

# COMPLAINT FORM

## Somerset Condominiums Association Policy for Covenant and Rule Enforcement

- **Reporting Violations.** Complaints regarding alleged violations may be reported by an Owner or resident within the community, a group of Owners or residents, the Association's management company, if any, Board member(s) or committee member(s) by submission of a written complaint.
- **Complaints.** Complaints by Owners or residents, a member of the Board of Directors, a committee member, or the manager shall be in writing and submitted to the Board of Directors. The complaining Owner or resident shall have observed the alleged violation and shall identify the complainant, the alleged violation, if known, and set forth a statement describing the alleged violation, referencing the specific provisions which are alleged to have been violated, when the violation was observed, and any other pertinent information. Non-written complaints or written complaints failing to include any information required by this provision may not be investigated or prosecuted at the discretion of the Association.
- Please refer to the current **Rules & Regulations** to identify potential violations. All governing documents are available online at: <https://www.somersetcondominiums.org/somerset-governingdocuments.html>

**After completing all information, submit this Complaint Form to Somerset Condominiums Association**

**By email to:** [office@somersetcondominiums.org](mailto:office@somersetcondominiums.org), or

**Printed by US mail to:** Somerset Condominiums Association, PO Box 3796, Boulder, CO 80307, or

**Printed copy:** Dropped off in the Somerset Condominiums drop box in the main floor lobby.

**Your Name (Complainant):** \_\_\_\_\_

**Your Physical Address:** \_\_\_\_\_

**Your Email address:** \_\_\_\_\_ **Your Phone Number:** \_\_\_\_\_

### INFRACTION INFORMATION

Name of Alleged Violator (if known): \_\_\_\_\_

Somerset Address of Violator (if known): \_\_\_\_\_

**Date(s) You Observed the Violation:** \_\_\_\_\_ **Time(s) of Violation:** \_\_\_\_\_

*Note: The date(s) and time(s) you have observed the violations should be within 30 days of the Date of Complaint*

**Detailed description** of alleged violation(s) and specific provisions of governing documents that may be violated:

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**Your signature:** \_\_\_\_\_ **Date of Complaint:** \_\_\_\_\_

**Note:** A copy of the current Rules & Regulations appear following this complaint form.

**Somerset Condominiums Association (SCA)**  
PO Box 3796, Boulder, CO 80307-3796

## SOMERSET CONDOMINIUMS ASSOCIATION

### **RULES AND REGULATIONS**

- These **RULES AND REGULATIONS** are based on common sense and common courtesy and have been adopted by the Somerset Condominiums Association (SCA) Board of Directors. They are consistent with the Association's Covenants and By-Laws.
- The SCA reserves the right to levy fines for infractions of the Rules, Regulations, and Covenants, after notice and opportunity for hearing, as per the SCA Enforcement and Fine Policy.
- Owners are responsible for the violations committed by their tenants, family, guests, etc.

Thank you for your cooperation.

### **NOISE:**

- 1) No loud noise. This prohibition includes noise exceeding 55 dBA (from 8 AM to 8 PM) and 50 dBA (from 8 PM to 8 AM) and noise that materially interferes with or disrupts another individual in the conduct of activities at such individual's home. No running through Common Elements. No rowdy behavior at any time.
- 2) No music in any Common Element.
- 3) Quiet hours are in force from 8 PM to 8 AM. Quiet hours apply to Somerset as a whole, including the underground garage, parking areas, and all other Common Elements.

### **PARKING GARAGE:**

- 1) Cars may be parked in designated areas only. Each unit is assigned one designated and clearly marked parking space. Residents may use only one additional space per unit for a second car or guest parking in the underground parking garage. Additional spaces are located outside the garage entrance. Handicapped parking spaces are reserved for handicapped residents. Unpaved areas may not be used for parking.
- 2) Parking spaces may only be used to park registered motor vehicles in working order. All parking is temporary, except in the case of a unit's designated space. Unregistered vehicles and trailers may be towed by the SCA. The SCA will make every effort to provide ample notice whenever feasible.

a. Notice of Intent to Tow Improperly Parked Vehicles - The Association is authorized to tow, or cause to be towed, any vehicles which are improperly parked in the Common Elements. If a vehicle is determined to be improperly parked, a written Notice of Intent to Tow describing the vehicle in question shall be personally delivered to the Unit Owner/Resident or vehicle owner, if known or can be reasonably ascertained, or, if unknown or cannot be reasonably ascertained, a written Notice of Intent to Tow shall be conspicuously posted on subject vehicle. Subject to Section b below, if the vehicle is not

removed within forty-eight (48) hours after the Notice of Intent to Tow is personally delivered or posted on the vehicle, or such other reasonable timeframe as stated on the Notice, the Association shall be entitled to tow the subject vehicle and the Unit Owner/Resident and Vehicle Owner (if different) shall be jointly and severally liable for all expenses, costs and fees incurred in such towing and/or storage.

b. Immediate Towing - Notwithstanding the above, if a vehicle is parked in a fire lane or blocking emergency access, the vehicle will be towed immediately and the Unit Owner/Resident and Vehicle Owner (if different) shall be jointly and severally liable for all expenses, costs and fees incurred in such towing and/or storage.

The owner of the vehicle will be responsible for towing and storage fees. The SCA will not be responsible for any theft or damage to the vehicle.

- 3) Bicycles may not be left in Common Elements. They must be stored in the underground parking, either on the bike rack or in front of the unit's designated space, namely between the concrete parking block and the garage wall.
- 4) Motorbikes may not take up any parking space other than the unit's designated space. They may only be parked in front of the unit's designated space, namely between the concrete parking block and the garage wall, or in dedicated motorbike spaces.
- 5) No rollerblading, bike riding, skateboarding or other forms of recreation are permitted in the underground parking garage.

#### **LEASES:**

- 1) Short-term occupancies and rentals of less than six (6) months are prohibited.
- 2) All leases or rental agreements shall be in writing and shall provide that the leases or rental agreements are subject to all terms of the governing documents which shall include the Association's Declaration, Articles of Incorporation, Bylaws and any Rules and Regulations. These documents are available on the SCA website.
- 3) Each Owner who leases his or her Unit shall provide the Association a copy of the current lease and tenant information, including the names of all occupants, vehicle descriptions, including license plate numbers, and any other information reasonably requested by the Association or its agents.
- 4) Additional information can be found in the Limited Amendment to the Condominium Declaration dated 22nd February, 2011.
- 5) As per the Condo Declaration, Section 27, each Owner must register his/her mailing address with the Association.

#### **PETS:**

- 1) All pets must be on a leash and under the direct control of their owners at all times when outside a unit.
- 2) Pet waste must be bagged and disposed of in trash containers.
- 3) If a pet owner is observed to be in violation of SCA RULES AND REGULATIONS, PETS, the responsible Unit Owner will be notified in writing that a complaint has been

filed with the SCA Board of Directors, and that a fine may be assessed for violations of leash and dog waste laws, as per the terms of the SCA Enforcement and Fine Policy.

- 4) The Unit Owner will be invited to respond to the notification of complaint at the next regularly scheduled SCA meeting. If the Unit Owner and the pet owner are not the same person, the Unit Owner can ask the pet owner to attend in the Unit Owner's place if he/she so desires. The Unit Owner will be the party responsible for any fine.

**BARBECUES AND GRILLS:**

- 1) The use of barbecues and grills is prohibited on wooden decks, in entryways, and in Common Elements.

**CAR REPAIRS:**

- 1) No car repair or maintenance, including oil changes or car washes, is permitted in the garage or elsewhere on the property.

**STORAGE:**

- 1) Two clearly labeled designated storage lockers are provided for each unit in the underground parking garage.
- 2) Entryways, alcoves, walkways, and the parking garage are not to be used as storage areas for firewood, trash, or any other item. Any item not owned by the SCA and left in any part of the Common Elements, including the entryways and alcoves, must be removed at once if so requested by the another resident, owner, or the SCA. Items may not interfere with the cleaning of Common Elements. Unit owners are responsible for any damage caused by items left in a Common Element. The SCA may dispose of any item left in a Common Element. Whenever feasible, the SCA will attempt to notify the owner of the item and the responsible Unit Owner, either by contacting them directly or by placing a tag on the item.
- 3) The underground storage area is for SCA use only and may not be used by individual owners.

**TRASH:**

- 1) Trash and recycling must be deposited in the dumpsters. Nothing may be left next to the dumpsters, not even recycling materials. All boxes should be broken down to conserve space.
- 2) Contracting and remodeling debris (carpet remnants, sheetrock, etc.) must be hauled away by the contractor or by the owner.
- 3) Discarded appliances, furniture, mattresses, and other large items must be placed next to the trash and recycling enclosure and same day pick-up must be arranged by the discarding resident.

**FIRE SAFETY:**

- 1) Each unit must have a working fire extinguisher and a smoke detector.
- 2) The unit owner is responsible for ensuring compliance. The fire extinguisher should be of the ABC type and weigh no less than 2 pounds.
- 3) Cleaning and maintenance of fireplaces, dryers, and all the components attached thereto are the responsibility of the unit owner. The SCA reserves the right to have these

inspected for safety and arrange for periodic dryer vent cleanup, the cost of which is to be born by the unit owner.

- 4) Fireplace ashes should never be placed in the dumpster.

**SMOKING:**

- 1) Smoking is prohibited in all Common Elements.
- 2) Smoking that results in smoke traveling from one unit to another is prohibited.

**GENERAL:**

- 1) Only items that are the property of the SCA may be left in Common Elements. Residents must clean up after themselves, their pets, and their guests, and remove any and all items they bring to any Common Element immediately upon leaving the area. This includes the tennis court. The SCA may dispose of any item left behind by residents and/or guests. Whenever feasible, the SCA will attempt to notify the owner of the item and the responsible Unit Owner, either by contacting them directly or by placing a tag on the item.
- 2) Roofs, walkways, railings, hallways, driveways, parking garage, etc. are Common Elements, not play areas.
- 3) Use of the tennis court is governed by the rules posted by the entrance of the court.
- 4) No individual gardens are permitted on Somerset property. Residents are invited to participate in Common Element gardening projects as announced by the SCA.
- 5) A current key for each unit must be given to the President of the Board of Directors of the SCA or his/her representative. This is to be used in an emergency and/or to prevent property damage when the owner and/or tenant cannot be reached in a timely manner. (See Condo Declaration, Section 16).
- 6) Exterior modification of any unit must be approved by the SCA Board of Directors. This rule includes, but is not limited to, any modification to the fire doors at the entrance of each unit, the color scheme used for window trims (pure white), the installation of TV antennas, dishes, etc. Any damage caused by such modifications or alterations are the responsibility of the owner of the altered unit.
- 7) Each unit must have a water shut-off valve in good working order.
- 8) The following items are not permitted: window AC units, pools, clothes lines, advertising, billboards, unsightly objects, or nuisances.
- 9) SCA is not responsible for personal property.

(Revised October 18, 2011, as per advice of counsel)

Note: The phrase “Common Elements” refers to any part of Somerset that is outside the perimeters of the inside walls of the privately owned Condominium Units.