

# **GLENEAGLES VILLAGE RENTER'S HANDBOOK**

## **A Summary Of Rules, Regulations & Responsibilities**

Supersedes Gleneagles Village Architectural Guidelines & Notes Published on March 31, 1990, Site Restrictions & Maintenance Guidelines published February 15, 1993, Site Restrictions & Maintenance Guidelines Published February 1995, and the Gleneagles Village Homeowners Handbook originally published June 26, 1998. Subsequently revised May 1999, July 2003, November 2003, February 2008, August 2008, August 2009, August 2011, and October 2012, June 2014.

**ADOPTED BY THE BOARD OF DIRECTORS  
NEWEST REVISIONS July 2015**

## **INTRODUCTION**

This handbook is intended to summarize several provisions of the Gleneagles Village Declarations as originally adopted, and accepted by the homeowners at the time of their purchase. If a question or dispute arises, the Board of Directors will interpret and adhere to the Declarations and amendments for resolution of the matter. Their decision is binding.

The following acronyms are used throughout this document:

|     |                         |
|-----|-------------------------|
| ARC | Architectural Committee |
| BOD | Board of Directors      |
| GEV | Gleneagles Village      |
| HOA | Homeowners Association  |
| LSC | Landscape Committee     |

## **A. MAINTENANCE GUIDELINES**

- 1. EXTERIOR MAINTENANCE:** All exterior maintenance, including lawns, shrubbery, painting, roofing, etc. is the responsibility of the HOA and/or the homeowner. No planting may be done on the exterior by either the tenants or homeowners without approval from the Landscape Committee.
- 2. INTERIOR MAINTENANCE:** All interior maintenance issues are between the tenant and the homeowner.

## **B. GATES**

The front gate of GEV is equipped with an automated entry system. Please read these instructions carefully.

- 1. VISITORS:** (guests, repairmen, maid service, deliveries, etc.)

Instructions appears on the screen at our front gate advising the visitor to search for your name by pressing the # key. The visitor must enter the three-digit code that appears by your name to ring your home phone.

If you have identified the visitor and want to permit them entry, press "9" on your telephone and the gate will automatically open.

If you are on the phone, a visitor will receive a busy signal. This delay will block the front gate until you complete that call. If you are expecting a visitor please keep other telephone conversations brief so your telephone line will be available to receive your visitor's call from the front gate.

If you have call waiting, you can switch over to the visitor, let him/her in, and then return to the original call.

**NOTE:** The electronic system that controls gate access operates on 4 impulses. If the visitor knows your 4 digit code they should not use the # key – that would be 5 impulses and the system will not allow entry. If your visitor already knows your 3 digit number that activates the phone call from the system they must use the # key so there will be 4 impulses. It would also be helpful for you to let visitors know that if they make a mistake the system takes about 30 seconds to reset before new input will be accepted.

2. **PERSONAL CODES:** Do not use the # key. Enter only the four digit personal code. If you provide this code to anyone else, please stress that they should not follow the screen's instructions – they should **not** use the # key.
3. **BACK GATE:** The back gate entrance can only be opened with the remote control.
4. **EXIT:** You may exit the front or back gate automatically. There are sensors in the pavement to trigger the gate as a vehicle approaches.
5. **CODE CHANGES:**  
If you suspect your four-digit code has become known by anyone who should not have free access to GEV, please inform The GEV Management Company immediately so the code can be changed.

## **C. GENERAL**

### **1. ANIMALS:**

**Household Pets:** A reasonable number of dogs, cats or other household pets may be kept on a residential site. (A “reasonable number” as used in this section shall mean no more than 2 fur bearing pets per site.) They may not be kept, bred or maintained for commercial purpose. Additionally, pet ownership comes with responsibilities and expectations.

Premise: Within our community:

1. Pets are welcome. Dogs and cats are wonderful companions that provide unconditional love and are a source of great joy for many residents. Pets can also provide *therapeutic* benefits, such as encourage exercise and social interaction, ease loneliness, and reduce stress.
2. All Gleneagles Village Homeowners do have the right to feel safe in the community.
3. All Gleneagles Village Homeowners do have the right to expect privacy within their property boundaries.

With this in mind, pet owners should be considerate of others by...

- picking up after your animal and disposing the waste in your own trash. This is a Douglas County law.
- attending to incessantly barking dogs so this does not become a nuisance to others. This is disturbing to the peace and quiet of a neighborhood. In addition, it violates Douglas County law.
- not leaving pets unattended on lawns or porches.
- not allowing pets to run loose in yards or open space areas.
- keeping dogs on a leash, held by a person who is capable of controlling the animal. This is a Douglas County leash law.
- using dog leashes no longer than 8 feet to assist with control.
- keeping pets off the front lawns and areas around others' homes. This is not common space. It is the homeowner's property.
- yielding to pedestrians and restraining your pet from approaching others. Many are uncomfortable around animals, or may have allergy issues.
- keeping pets out of the clubhouse and pool area.

Violations should be reported to the property manager and a violation letter will be sent to address the complaint. Continued violations result in fines.

All residents should treat each other with understanding, consideration and courtesy. If you do not feel comfortable speaking directly with each other, please contact the property manager. Additionally, you always have the right to contact Douglas County Animal Control to file a complaint.

Additionally, if confronted in a hostile or threatening manner, call the Douglas County Sheriff's Office.

**Dog Runs:** These are only permitted if incorporated into an extension of the deck railing or the privacy fences. Freestanding kennels are not permitted. Pets may be fed inside the run if the food dish/tray is promptly removed when the pet is finished.

**Electronic Fences:** Residents may install an electronic pet fence within their property boundaries, not to extend into common areas. ARC approval is needed.

**Birdhouses and Feeders:** Approval is not required for one feeder in the rear yard. The size is limited to two feet in length. Bird food should not contain millet as this attracts pigeons. It is recommended that cracked sunflower or sterilized thistle seed be used.

**Wildlife:** Except for a bird feeder, feeding of wildlife in any manner is not permitted. This includes ducks, rabbits, deer, etc.

2. **CLOTHESLINES:** No permanent exterior clotheslines or devices for hanging clothing or household fabrics are permitted. Retractable clotheslines or collapsible units are permitted, but must be retracted or stored when not in use.
3. **FLAGS:** The American flag can be flown in accordance with flag etiquette. State, seasonal and holiday flags may also be flown for a reasonable length of time. Displaying a flag for up to two weeks is considered reasonable.
4. **INSURANCE:** Renters should insure their personal property with a renter's insurance policy.
5. **GARAGE SALES** are not permitted.
6. **OUTDOOR DECORATIONS:** Holiday lighting and decorations do not require approval. It is recommended that they not be installed more than 30 days prior to the holiday. Holiday lighting and decorations must be removed within 30 days following the holiday.
7. **SIGNS/SOLICITATION:**

**Political:** A recommendation was made and voted on at an annual homeowner's meeting, suggesting that any political signage be confined to a window within the home and not displayed on lawns. This is out of respect and in consideration for others within the community.

**Other:** No other types of signs are permitted on lawns, with the exception of temporary signage that is part of a holiday display, an open house, or an estate sale.

**Solicitation:** Solicitation is prohibited within Gleneagles Village. This includes the distribution of literature and/or promotional items.

- 8. TRASH:** All trash/garbage containers must be stored inside the dwelling/garage except for pick-up day. Containers with locking lids may be put out after 6:00 PM the day before pick up. All other containers, plastic bags, boxes, etc., must be put out on the sidewalk after 5:00 AM the day of pick up. Containers must be put back in the dwelling/garage by 8:00 PM the day of pick up.

**9. VEHICLES AND PARKING:**

No camper, boat, motor home, trailer or other type of oversized vehicle (other than a pick up, which must be stored on the driveway or in the garage) may be stored or parked in a manner visible from any other property for longer than 48 hours, except as may be approved by the BOD. Periodic movement of the vehicle for the purpose of circumventing this provision does not qualify for an exemption.

- Parking such vehicles (described above) on the streets should be for loading and unloading only. This should take no more than 48 hours and should be limited to no more than twice a month. This also applies to the clubhouse parking lot.
- Such vehicles should never block sidewalks or driveways or affect the safety of pedestrians or traffic.
- Homeowners should not park such vehicles in GEV in order to do maintenance or repair work.
- Homeowners who have visitors with such vehicles must get a parking pass from the clubhouse.
- Vehicles that appear to be inoperable will be considered abandoned and removed at the homeowner's expense.

There is no overnight parking in the GEV clubhouse parking lot without approval from a club staff or a member of the BOD(after clubhouse hours.) With approval, vehicles may be parked in the clubhouse parking lot for up to 48 hours. A dated document must be obtained from a club staff member or a board member and must be visibly displayed in a window of the vehicle.

There is no overnight parking on the street during the winter months. Please refer the fall edition of your Golden Eagle newsletter for applicable dates.

Commercial vehicles are defined as, but are not limited to, a vehicle that has a business name or logo on it, has equipment attached to it or is used for the purpose of providing services to an individual or corporation. They must be parked in the garage unless the homeowner obtains approval from a member of the BOD. With approval, it must be parked in the driveway or on the street in a manner that does not affect safety, street traffic or pedestrians.

An oversized vehicle is defined as a vehicle that cannot be parked in the garage. The homeowner must obtain approval from a member of the BOD to park an oversized vehicle in the street. It must be parked in a manner that does not affect safety, street traffic or pedestrians.

- 10: VISITORS AND OVERNIGHT GUESTS:** It is the responsibility of the resident to make sure that visitors and overnight guests adhere to the rules and regulations that

govern this community. **Note:** Children under the age of 16 cannot stay more than 2 weeks at a time without Board permission.

**D. ADDITIONAL INFORMATION:**

- 1: CLUBHOUSE:** The Clubhouse hours and rules are posted at the club, in the monthly newsletter, and online.
- 2: COMMUNITY INFORMATION:** The GEV “Golden Eagle” Newsletter is published monthly and delivered to your door. You may also request that it be emailed to you. It is recommended that you read it regularly to keep informed about events and activities, as well as policies and procedures.

Additionally, the community website, <http://gevhoa.net>, provides valuable information about the community, as well as links to Highlands Ranch, Douglas County, and other resources.

- 3: COMMUNITY INVOLVEMENT:** Tenants are encouraged to participate in community activities, events, and as members of committees. Being involved in the community provides a way to get to know other residents and take advantage of all that Gleneagles Village has to offer.