

**CASA LADERA CONDOMINIUM**

**HOMEOWNERS**

**ASSOCIATION**

**Rules and Regulations**

**2009-2010**

**WELCOME TO OUR COMMUNITY**

## **Welcome to the Casa Ladera Community**

**6041 SEQUOIA RD NW  
Albuquerque, NM 87120**

Our homes are a large investment and the Board is tasked with maintaining the value of the property.

Please review this packet for some helpful information about our community.

By working together as a community, we will continue to provide a safe, comfortable, and quiet environment in which to live.

**The Casa Ladera Board of Directors** remains committed to maintaining and protecting the property from deterioration and liability. One of its most important functions is to make living in this community as harmonious as possible for all residents.

The Board of Directors suggests that all residents familiarize themselves with the Association Bylaws, the Condominium Covenants Conditions and Restrictions (CC&Rs), and the Rules and Regulations.

The Rules and Regulations have been established through the Associations CC&Rs, amendments to the CC&Rs, suggestions from the annual meetings, and problems noticed within the community.

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<b>2009</b>	President:	Mario Fonseca
<b>Board of</b>	Vice President:	Margo Silvey
<b>Directors:</b>	Secretary:	Ida Monteith

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**BUILDING  
REPRESENTATIVES:**

Building A	Ida Monteith Unit A-3
Building B	(open) Interested party contact BOD
Building C	Kathy Porter Unit C-1
Building D	Margo Silvey Unit D-14

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## **Association Fees**

- Association fees are to be mailed to:  
**Smartstreet Processing Center**  
**P.O. Box 105007**  
**Atlanta, Georgia 30348-5007**
- All Correspondence is to be mailed to the address below.  
**Casa Ladera COA**  
**Ammre Association Management**  
**2823 Richmond Dr. NE, Albuquerque, NM 87107**  
505-266-2000
- Association fees are \$145.00 per month
- Due on the (1<sup>st</sup>) day of the month
- A late fee of \$10.00 will be assessed to all payments that:
  - Are received after the 15<sup>th</sup> of the month
  - Are less than the monthly fee
  - Have an unpaid delinquent balance

### **Please Note:**

Deducting any personal payments from the Association Dues will not be reimbursed without prior written request and approval from the Board of Directors.

# CONDITIONS, COVENANTS, AND RESTRICTIONS

All legal documents that govern Casa Ladera Condominiums are available from AMMRE.

Conditions, Covenants, and Restrictions (CCR)  
Bylaws  
Articles of Incorporation  
Rules and Regulations  
Amendments

A complete set is given to new owners when a Unit is purchased.

Additional complete sets may be purchased from AMMRE for \$25.00

A copy of the Rules and Regulations may be obtained from a Board Member, at no charge to the homeowner.

**The monthly association fees cover the following expenses:**

**Maintenance**

- Common area lighting
- Landscaping
- Perimeter wall
- Exterior of buildings, as specified in the Bylaws and CCRs
- Roofs, as specified in the Bylaws and CCR
- Common area plumbing, as specified in the Bylaws and CCRs
- Parking lot

**Expenses**

- Administrative costs
- Management fees
- Common area electricity
- Insurance for exterior buildings
- Insurance for the common area
- Trash removal
- Water/sewer service for common areas and all condominium units.

## **“RULES AND REGULATIONS”** **VIOLATIONS/FINES**

Violations against Casa Ladera Rules and Regulations will be fined as follows:

- First infraction: Courtesy notice will be mailed
- Second Infraction: \$ 25.00 fine
- Third Infraction: \$ 75.00 fine
- Fourth (+) Infraction: \$150.00 fine

Homeowners facing a fine will be entitled to a hearing at the next scheduled Board of Directors meeting.

The Association shall seek legal advice as authorized by the Board of Directors.

### **Barbecue Grills**

- Residents are reminded to operate BBQ grills safely and conscientiously.
- Grills are to be used only in the private patio area of the unit and away from the building.
- Adult supervision is encouraged.
- Use caution when disposing of ashes. Ashes are not to be disposed of within the common area.

## **Noise**

- All provisions of the Albuquerque Noise Control Ordinance shall apply to Casa Ladera residents. Residents may contact the Albuquerque Police directly with any complaints about disruptive or recurring noise. (242-COPS) or (242-2677)
- The noise ordinance stipulates that noise is prohibited between the hours of 10:00 p.m. and 7:00 a.m. Mondays through Fridays and 10:00 p.m. and 9:00 a.m. on weekends.
- Sound from stereos, radios, televisions, and other types of noise shall not be heard through windows, doors or walls of the units.
- Residents are encouraged to keep their front door closed when entertaining so as not to disturb other residents.
- Residents are encouraged to be considerate of those individuals who work at night and therefore must have quiet time during the day.

## **Children, Residents and Guests**

- All children under the age of five (5) must be accompanied and supervised by an adult when in the common areas.
- City Ordinance curfew for all children under the age of 17 is as follows.
  - April 1 to November 1 - 9:00p.m.
  - November 1to April 1 - 8:00p.m.
- Children should be in their homes from the time of curfew until 5:00 a.m. unless accompanied by a parent or responsible adult in whose care the child has been placed by the parent.
- You may report violations to the police by calling 242-2677.

## **Parking Areas**

Casa Ladera residents are assigned one parking space per unit.

- Guests must park in the spaces around the perimeter of the complex.
- Parking spaces directly in front of a gate come under the custodial care of the corresponding unit. These spaces are marked with unit number.
- Double-parking vehicles are prohibited. No vehicle should park behind another, thereby blocking the drive through area.
- Commercial type vehicles such as ¾ ton trucks and motor homes, boats, trailers, or campers are prohibited. These vehicles will be towed away at the owner's expense.
- Unauthorized and/or inoperative vehicles may not be stored on the property. Any vehicle parked in the visitor parking spot for one (1) week or longer will be subject to inquiry by management and will be towed away at the owner's expense.
- Parking at the red fire lanes is prohibited. This is a safety issue. Lane should be kept unblocked for emergencies.

## **Garage/yard Sales**

- Garage/yard sales will be limited to (2) per year, per unit.
- Permission to hold a garage/yard sale will be approved by the board of directors in advance.

## **Vehicle Repair**

- Vehicle maintenance and repair of any kind are prohibited; this includes changing oil on a vehicle.

## Vehicle Towing

The towing of vehicles at the owner's expense, will occur when the parking areas are used for the following purposes:

- Storage of vehicles.
- Parking of trailers, campers, recreational vehicles or boats.
- Junk or inoperable vehicle.
- Vehicles without current registration properly displayed.

## Speed

- Use caution when driving through the property. The maximum permissible speed at Casa Ladera is 5 miles per hour.

## Patios

- Residents are asked to keep their patios clean and neat at all times.
- Hanging laundry or anything similar from windows or fences is prohibited.

## Pets

- Pets are **prohibited**. The Association strictly enforces Page 5, Paragraph 9E of the Declarations which states:

**“No animal, livestock, birds or fowl of any kind shall be raised, bred or kept in any unit or in the Common Areas.”**

## **Trash**

- Dispose of trash in the dumpster, in tied plastic bags. Until removed to the dumpster, trash must be stored in a closed container.
- Littering is prohibited.
- All unit owners shall comply with all applicable federal, state, and municipal laws, ordinances, regulations, and rules with respect to the use and disposition of toxic materials and hazardous wastes within the common area. Any expense incurred by the Association as a result of the violation(s) by a unit owner/renter shall be reimbursed by that unit owner to the Association
- Do not dump old furniture, mattresses, box springs, etc. at the dumpsters. Any owner needing to dispose of bulky items must make arrangements with the management company for removal at the expense of the owner. When you see someone dumping large items, contact Ammre Management and their unit will incur the extra fees. If you do not know the person, get a license plate or unit number and report them to Ammre Management or a member of the board of directors.

## **Satellite Dishes**

- Satellite dishes may be installed on tri-pods in the patios.
- Installation of any satellite dish on the roof, building wall, or fence is prohibited.

## **Signs**

- All signs listing a unit for sale or rent are to be placed freestanding near the back gate of the unit. A small window sign in the front window also is acceptable.
- Sale or rental signs anywhere else on the property are prohibited.

## **Security Doors and Window Bars**

- Security screen doors are allowed but must be black or match the trim of the wrought iron on the balconies. Homeowners are responsible for their front door jamb when these items are installed. The Association is not responsible for any damage to door jams.

## **Window coverings**

- Window drapes, curtains or blinds must be used. Sheets, blankets, tinfoil, etc. are not allowed as window covering.

## **Fences**

- Homeowners are responsible for the maintenance and upkeep of their fences.
- Fences that are not maintained will be repaired or replaced by the Association, and the homeowner will be held responsible for all costs.
- Fences dividing two patios are the joint responsibility of the two owners.

## **Swamp Coolers**

- Owners are responsible for winterizing their coolers.
- Owners will be held responsible for water damage to the roof, the building wall, or other units if their cooler water tubing breaks.
- Owners will be held responsible for any other damage caused during their cooler maintenance.
- Owners are encouraged to hire a professional bonded service company to maintain their cooler.

## **Vehicle Washing/Water Conservation**

Due to water conservation measures in Albuquerque, residents are encouraged to do their part in conserving water. Please keep in mind that Casa Ladera bears the expense for the water consumption of all residents, and water waste has a direct affect on the use of association fees.

- Washing vehicles on the property is prohibited. Please use the nearest car wash.
- Overflow of water into the parking lot is prohibited.
- It is the responsibility of condo owners to maintain faucets and toilets inside their units.

## **Mall and Drive Usage**

- Climbing on the mall planter in the center of the property is prohibited.
- Motorized vehicles, bicycles, tricycles, skateboards, or any wheeled toys may not be used in the mall area.
- Tricycles and skateboards may not be used in the driveway.
- Balls, Frisbees, and rocks may not be thrown in the drive or parking areas.
- Play areas are limited to the patio of each unit.

- No alcoholic beverage is permitted outside the individual unit or patio.
- Social gatherings shall not extend beyond the confines of a unit and its patio except for Association meetings or events.
- Parking or unloading in the mall area is prohibited.

## **Miscellaneous**

- Jumping or climbing on the center mall planter, fences, walls, buildings, roof, trees, and carports is prohibited.
- Placing anything on or hanging anything from the roof is prohibited.
- Homeowners will be held responsible for any damage caused to the roof or building.

## **Rental Units**

Owners who rent their unit are encouraged to attend the training provided by the Albuquerque Crime Free Multi-housing Program taught by the Albuquerque Police.

- Owners are encouraged to complete a background check prior to renting their unit. This background check should include criminal background, employment, credit report and past landlord information. The value of the property is more likely to increase if owners rent to someone they would like to live next door to.
- Owners are required to supply a copy of these Rules and Regulations to their tenants before signing a lease.

## **Vandalism**

- Notify the police of all Vandalism (242-2677)
- Notify the Board of Directors in writing.

# **MANAGEMENT COMPANY SERVICES**

## **FISCAL:**

### 1) Administer all Payables and Receivables

#### Payables – Pay and record:

Recurring bills such as utilities and services, landscape maintenance, management fee, insurance and taxes

Non-recurring bills such as building or property maintenance/repair, attorney fees, etc. as requested by the Board of Directors

#### Receivables – Collect, record, and deposit:

Monthly Homeowner Association fees

Late and delinquent fees

Special Assessments

- 2) Prepare financial statement monthly, to include, but not limited to, all income and expenses. Mail to Board Members
- 3) Prepare quarterly report of income and disbursements, and present at Board meeting.
- 4) Prepare annual operating budget (to be presented an annual general meeting in November)
- 5) Provide projection of capital expenditures
- 6) Maintain interest-bearing checking account for Homeowners Association's day-to-day operations
- 7) Maintain reserve account(s) (Reserve funds are currently held in a 6-month CD)
- 8) Track delinquency status of homeowners, collect delinquent dues and late fees, and report progress to the Board
- 9) Prepare income and property tax forms, and file with Federal and State government entities

## **ADMINISTRATIVE:**

- 1) Attend Board meetings quarterly, and any additional meetings at the Board's request
- 2) Attend November general meeting, present annual operating budget
- 3) Work with special committees as needed.
- 4) Mail any necessary correspondence to homeowners such as general meeting minutes, announcements, enforcements letters, etc.
- 5) Maintain accurate list of homeowners
- 6) Act as liaison between Board and Homeowners
- 7) Enforce covenants, bylaws, and rules and regulations of the Homeowners Association

## **PHYSICAL:**

- 1) Inspect site monthly and provide written report to Board of Directors. (Ammre inspects site twice a month)
- 2) Advise Board on short/long-term maintenance for buildings and grounds. Follow through on any maintenance approved by the Board
- 3) Prepare bid specifications for jobs on Casa Ladera property, obtain bids, contract for and supervise work. Inspect job and advise the Board before making payment on contracts.

**AREA INFORMATION**  
**Emergency Services**

**POLICE**

Emergency		911
Non-Emergency Dispatch		242-2677 (242-COPS)
Cottonwood Mall Community Sub Station	10000 Coors Bypass NW	897-8803 or 311
Poison Control		272-2222

**FIRE**

Non-Emergency Dispatch		(505) 833-7300
Albuquerque Fire Station #17	3630 Yucca NW	(505) 836-8735

**HOSPITALS & EMERGENCY CARE**

Lovelace Westside Hospital	10501 Golf Course Rd NW Golf Course & McMahon	(505) 727-2000
Presbyterian Medical Group	3901 Atrisco Dr NW	(505) 462-7575
Lovelace/Sandia Westside Clinic	2929 Coors Blvd. NW	(505) 839-2300

**UTILITIES**

Gas & Electricity	PNM	(505) 246-5700
Telephone	Qwest	(800) 244-1111
Cable Television	Comcast	(505) 344-0690

**LIBRARY**

Taylor Ranch Branch Library	5700 Bogart NW	(505) 897-8816
Albuquerque Main Library	5401 Copper Ave NW	(505) 758-5140

**RECREATION**

Ladera Golf Course	3401 Ladera Dr. NW	(505) 836-4449
Los Volcanes Senior Center	6500 Los Volcanes Rd NW	(505) 836-8745
Sierra Vista Swimming & Tennis	5002 Montano Rd NW	(505) 897-8819
Don Newton Community Center	4900 Kachina NW	(505) 768-6006
West Mesa Community Center	5500 Glenrio Rd NW	(505) 836-3487

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