prior permission is granted by the ACC.

Section 8. Burning. See Article VI.

Section 9. Miscellaneous Structures. No signs permitted except for "for sale" or "for rent", and not exceeding the size permitted in residential areas in the City of Broomfield. These signs must be within the lot property lines and not placed on greenbelts or common areas.

All types of cooling units (swamp coolers, air conditioners, etc.) must be concealed. ***See guidelines.***

Grills should be kept concealed when not in use or at the back of the house.

Garbage and trash cans can be placed out no earlier than the night before the regular trash pickup day and must be placed out of sight before the morning following the regular trash pickup day.

All exterior aerial masts, radio and television antennae are prohibited. Exterior satellite dishes, no larger than 18", are allowed. A requirement that an antenna be placed in a position where reception would be impossible or would be substantially degraded would conflict with the FCC ruling. However, a regulation requiring that satellite dishes be placed to the extent feasible in locations that are not visible from the street would be permitted, if this placement would still permit reception of an acceptable quality signal.

Satellite dish placement must be approved by the ACC prior to installation.

Section 10. Property to be Maintained. Each lot at all times shall be kept in a clean, sightly, and wholesome condition. No trash, litter, junk, . . . shall be permitted to remain exposed upon any Lot so they are visible from any neighboring lot, street or golf course. . . . This Section includes items left in car ports which are not fully enclosed, unsightly oil spots on driveways, stacking firewood neatly on the side or rear of the house, etc. Each lot shall at all times be kept clear of weeds and other unsightly growth, and any and all landscaping that becomes objectionable . . . upon demand by the ACC shall be removed by the property owner.

ACC guidelines for weed and landscaping violations:

Multiple obvious weeds are not allowed in rock beds or rocked areas.

Multiple obvious weeds, overgrowth or neglect; such as dandelions, yellowed areas from lack of water, etc., are not allowed in the lawn.

Weeds over 12 inches tall - reported to City ordinance officer

Any visible dead area on trees/shrubs: **pruning required**

100% dead: **total removal required**

ACC guidelines for exterior painting violations:

Siding/trim/gutters - No more than 5% peeling, fading, bubbling or visible grain exposure.

Important: All exterior painting must be approved by the ACC prior to painting.

ALL exterior improvement must be approved by ACC **PRIOR** to beginning work or installation.

Procedures for Homeowners who do projects without prior ACC approval.

1st Occurrence: Homeowner is given violation notice under standard violation procedures and note is made in permanent record that homeowner did work without ACC approval. Notice of ACC requirements is sent to homeowner. Homeowner can only be removed from violation by submitting ACC request for any work in progress or already completed.

2nd Occurrence: Same as 1st occurrence with an additional warning letter that states that if work is ever done again without prior ACC approval, a \$100.00 fine will be immediately imposed for each subsequent violation.

3rd Occurrence: \$500.00 fine and given violation notice.

\$1000.00 fine if not corrected, plus costs of repair, plus attorney costs.

Section 11. Lots Not to be Subdivided.

Section 12. Underground Electric Lines.

Section 13. No Noxious or Offensive Activity.

Section 14. No Hazardous Activities.

Section 15. No Annoying Lights, Sounds or Odors. Be a good neighbor! This includes no loud music, parties, etc.

Broomfield Municipal Code Sec. 9-76-020: Sale and use of fireworks are prohibited.

Section 16. Restrictions on Parking. All RV's, trailers, etc. must be stored or parked in the RV Lot, except for a maximum of 3 days while loading or unloading. *See RV Lot guidelines*

Section 17. Height Restrictions.

Section 18. Minimum Value - Minimum Square Footage.

GUIDELINES FOR COOLING UNIT INSTALLATION

I. Existing covenants

It is the ACC's decision to uphold the intent of our existing covenants as follows:

Article V Section 2 - No alteration to the exterior of a structure (home) shall be made unless detailed plans have been submitted and approved in writing by the ACC.

Article V Section 3 - The ACC shall exercise its best judgment that all improvements, within properties, conform to and harmonize with existing surroundings and structures.

Article V Section 5 - There must be a majority vote by the ACC to approve any proposed improvements.

Article V Section 9 - No elevated tanks of any kind shall be erected. All types of refrigerating (cooling) apparatus must be concealed.

II. Definitions

A. Permanent unit: any cooling unit that architecturally alters the existing structure upon installation, such as cutting a hole into the roof or side wall to accommodate the unit.

B. Temporary unit: any cooling unit that does not architecturally alter the existing structure upon installation, specifically referring to window mounted units.

III. Guidelines

Due to the small lot sizes, close proximity of homes, and high visibility of roof lines (front and back) from adjoining properties within Greenway Park, the ACC will exercise its best judgment in determining that proper installation conforms with the covenants and is in the best interest of Greenway Park Homeowners overall.

A. Permanent roof-mount installations

1. Must be concealed with siding similar to that used on the house or painted the same color as the roof as though it was another chimney to conform architecturally with the character of the home.

2. Only a dormer type enclosure that fits in with the existing roof line using the same materials and color as the rest of the structure will be allowed.
3. Installation proposals, including detailed drawings are to be presented by the homeowner to the ACC.
4. Each proposal will be considered on a case by case basis.

B. Permanent side-mount installations

1. Must be concealed using one of the following methods:
 - a. The use of landscaping materials such as shrubbery or lattice work.
 - b. The use of building materials and colors that fit in with the existing home.
 - c. Concealed behind and below a six foot fence.
2. The base of any unit must be enclosed and conform to the existing structure (home).
3. Proposals, with detailed plans, are to be presented to the ACC for consideration on a case by case basis.
4. No installations will be allowed on the front (street side) of any home.

C. Temporary installations:

1. To be installed for seasonal use only
2. Size not to exceed approximately 26" x 26" x 30"
3. To be installed no earlier than June 1 and removed no later than October 15
4. To be stored during the remainder of the year in a concealed manner
5. No temporary units will be allowed on the front (street side) of any home. The only exception is if the homeowner is granted a variance because of a doctor's request and must be approved by the ACC.

D. Townhomes

1. Permanent or temporary installation of cooling units are allowed, only if they are installed on a cement pad within the patio perimeter.

ACC APPROVAL REQUIRED

2. No temporary units will be allowed on the front, sides, or upper windows.

3. The only exception is if the homeowner is granted a variance because of a Doctor's request and **must be approved by the Architectural Control Committee.**

4. Fans inside the dwelling are allowed, as long as they **Do Not** protrude outside the windows.

Current permanent installations that do not meet these guidelines will have to be removed or made to conform to these guidelines by submitting a proposal to the Architectural Control Committee.

For painting issues.

Upon receipt of an inspection report that raises a question, the responsible ACC member will investigate and determine if there is a violation. If not, no further action is required.

If a violation has occurred, issue a 30 day notice. This notice must fully explain the process that has begun with it's issuance.

If no corrective action has been taken at the end of the 30 day notice period, send notice of suspension of privileges, and advise that a fine will be levied if corrections are not made within 15 days.

If within the 30 day period, resident advises that the problem has been corrected, the ACC member will investigate and report.

If the problem has been satisfactorily remedied, send confirmation, and close the action item.

If the problem has not been corrected, advise action required, and send notification of suspension of privileges and fine warning.

If no corrective action has been taken at the end of the 15 day notice period, send notice of levy of fine and litigation warning. If within the 15 day period, resident advises that the problem has been corrected, the ACC member will inspect and report.

If the problem has been corrected, send notification of reinstatement of privileges, and close the action item.

If no corrective action has been taken at the end of the 15 day period, instruct attorney to send notification of litigation proceedings.

If within the 15 day period, resident advises that the problem has been corrected, the ACC member will inspect and report.

If the problem has been corrected and fine has been paid, send notification of reinstatement of privileges and close action item.

If problem has not been corrected and fine not paid, instruct attorney to send notification of litigation proceedings. With board approval, a \$50.00 fine can be charged ea. month until corrected and is subject to late fees after the 15th of each month.

POOL TABLE ROOM RULES

1. Adults 18 years of age, or older with I.D. may check out pool equipment in Pro-Shop.
2. Those 12-17 years old must be accompanied by an adult. Under 12 years old are not allowed.
3. No food or drink on or near pool table.
4. Adults and their guests are responsible for giving furnishings and equipment reasonable care, and are responsible for damage and cleaning costs.
5. Proper attire, including shirt and shoes, must be worn at all times. Bathing suits are not allowed.
6. One hour limit of play if other members, and their guests are waiting to play.
7. Brush and cover the pool table and return the pool equipment to the Pro-Shop. Attendent will check the room and return your I.D.
8. In the case of room rental, use of the pool table must be pre-arranged with the clubhouse representative. Equipment will be checked "in" and "out" with the representative.

TENNIS AND BASKETBALL COURT RULES

1. Tennis players must register in the Pro-Shop before play.
2. Players must wear court shoes. No black soled shoes allowed.
3. Children under 10 years of age must be accompanied by an adult on the tennis courts only.
4. The courts are to be used for their intended purposes only.
5. The following are not allowed in the court area:
 - Alcoholic beverages, food, bottles, or cans
 - Pets, skates, skateboards, or bicycles
6. Court hours are from 7 am to 10 PM. No one allowed on the courts after 10 PM.

CLUBHOUSE COMMITTEE

The Clubhouse Committee assists the Board of Directors in establishing rules and regulations for the use of the Clubhouse facilities, and submits recommendations to purchase new furnishings and equipment out of the Clubhouse budget.

CLUBHOUSE RENTAL POLICIES

1. All rentals must be handled by the person in charge of rentals and scheduled with the calendar.
2. Clubhouse facilities are not available for any Company parties, business meetings, or commercial use.
3. The Clubhouse rental is strictly for private parties, wedding receptions, celebrations, etc. High school or college graduation parties are for family members and family friends only. No rental is allowed to the public for any kind of graduation party.
4. Homeowners may not rent the facilities for someone else. A homeowner renting the facility must be present at the function and sign all contract papers. The homeowner is the responsible person to pay the rental fee and deposit fee.
5. All Greenway Park Committee meetings may be held in the clubhouse after checking the calendar schedule with the clubhouse office. If there is no attendant on duty to open up the clubhouse, then the Committee must make arrangements with the office.
6. Greenway Park residents only may use the clubhouse for organized meetings or functions such as: Bridge Clubs, Scouting, Bible Studies, Babysitting Co-op, Political, Exercise Classes, etc. These clubs are for Greenway Park residents only and the spokesperson for the Club must come before the Board of Directors for approval, at least one month prior to the function. A responsibility form must be signed by the responsible Homeowner. No rental fee will be charged for such activities. All exercise classes must be held in the Lower Party Room. No kind of exercise class will be allowed in the Community Room.
7. A Club or meeting that has been approved by the Board and is on the scheduled calendar must go through the regular rental policy. Fees and deposit will be waived as long as the members dues are current.
8. Clubs and meetings that involve children must use the lower party room. The Community Room may be used by adult clubs and meetings. If there are children at such functions, then a sitter may use the lower party room for the children.

9. All Association Clubs, meetings, etc. must be published in the newsletter to inform all interested Homeowners, since these meetings or clubs are strictly for their use only.
10. No borrowing of Clubhouse property is allowed. No furniture is to be removed from the Community Room, Pool Table Room, or Lower Party Room. Tables and chairs will only be allowed outside at a Greenway Park function. (See note for exception.)

NOTE: There are some designated tables that are in less than good condition that will be allowed to be used at Homeowner outside summer parties. However, prior approval must be obtained and the tables must be checked out with the Clubhouse attendant and must remain on adjacent Clubhouse grounds.

11. All parties must be confined within the Clubhouse and the adjacent grounds. No party will be allowed to extend into the neighborhood.
12. Deposits will be returned within three full working days.
13. When the Clubhouse is rented for a party and alcohol is served, they cannot rent the swimming pool.
14. Guests, caterers, etc. will not be allowed into the building before the check-in by the renter.

GREENWAY PARK CLUBHOUSE RESPONSIBILITY AGREEMENT

*** RULES ***

- 1a) All uses of Greenway Park Homeowners Association common areas shall be subject to Board of Directors approval.
 - 1b) Any member on the Board of Directors may, at their discretion, stop any activity and have any persons removed from association common areas.
 - 1c) For purposes of these rules, "Renter" shall mean Owner of property within GWP or Resident of GWP if granted facility use by Owner and evidenced on a current facility use form.
 - 1d) The Renter must be current in their assessments.
 - 1e) The Renter cannot be in violation of ACC policies.
 - 1f) The Renter is responsible for payment of all deposits, fees and fines.
 - 1g) The Renter becomes the "Responsible Party" when rental agreement is signed.
 - 1h) The Responsible Party must be present at check-in, check-out and during the function for which the facilities were rented.
 - 1i) At no time shall the facilities be left unoccupied and unlocked.
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- 2a) Reservations can be made up to three months (90 days) prior to the event. Reservations can be made for weddings and wedding receptions of no more than 75 guests up to six months (180 days) prior to the event.
 - 2b) Fees and Deposits paid by check must be received fourteen (14) days or more prior to the reservation date. Weddings and wedding receptions must be made with full non-refundable deposits at time of reservation. All checks shall be immediately deposited.
 - 2c) Reservations entered into less than fourteen (14) days prior to the reservation date requires a Cash Fee and Deposit. Cash shall be immediately deposited.
 - 2d) Cancellation of this Agreement within a fourteen (14) day period prior to the reservation date shall cause a charge of \$15.00 to Responsible Party.
 - 2e) Responsible Party shall arrange with Clubhouse Representative a check-in and check-out inspection of rented facilities. Guests, caterers, etc. will not be allowed into the building prior to check-in by Responsible Party. Any outside setup to be done the day of rental only!
 - 3a) All rentals must be handled by the Clubhouse Representative.
 - 3b) The Clubhouse is not available for public rental, and residents may not rent for non-residents.
 - 3c) Facilities shall be used only for lawful purposes.
 - 3d) Any permits or licenses required in the use of the facilities shall be the sole responsibility of the Responsible Party.
 - 3e) Renters are entitled to eight (8) hours of use per day for the rental fee. Hours or partial hours exceeding eight (8), but not more than ten (10) on the same day will result in additional per hour charges.
 - 3f) All parties must stay within the Clubhouse and the adjacent grounds. No party will be allowed to extend into the neighborhood, (i.e..scavenger hunts etc.).
 - 3g) No Pets allowed!
 - 3h) No RED or ORANGE Punch!
 - 3i) No Smoking!

- 3j) Use of any alcohol shall require an additional deposit.
- 3k) Curfew for Friday, Saturday and Holidays is 1:00 A.M. the following day. Curfew
for Sunday through Thursday midnight of that day.

No outdoor activities beyond 10:00 P.M., per city ordinance.

- 3l) Acceptable rentals under this agreement shall consist of:

<u>EVENT</u>	<u>STIPULATION</u>
Social Events	Showers, reunions, receptions, etc. (RESIDENTS ONLY)
Company Parties	RESIDENTS OWNED ONLY
Business Meetings	RESIDENTS OWNED ONLY
Parties/sales for profit	NOT PERMITTED

Any additional uses shall be at the discretion of the Board of Directors ONLY, ON A CASE BY CASE BASIS. Application for such variances shall be submitted no less than two (2) weeks prior to the next scheduled Board of Directors meeting.

- 4a) Clean-up by the Responsible Party must be completed on the reserved day in order to avoid janitorial expenses. Only exception: clean-up may be done the following morning, completed by 10:00 AM, if an attendant is on duty in the Pro-Shop to let you in and out, and if there is no scheduled use of the facility that morning.

- 4b) A clean-up crew of not more than five (5) persons shall remain in the facilities no more than thirty (30) minutes after the curfew.

- 4c) ANY DAMAGE AND JANITORIAL EXPENSES INCURRED TO THE RENTED FACILITIES OR OTHER COMMON AREAS, OR ANY VIOLATION OF THE RULES

STATED HEREIN, SHALL RESULT IN THE FORFEITURE OF THE ENTIRE SECURITY DEPOSIT. ANY EXPENSES WHICH EXCEED THE SECURITY DEPOSIT SHALL BE CHARGED TO THE RESPONSIBLE PARTY. FAILURE TO PAY FOR EXCESS DAMAGE COULD RESULT IN AN ASSESSMENT AGAINST THE RESPONSIBLE PARTIES PROPERTY RESULTING IN ADDITIONAL LEGAL AND FILING FEES.

- 4d) Responsible Party agrees to indemnify and hold harmless the Greenway Park Homeowners Association, Board of Directors and Committee Members from any liability of whatever nature arising out of, either directly or indirectly, use of any or all Association common areas and holds it harmless from and against all claims, liabilities, damages, or losses arising out of the following:

- a) Any breach of covenant contained herein.
- b) Any action, suit, or proceeding now or hereafter threatened by any third party against Greenway Park Homeowners Association, or Responsible Party arising out of Responsible Party's use of the facilities.
- c) Any obligation, debt or liability or alleged obligation, debt or liability of Responsible Party, including without limitation, any liability relating to any sales, use or other taxes (or interest or penalty relating thereto) payable to any governmental entity.
- d) Any cost or expense (including attorneys fees) which may be incurred by Greenway Park Homeowners Association in connection with foregoing bases for indemnification.

- 4e) Renters who abuse rental privileges must obtain permission from the Board of Directors.
- 4f) The Board of Directors will make final decision on fines or suspension or the requirements as they deem appropriate.

- 5a) None of the Clubhouse property or furnishings are available for rental or use at any other location and are not to be removed from any of the Clubhouse rooms.
- 5b) All equipment checked out from the Pro-Shop, (i.e.. volleyballs, nets, horseshoes, basketballs, golf carts, golf bags, etc.), must be returned before the Pro-Shop closes.
- 5c) All outdoor cleanup must be done by dark.

- 6a) **WHEN NO DAMAGES OR VIOLATIONS** of the agreement have occurred, the Security Deposit shall be returned to the Responsible Party, usually within three (3) business days.
- 6b) Responsible Party agrees to abide by the terms of the **CLEAN UP RULES**, and acknowledge receipt of these rules.

GOLF COURSE COMMITTEE

The Golf Course Committee assists the Board of Directors in establishing rules and regulations for the use of the golf course, submits recommendations for expenditures, and appoints a Chairperson to run the annual Homeowner's Golf League.

The golf league is open to homeowners and residents of Greenway Park whose privileges are in good standing. This handicapped league is held each Thursday evening during the summer for a nominal fee to cover expenses and prizes. Players of all abilities are encouraged to join.

* * * **GOLF COURSE RULES AND ETIQUETTE** * * *

1. Players must register before play. All play starts at #1 tee.
2. Each player must have own bag with four clubs and putter. (Only a putter may be used on the greens.)
3. Age limitations:
Homeowners And Guests:
 - a. Guest **MUST** be accompanied by host member.
 - b. No child under age seven will be allowed on the golf course.
 - c. Children 7-12 years of age must be accompanied by an adult 18 years old or over.
Junior League players and those under age 12 proving their ability to a golf committee member may be allowed to play without an adult.

Public Play:

- a. No child under age 12 will be allowed on the golf course.
4. Golf or tennis shoes only are to be worn on the course . . . NO bare feet.
5. Shirts must be worn on the golf course.
6. No more than four players allowed in each group.
7. Players must tee off between markers.
8. Player must play one ball only.
9. Keep moving; don't loiter; don't crowd.
10. Those falling behind, wave faster players through.
11. Keep bags and carts off tees and greens.
12. Any road enclosing the course is out-of-bounds.
13. Lay away from all trees.
14. Replace all divots.
15. Repair all ball marks on greens.
16. Rake sand traps.

Activities Prohibited on the Golf Course:

17. No swearing or vulgar language will be allowed on the golf course.
18. No alcoholic beverages allowed on the course.
19. All domestic animals are prohibited from the golf course.
20. No unauthorized vehicles/equipment allowed on the golf course. This includes bikes, baby carriages, baby strollers, children's wagons, sleds, skis, etc.
21. Golf Course is not to be used as a playground, nor as a shortcut. This also applies in the winter.
22. No unauthorized scavenging of golf balls in the lake. No swimming or fishing in the lakes.
23. No one shall walk on greens at any time, unless playing golf.

ANY PERSON IN VIOLATION OF THESE RULES WILL BE ASKED TO LEAVE THE COURSE AND/OR FACE OTHER ACTION BY THE GOLF COMMITTEE.

GREENBELTS AND COMMON AREAS

The Greenbelts are a unique aspect of your community maintained by your Homeowners Association fee for the use and enjoyment of all our residents. Courteous consideration of your neighbors should be the main guide to the use of the common areas along with the following specific rules:

1. NO PETS, under any circumstances, are allowed on the Golf Course, Tennis Courts, the Clubhouse grounds, or in the building. Domestic animals are subject to the Broomfield Animal Control Ordinance which requires, among other things, that animals be restrained on the owner's property, under direct control by leash when outside the owner's property. *See section 5.* Please do your part to maintain the greenbelts as a clean, healthy area for all to enjoy.
2. NO SIGNS, of any kind are to be posted on the greenbelts or common areas. This includes: Garage Sale, For Sale, For Rent, Real Estate, etc. The maintenance men will remove any such signs so that the greenbelts can be properly maintained.
3. No motorized vehicles, except authorized maintenance equipment, shall be operated on the greenbelts, sidewalks, or other maintained areas. No bicycling or skateboarding on greenbelts and other non-paved, grassed areas.
4. While homeowner planting of trees and shrubs on the greenbelts is not prohibited, such planting must be cleared with the Maintenance Manager, who will assist in the planting and care of all greenbelt trees and shrubs.
5. Do not put tents, picnic tables, playhouses, toys, swings, etc. on the greenbelts. Maintenance men will remove any such items from the greenbelts to provide for mowing and other proper maintenance.
6. No organized games shall be played on the greenbelts. You must use the area on the west side of the swimming pool fence or our neighborhood city park.

Obviously, the maintenance of the Common Areas is a complex job and we hope that each Homeowner will contribute to the beauty and value of the community by removing litter from areas adjacent to your property and by promptly reporting any problems, such as broken sprinkler heads, or by making suggestions for the upkeep of the area to the Clubhouse Manager so that a work order can be completed.

RV LOT RULES AND REGULATIONS

FOLLOWING ARE POINTS THAT MUST BE ADHERED TO IN ORDER TO HAVE YOUR CONVEYANCE STORED IN THE RV LOT.

1. The RV lot is a storage lot for recreational vehicles only. Boats, trailers, camper units, large RV's and camp trailers.
2. Care and consideration should be used when parking your RV in the lot.
3. **OWNERS MUST PROVIDE BLOCKS** to support jack hitches on asphalt between the trailer jack hitch and the asphalt. Stop blocks for the tires are also required.
4. Stored units must reflect current license plates. Submit your registration to the office annually. Area will be checked, and units will be towed for non-compliance.
5. Keys are obtained at the GWP office for a \$20.00 refundable deposit. A lost key requires an additional deposit. Relinquishing space in the RV lot requires returning of the key.
6. If your privileges are suspended, you will be notified to remove your vehicle from the RV lot, or it will be towed and stored at your expense.

I _____(signature) release GWP of all responsibility, and agree to abide by these rules.

SWIMMING POOL COMMITTEE

The Swimming Pool Committee assists the Board of Directors in establishing the rules and regulations for the use of the swimming pool and sauna, and submits recommendations for expenditures for those facilities.

SWIMMING AND SAUNA FACILITIES

General Information:

1. Use of the pools is reserved for GWP members in good standing with the Association and up to six paid guests per lot# per day. Special arrangements may be made through the office for your out of town guests.
2. Members whose accounts are delinquent will not be allowed use of the facilities.
3. Members must file a Facility Use form with the office naming all family members residing in the household, who may use the facilities.
4. A non-resident owner may assign use of the facilities to either their immediate family members OR to their tenants, facility use can not be divided or shared.
5. All guests aged seven (7) years and older must pay \$2.50 each. All children under seven (7) years are considered a guest, but will not be charged the \$2.50 guest fee.
6. Guests must be accompanied by their host member. Special exceptions can be made through phone calls to the pro-shop manager.
7. General public is not allowed.
8. Private parties may be arranged by checking with the pool manager.

Pool Opening Schedules:

Pool Hours - 10:00am - 7:45pm daily with the exception of Wednesday.
Wednesday hours are 10:00am - 9:45pm.
Adult Swim Only - 6:00pm - 9:45pm.

**ABSOLUTELY NO CHILDREN ALLOWED AT EITHER POOL
DURING WEDNESDAY ADULT SWIM.**

Lifeguards:

1. The Lifeguards have authority to close the pool at any time because of weather conditions, safety, etc. The pool will not open if the temperature outside is not at least 65 degrees.
2. Lifeguards have the authority to remove any person for not abiding by the established rules of the pool.

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3. Lifeguards have the authority to suspend any person for up to 14 days from use of the facilities. Responsible party will be notified by letter of the suspension.
4. Lifeguards have the ultimate authority to override these rules at anytime for the safety of others.

Children:

1. NO LIFEGUARD IS IN ATTENDANCE IN THE WADING POOL AREA.
2. Wading pool is restricted to children six (6) years and younger.
3. A responsible adult must attend children aged six (6) and younger at all times; children must not be left unattended at any time in any area of the facilities (pool area and locker rooms).
4. Regulations for children's use of large pool:
 - Minimum height for swimming is 52" tall
 - OR child must demonstrate swimming ability to lifeguard
 - OR child must be in constant attendance by a responsible adult
5. Parents are responsible for the safety of children in the wading pool area.
6. Children aged six (6) years and younger may not swim if unattended by a responsible adult (16 years or older).

Saunas:

Saunas are restricted for use by adults aged 18 years and older. Ask attendant for key.

DO's of Facility Use:

DO practice courteous & considerate behavior & obey lifeguards
DO wear proper swim wear
DO practice general housekeeping at pool deck, grass and in locker rooms
DO know the pool rules

SWIMMING POOL RULES 2001

Pool Lifeguards have the responsibility to interpret and enforce the swimming pool rules. For safety, maintenance, and common sense, some restrictions are necessary in the pool, pool areas and locker rooms.

Items not allowed are:

- * Food and drink within five feet of the main pool.
- * Glass containers.
- * Cookouts
- * Alcoholic beverages, cigarettes, or gum.
- * Shorts, cut-offs, or thong swim suits in the pool. (note: T-shirts and water shoes are permitted. Clean socks are allowed in the wading pool.)
- * Pets
- * Hard balls
- * Floatation devices and water guns during crowded times (lifeguards will interpret what is reasonable and will be responsible for canceling this permission when the pool is too crowded, or if the toys lead to out-of-control behavior.) Exception: at all times, noodles, small circular tubes, and arm bands are permitted in the shallow depths, for those who can swim without them or for anyone within arms reach of an accompanying adult.

Activities not allowed are:

- * Jumping off the diving board while wearing arm band floatation devices (unless being caught by an adult.)
- * Running
- * Playing personal music unless used with headphones.
- * Intoxication, obnoxious or obscene behavior or language.
- * Diving in less than five feet of water.
- * Double bouncing, hanging on, or diving or jumping off the side of the diving board. - (A lifeguard may ask a swimmer to demonstrate their ability to swim before going off the deep end or off the diving board.)
- * Sitting on another person's shoulders. (Exception: a small child with an adult who is a competent and responsible swimmer.)
- * Throwing a person off another person's shoulders.
- * Horseplaying or any activity that is considered dangerous by the lifeguard.
- * Climbing on the lifeguard stand or chair, or playing with the lifeguard's equipment.
- * Entering the pump room or chemical storage room.

For the protection of our youngest swimmers:

- * Children less than ten (10) years old must be accompanied by a responsible adult (16 years or older)
- * Children must be at least 52" tall or demonstrate swimming competence to a lifeguard or be accompanied by a responsible adult.

Rules specific to the wading pool:

- * All children must be accompanied by a responsible adult at all times. **No lifeguard is in attendance in the wading pool area.**
- * The wading pool is reserved for children six years old and younger.
- * Babies must wear plastic swimmers.
- * No children will be allowed at either pool during adult swim evenings.

TOWNHOME COMMITTEE

The Townhouse Committee assists the Board of Directors in establishing the rules and regulations for the townhomes, and submits recommendations for expenditures out of the townhome budget.

Our Townhome community is governed by the Greenway Park Homeowners Association Covenants and By-Laws, along with the other policies and rules found in this manual. The special concerns of the Townhomes are reviewed below:

1. Trailers, campers, and Recreational Vehicles are not to be parked within Townhome areas. These areas include parking areas, driveways or streets inside Greenway Park. There is a designated RV lot for such vehicles on the east side of the park. You can get more information by calling the Office at 469-1963.
2. The parking area within the Townhomes is assigned. It is the responsibility of the owner or tenant to remove unwanted vehicles within their assigned area. If you are confronted with this problem, you must first call the police at 438-6400, and tell them the make and license plate number of the vehicle. Next, you can call Advanced Towing at 465-0013 and explain you have informed the police and would like this vehicle towed. It will be up to the owner of the vehicle to pay any towing fees.
3. Any vandalism committed to the Townhomes or Common Areas around the townhomes will be prosecuted.
4. Bicycles, skate boards or sleds are not allowed on the greenbelts.
5. Dogs are not to be tied on sidewalks or greenbelts. All dog feces deposited on Common Areas are to be removed by the dog-owner immediately. *Section 5.*
6. **All exterior alterations to the townhomes are to be submitted to the Greenway Park Homeowners Association Architectural Control Committee for approval.**
7. Replacment windows and patio doors must be **white** in color.
8. Any activity that is illegal in Broomfield public parks is also prohibited in Common Areas. Among these activities are drinking alcoholic beverages, using illegal drugs or loud and obnoxious behavior. Townhome Common Areas include all grassed areas and the unreserved parking areas. *See Section 13.*

9. Due to drainage problems, there will be **No** planting of flowers, plants, trees, shrubs or bushes between the front porch and sidewalk or in the patio area between the concrete patio and fence. Please use above ground pots to enhance the porch or patio areas and a plastic container in the flower box to avoid erosion.

10. Regarding satellite dishes: Once placement of the dish has been determined by the satellite dish company, the townhome owner must then submit an ACC request with the location of where the satellite dish will be placed. The ACC will then ***approve*** or ***deny*** the request.

The Greenway Park Homeowners Association would like you to be aware of the rules and regulations within your community before any misunderstandings can develop. The result of violations can be a suspension of various privileges as well as legal consequences.

MISCELLANEOUS INFORMATION

GREENWAY PARK PHONE AND ADDRESS:

(303) 469-1963
110 Greenway Dr.
Broomfield, CO 80020

OFFICE HOURS:

Monday through Friday 8:00 AM to 5:00 PM

PRO-SHOP HOURS:

HOURS: Dusk till Dawn

Open year round weather permitting.
Homeowners may play golf year-round when there's no frost on the greens.

WORK ORDERS:

Any homeowner or resident who notices that a common area requires maintenance (i.e. broken sprinkler, landscaping, golf course, etc.) is asked to submit a work order. Work order forms are located in the Office and you may call or visit to have a work order filled out. If the maintenance request occurs when the Office is closed, report it to the Pro Shop or leave a message on the answering machine.

DUES PAYMENTS:

Dues are considered delinquent if not received by the 15th. of each month. You may mail the payment to the above address, bring it to the Greenway park Office, Monday-Friday, 8:00 a.m. to 4:30 p.m., or drop it through the mail slot next to the Pro-Shop door.

