

T H E W E L L I N G T O N N E I G H B O R H O O D



B R E C K E N R I D G E ♦ C O L O R A D O

Homeowner Manual

June 2012

Dear Homeowner:

Congratulations on your decision to purchase a new Wellington Neighborhood home.

This manual has been designed to assist you after the purchase of your new home. The information provided is to help you with any concerns you may have. Please take time to review this material thoroughly.

We are delighted to welcome you as part of the Wellington Neighborhood family. Any requested warranty work can be submitted on our website www.poplarhouse.com click 'warranty' at the bottom of the home page, find the online warranty form line and then your name and enter in your warranty request.

Appliances – Please contact Greer’s Appliance directly.

Homeowners Association Contact information

Jennifer McAtamney – HOA administrator 970-453-5303 ext. 704
info@wellingtonneighborhood.org

In the event of an emergency please contact the following:

APPLIANCES	GREER’S APPLIANCE	970-468-6940
ELECTRIC	AMERICAN ELECTRIC	970-485-1999
GAS & ELECTRIC	EXCEL ENERGIES	800-895-4999
HOT WATER BASEBOARD HEAT KENNEDY PLUMBING		1-970-262-6241
PLUMBING 24 HOUR EMERGENCY SERVICE		
Please also leave an emergency message at:		970.453.5303 ext. 705

The following companies should now be in your name:

Electric/Gas	Excel Energies	800-895-4999
Sanitation District	Breckenridge Sanitation District	970-453-2723
Water	Town of Breckenridge	970-453-3190
Phone Company	Qwest	800-603-6000
Cable & Internet	Comcast (John Hopson)	970-776-6871
Talkin’ Trash	Trash	970-389-0101

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Warranty Issue Submittal Instructions

www.poplarhouse.com

“warranty” button at the bottom of the page.

One Year Warranty For a period of one (1) year beginning on the closing date (“Warranty Period”), Traditional Neighborhood Builders, Inc. will warrant those homes purchased directly from Poplar Wellington, LLC.

The most efficient way to request warranty service is to fill separate warranty requests online. Go to the Wellington Neighborhood/Poplarhouse, LLC Homepage at www.poplarhouse.com then click on the “warranty” button at the bottom of the homepage. From there you will find a link to the Limited Warranty and the online Warranty form. Please review the Limited Warranty before submitting your item. When you get to the Warranty Form page select your address or name from the pull down menu. Then for each item, do a separate entry on a separate form.

When an item is entered and submitted by a homeowner, an email is generated to our Construction Manager who reviews the submission and, if approved, assigns each item to the correct subcontractor. This is why each item should be entered separately.

The assigned subcontractor should contact you within 14 days of your submittal to review the scope of work and take care of the item.

If the warranty requests constitute an emergency situation, please contact the subcontractors immediately. For subcontractor information please call 453-5303, Extension 706 or refer to your Association Manual. Then, after following the instructions enter the request for warranty service at the www.poplarhouse.com homepage.

If the warranty issue is not addressed within 14 days please feel free to call the office and leave a message on Ext 706. Someone should be in touch shortly.

Community Resource Section

Wellington Neighborhood Association	970-453-5303 x 704 www.wellingtonneighborhood.org
Town of Breckenridge	970-453-2251 www.townofbreckenridge.com
Town of Breckenridge Police	970-453-2941
Red White and Blue Fire Dept.	970-453-2474 www.rwbfire.org/
Summit County Sheriff	970-453-2232
Summit School District	970-368-1000 www.summit.k12.co.us
High Country Conservation	970-668-5703 www.highcountryconservation.org
Summit County Government	www.co.summit.co.us
State Road Information	www.cotrip.org
Summit Stage	970-668-0999 www.summitstage.com
GoBreck	888-251-2417 www.gobreck.com
Summit Chamber of Commerce	970-668-2051
Summit Daily	www.summitdaily.com
Breckenridge Heritage Alliance	970-453-9767 www.breckheritage.com
Summit Historical Society	www.summithistorical.org
Animal Shelter	970-668-3230
SC Alert	http://scalert.org/index.php?CCheck=1

SC ALERT (Summit County Alert) is an alert notification system that allows officials to immediately contact you during a major crisis or emergency and can deliver important emergency alerts, notifications and updates to you on all your devices:

- email account (work, home, other)
- cell phone and pagers
- Smartphone and other handhelds devices

SC ALERT is your connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

While there is no charge to register for **SC ALERT**, your cellular carrier may apply standard delivery or other charges depending on your plan. Please read the FAQs for more information.

Ski Areas:

Breckenridge

www.breckenridge.com

Arapahoe Basin

www.arapahoebasin.com

Keystone

www.keystoneressort.com

Copper Mountain

www.coppercolorado.com

Map of Neighborhood (2011) NORTH ---->



Rules & Regulations

Adopted December 5, 2007

This is a quick check list of things that will help you understand the some of the basic policies of the neighborhood. More information on policies and rules can be found in the neighborhood Declarations and Bylaws which can be referenced at:

www.wellingtonneighborhood.org

1. Courtesy is the best policy. As a neighbor and member of a close community, being courteous with your neighbors is usually the best way to solve current problems and avoid future problems.
2. Pick up after your pets. Pet pick up bags are located throughout the neighborhood for your convenience. These should be properly disposed in your trash after use. Being conscientious about this will make for a cleaner and healthier neighborhood.
3. Pets must be on a leash when they are off of your private property in accordance with the Town of Breckenridge leash law. If you see loose, unattended pets please call Police Dispatch at 453-2941.
4. Pick up children's toys and items from the Greens & streets when they are done playing. Leaving toys out makes our Greens untidy and toys turn into dangerous obstacles for neighbors and guests walking on the Greens or driving on the streets after dark.
5. Boats, Kayaks, Canoes, Snowmobiles, Motorcycles, ATV's Trailers, and other water craft and motorized toys must be stored in a garage or off site.
6. Resident cars must be parked on an approved parking pad (gravel is not acceptable) or in a garage.
7. Guest parking is for our guests. Please respect this so we have ample parking areas for visitors. In the event you or a guest needs access to guest parking for overnight purposes please contact the Association office at 970-453-5303 x 704 or via email to info@wellingtonneighborhood.org with a description of the vehicle and license number. The Town of Breckenridge also has a 4-hour permit available on line so guests can park for up to 4-hours on the street. To download a permit go to:
www.townofbreckenridge.com
8. Camper Vans less than 16-feet long and 6-feet high are permissible on the property. Camper Vans between 16 to 18- feet that will be parked on a parking pad must be specifically approved by the Board of Directors. Any Camper Vans or RV's over 18-feet are considered oversized and not allowed on parking pads. Motor homes, travel trailers, construction equipment and other oversized machinery and equipment shall not be stored or parked within the property.
9. If you are interested in using a Green for a party, you must contact the Association Office to reserve the space. Once you have secured your reservation you will need to contact the neighbors on that Green and inform them of the date and time that you will be using the Green for your event.
10. Front porches shall not be used for storage. Bicycles and other non-motorized sporting equipment may be stored on back porches only.
11. Any improvements or projects for yards, lots or houses must be approved by the Design Review Committee prior to beginning any work. Applications and guidelines for Design

Review can be found on the Association website at www.wellingtonneighborhood.org. Please contact the Association Office with any questions regarding this.

12. A homeowner may have one real estate “for sale” sign on your property in the back yard at the alley or may have a custom sign made that follows the guidelines as specified in the neighborhood document “Design Review and You”.
13. Homeowners may have political signs in their yards, but they are not to be posted on structures, trees or on Association property or the right of ways.
14. Yards must be kept mowed and neat in the summer time. No noxious weeds may be present on property.
15. By Town of Breckenridge ordinance, bear proof garbage cans are required and must be latched when placed in the alleys for pick up.

You and Your Neighborhood

Welcome to the Wellington Neighborhood. The purpose of these upcoming pages is to familiarize you with the Wellington Neighborhood Association (WNA) and your responsibilities as a homeowner.

Who does the work for the Association and I how do I contact them?

The neighborhood has an administrator. Her name is Jennifer McAtamney. She can be reached at 970-453-5303 ext. 704 or via email to: administrator@wellingtonneighborhood.org and is always happy to help you.

What does our Association do?

We are a formal organization which you join when you buy a home here in the neighborhood. The primary responsibility of the Association is to maintain our common areas, communicate with homeowners, handle legal compliance and accounting for the Association, organize meetings for the Board of Directors, and the Association, work with contractors on behalf of the neighborhood, and work to help neighbors follow the important policies, and rules of the neighborhood.

What are our monthly Association Dues and what do they cover?

Our dues are currently set at \$60 a month (1/2012). These fees will cover administration of the Association, legal compliance, general liability and directors and officers insurance, snow removal, common area landscaping, and common area maintenance and reserve funds.

How does the Association communicate with neighbors?

We use email as our primary method of communication. Please be sure to provide the Association office with contact information including phone numbers and an email your check regularly. All of our communications will be prefaced with “WNA” for easy sorting in your email boxes. We do not share your information with any outside parties and do our best to keep all correspondence relevant and useful for you. A homeowner directory form can be found on page: [34](#).

How do I pay my dues?

In order to save the Association mailing costs we do not send out monthly statements. Dues are set by our annual budget and are currently at \$60/month. We offer three methods for paying your dues.

ACH – Auto Dues

This is a service where we automatically withdraw your dues from your checking account. This is the most easy and straight forward method and will guarantee you will never have another late payment since we request the payment and it is all handled automatically from there. If you already have ACH in place you are all set. If you would like to activate this wonderful service please download the form at: <http://www.wellingtonneighborhood.org/documents/index.asp> and return it to us at PO Box 4626 Breckenridge, CO 80424 or drop it at our office

Coupon Payment Books

Each December we will upload a new coupon book to the website that you can download. The coupon book will have a coupon for each month's dues. Just mail your dues to our Post office box on the coupon. You can also use internet banking to send us a check. Don't worry about the coupons not being included as they are not required to process your payment.

Post dated Checks

You can also mail an envelope of post dated checks - one for each month's dues and we will deposit them for you each month. This will save you postage and also assure that you will never have a late payment.

Our mailing address is: Wellington Neighborhood Association
PO Box 4626
Breckenridge, CO 80424

Semi Annual Meetings

We hold at least two member meetings each calendar year. They are on a standing schedule for the 2nd Wednesday in March and October. Notices will be mailed, emailed and posted prior to each meeting to provide details on the specific time, agenda and location. During these meetings elections are held, financials are reviewed along with discussions of active business of the Association. At the end of each meeting, we also have a open forum for neighbors to bring up any suggestions or concerns. We appreciate you taking the time to be active in the Association.

How to let us know about issues

Are you concerned because the landscapers did not mow or you missed getting your alley plowed or sidewalk shoveled? Does your neighbor have a boat in their backyard or did someone drive into the trellis at guest parking and damage it? Always feel free to let us know in the Association office. As a policy we do not patrol the neighborhood for problems and as such rely on our neighbors to report the real problems to us. Any issues are addressed professionally and your comments are always kept confidential. So rest assured, if that boat is driving you crazy as you pull out of your garage, please give us a call or drop us an email to let us know so we can help get the issue solved.

Who are the HOA/ Board etc?

As of 2012 our board has five members. Three are representatives of the Developer and two are elected by our neighborhood during an annual election. When a total of 225 homes have been sold the period of control will be ended and the Association Board will be turned over completely to the neighborhood. At this point we will hold another election to elect the entire Board of Directors for staggered three year terms.

The Board's duties are to serve the HOA's interests, be objective and fair on matters presented to them, preserve and enhance the values of the common areas and allocate the Association's money in a prudent manner. Being a director also means that they have fiduciary duties which require making reasonable investigation into matters dealt with and acting in a businesslike, prudent manner when making decisions.

HOA duties

Our job as the Association is to maintain common areas, enforce the covenants, rules and declarations, preserve and protect common areas; we take our direction from the Board.

Website

Our website is located at www.wellingtonneighborhood.org

The Associations official documents, this manual, the DRC forms, ACH forms, coupon books, contact information and more can be found on this handy site. If you are looking for information on how to file a warranty item or contact the developer you can find them at www.poplarhouse.com/warranty.php

How to contact

You can contact us via phone at 970-453-5303 x 704 or via email to: info@wellingtonneighborhood.org . Via the mail you can find us at PO Box 4626 Breckenridge, CO 80424

Annual board walkthrough

Each summer the Board of Directors does a walking tour of the neighborhood. They are looking to check on yard and home & common area maintenance, storage issues and more. This usually takes place in July, giving neighbors ample time for grass to grow, winter messes to be clean up and early summer projects to be taken care of. Following that walkthrough any issues identified are addressed with the neighbors or contractors responsible for them.

Budget process

Each year the Board of Directors is responsible for adopting an annual budget which sets the neighborhood Association dues for the current year. Once that budget is adopted the Board mails out the budget along with a notice for a member meeting to be held not less than 14 days nor more than 50 days after the mailing. At that meeting the budget is then reviewed and unless at the meeting a majority of the votes of all Owners, rather than a majority of those votes represented and being voted in person or by proxy, reject the proposed budget, the proposed budget is ratified, whether or not a quorum is present at the meeting. In the event the proposed budget is rejected, the budget last ratified by the Owners shall continue to be in effect until such time as the Owners ratify a subsequent budget proposed by the Board of Directors as provided above.

Rules, Declarants (DECs), Bylaws

These important documents are central to our community and essentially the governing documents for us. They can all be found at our website at: www.wellingtonneighborhood.org

Winter Snow Removal

No matter the time of year this is always an important topic here in the high country. Our alleyways are privately maintained by Association. Each season the Board of Directors will be contracting with a snow plow service to keep the alleys and guest parking areas plowed. They will also contract with a shoveling service to clear common area walkways on greens and from the walkways of homes that front a street. Contracts typically run from the beginning of

November until April 30th for snow plowing and from the November 1 – April 15th for snow shoveling.

What areas does the Association contract to have plowed?

The primary responsibilities of a plowing service are the alleys and guest parking areas. They will not plow the concrete aprons off of garages or any private parking pads. On big snow days you may also find that the plow leaves windrows of snow (piles of snow left from the plow blade) along your parking areas and concrete aprons. Like the Town plows, these are inevitable and it is the homeowner's responsibility to clear these areas and any windrows left by the plows. It is also important to note that snow from these areas need to remain on your property. Please do not push snow out into the alleys as, when vehicles drive over the snow, it will quickly become part of the hard ice/snow pack and impede the use of the alley.

It is also important for guests to move their cars from the guest parking areas in the morning so the plows can get into these areas to keep them clear. We appreciate your help and cooperation in getting these vehicles out of these parking areas so they can be cleared.

Who shovels the walkways and sidewalks?

Walkways to homes that are facing streets and sidewalks on Greens are shoveled by a shoveling service contracted by the Association. Our contracts with shoveling services are structured to have the walkways shoveled once per 24 hours following more than 2 inches of snow overnight. If they are out shoveling and it then continues snowing, these walkways will not be cleared again until the next 24 hours. For small snows and additional accumulation you might find it a good idea to keep a snow shovel handy to clear your own walkway between services to keep the snow pack down when we have small snows or additional accumulation. Personal walkways from homes to garages, parking pads or from your front door to a Green will be the responsibility of each homeowner to keep clear.

If you live on a street front and your front yard is fenced and gated the shoveling service will not shovel past a closed gate. If you would like your sidewalk shoveled you will need to remove or open your gate so they are welcome on your property.

One last important note: Keep the walkways clear of objects, chains and dog poop. The Shoveling Service will not shovel up any dog poop and objects can damage their equipment which delays service to the rest of the Neighborhood.

What are my responsibilities in the summer?

First and foremost, to enjoy the Neighborhood and your neighbors! After that, it will be important to keep your yard neatly trimmed and weed free. We also recommend feeding grasses with "Revive" or other fertilizers and feeding trees with fertilizer tree stakes. And be sure to water any unirrigated portions of your yard. (Generally the side and back yards) Common area irrigation is provided by the Association. They handle irrigation start up, blow-outs and minor repairs, but more on that later.

To increase your enjoyment of your home you are welcome to landscape your whole yard including along the street (Town Right of Way - ROW). It is important that before any work

commences that you get approval from the Wellington Neighborhood Design Review Committee (DRC) for any new landscaping, hardscaping or fences. Following DRC approval you should check with the Town of Breckenridge for any additional approvals and permits. For fencing and landscaping that is in the ROW, you will also need to secure an Encroachment License Agreement from the Town as part of your approval process. For more information on the DRC and Town Approval process see page:31

Trees and Shrubs

Although some of the trees and shrubs in your yard are watered by the Neighborhood common irrigation system, they are your responsibility to care for. To help them thrive in the high country, keep them pruned and remove any dead branches. Feeding with fertilizer stakes or other fertilizer designed for their species will help them fight disease and keep them full and healthy. If they die or are damaged, it will be up to you to decide whether or not to replace them. You do not need DRC permission to replace a tree or shrub that had already been approved or is already part of the Neighborhood landscaping. If you want to add more trees or shrubs you will need to get DRC and Town approval.

Trees in common areas and on Greens will be maintained by the HOA landscape contractor. If you notice problems or concerns with these trees please notify the Association office and they will follow up with our landscape contractors.

Fences and Gates

Association fences, which abut or surround the greens, will be stained and maintained by the Association. This only includes the fences directly surrounding the greens or common areas and not any fences that connect to them on private property. Any gates on these fences will be stained when the Association fence is stained. It is up to the homeowner to maintain and repair any damage or maintenance for the gate which leads up to their homes.

Trellis Gates

Gates that are on trellis to the Greens are the responsibility of the homeowners on that Green to maintain, not the Association. Gates that are on trellis to the Greens that are in disrepair are subject to removal by the Association.

Staining vs. Painting

Over the years we have found that staining wood is more effective and last longer between coats than painting. All fencing must be stained to match “Kwal- Burberry Beige: (8671W)”. You are welcome to use any brand stain or paint as long as it is matched to the Burberry Beige. We find that staining wood up every 2 -3 three years keeps things protected and in good shape.

Irrigation

The Association provides irrigation to common areas and front yards for all homes in the Neighborhood. These are large and complex systems which handle many Greens and homes. Each season, the Board of Directors selects a contractor to manage these large systems. Irrigation start up is usually in late May or early June. At that time our contractor is set to start up and test the systems to make sure they are all working. They then set the timers to water per the needs of the plants and lawns at that time of year. Generally, the irrigation system runs at nighttime to conserve water. These systems are set to run for short times in sequence throughout the neighborhood since there is not enough water pressure to irrigate the entire neighborhood at one time.

Irrigation systems will be blown out with pressurized air by the Association contractor in the fall. This typically occurs in late September before seasonal freezes.

Irrigation Repairs

If you are concerned about irrigation not running, we suggest the following test so you do not have to get up in the middle of the night to check. In the evening, after any kids are done playing, place a plastic cup, or bottom of a soda bottle on top of your sprinkler heads. The next morning, check on them to see if they moved. If they have water in them or have been disturbed you know your sprinklers functioned properly. If they are dry and they are just where you left them, call the Association office or send an email to: irrigation@wellingtonneighborhood.org and we will have our contractor come out to look into the issue.

For any other concerns regarding irrigation, please contact the Association office right away at irrigation@wellingtonneighborhood.org. We generally take care of any repairs but reserve the right to charge owners for any unnecessary repairs.

Just one last note on this: Be sure to call before you dig for any site improvements! Contact our office and we will have our contractor come out to your home to mark irrigation lines. You should also call the federally-mandated national "Call Before You Dig" number, 811 to have any utilities marked as well.

Extra watering and back and side yards

The large irrigation systems are set at standards that we have determined to efficiently work over many years. Based on weather patterns the Association will occasionally adjust the systems to water more or less frequently. If you would like to water your own yard more often you are welcome to do so with your own water. Be sure to also pay attention to your back and side yard as these are not included on the common irrigation system. In the event you believe you need less water in the common irrigation system, please contact the Association office and they will do their best to help you with that situation.

Common areas

The use of common areas, including all Greens, are for all neighbors and their guests. These areas are jointly owned by all homeowners and maintained by the monthly Association dues each homeowner pays. These areas are cared for and maintained by the Association including landscaping, fences, and entry trellises.

If you are using any Green it is important that you clean up after yourselves and your children or dogs. No toys should be left out over night as they may become obstacles in the dark. Children and dogs should also be supervised and not allowed to damage or play roughly with plants, trees, or shrubs, irrigation sprinklers or wood chips in these common areas.

The Association maintains the surrounding Green areas including sidewalks, trees, shrubs, and fences. If you notice damage or misuse, please do not hesitate to contact the Association office so they can address any concerns.

If you would like to have a party or event on a green our policy is to contact the Association office and they will mark the date for your event on our Association calendar. Following that, it is then your responsibility to contact each neighbor on the Green to let them know that you are planning a party or event and give them the date, time and any pertinent details so they are aware you have planned it with the Association.

Trash

When you move into your home you need to make arrangements with one of the local trash companies if you do not have alternate arrangements. We have included contact information below:

- Snowy Peak Trash & Recycle: 970-668-0659
- Talking Trash: 970-389-0101
- Waste Management of the Rockies: 970-468-2475
- Timberline Trash: 800-787-5137

A portion of the Town Ordinance on the Placement and Removal of Garbage Cans & Receptacles reads:

- A. All garbage cans and similar refuse receptacles that do not have a latching mechanism which keeps the lid tightly closed against the can or receptacle and which prevents access to the contents of the can or receptacle by wildlife shall be stored inside a home, garage, building or shed.
- B. Residents, tenants, renters, leasers or occupiers of property within the Town with curbside garbage pickup shall place their garbage cans and similar refuse receptacles at the curb only on the day of pickup. After pickup, the garbage cans and similar refuse receptacles must be resecured in accordance with Paragraph A, above, by ten o'clock (10:00) P.M.

Suggestions for warding off bears & wildlife from trash:

If your trash receptacle is stored outside, the first step is to get a bear proof container that has lock on it. The Neighborhood and Town of Breckenridge require this type of container. Contact your trash company and request this type of container. The locking mechanism should be one the bears cannot open with their paws and does not let the lid come up so as to let them shake the can to get items inside.

As second suggestion is to fill a spray bottle with Ammonia and spray the outside of your container. Bears and other animals are repelled by the smell and this has been said to work very well.

If you have other tips or tricks for discouraging these persistent and hungry animals please contact the Association office so they can share them with the neighborhood.

Recycle

The Breckenridge recycling Drop-Off Center is **Breckenridge Recycling Center**- County Rd 450, at the corner of 7-Eleven on the north side of Town, 1/4mile on the left; open 24 hours a day and 7 days a week.

For more information on what materials are currently being accepted at the recycle center check out High Country Conservation's website at:

www.highcountryconservation.org/sorting_guide.htm

Pets walking and picking up after them

Our four footed friends are some of our most beloved neighbors here in the Summit County. It is vital in a neighborhood like the Wellington Neighborhood to respect your neighbors by following Town leash laws and, even more importantly, pick up after our pets. Snow does not make pet poop go away, it only hibernates 'til spring. So please be responsible neighbors and clean up after your pets! This includes the entire Neighborhood as well as the undeveloped areas and open space. HOA provided Pet Pick Up Stations are located throughout the Neighborhood. Be sure to place the waste in a trash can. Please heed these important rules to keep the neighborhood clean and healthy.

The Town of Breckenridge ordinance states all pets must be under voice control or on leashes. So, not being with your dog when they are out is violating this ordinance. If you see loose pets please call:

Animal Control:	970-668-3230
Police/Community Service – Non-Emergency:	970-453-2941

A portion of the Town of Breckenridge Ordinance on Animals running at large:

6-2B-1: ANIMALS RUNNING AT LARGE: It shall be unlawful for any person owning or having charge of any animal except an ordinary domesticated house cat, to permit said animal to run at large within the Town; provided, however, an animal which is upon the

premises of the owner or upon the premises of the person having charge of said animal may be constrained in one of the following manners:

- A. Within the confines of any building or improvements;
- B. Within the confines of a fence sufficient to keep the animal on the premises;
- C. By voice and visual control which control shall require the owner or his agent to be outside any building or improvement; or
- D. Chain, cord, rope, cable or similar physical device sufficient to restrain an animal within the boundaries of the premise

What about composting?

At this time the Neighborhood does not have a common composting area. Private composting is allowed using proper containers in your back yard or garage. Open outdoor composting of food waste is not advisable due to the issues we have with wildlife.

Parking

Parking here in the neighborhood is quite limited. Each home is provided with two paved parking spaces. These are to be used by you and your guests. There is no residential parking allowed in the alleys.

Guest parking areas are provided in several areas around the Neighborhood like at each Green. These are only for the use of the guests of the Neighborhood. Please respect this rule and do not use these areas for personal vehicles. Violators will risk being ticketed by the Town Police who patrol and ticket violators in these spots at our request. If you have guests for an extended period of time please send information on the care to parking@wellingtonneighborhood.org

If you have special circumstances and would like to park in these areas temporarily please contact the Association office for special permission to use these areas.

In the winter months please be sure to have your guest move their car by 9:00 am so the snow plows can clear these areas after a snow fall.

Guest Parking Q & A

Who qualifies to use guest parking?

Any daytime or overnight guest visiting the Neighborhood or surrounding trails.

A neighbor or resident who has requested, and been granted, permission to use a space.

Who does not qualify to use guest parking?

Any resident who lives or owns property in the Neighborhood

Any roommate or renter of a Neighborhood resident

Can I park there for to unload your groceries?

Yes, you can park there for a short time to unload a car.

If my in-laws come to visit and I want them to use my parking spot can I park in guest parking?

Yes – as before we just ask that you notify the HOA office at parking@wellingtonneighborhood.org that you will need a space for a certain amount of

time. Please be sure to include the dates you need to park there, and include the make and model of your car.

If I am on crutches or had surgery can I use guest parking?

Yes – as before we just ask that you notify the HOA office at parking@wellingtonneighborhood.org that you will need a space. Be sure to include the dates you need to park there, and the make and model of your car.

Can I park my extra car there?

No.

Can my now-driving teen park their car there since we don't have room at our home?

No. Each home has onsite parking spots provided for residents please use them or make other arrangements for those additional cars.

Can I park my work truck there?

Unless you are employed as a “emergency first responder” you must park your work truck on your onsite spaces.

Can my boyfriend/girlfriend park in guest parking?

While we prefer that regular overnight guests use parking you were provided. If your significant other is not living with you, they are considered a guest and may use the guest parking. If that same person moves in they would be considered a full time resident and are no longer eligible for guest parking.

If I need to park in guest parking how do I get permission to do so?

Please send a note to parking@wellingtonneighborhood.org and with the request. The Board of Directors will review the request and let you know if it will be acceptable.

If I notice my neighbor illegally parking in the guest parking area what should I do?

Send an email to parking@wellingtonneighborhood.org with a vehicle description and license number and the time you noted them parked there. We will review this against any granted exceptions and if the neighbor is not eligible to park there we will report it to the police for ticketing.

If you find you need an exception to any of the parking rules, please contact the Association office to secure special permission to use guest parking areas for a short period of time. It is vital that we all respect these parking arrangements to keep the Neighborhood working and parking properly.

Parking on Neighborhood streets

Parking on the Town ROWs is also allowed for up to 4 hours with the proper Town permit. To make sure your guest does not receive a ticket, download and print the permit at:

<http://www.townofbreckenridge.com/Modules/ShowDocument.aspx?documentid=4637>

Improvements to your property

Are you interested in building a patio, installing a hot tub, a parking pad, painting your home, planting a tree, and planting a vegetable garden? While we love to encourage neighbors here to improve and enhance their homes, the Association also has a responsibility to ensure that all projects are done with an eye to quality and the suitable application of materials, while also insuring sensitivity to Wellington Neighborhood residents. This is why we require neighbors to submit plans for review and approval by the Design Review Committee (DRC) before any

projects begin. More information on this process and design standards can be found on page: 31 of this document

Rentals in the Neighborhood

As our Declarations state: *No Short Term Rental. No Unit or Lot may be rented for a period of less than six (6) months, and all Units shall be rented pursuant to a written lease providing for a term of at least six (6) months and allowing for termination within less than six (6) months only for cause.* This means that you may rent your home or a room in your home at will. The important consideration is that the rental time frame must be for a minimum of 6 months. In other words there are no short term rentals allowed in the Neighborhood. If you are in a deed restricted home please check with the Summit Housing Authority or Town of Breckenridge for specifics on rentals. These units have employment and duration requirements that must also be met in addition to those of the neighborhood.

Homeowner Tips and Tricks

This section is a quick overview on important maintenance items to keep your home looking its best, functioning well, and ensuring that you maintain your homes value. By performing regular around-the-house maintenance you can avoid more costly repairs or replacements that occur when these simple items are neglected.

How often do I need to paint my home, how do I determine what color was used?

With our high alpine environment it seems we need to repaint more often than most. Ultraviolet (UV) damage, wind, water and lots of snow make it a rough spot for stain and paint. We have found that dark colors fade more quickly and may need painting more frequently than the lighter shades. Depending on your home's colors you should plan on painting every 5 – 8 years. Painting or staining ensures that the materials beneath are protected and will last longer. Check your home for substantial fading and any chipping or peeling. When these areas start to show wear and fading it is time to call the painters.

If you do not know what colors your home is painted, just contact the HOA office at: info@wellingtonneighbourhood.org. They can look up your house, trim and even roof colors from their master list on file. If your home has been painted another color than that on the list, the Town of Breckenridge has record of the approved color in the Community Development Department files.

Can I change the exterior color of my home?

If you are interested in changing the colors of your home you are welcome to present an application to the DRC with samples for their review. You will need to check in with the Town of Breckenridge to make sure colors you are presenting will conform to the Town Code. Once approved by the DRC, you will need to see the Community Development Department for a permit as well.

What do I do about chipping and peeling paint? Do I have to repaint my whole home?

There may be surfaces on your home that you see some chipping and peeling paint. We see this on many homes in corners where water drains from the roof and splashes back onto the painted areas. When this occurs, over time the moisture can get behind the paint and cause it to chip and peel. Eventually this can even damage your siding. Instead of repainting your whole home, which may not need it at that time; we suggest that these areas get attention each spring. Remove any peeling or chipping paint, apply primer and coats of exterior paint over it to keep your home looking great. If the paint on your home has faded, you may have to obtain custom matched paint to touch it up.

Another solution to prevent from occurring is to consider installing gutters, downspouts, and heat tape which can prevent the splash back from occurring in the first place. There are a number of

good gutter companies here in the county. Our only regulation regarding gutters and downspouts is that the color of the metal matches the trim on your home.

How often should I stain my wooden porches & what kind of stain do we use?

To keep your wooden porches looking sharp and protected you should power-wash and stain annually or at least every two years. (Plastic composite decking does not need any maintenance.) All exterior redwood porches in the neighborhood are stained initially with: Sherwin Williams Deckscapes. The color used is: Cedar Bark. For more info on this easy do it yourself project check out: <http://www.diynetwork.com/how-to/outdoor-deck-cleaning-and-staining-guide/index.html>

What about my stair risers?

Like the porch, the risers (the vertical part) on the stairs to your front and back door need some attention periodically. These areas take a lot of abuse with shovels, foot traffic and anything else a busy family can dish out. Each Spring it is a good idea to take a look around and see what needs touch up with stain or paint. If your risers are chipped and looking bad just contact the Association office at info@wellingtonneighborhood.org for paint or stain information for your stairs and trim.

Keeping a good roof over your head

Spring Inspections

While doing that spring season walkthrough, another area to check is your roof. With the high winds here in Summit County shingles are occasionally blown off. After a strong wind storm and each spring season it is a good idea to check your roof for possible damage. By doing so, you can prevent possible leaks over the long term. If you find shingles that need replacing and are wondering the color just contact the HOA office and they can help you with your particular roofing color and product.

Winter roof issues

It is also a good idea to periodically check your roof during the winter season for build up that may cause snow & ice dams on your roof. These dams can prevent water from shedding from your roof and result in water doing what it does best and find a sneaky way down to the ground inside your home. There are many services that do roof clearing in the winter. You can also purchase a snow rake from many local hardware stores and remove the snow pack on your own.

How to Care For Solid Hardwood Floors

Repair and Cleaning Tips

BY THE HARDWOOD MANUFACTURERS ASSOCIATION

Living with Natural Hardwood Floors

Solid hardwood floors repay a little care with a lifetime of value. When you first glimpse a solid hardwood floor, you sense richness, warmth and natural beauty. Gradually, you get to know its distinct personality -- visual harmonies, the traces of history in the forest and in your home.

Take a closer look.

Appreciate the color and pattern of the floor's strips, planks or parquetry.

Read the grain: Is it bold-textured oak? Subdued maple or cherry?

Check the condition of the underlying wood and the finish that protects it. Are there signs of neglect to erase (it's not difficult), or do you see a well-tended surface that needs just a light touch to maintain it?

Nature's diversity lets you create dramatic looks with unique textures, colors, patterns and styles of solid hardwood flooring.

Protect Your Solid Investment

Solid hardwood floors are among the easiest to keep clean. Protect their warmth and character with simple, everyday cleaning techniques.

It's important to know how to prevent damage to your solid hardwood floors.

PREVENTION

DIRT and GRIT: Dirt, grit and sand are your hardwood floors worst enemies.

They act like sandpaper on the finish, causing scratches, dents and dulling. Place floor mats at entrances to trap dirt and prevent damage.

WATER AND OTHER SPILLS: Standing water can warp a poorly finished hardwood floor and can damage the finish. Simply wipe up all spills as they happen.

HARD CLEANERS: Avoid oil soaps. They can build up and create problems when it's time to put a maintenance coat on the floor. Instead, neutral pH cleaners made specifically for wood floors are recommended.

FURNITURE: Lift the furniture to move it --- avoid dragging. Felt contacts under the legs will help prevent scratches.

DENTS: Vacuum with a brush attachment -- don't use vacuums with beater bars.

SUN: Direct sun can discolor your hardwood floor. Close curtains and blinds or add sheer drapes to protect from the sun's intense UV rays.

REGULAR CARE

SWEEP: Brooms with fine, exploded ends trap dust and grit effectively.

VACUUM: Canister vacuums with special bare floor attachments are the surest way to get rid of all the dirt and dust.

DUST MOP: Use a good dust mop --- one with a 12- to 18- inch cotton head ---- and a special dust mop treatment. Spray the treatment onto the mop head 12 to 24 hours before dust mopping.

Oak and maple are the most popular hardwoods used in flooring. Ash, beech, birch, cherry, hickory and walnut are other favorites for floors and decorative accents.

Does Your New Hardwood Floor Look Old?

Perhaps your hardwood floors were installed just a few years ago, but you haven't taken care of them and now they look old. What can you do? Before you do anything, check the condition of the finish and the wood to see whether they need special cleaning or more involved repair.

What condition is your floor in?

Follow these steps to evaluate the condition of your hardwood floor and its finish.

Finish Condition: Has the finish been worn off or is it just dirty? See if the finish is dull, chipped, scraped or gouged. To test if the finish has worn off, begin in a high-traffic area and pour one to two tablespoons of water onto the floor. If the water soaks in immediately and leaves a darkened spot, the finish is worn and water can damage the wood. If the water soaks in after a few minutes and darkens the wood only slightly, the finish is partially worn. If the water beads on top, the surface is properly sealed. Repeat this test in low- and medium-traffic areas.

Wood Condition: If the finish is worn, the wood may have been damaged. Are there stains, burns, cuts, gouges, holes, cracks or warped boards? If the wood is damaged, repair or replacement may be required before you deep clean your floor or apply a maintenance coat.

What type of finish does your floor have?

The same care and maintenance techniques are used for all finishes in good condition, but when it comes to removing stains or restoring the finish, methods differ. If you don't know what kind of finish your floor has, ask your contractor or Realtor, or try these simple tests:

Surface Finishes: (pre-finished floors, polyurethane, water-based urethane and catalyzed)

Nearly all floors installed today have surface finishes, mostly polyurethane. They are often glossy and may look like a layer of clear plastic on top of the wood. A small amount of paint remover in an inconspicuous area of the floor will cause the surface finish to bubble (unless it is a water-based urethane, in which case there will be no reaction). Surface finishes shield floors from harm by forming a protective layer on top of the wood.

Penetrating Seals: (acrylics, oils and waxes)

Oils and waxes usually have a satin or matte finish. If you can feel the wood grain when you run your hand across the surface, it's most likely a penetrating seal. Paint remover will have no effect on a penetrating seal, but wax stripper or ammonia will soften and whiten the surface. Oils and waxes penetrate the surface of the floor protecting the wood from within.

Top Ten Winter Energy Saving Tips – from Xcel Energy

No Cost:

Set the temperature on your water heater to 120 degrees

Open drapes on south facing windows when it is sunny in the winter season.

Set the temperature on your thermostat to 68 degrees

When doing laundry, use cold water

Low Cost:

Replace your furnace or heat pump filter regularly

Install a programmable thermostat

Install low-flow showerheads and faucets

Change to compact fluorescent light bulbs (CFL)

Maintain weather-stripping on doors and windows.

Contact High Country Conservation for a Home Energy Audit

Wondering what you can do to lower your energy bills? HCCC's Comprehensive Energy Audits include blower-door testing, infrared scanning (outside temperature dependent), insulation inspection, combustion safety inspection and carbon monoxide testing as needed. Call HCCC energy experts at 970-485-3509 or email matt@highcountryconservation.org for pricing and more info. The proceeds from your Energy Audit will be reinvested in HCCC's Energy Programs throughout our community.

Neighborhood Neatness or avoiding being “That Neighbor”

This section helps to clarify guidelines for neat and tidy neighborly living. We also provide some suggestions for handling issues you may be faced with.

Storage of items

Our HOA declarations and rules state that front porches shall not be used for storage. Bicycles and other non-motorized sporting equipment may be stored on back porches only. We try to remind everyone that you have additional storage areas under your porch and plenty in the crawl spaces under homes. These are great areas to use to keep things tidy and clean.

If these areas are not adequate there are a number of storage complexes here in Summit & Park County.

- **Airport Road Mini Storage** 1900 Airport Rd # C, Breckenridge 970-547-4714
- **All Valley Storage** 140 County Road 450, Breckenridge 970-453-5654
- **Baldy Mountain Mini Storage** 137 County Road 450, Breckenridge 970-453-5242
- **Baldy Mountain Mini Storage** 1900 Airport Rd, Breckenridge 970-453-5242
- **Breckenridge Super Storage** 11052 Highway 9, Breckenridge 970-453-6700
- **Premises Personal Warehouse** 207 Buffalo Mt. Drive, Silverthorne 888-323-5151
- **Silverthorne Mini-Storage** 1161 Blue Ridge Rd, Silverthorne 970-468-1416
- **Alma Super Storage** 54854 Hwy 9 Alma 719-826-4469
- **Fort Fairplay Storage** 375 Kokonee Rd, Fairplay 970-368-0534

Homeowner gates

As stated above, it is the responsibility of each homeowner(s) to maintain any and all gates. Failure to do so could result in the HOA repairing them and billing the owner(s) for the repair as well as a surcharge for the work.

Store your hoses, rake your yards and then make sure you put it all away.

Not only are can hoses lying about be unsightly but they can also be a hazard. Please be sure to properly store your hoses, and other lawn and yard implements.

Windows leaks and window cleaning

The Milgard windows used here in the neighborhood have a great warranty. If you notice issues with your windows you should submit your issue on the builders contact web page:

<http://www.poplarhouse.com/warranty.php>

and explain what is happening. Then Traditional Neighborhood Builders (TNB) will reply and likely take a look at what the problem is. If for some reason it is NOT covered under the warranty (unlikely) then you will be notified with a cost to repair. You can also contact Milgard directly through their representative at the Breckenridge Building Center.

Don't forget to give your windows a regular cleaning. Even in our clean alpine air, buildup can occur and, truthfully, there is nothing quite like a sparkling clean window with a grand view of Breckenridge and its beautiful surroundings.

Along the alley is a highly neglected space...

Over the years we have noticed that the alley is the last place neighbors think about improving. These areas suffer a lot of neglect and can end up as patches of noxious weeds which we are working so hard to get rid of. With so many neighbors and visitors using the alleys for primary access to their homes, this is a great place to spend some time sprucing it up. Rock gardens, wild flower or even just a quick clean up can make a big visual difference here. Be sure any projects that you do that requires grading or moving a lot of soil is approved by the DRC before starting work.

Weeds

Please be sure to keep your yards, gardens, & rocked areas weed free. As these weeds thrive and grow, they can product thousands of seeds which spread throughout the neighborhood. A great list with images of Summit County's noxious weeds can be found at: <http://www.co.summit.co.us/weeds/weeds.htm>. They also offer great classes and tools for dealing with the weeds trying to grow in your yard.

Dark Sky compliance

The Breckenridge Town Council adopted the Lighting Policy on June 12, 2007. This policy requires all new buildings or buildings which are proposing a major modification to make sure their outdoor lights are acceptable under the Policy. In addition, if residents replace or install a new light fixture, they must use a fixture that is compliant with the new policy. Contact the Town's Community Development Department for additional details before you shop.

In the future, all light fixtures within the Town of Breckenridge will be required to come into conformance with the Lighting Policy by July 1, 2022 (15 years after the adoption date).

Holiday decorations

We all love the lights and decorations that mark our seasons. Consider this a friendly reminder that it is important to take them down when the season has passed.

Wellington Neighborhood Design Review and You

The Wellington Neighborhood Design Standards Adopted March 9, 2011

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1. Statement of Intent

It is the intent of these standards to provide direction to owners for the improvement of their properties, to establish thresholds for design quality and the suitable application of materials, and to insure sensitivity to Wellington Neighborhood residents. Compliance with the spirit of these standards is crucial in maintaining quality of life, property values, and visual effectiveness of the neighborhood.

The standards have been written to encourage a variety and diversity of thoughtful design within the neighborhood while at the same time respecting certain existing design patterns that: a) maintain the sense of community and place; b) establish and preserve a harmonious design for the Project; c) protect and enhance the value of the Property, Lots and Units; d) respect the environment. It is not the intent of these standards to burden owners when they chose to improve their property; these standards should guide owners through the design review process to ensure a successful project for you and the neighborhood.

These standards may be amended from time to time and it is the responsibility of the owner to obtain and review all changes. Current copies may be obtained from the Neighborhood Administrator, info@wellingtonneighborhood.org and on The Wellington Neighborhood Association website, www.wellingtonneighborhood.org

2. Design Review Procedures

- 2.1 Step One: Determine if your project requires approval from the Design Review Committee (DRC) and the Town of Breckenridge (TOB). (This may require a visit or phone call to the Town Planning Department, 970-453-5303 x704, before your submittal to the DRC.) Please see Appendix 5.6 for TOB rules.

Changes Requiring Approval: Any and all “Exterior Modifications” to your home and/or property, including landscaping. Essentially, this includes construction, installation or placement of any improvements of a permanent nature on your property.

Please note: Interior Modifications to your home, although not requiring DRC approval, may require TOB Planning and/or Building Department approvals. Call or meet with a planner to be sure.

Examples of improvements that require DRC review and approval:*

- Building a garage, shed, fence, or deck or patio.
- Replacing existing siding, windows, doors, garage doors, or roofing when the replacement is a different material, size, shape, and/or color than that of the existing material (i.e. other than normal maintenance).
- Planting or removing trees (see suggested trees species in Appendix 5.5).
- Adding a parking pad. (Parking pad must meet TOB standards.)
- Adding solar panels to a roof.
- Adding underground sprinkler systems.
- Replacing or adding exterior lighting fixtures.

Examples of improvements that do not require DRC review and approval:*

- Interior modifications to your home.
- Planting or hanging annual flowers.
- Planting perennial plants
- Temporary holiday decorations.
- Replacing existing siding, windows, doors, garage doors, or roofing when the replacement is *exactly* the same material, size, shape, or color of the existing (i.e. normal maintenance).
- Laying sod
- Installing rain gutters and downspouts when they meet the requirements of section 4.19

*The lists above only provide examples of improvements; exclusion from this list does not mean your improvement does not require DRC approval. Please contact the Neighborhood Administrator if you are unsure whether or not your improvement requires DRC approval. Also, please note that many improvements may also be subject to Town of Breckenridge approval and may also require a building permit.

- 2.2 Step Two: Prepare required materials to submit to the DRC for review

Your application to the DRC must include: 1. Standard Cover Letter (see appendix 5.2 and 5.3 for copy) and 2. appropriate drawings (site plan and/or elevations) as described below.

The Standard Cover Letter (appendices 5.2 and 5.3) includes all of the following:

1. Description of your proposed exterior improvements for review by the DRC and, if required, initial review by the TOB Planning Department.
2. Location of your improvements. Copies of your property's Improvement Location Certificate (ILC) or platted site plan can be obtained from the TOB Planning Department. Also, any recorded property easements can be obtained.
3. Proposed materials
4. Proposed colors
5. Construction schedule
6. Phasing plan (if applicable)

The Standard Cover Letter shall include a site plan and elevations, if appropriate. These plans must meet all of the following requirements:

1. Plans must be presented in a legible format, be scalable and accurate.
2. Plans must be to scale. The site plan shall be drawn at a scale of one inch equals twenty feet (1" = 20') or one inch equals ten feet (1" = 10'). 1" = 10' is preferred.
3. Site plans should include as needed:
 - a. Your name, property address, and legal description of your property.
 - b. Property lines.
 - c. Dimensions.
 - d. Structures, existing and proposed.
 - e. Existing natural features.
 - f. Grading plan with existing and proposed topography (if applicable).
 - g. Location of landscape materials to be planted or removed.
 - h. Description of how any material to be removed is being disposed.
 - i. Any existing public utility pedestal or easements.
4. Elevations should be provided for any proposed improvement that is not at grade level.
5. Plans for lots that are not yet landscaped should include all details for the proposed landscaping and irrigation.
6. Photographs (if applicable) are helpful to present proposed improvements such as picket design or to show neighbors' fences to be matched.
7. Before you begin any Improvements, any plans for accessory buildings, sheds, fences, trees, etc., subject to TOB approval must include your approved Development Permit and/or Building Permit from the TOB.

2.3 Step Three: Submit your application to the DRC

Mail your application to the Wellington Neighborhood Administrator at PO Box 4622, Breckenridge, CO 80424, or preferably via PDF to the email provided below, before close of business on the second Friday before a Design Review Committee meeting; meetings are currently held on Mondays. For a schedule of when the Design Committee meets, consult

the Wellington Neighborhood Association website, www.wellingtonneighborhood.org or contact the Neighborhood Administrator, 970-453-5303 x 704, .

2.4 Step Four: Await a decision from the DRC

The standard of review for your application shall be as set forth in 1.0 Statement of Intent (above). A practical time limit may be subject to the number of applications to be reviewed. Additional time may be applied due to the volume of applications received and their complexity. You may contact the Neighborhood Administrator, 970-453-5303 x704 or via email to info@wellingtonneighborhood.org , to check the status of your submittal after 30 days.

The DRC meets every 3 weeks during May-October (see <http://www.wellingtonneighborhood.org> for the scheduled dates). Applicants are encouraged to attend DRC meetings to answer any questions that the DRC may have re: their application. During these meetings, the DRC will choose to

1. Preliminarily approve your application as submitted or
2. request further information on your application or
3. preliminarily approve your application with conditions.

A written Final Approval with Conditions will be issued by the Neighborhood Administrator within five business days of approval by the DRC. You will be required to meet the terms of the Conditions set forth in the Final Approval to commence work on your improvement, or you may choose to modify the initial improvement proposal and resubmit an application to the DRC following the same procedure as the original submittal.

Remember, in addition to DRC approval, the Town of Breckenridge (TOB) may have codes that need to be adhered to and additional permits may be required before beginning any work. The TOB should be consulted as part of the planning process. (See Appendix 5.6)

2.5 Step Five: Commencement and Completion of Construction

Upon receipt of approval from the DRC, you shall obtain any required permits from the Town of Breckenridge and then begin construction/alteration pursuant to the approved DRC application. If the you fail to commence construction/alteration within the same building season of your approval or fail to communicate a change in your construction schedule to the DRC, your DRC approval shall be deemed automatically revoked and new approval must again be obtained prior to the commencement of any improvement.

Your improvements must be completed within the time approved on your application or you must communicate a change in construction schedule to the DRC within 2 weeks of the approved schedule to avoid penalty.

Please notify the DRC or administrator upon completion of your improvement. The DRC will verify that your improvement is consistent with the approved plans.

3. Definitions

- 3.1 “Front Wall”: The “Front Wall” shall be any wall (and a building may have more than one “Front Wall”) facing a sidewalk, green, public road and/or alley.
- 3.2 “Front Yard”: A yard extending between the side lot lines across the full width of the lot and lying between the front lot line and any portion of any structure on the lot. In those instances where a lot abuts two (2) streets, such as a corner lot or a double frontage lot, the DRC shall designate which yard constitutes the front yard, based on existing development patterns within the neighborhood.
- 3.3 “Side Yard”: A yard extending between the front and rear lot lines along the full width of the lot and lying between any side lot line that does not abut a public way and any portion of any structure on the lot.
- 3.4 “Back Alley”: A yard extending between the side lot lines across the full width of the lot and lying between the rear lot line or alley and any portion of any structure on the lot.
- 3.5 Site plan: A scalable drawing of your property with existing and proposed improvements, your address and the legal description of the lot. The site plan shall include labeled property boundaries, any easements, buildings, landscaping and utility structures. Lot plans are available (at no charge for deed restricted properties) from the TOB Planning Office in Town Hall or for a fee from Tetra Tech.

4. Standards

4.1 Governing Documents

The Governing Documents can be found at www.wellingtonneighborhood.org If conflict occurs between this document and the Governing Documents, then the provisions of the Governing Documents shall prevail.

4.2 Patios

Patios are prohibited in any Front Yard. Patios are also prohibited in any area ten feet (10’) behind the plane formed by the Front Wall of the house; however, the Design Review Committee may approve patios located in such areas if the patio is: i) designed to be consistent with neighborhood architectural character; ii) located behind an adequate landscape buffer so it is well screened and not readily visible from the adjoining green and/or street; and, iii) located so as to protect the privacy of immediately adjoining neighbors and so as to not be directly visible from an immediately adjoining front porch; or iv) is proposed on a double home lot where the “Front Yard” may also be considered the “Side Yard”.

4.3 Landscaping

DRC approval is required for landscaping that involves change in grade, elevation or drainage, especially landscaping beyond plantings in the “Front Yard” (as defined in section 3.2). Approval is needed for walkways, patios, retaining walls, and rock placement. Approval is NOT required for simple laying of sod or for planting annual or perennial plants. A list of suggested native plantings can be found in Appendix 5.5. (See Appendix 5.6 re: TOB rules.)

4.4 Fences

4.4.1 Construction

Material: Fence pickets may be made of natural wood (cedar, etc) or a plastic with wood texture.

Color: The fences shall be painted or stained to match Burbury Beige #8671W – Kwal Liquid Vinyl as closely as possible. Materials that do not require painting will match Burbury Beige #8671W – Kwal Liquid Vinyl as closely as possible.

Picket’s styles: Picket style must be approved by the DRC. Picket style must be consistent within a fenced in area (i.e. you may only use 1 picket style in your fenced-in area). The DRC will consider adjacent fencing picket styles when approving the proposed style. 6” wide pickets are permitted in side and back yards only. 4” wide pickets must be used in front yards.

Gates: Gates must be constructed with the same materials as the fence, remain the same height as the fence, and maintain the same picket spacing as the fence. Double-door gates are subject to approval by the DRC.

Other guidelines:

1. The depth at which posts are seated should be appropriate for the fence post height, with concrete footing preferred. The commonly accepted standard is one-third (1/3) of the height of the post should be underground and placed in concrete; i.e., a post thirty inches (30”) above ground should have fifteen inches (15”) in the ground with concrete poured around the base.
2. Fence lines must be aligned in a straight line.
3. Picket tops must line up appropriately. Also, lower edges of pickets should not be at ground level, rather up to a few inches above ground to prevent rotting of lower picket edges.

4. All jogs, corners, turns of fence must be explicitly delineated on the site plan drawing plus the objects/reasons for the jogs should be delineated or described.
5. The outside face of the pickets must face outward toward alleys, streets, parking spaces and neighbor's property as applicable.

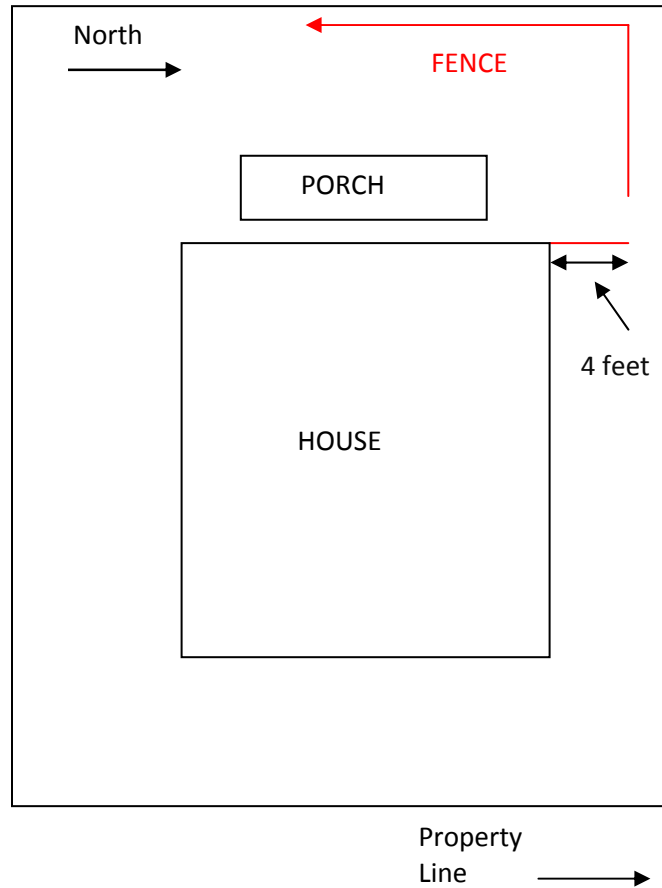
4.4.2 Front Yard Fence

The fence shall be placed on the front property line, abutting the green where applicable. Any fence that defines the front yard property lines shall be no taller than thirty-six inches (36") high. Front yard picket spacing can be no less than 25%* of the picket width. For example four-inch (4") pickets would be spaced not less than one inch (1") apart. "Front yard property lines" shall be deemed to include all property lines (front or side) that are in the Front Yard defined above (in section 3.2).

A fence that separates the front yard from the back yard: i) may be not more than fifty-six inches (56") high with picket spacing no less than 25%* of the picket width; ii) shall begin at least at, if not behind the plane formed by the Front Wall of the house (as defined in section 3.1). Fences of more than thirty-six inches (36") height must be at least ten feet (10') or more behind the front plane of the house; and iii) in no event shall the fence dissect any porch or window on any property.

The portion of the fence forward of the Front Wall of the house (excluding the porch) must be on your property line or four feet (4') from the side wall of your house, whichever is less. (See illustration below.)

*The DRC may approve spacing less than 25% when the intent is to match an existing fence with spacing less than 25%.



4.4.3 Fences Abutting Roads

In cases where owners choose to install fences with frontage on a private road, neighborhood open space or Town Right of Way, picket fencing is required; i.e. a privacy fence is not permitted. The fence shall be placed on the property line abutting the road; however, the DRC in conjunction with the Town of Breckenridge may on a case by case basis approve fence locations closer to the road and within the Town right of way; however, in such event, the applicant shall maintain the property within the fenced area, obtain an Encroachment License Agreement from the Town, and assume all risk for any damage to Homeowner Association irrigation systems. A fence adjoining a road that defines the side yard property lines or utilizes Town of Breckenridge right of way shall be no taller than thirty-six inches (36") high with picket spacing can be no less than 25% of the picket width. The fence must terminate not less than 7' from the edge of the alley.

4.4.4 Side Yard Privacy Fence

A fence that provides privacy between two homes (including double houses) and which runs parallel to the side yards of the homes may be no more than seventy-two (72") high; provided that the fence does not extend into the Front Yard. This is the only place where fence pickets may be flush to one another without any spacing between pickets. The Side Yard Privacy Fence shall not be less than seven feet (7') from the edge of the alley and must be outside the seven foot (7') snow stacking easement. (See Appendix 5.6 re: TOB rules.)

4.4.5 Back Yard Fence

A fence that defines the back yard, running parallel to the alley and perpendicular to the side yards of the property may be no more than 56" high. Back Yard picket spacing can be no less than 25% of the picket width. All Back Yard Fences shall not be less than seven feet (7') from the edge of the alley and must be outside the seven foot (7') snow stacking easement.

4.4.6 Existing Easements

Town ordinances and landowner's rights must be respected. If an application for a new fence proposes the south-facing fence to be attached to the neighboring house, the following steps are required by the DRC:

- a) The DRC application must include a signed letter from the neighbor whose easement is being used.
- b) The TOB may require that both the Applicant and the Neighbor sign the TOB Class D application or submit separate Class D applications to the Planning Department.
- c) A separate, private encroachment easement, granting access and allowing the fence on the neighboring property, should be drawn and recorded at the County with a copy filed at the Town of Breckenridge. This new recorded easement would run with the property in perpetuity until it is mutually abandoned.

4.5 Decks

Decks are only permitted behind the Front Wall of a home. In those instances where a lot abuts two (2) streets, such as a corner lot or a double frontage lot, the DRC shall designate which wall constitutes the Front Wall, based on existing development patterns within the neighborhood.

Materials and colors should be selected to match existing porches and railings and are subject to DRC approval. The DRC may request material samples when an applicant is proposing a synthetic deck material.

Lattice is required to be installed on the perimeter of a deck when the deck is greater than one foot (1') above grade. Decks may be subject to TOB Building Department approval. (See Appendix 5.6 re: TOB rules.)

4.6 Parking Pads

All parking pads must be paved and may be constructed with paving materials approved by the TOB. All materials are subject to DRC approval. Two (2) strips of paving material no less than twenty-four inches (24") wide each are acceptable. Gravel parking pads are prohibited. Parking pads shall be no less than nine feet (9') wide by eighteen feet (18') deep. Parking pads must be placed outside the seven foot (7') snow stack easement. The size and location of a parking pad is subject to DRC approval. Snow storage, landscaping, and drainage should be carefully considered when designing a parking pad. (See Appendix 5.6re: TOB rules.)

4.7 Accessory Buildings

All accessory buildings, including but not limited to, sheds, Garages, Garage with Bonus Rooms and Carriage Houses shall be located at the rear of the lot not less than seven feet off of the alley and will require TOB approval. The Wellington Neighborhood Master Plan (on file at the TOB) dictates the allowed width, depth and height of garages, garages with bonus rooms, and carriage houses.

4.8 Garages

Garages shall be built consistent with the specifications shown below, unless otherwise approved by the DRC. Garages shall use siding, trim, colors and roofing material identical to the main house. Garage doors and garage man-doors must be painted the primary or "body" color of the house and garage (i.e. garage doors may not be painted the color of the trim).

4.8.1 Standard Garage

Garages shall be built consistent with the specifications shown below, unless otherwise approved by the DRC. Garages shall use siding, trim, colors and roofing material identical to the main house.

4.8.2 Garage with Bonus Room

The Garage with Bonus Room shall: a) be built consistent with the specifications shown below, unless otherwise approved by the DRC; b) shall not have a kitchen (a kitchen shall be defined as a space used for food preparation that has either a full size refrigerator or a range – i.e. no gas line or 220 V utility feeds are allowed in Bonus Rooms); c) the main house plus the garage with bonus room shall not be occupied by more than three (3) unrelated persons; d) the finishes for a Garage with Bonus Room shall use siding, trim, colors and roofing material identical to

the main house; and e) the Garage with Bonus Room shall not be rented for less than six months as provided in the Declaration.

4.8.3 Carriage Houses (market rate lots only)

Carriage Houses are allowed a full kitchen, and are permitted on those market rate lots where there is sufficient space for one additional parking space beyond what is required for the main house; b) the maximum size of a Carriage House shall be 550 square feet; and c) the Carriage house shall not be subdivided from the main house; d) the finishes for a Carriage House shall use siding, trim, colors and roofing material identical to the main house; and, e) the Carriage House shall not be rented for less than six months as provided in the Declaration.

4.9 Exterior Colors and Materials

4.9.1 Exterior colors

A homeowner must submit an application to the DRC to change the color scheme of their property. No more than 3 different colors may be used on a property. The DRC will consider: a) adjacent property color schemes, and b) increased or decreased maintenance resulting from the color change while reviewing applications.

Applicants must provide color swatches with their application for all proposed colors. (See Appendix 5.6 re: TOB rules.)

4.9.2 Exterior Materials

All building and/or improvement materials exposed to weather shall be of: brick, stone, stucco, hardboard, smooth cedar, smooth redwood, pressure treated pine, alternative eco-friendly materials (i.e. Trex™), or other materials approved by the DRC. (See Appendix 5.6 re: TOB rules.)

4.10 Exterior Lighting

All exterior lighting, including porch and garage lights, must meet the following requirements:

1. Only fully shielded, downcast, opaque fixtures with no portion of bulb visible are permitted.
2. Patio lights are permitted to be illuminated at an outdoor dining/sitting area from May 1 through October 31 of the same year.
3. Lamp type: The lamp shall be Energy Star rated fluorescent with adequate cold rating, induction, high-pressure sodium, LED or low-pressure sodium. Incandescent lamps are permitted on building mounted fixtures at a maximum wattage of 60 watts. Energy Star rated compact fluorescent lamps are

encouraged. Fluorescent fixtures are permitted at 15 watts or no greater than 950 lumens.

4.11 Roof Materials

Asphalt shingles are the preferred roofing material for all structures in the Wellington Neighborhood. Alternative roofing materials are subject to DRC approval and shall be considered on individual merit with particular consideration given to the quality of materials, color, pattern, and warranty. (See Appendix 5.6 re: TOB rules.)

4.12 Windows and Doors

Window and door style and size are subject to DRC approval when replacement is not an exact duplicate of the existing windows and doors.

Window frames must be factory standard “white” color. Operable windows are recommended.

Front/Entry-way doors are required to be solid wood. Only back, side, and garage man-doors may be made from metal and must be painted to match the primary or “body” color of the home.

Storm Doors: The following storm doors have been pre-approved by the DRC and do not require further approval:

Storm and screen doors may be wood Vintage Woodworks (www.vintagewoodworks.com) style #7151, 7190 or 7123. Vintage Woodworks doors come unfinished and without hardware. These storm and screen doors must be stained to match existing front door stain color. Screens and screen frames must be charcoal color. Screens must be maintained, free from rips and tears.

Prefinished aluminum storm doors that are “E-Star” rated and qualify for Federal Income Tax Energy Credit are acceptable if a) the door is over 75% glass allowing clear sight of the main stained wood door; b) that the frame is white; and c) the door is of high quality, dent resistant construction. Exterior sliding glass doors are not permitted. Aluminum doors that have been approved based on the criteria above are the Andersen Series 3000, the Andersen Series 2000, and EMCO 300 Series Triple-Track. The Andersen Series 4000 would also meet the criteria above.

Any storm door not included on the list above requires DRC approval. A cut sheet, brochure, or similar document of the exact door proposed is required for DRC approval.

4.13 Solar Applications

While approval from the DRC and the TOB is required, energy-saving features and active solar applications are encouraged whenever possible. Solar panels, when used, shall be integrated with the roof form to be as unobtrusive as possible. Solar panels must be roof mounted and shall be flat glass with frames colored to match adjacent surfaces and shall be installed flush with the roof line. Special consideration shall be given to color, finishes, and reflective aspects of solar panels as they may affect neighboring homes. (See Appendix 5.6 re: TOB rules.)

4.14 Wind Turbines

No ground supported wind turbines may be erected or maintained on any property. Wind turbines are permissible when mounted on a garage roof only with the DRC and the TOB approval. Turbines mounting hardware should be colored to match the color of the roof shingles whenever possible. Noise levels from the wind turbine may not exceed ambient noise levels of the site; applicants may be required to provide noise level data measured from areas around the site and from the turbine itself.

4.15 Satellite Dishes

Satellite dishes and high-speed internet antennas shall be mounted on the rear, alley side of structures so as to not be visible from a street or a green and to minimize visual impact to adjoining property owners whenever possible. Installation of satellite dishes and high-speed internet antennas shall be approved by the DRC and the TOB. It is the homeowner's responsibility to demonstrate that such positioning is not possible in order to receive a variance from the DRC. Any satellite dish installed prior to May 15, 2002, shall be exempt from the above.

4.16 Hot Tubs

Hot Tub style, size, and placement are subject to DRC approval. Hot tubs with a capacity greater than 6-people or 450 gallons (whichever is greater) are prohibited. The DRC may require the applicant to shield a proposed hot tub from neighboring homes and streets or alleys with a permanent structure or landscaping. (See Appendix 5.6 re: TOB rules.)

4.17 Outdoor Play Structures

Outdoor play structures taller than 9' tall require DRC approval. Such structures must be constructed primarily from natural materials and colored to compliment the surrounding natural environment or built environment. The DRC may require approved structures taller than 9' tall be fenced in to protect the safety of all neighbors.

4.18 Exterior Speakers

Exterior speakers should be recessed or installed so they are not highly visible to pedestrians from the property line. Surface-mounted speakers or grills should be white or colored to match the trim on the house.

4.19 Gutters

Gutters must be colored white or colored to match the trim of the house where installed, in which case they do not require DRC approval.

4.20 Miscellaneous

4.20.1 Trash/Recycle Receptacles

It shall be the duty of all homeowners and all tenants producing or having garbage, to provide and keep watertight garbage cans of galvanized metal or other nonabsorbent material in which all garbage shall be kept. All garbage shall be placed and kept in such cans until it is hauled away.

All garbage cans and similar refuse receptacles that do not have a latching mechanism which keeps the lid tightly closed against the can or receptacle and which prevents access to the contents of the can or receptacle by wildlife shall be stored inside a home, garage, building or shed. In addition, garbage cans can only be placed at curbside after 6:00 am on the day of pickup and must be removed from the curb by 10:00 pm that day. The TOB also has specific requirements for trash/recycle receptacles.

4.20.2 Real Estate Signs

A homeowner may have one real estate 'for sale' sign in the back yard at the alley or a custom sign with the following guidelines can also be used:

- Wood sign 24" w x 18" h (not to exceed four(4) square feet)
- Wood to be ½" thick
- Lettering shall be "Times New Roman" font, black or dark blue and not exceed 1" w x 2"h.
- Any other colors or logo artwork subject to architectural review committee approval.
- Sign shall be mounted on house railing or on a white post.
- Sign to be on homeowner's property only.
- Only one open house sign can be posted on homeowner's property.
- No open house signs can be posted on Association property.
- The sign must be removed within five (5) days after the sale of the property.

4.20.3 Other Signs

All other signs must be approved by the DRC. (See Appendix 5.6 re: TOB rules.) Homeowners may have political signs in their yard, not to be posted on structures or trees. Temporary construction signs are permitted when approved by the DRC. No signs may be displayed on Association property or Town rights of ways. No signs shall be displayed on Association property or Town right-of-ways.

4.20.4 Clotheslines

DRC approval is required for placement of exterior clotheslines. It is preferred that these lines be located to be visually unobtrusive as possible and also be retractable or removable. They must be placed only in the backyard of the house, facing the alley. For lots abutting a street on the side of the property, it is preferred that clotheslines be placed on the half of the lot farthest away from the street.

Appendix 5.1

Design Review Application Checklist

5.1 Design Review Application Checklist

- Determine if your project requires approval from the DRC and TOB.
- If approval is required, prepare required materials to submit to the DRC for review:
 - ___ Standard Cover Letter
 - ___ Appropriate drawings, photos, site plan and/or elevations
 - ___ If a neighbor's easement is being used for a fence, obtain a signed letter of permission from the affected neighbor to submit to the DRC with your application.
- Submit your application to the DRC.
- Upon receipt of approval from the DRC, obtain any required permits from the TOB, then begin your planned construction/alteration observing any conditions set forth in the Final Approval.
- Complete your improvements within the time approved on your application or communicate a change in schedule to the DRC.
- Notify the DRC or administrator upon completion of your improvement.

APPENDIX 5.2
COVER LETTER--GENERAL

**WELLINGTON NEIGHBORHOOD
APPLICATION FOR DESIGN REVIEW**

The Design Review Committee (DRC) will receive all of the following information and may call or walk your property to get a better sense of the project. Please be sure to provide a phone number or an email address where you can easily be reached. The DRC may contact you prior to meeting to clarify any part of your application in order to streamline the approval process.

In addition to the following information, application shall have attached a site plan of your lot and elevations (if applicable to the improvement).

DATE SUBMITTED: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

1. Description of the improvement: _____

2. Description of materials to be used: _____

3. Colors to be used: _____

4. Anticipated start and Completion date: _____

5. Location on property and dimensions: (show on site plan) _____

COVER LETTER--FENCES ONLY

**WELLINGTON NEIGHBORHOOD
APPLICATION FOR DESIGN REVIEW – FENCES ONLY**

The Design Review Committee (DRC) will receive all of the following information and may call or walk your property to get a better sense of the new fence. Please be sure to provide a phone number or an email address where you can easily be reached. The DRC may contact you prior to meeting to clarify any part of your application in order to streamline the approval process.

In addition to the following information, application shall have attached a site plan of your lot.

DATE SUBMITTED: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

6. Location and orientation of rail and picket sides on property (also show on site plan) _____

7. Picket style: _____

8. Picket spacing: _____

9. Picket size: _____

10. Picket material: _____

11. Color: _____

12. # of gates: _____

13. Gate location(s): _____

14. Gate style: _____

Appendix 5.4

Sample Approval Letter

Wellington Neighborhood Association
P. O. Box 4626
Breckenridge, CO 80424
970-453-5303
administrator@wellingtonneighborhood.org

August 26, 2010

Mr. Chris Neubecker
Community Development
Town of Breckenridge
150 Ski Hill Road
Breckenridge, CO 80424

RE: Fence
Jane and Barry Whoville
100 Queen of the West
Breckenridge, CO 80424

Dear Mr. Neubecker:

The Wellington Neighborhood Association has approved the attached plans for the above mentioned fence to be built subject to the following:

- A. Must be built substantial compliance to the plans
- B. Fence must be painted Kwal Liquid Vinyl, Burbury Beige # 8671W, any other color approved by the Design Review Committee. It must also comply with all fence guidelines of picket style, width, material and spacing provided by the DRC.
- C. To be completed within 90 days of commencement.
- D. Maintain clean and order work site during construction.
- E. The DRC is not responsible for any defects in plans and specifications or construction. The Owner is responsible for complying with all applicable government laws and regulations.
- F. It is recommended that Owners locate the exterior boundaries of all Lots, Easements and Common Elements affected by the proposed improvements prior to construction.
- G. Make sure you call Xcel Energy and Qwest to mark any power and phone lines before you begin digging.
- H. Upon completion of the project please notify the Association administrator at administrator@wellingtonneighborhood.org for a final review and inspection of your project by the Design Review Committee.

Sincerely,

Wellington Neighborhood Association

Design Review Committee
Design Review Committee

Doug Briggs David O'Neil
Dave Watson Sandy Hahn

SUGGESTED NATIVE PLANT LIST

See

www.wellingtonneighborhood.org

for a copy of the Neils Lunceford High Altitude Plant List

APPENDIX 5.6

TOWN OF BRECKENRIDGE CODE / RULES

The Town of Breckenridge requires a Development Permit for any and all improvements that are not normal maintenance. Most of these permits are approved “over the counter” as you wait. Any planner can tell you which permit you will need. Owners of deed restricted properties pay no permit fees.

The following notes refer to the numbered and indexed sections of the preceding text:

2.1 Step One: Determine if your project requires approval....

At the time of this August 2010 revision, The Town of Breckenridge requires a Development Permit for any and all improvements that are not normal maintenance. Most of these permits are approved “over the counter” as you wait. Any planner can tell you which permit you will need. Owners of deed restricted properties pay no permit fees.

2.4 Step Four: Await a decision from the DRC

In addition to DRC approval, most changes will require Town approval. For additional information about whether a permit is required, the type of permit and the permit process, visit www.townofbreckenridge.com, click on the *Government* button, then select *Home Improvements & Construction*. The Building Division phone number is 970-453-3180, for Planning Division 970-453-3160. A Notice of Approval will be required by the Town in order to receive a development or building permit.

4.3 Landscaping

TOB approval may be required for landscaping other than laying sod, planting annual or perennial plants. Retaining walls above a certain height may require TOB building permits.

4.4.4 Side Yard Privacy Fence

The TOB may require a building permit and inspections from the Building Department for fences of certain heights in addition to a development permit. Be sure to check with the Town to understand what permit your fence will require.

4.5 Decks

Check with The Town of Breckenridge for requirements for raised deck plans.

4.6 Parking Pads

Check with the Town of Breckenridge for requirements for parking pads.

4.9.1 Exterior colors

Check with the Town of Breckenridge for requirements in changing the exterior color. TOB Planning can provide exterior color guidelines.

4.9.2 Exterior Materials

Check TOB approval requirements re: building and/or improvement materials exposed to weather

4.11 Roof Materials

Check with TOB for permit requirements for roofing projects.

4.13 Solar Applications

Check with TOB for approval requirements for solar applications.

4.16 Hot Tubs

Check with TOB for approval requirements for hot tubs. At the time of this writing, August, 2010, hot tubs require a Class D Development Permit and a Building permit from the TOB.

4.20.3 Other Signs

Check with the Town Planning Department for approval requirements for signs.

**The Wellington Neighborhood
Association**

Maintenance Standards

Adopted October 9, 2011

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Statement of Intent

The intent of this document is to define the maintenance review process and the maintenance standards for The Wellington Neighborhood Association. The maintenance of Lots by the Owner is required by the *Declaration of Covenants, Conditions and Restrictions of The Wellington Neighborhood*.

It is the Owner’s duty to maintain their property to prevent any unsightly conditions on their Lot as presented in the Declarations. Maintenance is a consideration that all Owners must undertake to respect their obligation to the Declarations, their neighbors and the community in general. Maintenance of Lots by Owners is a responsibility, not an option. The Declarations allow the

Association to perform maintenance and add the cost of the maintenance to the assessment for the Lot.

The Association recognizes that each Owner's ability to perform maintenance may vary due to health, personal situation and/or financial resources. It also recognizes the diversity of styles that an owner may choose to use when maintaining their Lot. Problems that are identified during the maintenance review or by being brought to the attention of the Neighborhood Association will be presented to the resident. The resident and the Neighborhood Association will enter into a dialog. Consideration of the resident's personal situation will be taken into account. The Neighborhood Association will work with the resident to find a satisfactory solution to the problem. The Neighborhood Association may assist the resident in identifying alternative solutions and direct the resident to resources that may not be known to the resident. The Association is enforcing maintenance standards to help the neighborhood be a safe place to live, to assure a base level of maintenance and upkeep is maintained and to keep it a place that we can all be proud to call home.

The Maintenance Review will take in to consideration differing ideas. Obvious disregard for maintenance will also be noted. Efforts to maintain that may not be entirely successful yet were attempted, such as reseeding an area of lawn that doesn't take, will also be taken in to account. Permanent structures and features will have a higher importance in the review than decorations such as lawn ornaments or lawn furniture.

Warranty service of new homes (homes sold by the developer, not re-sales), ROW areas outside of the Lot, damage by others to the Lot such as damage created during snow removal will all be taken into consideration while reviewing the maintenance of a Lot.

The intention of maintenance review isn't to insure uniformity of style and appearance, but to insure that whatever acceptable landscaping and maintenance is done, is done well and reflects positively on the Lot in particular and the neighborhood in general.

Definitions

The following definitions will assist you in the use of this document

“Association” or “Neighborhood Association”

shall mean and refer to Wellington Neighborhood Association, a Colorado nonprofit corporation, its successors and assigns

“Board of Directors” or “Board” or “BOD”

shall mean and refer to the duly elected and qualified members of the Board of Directors of the Association acting in an official capacity.

“Declarations”

shall mean the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF THE WELLINGTON NEIGHBORHOOD Recorded 9/28/00 @ Rec. No. 633819 and its amendments

“Design Review Committee” or “DRC”

means and refers to the design review committee established by the Association in accordance with this Declaration to perform the design review functions with respect to the Property.

“Design Standards”

shall mean the document that is presently in use by the Association to define the Design Standards of the Association

“Lot”

shall mean and refer to each separate parcel of property designated on a Plat for any portion of the Property with a number or number and letter, and to each separate parcel of property created by the re-subdivision of any Lot allowed to have constructed on it more than one (1) Unit, and title to which shall be held in fee simple.

“Maintenance Review Committee” or “MRC”

means and refers to the maintenance review committee established by the Association to perform the maintenance review functions with respect to the Property. (Currently this committee is made up of the Board of Directors.

“Neighborhood Administrator” or “Administrator”

shall mean the individual appointed by the Board to administer the functions of the Association.

"Owner"

shall mean and refer to the record owner, whether one or more persons or entities, of fee simple title to any Lot which is a part of the Property, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation. The term "Owner" shall also include the Declarants, or their successors and assigns, with respect to all Lots held in the name of one or both of the Declarants.

Maintenance Review Process

The Maintenance Review Process defines the steps that will be taken to monitor and enforce compliance with the Maintenance Standards. The process has been created to provide a consistent review of the neighborhood that will insure that the standards are applied uniformly.

Timing of Maintenance Reviews

The reviews will be done in late spring and early summer seasons in order to give the resident sufficient time to remedy the issues during the summer months.

Maintenance Review Committee

The reviews will be performed by a group of individuals that are assigned by the Board of Directors and are designated the Maintenance Review Committee.

Scope of Maintenance Review

Each review will consider the entire Lot including structures, landscaping and other features that are defined in the Maintenance Standards below.

The scope of the review will also include reporting upgrades, repairs and new work that is not compliant with the Declarations or the Design Standards or may have been performed without DRC approval.

Ranking of Maintenance Issues

The MRC will rank the non-compliant Lots according to their severity. The intention of this ranking is to determine which issues fall below an acceptable level of maintenance and those that do not mandate immediate correction. Issues such as paint condition that is approaching an unsightly condition or disrepair that will require maintenance in the next year or two but does not yet cross the threshold for immediate repair will be reported as well. The report is generated by the MRC in good faith and with consideration of the severity of the issue and the perceived repair costs and timeline.

Administration of Compliance

A report with the Ranking of Maintenance Issues using scores generated using the Maintenance Review Check List will be reviewed by the BOD. The BOD will provide feedback to the administrator regarding the list. Notices will be given and Owners will be expected to respond with a plan for addressing the problem. Owners may indicate any extenuating circumstances that may delay in addressing the issue or that might cause duress due to unforeseen or unavoidable situations in their lives. The Neighborhood Administrator will review Owner responses and address them as is appropriate. Guidelines for administering the compliance process are in Appendix 0.

Penalties, Fines and Assessments

Owners that neglect their Lot after contact by the Administrator or are unresponsive to Neighborhood Administrator requests will be subject to fines, penalties and/or assessments. Continued disregard for maintenance issues may subject the Owner to a lien against their Lot. The details of the Penalties, Fines and Assessments are included in Appendix 0.

Appeals

Owners may appeal their issues to the BOD if they are unable to resolve problems through dialog with the Neighborhood Administrator.

Maintenance Standards

The Maintenance Standards are a guideline with many specific instances to illustrate the intent of Maintenance Review. It is not possible to list all the things that need to be maintained in this document. It is the Owner's responsibility to maintain their Lot in a manner that is: clean, safe, attractive and (in) slightly condition – *Declarations, Section 8.2 (g)*

Owners are expected to maintain all structures, landscaping, decorations and personal belongings that are visible on their Lot. Many restrictions and definitions of acceptable improvements to a Lot, use of Lot and required maintenance of the Lot are included in *Articles VII and VIII* of the Declarations. These restrictions and definitions are to be reviewed by the MRC as part of the Maintenance Review Process in addition to the examples provided in the remainder of this section, *Maintenance Standards*. The following is intended as a guide to maintaining the Lot and aid in the interpretation of the Declarations.

Landscaping

Landscaping must be properly maintained as designed. Grass must be mowed and weed free. Plants, lawns, shrubs and trees are to be watered and in good condition. All dead landscaping materials must be removed or replaced. Dead or missing grass should be re-seeded or re-sodded. Dead or dying limbs and branches must be trimmed or removed to maintain the health and appearance of the plant. Landscaping materials such as crushed rock and mulch need to be kept weed free, in good, presentable condition and not allowed to re-distribute outside of the area where they were intended to be used. Small areas of dead grass are acceptable in pet areas, however the overall appearance of the lawn must indicate that care is being given to the lawn.

Alternative landscaping such as Xeriscaping must be maintained in such a fashion as not to be unsightly. Alternative landscaping must be attractive and clean.

Structures

The entire exterior of structures, such as the home, multi-unit residential building, garage and shed, need to be kept in good condition and without peeling, faded, chipped or damaged paint as well as broken or missing architectural details or other damage. Roofing material must be in good condition without missing pieces. Wood areas such as decking and railings must be stained or maintained to prevent cracking, splintering, drying out and damage from environmental exposure.

Decorations, Non-structural Features and Furniture

Decorations such as flags, lawn ornaments and non-structural items will be maintained so that they are not unsightly nor a safety hazard. Common items that need to be removed or repaired when they are damaged, faded, broken or unsightly include, but are not limited to:

- Flags: both governmental and decorative
- Chairs
- Tables
- Lawn furniture

- Swing sets
- Sand boxes
- Seasonal decorations
- Swing sets/playground equipment

Personal Belongings

Personal belongings include toys, wagons, tricycles, balls, bats, rakes, hoses, etc., need to be kept contained within the Lot when not in use and stored in a way that does not produce clutter or unsightliness. Outdoor storage containers are recommended to accommodate item if there are a large number of items that are intended for outdoor use that are to be stored outside, both on decks or in yards. This will reduce clutter and also help keep the neighborhood safer from obstacles.

Section 8.6 Restriction, paragraph (a) and (b) of the Declarations has explicit restrictions about storage personal equipment, vehicles and machinery.

Appendices

Administrator Guidelines for Maintenance Review Compliance

The Board will determine these guidelines.

Penalties, Fines and Assessments

The Board has agreed to adopt the following timeframes and procedure for remedying issues that are uncovered as a part of the maintenance walkthrough.

- Timeframes
 - Maintenance of Lawn (E.g. mowing etc) – 14 days
 - Staining deck, touch ups of paints – 2 months
 - Overall house paint – 1 year
 - General repairs – 2 months
 - Removal of items from porch or other area. – 14 days
- Fines
 - We propose that for work e.g. painting, repairs etc. that is not taken care of within the above time frames we will hire it out and charge a 50% mark up. Since our goals is to have the work done rather than fine people who may then continue to leave the work undone.
 - \$100 to mow & trim a lawn.
 - For improper storage on porches and yards: \$ 50 a week.
 - For boats, trailers, etc: \$100 week.

Maintenance Review Check List

The Board designed this Check List:

The Wellington Neighborhood Association strives to help homeowners maintain a clean and orderly neighborhood in order to promote pride in our neighborhood and preserve property values over the long term. This document will aid in defining maintenance standards for the properties so that property owners have a clear and well defined idea of what is expected.

Landscaping in the neighborhood should be maintained as follows:

- Grass mowed and weed free, areas around trees and fences should be weed whacked and look clean and tidy.
- Plants & Trees should be tended too, pruned as needed. Dead branches or debris should be cleaned up
- Mulch, Gravel and other landscaping materials should be raked, weed free and clear of debris

Structures – Houses, Garages & Sheds should be maintained as follows:

- No damaged or missing materials, surfaces should be in well maintained condition.
- Lights need to be dark sky compliant to conform to the town's lighting standard.

- Paint on Houses, Garages, Sheds, Decks etc should repainted if it is faded, chipping, flaking or worn in areas. Home owners should expect to repaint houses every 5 -6 years and decks should be re-stained every 1 – 2 years depending on the wear and tear they receive.
- Parking areas should be crack free without stains and little or no damage to the surfaces. The areas around the parking areas should be weed free and kept neat and tidy.

Other items

- Decorations and non permanent landscaping features like lights, outdoor furniture etc. should be clean and well tended. Note: Double homes have an exemption and may store up to three bikes since there is only one porch on these houses.
- No personal items should be permanently stored on Front Porches. Items that are used regularly e.g. strollers could be placed here for ease of access.
- Yards should be tidy with toys and other personal items picked up and stored in a neat and orderly

For the purposes of a maintenance walkthrough please rate the properties below for each landscaping, structure & other on the following 1-5 scale:

- 5 – Excellent - This property exemplifies the standards above
- 4 – Good - Things look good but not quite perfect
- 3 – Average – Clearly people live here. Things are not perfect but all and all they are looking good
- 2 - Needs Improvement – This property needs some work on these items
- 1 – Poor - This property needs immediate focused attention to these items

WELLINGTON NEIGHBORHOOD ASSOCIATION

HOMEOWNER DIRECTORY INFORMATION

Please complete the following information for the Association records. We use email as our primary communication and send out many important messages this way so please provide an email address that you check regularly. Please note all our correspondence is prefaced with PON: on the subject line for easy filing and so you can set up rules to sort this important email.

We are looking to add an online neighborhood directory to our web site and this information will be used to complete this information. If there is specific information you would like left out please indicate that below. When the information is completed please return this form to the Wellington Neighborhood Association at PO Box 4626 Breckenridge, CO 80424.

Please note: As a policy the HOA does not share your info with any outside parties.

NAMES:

Homeowner no. 1:

Homeowner no. 2:

Children:	#1	#2
	#3	#4

Physical Address:

Mailing Address:
(P.O. Box, City, State, Zip Code)

Home Phone Number:

Work Phone Number:

Cell Phone Number:

Fax Phone Number:

Email Address:

Pet(s):

Pet Name(s):

The End...