

Summary Guideline to the Rules and Regulations

HTCA Revised: April 2025



WELCOME TO HORIZON TOWERS CONDOMINIUMS

The following guide is to help you interact with the Association's owners and residents of the other 83 units that share the common area with you. Please read it carefully, as it will help you understand what it means to live the condominium lifestyle and share in maintaining this wonderful place we call "our home."

It is required that all residents and owners become familiar with and abide by the Declaration of Covenants, Conditions and Regulations, the Policies, and the Rules and Regulations for Horizon Towers Condominium Association (HTCA). Each owner has been provided a copy of these Association documents. They are also available for review at the HTCA office during the day, Mondays - Fridays.

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The business and affairs of Horizon Towers Condominium Association are conducted and managed by the Board of Directors, each of whom have an ownership interest in a condominium in Horizon Towers. The Board is assisted by the Architectural Review Committee and the Governing Documents Committee.

Declaration, Bylaws, Residents Guidelines

The Declarations, Bylaws, Policies and Procedures, are governed by the Colorado Common Interest Ownership Act (CCIOA) and other State, local and federal laws. These Resident Guidelines to the Rules and Regulations are in place to govern activities and actions which may impact the appearance and allow for the desired functions of the building to the advantage of all owners.

Leasing a Unit

The residential elements of the units in Horizon Towers are to be used exclusively for single family, residential purposes. An Owner may lease a unit to a single family, provided the unit is leased for a term of not less than one (1) year, subject to all the provisions of the Declaration. If you choose to lease your unit, you relinquish your rights as an owner of that unit, to use the common and limited common areas. If the unit is leased, a copy of the current lease must be onfile in the HTCA office along with a copy of the insurance policy on the unit.

Mortgage & Insurance Notice to Association

Every member shall notify the Secretary of the Association if their unit is or is not mortgaged or if insurance has changed. You must provide the name, address, and loan identification of the mortgage/insurance company to the Association. Please keep your information updated with HTCA.

It is the responsibility of each Owner or resident to provide insurance on his personal property and upon all other property and improvements within his Unit. No waterbeds or aquariums, exceeding 10-gallon capacity, is allowed without adequate insurance.

Move-In/Out Procedures

When moving in or out of a Unit in Horizon Towers, you must have notified the HTCA office at least three (3) days PRIOR to the move. This ensures that the elevator padding is in place and helps to avoid conflicts with others wanting to move. Moving in/out without prior approval is against HTCA policy. The person moving in/out MUST BE AVAILABLE THROUGHOUT THE ENTIRE MOVE to open the P-3 lobby doors, escort their movers throughout the building, ensure that ALL doors are closed and secure, and the areas are clean when the move is complete. **The main front entrance is not to be used for moving in/out of the HT building.**

Any handcarts, shopping carts, grocery carts, furniture, oxygen tanks, appliances, or any other large items that may cause damage to the front entrance doors or the main lobby area, are not permitted. All these items and other Move In/Out activities are to be conducted through the double doors on P3.

- 1) Check in at the office before beginning the move.
- 2) You may obtain the remote code and an elevator key from the office for access to the P3 garage door and to lock out the South (#2) elevator.
- 3) Moving trucks should park along the entrance to P3 or along the driveway. They must not block access to the P3 garage.
- 4) Use ONLY the South (#2) elevator that has been padded prior to the move, to prevent any damage to the elevator cab.
- 5) All debris, cardboard boxes, packing material, trash, etc. must be removed from the property by the movers or parties doing the work. All boxes must be broken down and placed in the dumpsters inside the P3 trash room. Do not leave boxes in the trash rooms that are found on each floor, nor beside the trash receptacles that are in each parking garage.
- 6) Tarps, plastic or other cover material must be used to protect floors, walls, carpets, doorways, elevators, etc. from damage. Any damage must be reported to the HTCA office immediately.

Various fees assessed to an Owner by HTCA for moving in/out can be found on the fee schedule.

Owner Responsibility

Your responsibilities for owning a unit in Horizon Towers are no different than if you were in your own single-family home. The same applies to your unit in Horizon Towers, you are responsible for calling the service technician for any "in unit" service (such as toilet, tub, HVAC, refrigerator, etc.)

If a water leak occurs in your unit and it causes damage to another owner's unit or to Horizon Towers common areas, you and your insurance company are responsible for the repair. It is required that all owners carry condominium owner's liability insurance. If a problem occurs in a unit that is being rented, the renter should know how the owner wants these matters to be handled so that any emergencies or hazards can be addressed at once.

Structural Improvements or Changes

The Architectural Review Committee must approve plans in writing BEFORE any construction, alteration, addition, modification, reconstruction or repairs to any Unit or improvement on the

property begins. The ARC form is available in the HTCA office and must be completed and submitted to the ARC for approval. Fines may be imposed if this form has not been submitted prior to the start of work.

Workers and Service Providers

When you hire workers or service providers for any reason, it is your responsibility to meet that person in the lobby or P3 entrance. You must have them park in the proper space, either outside the P3 garage or in the Vendor parking area. They must park and bring in their tools, supplies, or equipment into the building through the P3 entrance and ensure that all P3 entry doors are always closed and secure. These doors are for the security of all the residents. You must escort your workers to your unit and elsewhere in the building. As a courtesy to residents, please ensure workers finish by 5:00 pm and do not work on weekend except for cases of emergency. Your workers are not allowed to roam through-out the building un-escorted. When you have workers or service providers working for you, please inform them of the proper procedures before they arrive, including where to park and where to enter. It is the responsibility of the unit owner to make sure that their contract workers do not leave a mess in or around the building before they leave the area for the day. The common areas must be cleaned and put back as you found it at the end of each day. All debris must be removed off the premises by your contractors. If HTCA staff clean up after your workers, a fee will be charged to the unit owner for the time and labor needed to clean up the affected area.

Carpet Replacement

When the old carpet is removed from a Unit and new carpet is installed, it is the responsibility of the Owner/resident to be sure the hallways and elevators have been vacuumed, and no carpet residue remains in the building. The old carpet must be removed from HTCA property. **Do not discard old carpeting in the HT dumpsters.**

Opening of Doors and Windows

Residents must refrain from opening or closing any of the doors or windows in the common areas of the building for ventilation. This includes the sliding doors in the Sports Center, the pool, the stairwell, air conditioning and heat systems are designed and set to operate accordingly and therefore, very costly for the doors and windows to be open. It is also a breach to the overall security of the building.

Fireplaces and Chimneys

If you have a woodburning fireplace in your unit, you must have your chimney cleaned regularly, at least once each year, to prevent soot from accumulating in the chimney. A soot-lined chimney is a fire hazard, and a buildup of creosote can cause a chimney fire. Do not burn paper, cardboard, and other highly combustible materials in your fireplace. Use wood logs, pre-packaged logs, or other acceptable material. Carbon monoxide alarms, installed according to state, local and manufacturers' rules, regulations, and specifications, are required in all Units that have a fireplace. In addition, HTCA strongly suggests that each unit install a multi-purpose fire

extinguisher which can be used on all types of fires and that these extinguishers are regularly inspected and replaced as recommended by the manufacturer. HTCA will monitor each Unit, annually, to determine compliance with these above requirements.

Soaps and Drain Cleaners

There are two types of liquid dish washing soap, the type you use in your sink and the type you use in your dishwasher. Never use the sink type in your dishwasher. The amount of suds created can cause a severe problem for the other residents that share your plumbing. We ask that you do not use any soap products that contain phosphates. Drains will not clog as easily if you use liquid hand and liquid shower soap rather than the old bar soaps. Never use caustic drain cleaners to unclog your drains. Use of drain cleaners that are caustic, over time, will dissolve the copper pipes and cause leaks in the system. The Owners are responsible for the repairs to all water pipes back to the main shut-off and all sewer pipes back to the main sewer connection.

Trash Removal

Please be sure all your household **trash is bagged and sealed before sending it down the trash chute** located on your floor. It is okay to put glass bottles or packing material down the trash chute, but please bag them first. Trash that is too large for the trash chute (broken down cardboard boxes, etc.), must be taken to P3 garage level and put into the trash dumpsters located in the trash room outside of the P3 garage door. Please try to use the trash chutes on each floor for most of your trash according to the following schedule:

Sunday	DO NOT USE	
Monday	Chute Available 12:00 - 10:00 PM	
Tuesday	Chute Available 7:00 AM - 10:00 PM	
Wednesday	Chute Available 7:00 AM - 10:00 PM	

Thursday	Chute Available 7:00 AM - 10:00 PM	
Friday	Chute Available until 12:00 PM	
Saturday	DO NOT USE	

This schedule will allow the building to get through the weekends without having to have extra trash service or having the trash chute backed up to the second floor. This also respects the quiet time for those residents living next to the trash chutes. If you need to empty your trash on the weekend, please take it to the trash dumpsters found in the P3 garage level trash room. Recycling of certain materials is encouraged, and special receptacles are provided inside the P3 garage level trash room for your use. Please ensure your recycling materials meet recycling guidelines and are clean. Visit www.gjcity.org.

Vendor Service and Delivery Procedures

- All trucks must park in the designated truck (Vendor) parking area along the South fence or the concrete pad outside the service entrance next to the P3 garage door.
- You may obtain the remote code and an elevator key to access the P3 double doors and the South (#2) elevator from the HTCA office.
- The main front entrance is not to be used for deliveries to the building. Handcarts, shopping carts, grocery carts, furniture, appliances, or any other item that may cause damage to the front entrance doors or the main lobby area, will not be permitted through the main entrance.
- The South (#2) elevator must be padded prior to moving to prevent any damage to the elevator cab. You must contact the Horizon Towers office at least three days in advance of your move.

Parking

1. **A vehicle may not be parked more than two consecutive days in the front, southwestern parking lot.**
2. Overnight guests must have a Guest Parking Pass displayed on their dashboard with correct dates.
3. Campers, travel trailers, recreational vehicles, boats may not park anywhere on the property.
4. Parking spaces outside the P3 garage are expressly reserved for vendors and movein/move-out activity. A moving van cannot be parked here.
5. When you purchase or rent a 1-bedroom unit in Horizon Towers, you have one underground parking space assigned to your unit. When you purchase or rent a 2-bedroom unit in Horizon Towers, you have two underground parking spaces assigned to your unit.

6. If you own more vehicles than you have assigned parking spaces, you are responsible for acquiring the additional parking space(s). Every vehicle must have a garage parking space.
7. Owners/residents are responsible for assuring their vehicle will fit in their assigned garage parking space.

Garage Parking Areas

You must park in your designated parking space(s) and **not in a space that belongs to another resident**, without the permission of the owner. Your parking space(s) area may not be used as a storage area or for non-licensed vehicles. Visitors staying overnight are required to display a Guest Pass on their dashboard whether they are parked in your extra space or in the front SW lot. Any overnight vehicle without a valid HTCA parking permit or overnight Guest Pass, clearly visible on the dashboard, is subject to being towed. Recovery of the vehicle and towing fees will be the owner's expense.

Outside Parking Areas

These clearly marked areas are provided for residents and guests of Horizon Towers. Areas marked "No Parking" are to be kept clear of parked vehicles and are to be used only by delivery vehicles (10 minutes or less) and/or emergency vehicles. Any vehicle parked overnight must have a Guest Pass displayed on the dashboard. Any vehicle without a valid Guest Pass clearly displayed in the front windshield is subject to being towed. Recovery of the vehicle and towing fees will be the owner's expense.

Outside Truck and Vendor Parking

For all commercial trucks/trailers and vendors, parking is available on the South side of the Horizon Towers building. No camper, motor home, travel trailer, or boat parking is allowed anywhere on the property.

Use of Garage Parking Electrical Outlets

Some owners have had electrical outlets installed (at their own expense) on the wall of their parking space so that they can maintain a battery charger or engine block heater. There will be a flat fee of \$5.00 per month, per vehicle, charge to the Unit for providing electricity to these outlets. Any outlet must be installed at the owner's expense and only with the approval of the ARC. Any outlet to be used to recharge an electric vehicle will need prior approval from the ARC and if allowed, will be individually monitored for power usage and charged accordingly.

Front Door Entry System Operating Instructions

When a visitor comes to the Horizon Towers front entrance to visit you:

1. Your visitor must either use the “Find” or “List” function to access your information, then select your name and push the call button. The 3-digit code after your name is an identifier ONLY, it is NOT your unit number (for security reasons) nor is it an access code.
2. When you receive a call from your visitor, you should answer your phone, speak to the caller, and **CONFIRM** their identity. You only have 10 seconds of talk time. **DO NOT** grant access to anyone that is not your guest!!
3. To grant your guest access to the building, push NINE (9) on your touch-tone phone keypad. Stay on the line to confirm that they have gained entry and then hang up your phone. The system will unlock the front entry door for 10 seconds to allow entry.

*You must have registered the telephone number with the HTCA office, and it must have been programmed into the entry system, before you can access the system. You can use either a cell phone or a regular phone number for this system.

Smoking

Smoking is not allowed at any time anywhere on Horizon Towers campus (inside or outside).

Security Front Doors, Parking Garage Doors, and Elevators

For your safety, these doors are locked 24 hours per day. Please tell your guests to call your extension for admission into the building. Only acknowledged guests should be admitted. Please familiarize yourself with the use of the electronic swipe cards and remote garage door openers. Do not open the front door and let someone in unless they are your guest. You are being a nuisance to other residents if you allow a breach of their security and/or their privacy.

Payment of Homeowner Fees

Homeowner fees are due and payable on the first day of every month. If Homeowners fees are not paid within ten (10) days after the due date, the delinquent owner will pay a late charge not to exceed thirty-five dollars (\$35.00) or twenty percent (20%) of the amount of the delinquent installment, whichever is greater, together with interest at the maximum rate permitted law on such delinquent sums, calculated from the date of delinquency to and including the date full payment is received by the Association.

Horizon Towers Staff

The HTCA staff are in place to conduct the business of HTCA and to manage the common /limited common areas of the buildings and the grounds. HTCA staff members are not available to provide maintenance, custodial, taxi or secretarial services for the residents or owners.

Helpful Phone Numbers

It is your responsibility to contact the local utilities to set up a utility service in your name, when you are a new owner or when you move in or out of Horizon Towers.

Emergency: Police, Fire, Ambulance	911
Xcel Energy (Electric)	1-800-481-4700
Spectrum (Phone, Cable & Internet)	1-800-314-7195
32 Waves Internet support (Nerd Tap)	1-970-773-7960
Horizon Towers Office (website: htca81506.net)	970-241-8977

(Email: horizontowers81506@gmail.com)

Police, Fire and Ambulance personnel have access to the Horizon Towers building using the Knox boxes on the exterior of the building; one by the front door main entrance and one next to the P3 garage door entrance.

In accordance with Fire Department regulations, the Horizon Towers building is on a master key system for ALL doors in the building. If you have changed the locks on any of your doors and they have not been keyed to the master key system, these locks and doors will be broken to gain access to the unit in case of emergency. The HTCA staff, local fire, police, and/or

ambulance/medical personnel shall determine which circumstances constitute emergency action. **The owner is responsible for all replacement costs associated with having to break their locks or doors to gain entrance.**

Smoke and Water Flow Detectors

The HT building is equipped with smoke detectors and water flow detectors (fire suppression sprinklers) throughout all the common areas. The combination smoke/CO detectors in the units (two in a two-bedroom unit and one in a one-bedroom unit) as well as the smoke detectors in the common areas, are part of the building's central security fire and water notification system. Do not try to repair, clean or remove the unit smoke/CO detectors. They are NOT battery operated but do have a battery backup which requires yearly service. A low battery as well as any other tamper will trigger an alarm and prompt a call to HTCA from Central Security. If service is required, immediately call HTCA administration.

The building is also equipped with two emergency generators that, in case of a power outage by Xcel Energy, will automatically provide power to both elevators, emergency hall and exit lights, garage doors, front doors, building security systems, phones and the Horizon Towers Fiberbacked wireless network. HTCA exercises both generators every Friday morning to ensure operational availability in case of an emergency as well as maintaining fuel reserves to power both generators for several days.

Fire Alarm Procedures

The Fire Department will be called automatically when the sprinklers, smoke detectors and/or the pull stations in the common areas are activated. The Fire Department will NOT be called automatically when the smoke detector in your unit goes off, but the system will notify HTCA administration. If your smoke detector is activated because you have burned something in your microwave or on your range, you should open your patio door and windows so that the smoke will dissipate. **COVER YOUR SMOKE DETECTOR WITH A DAMP TOWEL. DO NOT OPEN THE FRONT DOOR INTO THE HALL (it will activate more smoke detectors!) In**

Emergencies:

- **Do not use the elevator.**
- **Stay in your unit.**
- **If fire is in your unit, evacuate to the nearest stairwell (keeping all doors closed).**

- **Stay in place until a firefighter arrives or an emergency announcement says otherwise.**
- **Do not open your front door to the hallway.**
- **Office will announce on intercom location of fire.**

The Fire Department has three main duties in a fire:

- 1) Rescue People
- 2) Extinguish Fire
- 3) Stop property damage and prevent further injuries.

Your actions could adversely affect you and your neighbors.

Interior Water Issues

Water is the most common problem associated with any Unit in Horizon Towers. Catching small leaks, knowing the location of a Unit's main water shut off, and regular inspections are key to preventing costly water damage to your Unit and to the Units around and below you.

As a courtesy, your water heater's age is included as a part of our annual HTCA Unit and Fire Sprinkler Inspections, held each June. HTCA recommends that you do the following to help prevent water damage:

- Maintain and replace water heaters as recommended by the manufacturer.
- Inspect water supply lines, shut-off valves on fixtures every 6 months.
- Replace washing machine hoses with steel braided hose every 3 years. •
Replace leaking or worn toilet flapper valves and seats every 5 years.

Noise Levels

Please be aware of the noise levels within the entire building. This includes the playing of music (radio, stereo, TV, piano or other instruments), the slamming of doors and the use of the pool, exercise room and laundry room early in the morning or later in the evening. The noise travels through the building and can be very disturbing to the nearby residents.

Residents and Guests

The common area facilities of Horizon Towers are for the use of the residents. If someone owns or co-owns a unit, but does not maintain a residence in Horizon Towers, they are not considered a resident. If they are visiting and want to use the facilities, they are considered a guest and as such, must be accompanied by a resident when they use the common area facilities. Please limit

the number of guests and the frequency that you allow your guests to use the common areas. Appropriate attire, which consists of either a robe, a house coat, shirt, skirt, pants, shorts, and shoes are always required in all interior common areas of Horizon Towers except the pool area and the workout area.

Use of Recreational Facilities and Open Parking

The Board of Directors has the right to limit the number of guests and set restrictions at any time to use the common area recreational facilities and open parking spaces. **A resident must always accompany guests and minor children.** There are no lifeguards or emergency medical personnel on duty at any time therefore, the use of these common area facilities is at your own risk. HTCA will not be liable for any accident or injury resulting from the proper or improper use of the common area facilities. HTCA is not responsible for any items that are either lost or stolen when using these common area facilities. The owner of records handles any damage or injuries that they, their guests or their tenants may cause to the common area facilities, equipment, or other people. The common area facilities are to be used on a first-come, first-serve basis, and for a reasonable amount of time. **The patios, card room, library, fitness center and the pool/spa common areas cannot be reserved by anyone for their exclusive use.**

The hours of operation for these facilities are from 5:00 AM until 10:00 PM (except laundry is 7:00 AM until 10:00 PM). Pool hours for persons under 18 years old are from 2:00 PM until 4:00 PM and from 6:00 PM until 7:00 pm. No person under 18 years of age shall use the spa or fitness center at any time. The resident/owner must always accompany their guests.

Swimming Pool	All persons are required to shower with liquid soap so as to remove excess oils, lotions, shampoo & conditioners before entering the pool or spa. It is recommended that no talking take place between 5 am - 7 am due to echoing in the pool room.
Fitness Center	Appropriate workout attire, which consists of a shirt, pants or shorts and tennis shoes are required at all times. Anyone using the weight machine or the free weights shall refrain from dropping weights as the sound echoes through the building and is very disturbing to other residents. Please limit your use to 25 minutes per piece of equipment when someone else is waiting.
Locker Rooms	The locker rooms are for use by the residents and guests. No personal articles should be left in any locker, shower stall or sink after you have finished using the other facilities. No lock shall be left on a locker after using the facility. Any personal articles left anywhere in the locker room will be removed immediately and discarded if unclaimed within three days. (Claim in the office.)
Billiards/Card Rm	The billiards/card room is available for playing cards and games at any time and cannot be reserved. The room is for the use by residents and their guests.

Laundry	The machines generate a great deal of noise and can create a nuisance for nearby residents. The machines are on a first come, first serve basis. The person using the machines must be available when their clothes are finished washing or drying. If not, they should expect to have their clothes removed by someone waiting to use that machine.
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Sports Center

The Sports Center requires a reservation for use. Reservation forms are available in the HT office. Solicitation, by any commercial business or any individual, is not permitted at any time. An activity calendar is available in the HTCA office for the residents to check the desired "use date" before planning the event. To be fair to all residents who request the use of the Sports Center, those who wish to use this area on a continuing basis can only request it 60 days in advance. There are times when someone wishes to use this area for a special event (a one-time only event), and they know the date 6 months in advance. They will be able to reserve the Sports Center up to 6 months in advance for this special event and it will take precedence over any other continuing reservations, which can only be made 60 days in advance. For those people who wish to reserve this area on a continuing basis, a Room Reservation Request form must be filled out every time the request for this area is made. These request forms are available in the HT office or on the HTCA website. During the day, unless otherwise reserved for a onetime event, the Sports Center can be used by any resident, at any time. The residents must always be present at their scheduled event. No other area can be used in concert with the scheduled event except the restrooms. Priority will be given to Horizon Towers Community Activities. Horizon Towers Condominium Association will not, under any circumstances, be responsible for the cleanup of the reserved area.

Common Area Furnishings / Decorations

All furniture, wall hangings, window dressings, room decorations and other furnishings located in the common areas of HTCA are the property of the Association and therefore, their use, placement, disposal and value is determined by the Board based upon the recommendation of the HTCA Architectural Review Committee (ARC). **Anyone wishing to donate items or decorate the common area surrounding the entrance to their Unit, must first obtain approval from the ARC. Once a donated item has been accepted, it becomes the property of HTCA. Any items left or placed upon the common property without prior approval of the Board will be used, displayed, or disposed of, solely at the discretion of the Board.**

Limited Common Areas

All balconies, patios, utility closets and garage parking spaces are areas owned by the Association but designated to each respective owner for their exclusive use. HTCA has the responsibility for making repairs to these areas, but each owner is responsible for keeping their areas clean, free from snow, ice and debris and used in accordance with the rules specified in the Declarations and

by our insurance provider. Specifically, any open flame (gas) and/or charcoal grill is banned from any other limited common area of HTCA. Gas bottles are not allowed to be stored on your Unit's balconies or patios. Electric grills are acceptable for use on the patios. Clothes, towels, or any other material must not be hung on your balcony railings, nor is it acceptable to throw any item from your balcony. This includes leaves, dust, dirt, paper, cigarette butts, water, ice, fruit, breadcrumbs, and/or anything else that comes to mind. These items can fall on people, below onto other's balconies, or damage mowers. Please inform your workers of the rules when they are doing repairs, since they tend to throw or shake-out drop cloths from the balcony or saw/cut materials on the balcony.

Vehicle Wash Bays and Maintenance

A wash bay is provided on each garage level. This is strictly to be used for washing your vehicle, not as an area to perform maintenance on a vehicle, as general maintenance of a vehicle is not allowed anywhere on HTCA property nor is it an extra parking place.

Antennae

No radio station or short-wave operators of any kind shall operate from any Unit. An exception to the foregoing shall be that a television antenna not larger than one meter (39.37") or other antenna approved by Federal Communication regulations may be installed on individual balconies however they may not be attached to the railing nor installed in such a manner that they protrude beyond the balcony railing.

Pets

Only small songbirds in birdcages are to be allowed in the building. Birds must be always kept inside the residence. No "visiting pets" or "pet sitting" allowed. Animals are not allowed in the HT building, in the parking levels or anywhere on the grounds of Horizon Towers.

Bird Feeders

We ask that you refrain from putting bird feeders on your balconies (except for hummingbird feeders). The bird feed falls, and this attracts other birds such as pigeons, woodpeckers and starlings which cause damage to the building. Pigeons remain an avian pest. In the interest of all the residents in this building, please do not feed the birds.

Owner Responsibilities for Hired Real Estate Listing Agents

When you list your Unit for sale with a broker, you must make arrangements for your listing agent to meet with HTCA office staff to setup the front door entry system to allow the listing agent and others to properly access and show your unit, the HT building and it's amenities.

HTCA does **NOT** allow open houses. Any showing of your Unit must be by an individual appointment only. As the owner, you are responsible for the actions of your listing agent and their clients. They must abide by all the HTCA rules just as if they were your guests.

- 1) You must provide your listing agent with a copy of the most recent Declarations/Bylaws, a copy of the Policies and a copy of the current Rules and Regulations. These will not only help your agent's clients make a more informed decision about living in Horizon Towers but also provide a reliable single source of information for other realtors.
- 2) Although your listing agent and his clients have access to all the Units for sale in the building, they will be logged in under the name of the Unit owner associated with the entry code used. The hours for agents to access the building to show Units for sale or rent are restricted to 9:00 AM until 7:00 PM daily.

Horizon Towers Schedule of Fines/Fees

Move In/Out Fees:

- | | |
|---|------------------------|
| - A \$300 Move In Fee | - A \$300 Move Out Fee |
| - A \$100 Internal Move Within Building | - A \$275 Transfer Fee |

Apply when a tenant moves into a Unit, when a tenant moves out of a Unit, when an Owner buys and/or moves into a Unit, when an Owner sells and/or moves out of a Unit, when an Owner (Grantor) transfers the title to a Unit by sale, QC deed, Trust, Estate, Corps, etc., when an Owner (Grantee) receives a transfer of a title to a Unit by purchase, QC Deed, Trust, Estate, Corps, etc.

Fines may be levied for violations of the Association Documents as follows:

Architectural Violations

Article IV, Sections 4.02 of the Declaration.

Each violation: \$150.00 plus \$50.00 per day until plans have been submitted.

Article VII, Sections 7.04, 7.05, 7.06, 7.08, 7.09, 7.10, 7.12 and 7.13 of the Declaration.

Number of violations in a 12-month period, Fine Amount

First violation: Warning

Second violation: \$50.00 fine

Third violation: \$100.00 fine

Parking and Vehicular Violations

Violations of Article VII, Section 7.02 of the Declaration.

Number of violations in a 12-month period, Fine Amount

First violation: Warning

Second violation: \$50.00 fine

Third violation: \$100.00 fine

Pet / Animal Violations

Violations of Article VII, Section 7.07 of the Declaration.

Number of violations in a 12-month period, Fine Amount

First violation: Warning

Second violation: \$100.00 fine

Third violation: \$200.00 fine

Debris / Clean-Up Violations

Violations of Article II, Section 2.09 of the Declaration.

Number of violations in a 12-month period, Fine Amount

First violation: Warning

Second violation: \$50.00 fine plus cost of cleanup. Third violation: \$100.00 fine plus cost of cleanup.

Recreation Facility Use Violations

Violations of Rules and Regulations granted by Article XIII, Section 13.06 of the Declaration.

Number of violations in a 12-month period, Fine Amount

First violation: Warning

Second violation: \$50.00 fine

Third violation: \$100.00 fine

General Nuisance Violations

Violation of Article VII, Section 7.01 of the Declaration.

Each violation: \$500.00

Violations of Restrictions, Rules and Regulations, Article VII, Sections 7.03, and other provisions of the Declaration, not specifically defined above, and in accordance with Article XIII, Sections 13.02 and 13.04 of the Declaration.

Number of violations in a 12-month period, Fine Amount

First violation: Warning

Second violation: \$50.00 fine

Third violation: \$100.00 fine

Additional Fines

A Member who accumulates three violations within a 12-month period will be deemed to be a habitual offender. Without limiting the Board's ability to fine or suspend membership privileges in accordance with these Policies and Procedures, habitual offenders, continuing violations, or violations that have an indefinite commencement or termination date shall all be subject to a fine of \$100 per month until the violation is corrected, and/or suspension of membership privileges as determined by the Board. Further, in the event of a determination by the Board of a willful, wanton or flagrant disregard for the provisions of the Association Documents, or based on the severity of the violation, the Board may impose such additional fines as are deemed reasonable by the Board without regard to the schedule set forth above.

Owner Obligation

The Owner(s) of Record (Member) of real estate subject to the HTCA Declarations shall have the primary obligation to pay fines imposed for their actions and actions of their tenants, family members, and guests. Fines imposed pursuant to enforcement of these policies and procedures shall become a Special Assessment imposed against the Member's (Owner (s) of Record) real estate and enforceable as provided in the HTCA Declarations.

Internet Availability to All Residents

Fiber optic internet is now available at an affordable price, with no additional equipment required. Enjoy download speeds of up to 100 Mbps! For more information, please inquire in the front office.

Automatic Revision: These Rules and Regulations shall be revised automatically to include any revisions to the applicable statutes referenced above.

Elements Typically Considered in a Condo Homeowner's Insurance Policy Valuation

This is not an all-inclusive list, nor does it apply to every condominium policy. It is a general list of items that are typically covered by a condominium homeowner's individual insurance policy:

1. **Exterior Doors** – The only exterior element generally included.
2. **Interior Doors** - Doors between rooms not opening to the outside and all hardware.
3. **Interior Wall Material** - Drywall, plaster, etc. (Does not include sheathing and wall structure)
4. **Interior Wall Covering** - Paint, wallpaper, paneling, etc.
5. **Ceiling Material** - Drywall, plaster, etc. (Does not include sheathing and ceiling structure)
6. **Ceiling Covering** - Paint, paneling, decorative beams, coffering, etc.
7. **Floor Covering** - Carpet, hardwood, tile, etc. (Does not include sheathing and floor substructure)
8. **Interior Window Treatments** - Blinds, drapes, etc.
9. **Moldings** - Baseboard, window, door, crown, etc.
10. **Kitchen** - Cabinets and islands, countertops, backsplashes, appliances, other built-ins
11. **Bathrooms** - Cabinets, countertops, plumbing fixtures - tubs, sinks, toilets, faucets, etc.
12. **Lighting Fixtures** - Includes recessed, track, chandeliers, ceiling fans, etc.
13. **Fireplaces** - Mantle and hearth, insert, etc.
14. **Other Specialty Items** - Wet bars, theater systems, alarm systems, bookcases, shelving systems, wine rooms, etc.
15. **Other structures** owned solely by the insured at the residence location such as a storage shed or detached garage.
16. **Heating and cooling systems** or hot water heaters that are contained within the unit that the insured may handle and are not covered by the condominium association.



INFORMATION REQUEST FORM
(Please fill it out and return it to the office immediately)
PRINT ALL INFORMATION

This form is kept in our resident file and must be completed by all people, whether you are an owner and/or resident.

Full Name(s): _____

Unit # _____ **Are you the Owner at Horizon Towers?** _____

Email: _____ **Phone:** _____

Vehicle information:

Make _____ Model _____ Color _____ Plate _____ State _____ Exp _____

Make _____ Model _____ Color _____ Plate _____ State _____ Exp _____

Make _____ Model _____ Color _____ Plate _____ State _____ Exp _____

Emergency Contacts:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Owner(s) Name(s): _____

Renter Name(s): _____

Property Manager: _____

Signature: _____ Date: _____

Received in Office by: _____ Date: _____

Mortgage / Insurance

Mortgage Holder Name(s): _____ Unit _____

Mortgage Holder's Phone Number: _____

First Mortgage

Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Loan/Account: _____

Second Mortgage

Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Loan/Account: _____

Condo Homeowner's Insurance Policy # _____ (Required)

Insurance Company: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Agent: _____ Phone: _____

Is this a rental unit? _____ If so, does the renter have rental insurance? _____

******Please provide a copy of the Condo Homeowner's Insurance Declaration Page (and copy of lease if rental property)******

Signature: _____ **Date:** _____

Please fill out a separate form for each unit owned & RETURN THIS FORM TO THE OFFICE IMMEDIATELY.

Received by Office: _____ Date: _____

Access KeyCard and Garage Door Remote Controls

Name: _____

Owner(s) of Unit # _____ in Horizon Towers Condominiums.

KeyCard

I/We have received the assigned access KeyCard(s) as listed below. Any additional cards may be obtained from the HTCA Office at a cost of \$25 per card (limit four total). The KeyCard(s) are assigned to the Unit, not the individual; therefore, when the property transfers so do the cards. I/We understand that if a card is lost, stolen, or must be replaced for any reason; the cost of a replacement card will be \$25. If a card has been lost or stolen, the card shall be reported to the HTCA Office IMMEDIATELY, so that it can be disabled and de-activated. There is no cost to reactivate a card. I/We understand that the UNIT OWNER is responsible for all actions resulting from the use of the assigned KeyCard(s) by anyone including realtors, maintenance workers, family, friends, guests, and renters.

I/We understand that HTCA will not release any KeyCard(s) to a renter, unless authorized by the Unit owner and any additional or replacement cards will be released ONLY with the consent of the OWNER. It is the responsibility of the Owner to distribute their cards as they deem necessary. **Number of KeyCards issued:** _____.

Card # _____	Card # _____	Card # _____
# _____	Card # _____	_____

Garage Door Remote Control

I/We understand that we are responsible for any lost or stolen remote controls for the garage doors. Any additional or replacement garage door remote controls will be \$50 each.

I/We understand that Horizon Towers will not issue garage door remote controls to any person(s) renting a unit without authorization of the Owner. Remote garage door controls will ONLY be issued with authorization of the OWNER.

DO NOT use your remote control to exit the garages. There is a bell hose in place to activate the garage door opener. Drive over it as you exit the garage. Your remotes should be used only to gain entrance to the garages. **Number of remotes assigned:** _____.

Signed: _____ **Date:** _____

Received by Office:

_____ **Date:** _____



Horizon Towers Condo Association Dues Payment Options

Dues Payments are due no later than the 10th of each month. Your payment can be made by:

- 1. Writing a check and delivering it to the office or placing it in the “Comment Box” located in the Card/Puzzle Room. The Comment Box is checked daily.**
- 2. Your bank offers “Bill Pay” as a service for account holders. Set up recurring payments on your bank’s website. (No fee associated with this service.)**
- 3. Setting up recurring payments on the PayHOA website. There is a \$1.95 charge each month for this service.**
- 4. Setting up a credit card payment through PayHOA website. There is a 3.25% charge for each payment.**



New Resident Checklist

Unit # _____

(Review with HTCA Representative)

_____ Information Request Form

_____ Review CC&Rs (ARC requirements)

_____ Front Entry Setup in Kantech

-Copy of Entry Instructions - Key Cards Recorded in HUB

_____ WiFi passcode provided upon request (request at office)

_____ Provided by previous owner at closing (HT has no access):

1. Mailbox keys (packages will arrive in card room).
2. Storage keys (storage area located in garage, replacement key is \$10).
3. Garage door opener (please do not use the opener when exiting).
 - a. Review vehicle record for assigned parking spot.
 - b. Provide parking sticker for vehicle

_____ Reminder: No pets, no smoking on property

_____ Home insurance (update binder, copy declaration page).

_____ Move-In day scheduled: _____ Elevator lockout key issued for 3 days.

(note: use P3 garage door to move in furniture, NOT THE MAIN LOBBY)

_____ HOA dues payment reviewed, website for HTCA: <https://www.htca81506.net/>

_____ Vendors list found to be reliable by HOA members.

_____ Property Tour: -Storage Area -Car Wash -Trash/Recycling -Amenities -

Water Heater/HVAC (utility closet) -Smoke Detectors (permanently installed)

Notes/Follow up:

Date Completed _____ HTCA Representative: _____

Owner Initials: _____



Orientation Checklist

Unit # _____

(Completed at earliest convenience)

_____ Inquire if any issues while moving in. Key cards and garage door opener working okay? Able to access internet? Have you seen our newsletter on the website?

_____ Remember trash days are Mon – Fri and not on Sat or Sun. Be sure your trash bag is tied and tightly sealed before sending it down the chute. No loose items.

_____ Have you seen the BBQ grills yet? Just remember to clean up when done.

_____ Stay in your unit if there is a fire alarm. If the fire is in your unit, move to the nearest stairway, closing all doors behind you.

_____ Remember not to store items in your utility closet (Fire Dept requirement).

_____ There is a storage unit on your floor where you can store your suitcase(s). You will need to put your unit number and last name on the outside of the suitcase(s).

_____ Remember not to hang anything off the balcony railing or throw anything off.

_____ Swimming Pool code is 5555 to uncover and cover the pool, users must shower before Entering (swimming pool and/or hot tub).

_____ If you leave for vacation (more than 3-4 days), it is recommended that you turn off the water and the water main (utility closet) and the water heater at the breaker box and at the water heater to avoid water leaks (open faucets to relieve pressure).

_____ Remember to always be with your guests in the common areas.

_____ Each floor does decorate for the holiday and there are designated people in charge.

_____ Guests parking in the parking lot overnight, need to notify office to obtain a guest parking pass.

_____ Member education video of “Welcome HOA Members” located at this website: [CCIOA: All, Some or None and Why it Matters – a Webinar from the HOA Information & Resource Center](#)

Notes/Follow up: _____

Date Completed _____

HTCA Representative: _____

Owner Initials: _____