

Vienna Townhomes HOA
Rules and Regulations
Revised October 2025

I. General Rules

- A. Vienna Townhome units may not be used for commercial purposes which generate traffic within the community i.e. retail, salons, or childcare.
- B. All trash is to be put inside the dumpsters and not left on the front, back, or side of the dumpster. Trash removal companies charge extra fees for trash that has to be separately loaded. Any owner, tenant or guest that leaves trash outside the dumpster will incur the extra fees to be charged to the unit owner.
- C. Furniture and appliances are not allowed to be put in the dumpster or next to the dumpster. Any items that are not picked up by the trash removal service must be taken off site (i.e. the Summit County Landfill) to dump. The owner will be responsible for additional trash or removal fees for items left on the common areas.
- D. Vienna Townhome owners, tenants and guests must exercise good judgment concerning loud and disturbing noise to ensure it does not disturb other owners, renters and guests. Quiet hours are from 10:00pm until 7:00am.
- E. The HOA shall retain access to each unit. Owners are responsible for distributing keys to the managing agent. The HOA is not responsible for any costs incurred to access a unit that has not provided a working key.
- F. No resident or owner shall have access to the boiler room without the manager or a Board member being present or without their written permission.
- G. For fire safety, chemical logs are not to be used in any woodstove or fireplace. The use of flammable liquids to start a fire or grill is not permitted. Do not place partially burned wood, charcoal or ashes anywhere on the common areas or the dumpster.

II. Pets

- A. Property owners are permitted to keep domestic pets on their premises, provided they comply with all applicable local regulations and maintain the health and safety of the property. Additionally, owners may authorize long term tenants to have pets in the rental units they occupy. Such authorization must be documented in the rental agreement or in a separate written addendum. All pet-related responsibilities, including damage repair, cleanliness, and noise control, remain with the property owner. Short-term rental units may NOT allow pets. Short term rentals are considered any stay 30 days or less.
- B. All pets, including dogs and cats, must be kept under the restraint of the owner and secured by a leash while outside of a unit. Pets may also be under voice command but may be no further than 10 feet away from their owner at any time.
- C. Pets may not be tied up or left unattended outside at any time. Supervision requires that the owner (or responsible party) be physically outside with the pet and within 10 feet of the animal at all times.
- D. Homeowners will be responsible for any damage caused by pets on common areas.
- E. It is a violation of County Ordinance "for a pet to be a public nuisance by repeatedly barking, whining or howling in an excessive, continuous or untimely fashion or to have pets roam unleashed and attack any persons or any other animals. All pets must have a collar with an up-to-date rabies tag securely affixed to the collar or harness and is to be worn by your pet at all times". Pets are required to wear identification which can easily be traced to the owner. If pets are roaming freely, the local animal control will be called to pick up animals.
- F. Owners and tenants are responsible for picking up and properly disposing of animal waste incurred by

their pets. Any owner that does not pick up after their pet will be fined according to the enforcement schedule listed in section VI.H. of the Rules and Regulations.

III. Decks and Common Areas

- A. Any structural changes or alterations to the appearance to the exterior of Vienna Townhomes must be approved in writing by the Board of Directors.
- B. It is prohibited to create any trip hazard or obstacle within the common areas (lawns or driveway) of Vienna Townhomes such as garden hoses, electrical cord, etc. for more than 2 hours at a time.
- C. Owners, tenants and guests must use good judgment in the common areas and the front decks of each townhome. Only patio furniture, grills, firewood, plants, and non-permanent storage shed/containers are allowed on the porches and are to be kept in a neat manner.
- D. Tents or temporary structures are not allowed to be erected unless the Board of Directors gives complete approval.
- E. Windows, doors, and all exterior glass surfaces are the responsibility of the owner to install, repair, and maintain.
- F. Replacement doors and windows must be approved by the Board of Directors if they are being changed from the existing exterior.
- G. Trash may not be kept or stored on decks or in Common areas. Any unit with trash on the decks will be fined.
- H. Homeowners are responsible for keeping the area surrounding their unit free of clutter, debris, and excessive personal items. This includes maintaining a clean and orderly appearance in shared or visible outdoor spaces to ensure community standards. Excessive or unsightly storage of items and personal belongings outside on patios and common areas are subject to further enforcement per the associations Rules & Regulations and enforcement policy at the Boards discretion.
- I. No antennas of any sort shall be allowed, placed, or maintained upon the Property without the express written consent of the Board of Directors. All TV Dish installations must be approved by the Board of Directors in writing before any installation can begin. Any damage created by the installation of the TV dish or any other connection must be promptly repaired upon the removal of any TV dish or similar connection. The owner will hold harmless the Association for any damage that might occur to the TV Dish or similar connection from any other situation regarding the Association's common area. One example of this might be damage to the TV dish from ice falling from an upper roof. If damage occurs to the common area of the Association the owner is responsible for all repairs. Any repairs that are not made by the owner to Association standards will be completed by the Association. If the Association makes repairs the owner of the affected unit will be responsible for all costs associated with the repairs as part of their Association fees. Any aerial erected on the roof or exterior walls of the building without the consent of the Homeowners Association, in writing, is subject to removal without notice.

IV. Parking

- A. Owners, tenants and guests are limited to two (2) parking spaces per unit. Each car must have a valid parking permit. Any vehicle in the parking lot without a permit may be towed at the owner's expense.
- B. Mobile homes, recreational vehicles, trailers, snowmobiles, etc. are not permitted to be stored in the parking area and may only be parked on a temporary basis. Nothing may be parked on the property over 25' in length; no trailer or camper may be parked on the property over a total of 48 consecutive hours; no more than a total of 10 days per trailer annually allowed per year.
- C. No inoperative vehicle or vehicle under repair shall be parked, kept, stored or maintained in the parking area for more than 48 hours. They must also have valid plates and registration. Such vehicles in violation will be towed at the owner's expense.

- D. There are no assigned or reserved parking spaces at Vienna Townhomes. Any owners marking or reserving spaces will be towed or fined with no warning.

V. Snow Removal and Ice Mitigation

- A. When a snowfall threshold of 3 inches or more has fallen, the Association asks that all vehicles move to a cleared space in order to help accommodate snow removal equipment.

VI. Legal & Enforcement

- A. Association dues for common expenses are due the first of each month. Late fees will be imposed if dues are not paid by the 30th of each month.
- B. Owners need to purchase and maintain adequate interior contents insurance to include drywall damage and repair.
- C. No work on any unit or common area contracted by and performed for an owner shall create or cause a lien to be enforced against the Association.
- D. All leases shall be expressly subject to the Declarations, Articles, Bylaws and Rules and Regulations adopted by the Association. A copy of the Rules and Regulations must be included with every lease and signed by the tenant and a copy provided to the Association.
- E. The Association is not responsible for managing tenants or guests. Any fines incurred by tenants or guests will be charged to the unit owner.
- F. The Board shall have the authority to take any remedial action it deems appropriate in the event of a violation of these Rules and Regulations, the By-Laws, or the Declaration, including assessment of charges and penalties, the filing of a lien, and the filing of an action for injunction or money judgment, or filing of a suit for unlawful detainer.
- G. The Board shall also have the right to suspend the voting rights of an Owner for any period or periods which such Owner fails to comply with the Association Rules or other obligations of such Owner under the Declaration.
- H. Penalty Schedule adopted by the Association is as follows:

- 1st Offense: A written warning.
- 2nd Offense: \$250 assessment against the unit.
- 3rd Offense: \$250 assessment against the unit

The forgoing Rules and Regulations are subject to amendment and change by the Board of Directors for Vienna Townhomes.