

## Northwoods Condominium Association Guidelines of Conduct

Northwoods is a community of like minded owners who use their homes seasonally. The Owners wish to enjoy the peace and quiet of Northwood's setting with their families and guests. Northwood's Managers see their duty as assisting the Owners and their guests achieve quiet enjoyment of their homes. These Guidelines of Conduct are published with this goal in mind. Thank you for reading and following these Guidelines. NCA President

### **A. Pool, Jacuzzi, Saunas & Exercise Room: (opened/closed at NCA Manager's discretion)**

Pool – Summer: 9 am – 10 pm . Winter: 3 pm to 9 pm. Per posted open/heated dates.

Spa and Jacuzzi areas Summer: 9 am to 10 pm -Winter: 3 pm to 10 pm

Exercise Room - As posted on door

1. At all other times the Pool, Jacuzzi, Saunas and Exercise Room is closed.
2. Do not enter Pool or Jacuzzi if insulating cover is on. For winter posted dates, the pool is only uncovered and opened upon advanced request; call NCA Managers prior to 6 PM.
3. An adult of 18 years or older must accompany children age 14 and younger to the Pool, Jacuzzi and Saunas.
4. Children are not allowed in the Exercise Room under the age of 16 without adult supervision.
5. NO glass allowed in the Pool, Jacuzzi & Saunas area.
6. NO smoking in the Pool, Spa, or common areas.
7. NO soap or shampoo in the Pool or Jacuzzi. Proper bathing attire is required at all times.
8. Please take a shower before entering the Pool or Jacuzzi.
9. Northwoods does not provide towels for the Pool, Jacuzzi or Exercise Room.
10. Rental guests are not allowed to bring guests who are not in residence at Northwoods.
11. Northwoods is not responsible for lost or stolen items. Items left in and around the Pool, the Jacuzzi and dressing rooms for longer than 48 hours will be discarded.
12. Swim at your own risk, there is no lifeguard on duty.
13. Violations; Owner will incur a \$100 fine first incident, \$500 second incident, \$1,000 there after.

### **B. Parking:**

1. Parking spaces in garages are for the exclusive use of the owners of the numbered units.
2. Rental guests may park only in the reserved space for the rented unit; parking permit on dash.
3. Visitors must park outside or in the reserved space of the unit the visitor is visiting.
4. Cars parked in "Visitor" parking spaces must have an NCA parking sticker or note on the dash with the number/name of the unit they are visiting. In garage "Visitor" parking limited to 3 hours.
5. Please respect "Loading Zone Only" and "No Parking" areas.
6. Please do not park in front of Bldg. A along the drive or next to the office, this is a fire lane.
7. Unauthorized vehicles may be booted, fined \$100 first incident, \$500 second incident and \$1,000 there after, plus any expense incurred by the Association and towed away at the owner's expense.

### **C. Pets:**

1. Northwoods owner family pets only permitted at Northwoods.
2. Owners who bring their pets to Northwoods must keep the animal under leash or control at all times. You are responsible for keeping the grounds clean. Damage by pets to landscaping will be charged to the owner responsible. Pets are not allowed in the pool area.

### **D. Keys:**

1. The Managers will not issue keys to rental guests. Rental guests must contact their Rental Agent for keys. If you lock yourself out, contact your Rental Agent via the Sentex box at the Bldg. door.
2. The Managers will NOT issue keys to units unless specifically instructed to do so by the owner, preferably in writing.
3. The Managers will not provide keys or show units for Real Estate Agents.

**E. Security Doors/Gates:**

1. The Rental Agents will provide rental guests access numbers to entry and garage doors.
2. Do not prop outside doors open. All outside doors and gates are to remain closed.

**F. Common Areas: Hallways, Stairways, Elevators, Laundry Rooms, Pool Patio, Garages:**

1. Ski equipment should be stored in ski lockers. If left in common area, the Managers will remove.
2. Children are not allowed to play in the common areas, hallways, stairways and elevators.
3. For the safety of your children, they are not allowed to ride bicycles or play in the garages.
4. Bikes must be stored in unit parking space or designated bike parking at owner's liability.
5. Please respect the other guest's needs and return all luggage and grocery carts to the garage.
6. No Cigarettes/cigars smoking in the indoor common areas; to include the halls, stairways, elevators, garages, Jacuzzi, dressing rooms, gym and the D/E Connect.
7. Trash bags from units are to be thrown in garage trash containers; and not left in common areas.
8. Cardboard boxes should be broken down and left by garage trash containers for recycling.

**G. Mail and packages:**

1. Mail will be delivered to owner's units weekly, packages after 4 pm daily. Owners may collect mail from their box in the hall next to the office when they are at Northwoods.
2. Rental guests may pick up mail/packages at the Office. An out-going mail box is located in hall next to office.

**H. Rental Services:**

1. Northwoods does not have a Rental Management Operation. All rental guests must contact their Rental Agent for all services or problems that may arise regarding their unit.

**I. Damage to General Common Elements and Violation of Guideline of Conduct Fines:**

1. Damage to General Common Elements and fines for violations of the Guidelines of Conduct will be charged to the Owner of the unit occupied by the party causing the damage.
2. Owner may incur a \$100 fine first incident, \$500 second incident and \$1,000 each thereafter.

**J. Noise & unruly conduct:**

1. No loud noise, stereo, TV, etc. will be tolerated after 10 PM.
2. No unruly conduct will be tolerated anywhere on the property.
3. The Managers will issue an initial warning. Subsequent complaints will be dealt with by the Vail Police Department.

**K. Emergency Contacts:**

Rental Guests:	Contact your Rental Agent
Fire & Police Department	911
Property Managers	As posted on office door

## Northwoods Condominiums Fire Protection System

*Please read and discuss with your family and any guest who may use your home.*

**Smoke Detectors/Alarms:** The smoke detector/alarm in each room of your home will only sound if you have smoke in your home from a smoldering fire, fireplace smoke, cooking smoke or steam from the bathrooms.

This alarm does not sound in the building and will not bring the Fire Department. *Do not open the door to the hallway.*

The smoke alarms in the hallways will set off the building alarm and the Fire Department will respond. You may be fined \$350 if you cause a false alarm. Please open the windows and fan the smoke to the outside.

**Heat Detectors and Sprinklers:** The heat detector/alarm in each room of your home will sound off if you have a fire in that room/s. The building alarm will sound and the Fire Department will respond. Evacuate the building immediately.

The heat of the fire will melt the plastic cover over the sprinkler head/s and will set off the sprinklers in that room/s. The flow of the water out of the sprinkler will alert the Fire Department that there is a hot fire in that room/s. Only a hot fire will set off the sprinklers system allowing water to flow into that room/s.

**Revised: 12/27/07**