



Hartzell Homeowners Association - **Rules & Regulations**

Adopted February 8, 2018

The Board of Directors would like to ensure that all members are aware of some of the more important restrictions on the use of your lots and the Common Area intended to aid in the quiet enjoyment of your homes.

These rules reflect our goal of balancing your individual rights with those of other residents in our community. For example, maintaining a consistent and harmonious neighborhood character, one that is architecturally and artistically pleasing, benefits homeowners by maintaining the value of their properties.

These rules are consistent with the CC&R's and in furtherance of the Board's mandate to promote the general welfare of all residents. By putting these rules into this format, we hope to avoid any misunderstandings about rights and obligations and common consideration for our neighbors. Owners are responsible for ensuring that their guests and tenants comply with the CC&Rs and these rules. Failure to comply with the Association's CC&Rs and Rules can lead to fines and reimbursement assessments.

The use of the Common Area and each of the Lots is subject to certain restrictions contained in the CC&R's, which include, *but are not limited to*, the following:

Use of Lots and Occupancy Restriction: Each unit is to be used for residential purposes only. In addition, the CC&R's provide that the lots shall be occupied by no more than two persons per bedroom plus one person. Transient or short-term rentals are not permitted. Owners who rent out their units must comply with specific rules. Please contact the manager before you acquire a tenant or roommate.

Quiet Enjoyment. Owners are responsible for the reasonable conduct of themselves, their tenants, and guests. Loud, boisterous conduct that disturbs the comfort and quiet enjoyment of your neighbors is prohibited. Radios, stereos, TV and musical instruments are to be kept to a reasonable volume at all times and within the unit or lot. We encourage residents to call the San Rafael PD for any noise disturbances after 10pm.

Animals: No more than two ordinary household pets such as dogs, cats, birds, etc., may be kept upon a lot. The Board has the authority to prohibit the keeping of any pet that is not kept under control and which has been determined to be an annoyance to other Owners.

1. All dogs must be **on leash at all times** while in the Common Area.
2. Dog owners must control their dogs at all times so as not to destroy, ruin or otherwise damage Common Area landscaping.
3. The back hill above Summerhill Way is **off limits** to dogs and people at all times.
4. Any pet waste must be removed and disposed of immediately by the person in control of the animal.
5. Pet owners are responsible for a pet's nuisance and noise disturbance.

Garbage & Refuse Disposal: No trash, debris or hoarded items are allowed to accumulate on any Lot, including decks, patios and walkways. All trash bins must be kept in a clean and sanitary condition. All bins must be stored in the garage and returned to storage no later than the evening of pick up day.

Use of Garages: Garages are the primary parking place for resident vehicles. Keeping cars in the garages contributes greatly to the look and value of our community. Garage doors must be kept closed unless entering or exiting.

Parking Restrictions: Our streets are fire lanes. There is no parking allowed on them. Guests and workers must use your driveway or guest parking. Parking in guest parking is limited to a maximum period of 12 hours without special permission. The Association may enforce this by imposing a fine against the owner. Guest parking may not be utilized by residents as an alternative to the garage or driveway.

Liability of Owners for Damage to Common Area: Owners are liable to the Association for any damage to the Common Area which they, their guests or tenants cause. This includes damage to the landscaping caused by children or pets.

1. No disruptive conduct is allowed in the Common Area.
2. Bicycles, skates, etc., may be ridden on the streets but must be kept off sidewalks. No pathways or landscaping in the Common Area may be used as a thoroughfare or shortcut for bikes.
3. Skateboarding is not allowed on our streets or pathways.
4. Decks and patios may not be used for storage. Nothing can be stored in the Common Area.
5. Firewood may not be stored close to siding or fences.

Smoking: As of November 14, 2013, 100% of units in San Rafael properties of 2 units or more must be designated smoke-free. All Common Areas are smoke-free. Private decks, balconies, yards, patios and porches are also to be smoke-free at all times.

Signs: Only one for sale or lease sign with no riders shall be allowed on the individual lot in a window. No such signs shall be posted in the Common Area.

Business Restrictions: No items shall be manufactured, stored or sold from or in the unit/lot in a manner that is visible from the Common Area; no employees shall work in the unit/lot; and no clients, customers, messengers, delivery personnel or other individuals should regularly visit the unit/lot or cause a nuisance at the development.

Windows & Window Treatments: To maintain the beauty of the community, only appropriate window coverings may be installed. The color of such window coverings shall be neutral in color and tone, in harmony with the exterior of the structure. No window may be covered by paint, aluminum foil, newspapers, bed sheets, cardboard, blankets or other similar items. Broken blinds or shutters must be repaired or replaced. Damaged window screens and windows, including those where the seals have failed, must be repaired and replaced. Exterior color of replacement windows must be bronze or black.

Satellite Dishes: All satellite dishes must be attached to the trim with an appropriate bracket. All dishes must be removed completely and holes filled when no longer being used or upon listing a unit for sale. An Owner must remove the dish if it is necessary to perform maintenance

such as roof replacement or painting of a unit. All installations must be formally approved through an application process. No dish may be attached to the roof.

Outdoor Lighting: All outdoor lighting must comply with the lighting standard adopted by the Board. Any change to external lighting must be approved by the Board.

Landscaping: Owners are responsible for all landscaping and drainage within their exclusive use lots. The Association is not responsible for the care and maintenance of additional plants installed by owners or residents. HOA irrigation systems may not be moved or adjusted by any owner or resident. Decorative items on Common Areas must be approved in advance by the Board.

Laundry: All laundry or clothes drying of any kind and any clotheslines shall be kept screened and concealed from view of other lots, streets and the Common Area. Articles (towels, rugs, bedding, & laundry) may not be draped or hung on the balconies or fences or placed in the Common Area.

Reporting a Violation: There must be at least one Owner on the record to pursue violations that are not ascertainable during an inspection by the Board, the manager or their agent. These include, for example, barking dogs, loud music, smoking, etc. A Rules Violation Report can be obtained from the Manager.

Architectural Changes Require Prior Approval: The CC&Rs require that any architectural changes be approved in advance by the Association. Failure to seek prior approval can result in fines or removal at the Owner's expense of unapproved alterations. Applications are available from the manager.

These changes include, but are not limited to, the following:

1. Screen doors
 2. Window replacement (other than glass panes to repair seals).
 3. Satellite dishes
 4. External light fixtures
 5. Any work that requires access to the roof
 6. Any work that entails going into or through the siding, trim or roof, such as installing an air conditioner, exhaust fan or gas fireplace insert.
-
1. **Pool Rules:** There is no lifeguard on duty at the pool. Adults must accompany all children under sixteen. This is the law.
 2. There is no landline phone at the pool. Residents are urged to take their cell phones when using the pool in case of emergency.
 3. No running or rough play in the pool area.
 4. No radios, music or unnecessary noise is allowed in the pool area.
 5. No pets (leashed or not) are permitted within the pool area
 6. No glass items or alcoholic beverage are permitted.
 7. No gum, pins, jewelry, bandages or hair clips that can come off are permitted in the pool.
 8. Appropriate bathing attire must be worn when using the pool.
 9. Gates must be kept closed at all times.
 10. Children in diapers must wear plastic swim pants with elastic legs.

11. Pool hours are from **9am - 9pm** during pool season. Management will announce the seasonal opening and closing dates.
12. There is a limit of 2 guests per unit and they must be accompanied at all times by a resident host. Residents have priority for the use of the pool and furniture.
13. Smoking is not permitted.

Leased Units:

When an owner qualifies to rent or lease their unit, the agreement contract must contain provisions specifying that:

1. Tenant(s) are subject to all provisions of the Governing Documents
2. The owner of the unit must provide the name, day and evening phone numbers of all tenants to management within ten (10) days from the date the tenants move into the unit. Owners must also provide tenant's vehicle information.
3. The owner must provide to management a receipt signed by the tenant within ten days of occupancy showing that the tenant has received copies of the Governing Documents, including the Rules.
4. Each owner is responsible for tenants, guests and invitees and responsible for any fine or penalty incurred by their actions. Any damage caused by tenants is the responsibility of the owner.