

# *Avalon*

AT EAGLES CROSSING

## *Rules & Regulations*

*Last Revised October 2017*

## Table of Contents

Introduction .....	3
Violation Policy.....	4
Dumpster Regulations .....	5
Noise Control .....	6
Clubhouse Rules & Regulations .....	7
Gym & Sauna Facilities.....	10
Pool .....	13
Tennis Court.....	15
Tot Lot .....	16
Putting Green.....	17
Pet Policy.....	18
Vehicles & Parking .....	19
Garages/Storage Areas .....	20
Architectural Control .....	21
Decks/Patios/Balconies/Walkways.....	24
Smoking.....	25
Rental Requirements .....	26
Common Areas.....	27
Leaks .....	28
Administrative Matters.....	29

## **Introduction**

The success of a condominium association depends in large part on the governing documents that outline how residents are expected to conduct themselves. These Rules and Regulations have been adopted by the Board of Directors to enhance the enjoyment and tranquility for all persons living in our community.

Owners shall be responsible for the actions of tenants, occupants and guests and should ensure full compliance with the Rules and Regulations of the Association. While the word "owner" is used throughout the Rules and Regulations, it is intended to include tenants, occupants and guests.

Each owner shall be responsible for providing tenants with a current copy of the Association's Rules and Regulations.

In addition to these Rules and Regulations, residents are expected to comply with all ordinances and codes for the City of Oceanside.

## Violation Policy

- The Board of Directors may impose both monetary and non-monetary penalties for owners that are determined to be in violation of any provision of the CC&Rs, Bylaws or Rules and Regulations. No monetary penalty shall be effective unless the owner receives ten (10) days prior written notice of the proposed violation and penalty. No non-monetary penalty shall be effective unless the owner receives fifteen (15) days prior notice of the proposed violation and penalty.
- The hearing/violation notice may be given by any method reasonably calculated to provide actual notice. Owners that have signed the Electronic Notification Form will receive hearing/violation notices electronically.
- Fines may be imposed as follows:
  - Generally - \$200.00 per infraction or actual cost of damage or vandalism; and
  - Continuing Violations - \$25.00 per day for each day the infraction(s) exists. The Board may impose a daily fine without further hearing.
  - Dumpster Violation – up to \$200.00 fine
- In addition to imposing fines, the Association has the right to suspend an Owner's membership rights and privileges.
- It is the right and duty of each resident to report violations in writing to the Board of Directors. Any owner who fails to correct the violation may be required to reimburse the Association for all costs to clear the violation including but not limited to court fees and attorney fees.
- Reporting party may remain anonymous if the violation can be independently verified by the Board of Directors. Anyone wishing to remain anonymous must indicate their desire to remain anonymous when notifying the Board of Directors about the alleged violation.

## Dumpster Regulations

- Owners are responsible for picking up their own trash and disposing of it in the proper containers or receptacles.
- Large cartons and boxes must be broken down before being placed in the dumpsters.
- No appliances, furniture, construction waste or oversized items are permitted in the dumpster. Owners will be responsible for any additional costs incurred by the Association to remove or dispose of oversized trash not covered by the Association's existing waste removal contract.
- Any owner needing to dispose of "bulk" trash items must contact the property management company and schedule the bulk item pickup **prior** to placing the item in the dumpster area.
- Dumpsters are for the exclusive use of the residents.
- Pesticides, chemicals, oil, solvents, tires or paint (without treatment) are not permitted in the dumpster.
- Trash must be placed inside the dumpster. Items may not be placed in the area surrounding the dumpsters or dumpster enclosures.
- Dumpster violations are subject up to a \$200.00 fine.
- Given the close proximity of the dumpster to the living areas, consideration of noise is appreciated.

## **Noise Control**

- Noise can be an issue in condominium communities. Please be considerate of those living close to you and keep noise volume as low as possible.
- It is the responsibility of members to see that their actions or those of their guests, tenants or pets do not unnecessarily disturb other residents or violate Association rules.
- Radios, television, musical instruments, party activities and other noise sources (including barking dogs, car horns and extended warming-up of vehicle engines) must be restricted at all times to a level that does not disturb other residents. The Board of Directors reserves the right to determine whether any noise constitutes a nuisance to other residents.
- In accordance with the City of Oceanside Ordinance Section 38.20 and rules of the Association, any owner may engage in an approved home improvement project/repair on any weekday between the hours of 8:00 am and 6:00 pm and on Saturdays between the hours of 10:00 am and 6:00 pm provided such project is for the benefit of said residential property and as permitted by the City of Oceanside Noise Ordinance. No home improvement projects/repairs may take place on Sundays or holidays.
- In accordance with the City of Oceanside Ordinance Section 38.17, homeowners should seek to reduce noise in the community from 10:00 pm – 7:00 am.

## Clubhouse Rules & Regulations

The following Rules and Procedures are to ensure the personal safety and enjoyment of the facilities and are not intended to limit or restrict use of the Clubhouse Facilities. The Clubhouse Facilities consist of the Main Room, Meeting Room and Kitchen Area.

### General Clubhouse Rules

- A Homeowner may be denied use of the Clubhouse for the following reasons:
  - Delinquency in payment of Association Dues, Assessments, etc.
  - History of negligence concerning property or Clubhouse rules, policies, or procedures
  - Anyone not in compliance with the CC&Rs
  - Other reasons deemed substantial by the Board of Directors
- **Tenants** - Tenants may use the Clubhouse facilities. The Homeowner assumes all responsibility for their Tenant's actions while in the Clubhouse.
- **Pets** - Pets are not permitted in any part of the Clubhouse or pool area at any time.
- **Smoking** - Smoking is not permitted in any part of the Clubhouse.

### Main Room

- The Main Room is available to owners of Avalon at Eagles Crossing for private social functions. To reserve the Main Room, please contact the property management company well in advance to ensure your reservation. A **\$250.00** refundable security deposit will be required for all tenants wishing to reserve the Main Room. Owners are not required to provide a deposit check.
- There is a non-refundable Clubhouse rental fee of **\$25.00** for anyone renting the Clubhouse.
- Owners will be responsible for any damage occurring to any furniture or fixtures during their use or their tenant's use of the Main Room.

- Reservations may not be made more than twelve (12) months in advance or less than seven (7) days in advance. The party reserving the Main Room is required to be current on all dues, assessments, and in compliance with the CC&Rs. Tenants will be unable to rent the Main Room if the owner of their unit is not current on dues, assessments, or is not in compliance with the CC&Rs.
- A “Clubhouse Rental Agreement” must be completed, signed and returned to the Property Manager within seven (7) days of the scheduled event. All Clubhouse Rental documents and a calendar of available dates may be found on the Association’s website at [www.avalonateaglescrossing.com](http://www.avalonateaglescrossing.com)
- A check for the refundable security deposit in the amount of **\$250.00** (if applicable) along with the **\$25.00** rental fee, payable to “Avalon at Eagles Crossing at Oceanside HOA”, is to be remitted with the “Clubhouse Rental Agreement” to the property management company within seven (7) days of the scheduled event.
- A designated representative of the Board of Directors, management company or Clubhouse Committee will meet with the owner at the Clubhouse to review all of the Rules and Regulations prior to the scheduled event.
- The resident reserving the Main Room must be in attendance at all times during the event. He/She is responsible for the conduct of all guests.
- The swimming pool area is for the Avalon at Eagles Crossing community and cannot be reserved. No spill over into the pool area is permitted.
- The owner is responsible for preventing the serving of alcohol to minors. The owner shall hold Avalon at Eagles Crossing harmless from any and all liability of damage resulting from the actions of an intoxicated guest.
- Music, and/or any other noise, must be kept at a reasonable level that it does not disturb the surrounding homes in the area. The owner will be responsible for ensuring that the guests either coming to or leaving the function at the Clubhouse are respectful of neighbors.
- The resident is responsible for turning off all appliances, closing and locking windows, and turning out lights at the end of the event.
- All trash must be removed from the facility and placed in the dumpsters.



- Cleaning the Main Room is the responsibility of the owner. Should the owner fail to properly clean the Main Room, cleaning fees will be charged at a rate of a minimum of **\$75.00** per hour and will be taken directly out of the security deposit or homeowner account.
- No wet bathing suits, towels, etc. are allowed in the Clubhouse.
- All guests must park on the street and not within the complex.
- Maximum Clubhouse capacity is 49 people.
- Doors may not be propped open. Residents using the common area facilities may not let people into the pool area. Residents must use their fob to access the common area facilities.
- Masking tape or blue tape only is allowed for displaying decorations.
- The owner is responsible for replacement cost for all items damaged or lost as a result of, or occasioned by the member's use of the property. This may result in forfeiting all or some of the security deposit or if need be charging the member's association account.
- All appeals may be made with the Board of Directors. Appeals must be submitted in writing and will be discussed at the next monthly board meeting.

### **Meeting Room**

- All tables, chairs, etc. must be wiped down and returned to their original location.

## Gym & Sauna Facilities

### Gym Facilities

- The gym is for the exclusive use of Avalon at Eagles Crossing owners and tenants.
- Using the gym facilities comes with certain hazards that are associated with using gym equipment. Any residents using the facilities does so at their own risk.
- Avalon at Eagles Crossing will not be held liable or responsible in any way for any injury, death or other damages that may occur as a result of using the gym equipment. Use the of the gym facilities, means that you have agreed to this indemnification waiver.
- No more than two guests accompanied by a resident are permitted in the gym area.
- The gym hours are as follow:
  - **Sunday – Thursday**      **5:00 am – 10:00 pm**
  - **Friday – Saturday**      **5:00 am – 11:00 pm**

If these hours are abused, the Board of Directors reserves the right to change the gym hours at any time.

- No one under the age of 14 is permitted without an adult.
- Rowdy, rude, offensive or uncooperative behavior will not be tolerated.
- No pets or wheeled toys (i.e., rollerblades, skateboards, scooters, etc.) are allowed in the gym at any time.
- No smoking, food or beverages (except water/sports drinks in plastic containers) will be allowed in the gym at any time.
- The gym doors are not to be propped open at any time. Residents using the common area facilities may not let people into the gym area. Residents must use their fob to access the common area facilities.
- It is suggested that each person wipe off the equipment they intend to use before each use.

- Wipe down the equipment by spraying the cleaning solution provided on a paper towel.
- Do not spray the solution directly on the equipment.
- All equipment must be wiped down after use.
- Benches/equipment must be returned to their original place.
- All equipment should be used properly to avoid excessive wear and tear and damage to the room or equipment.
- Consult posted instructions on proper use of equipment.
- Proper shoes and clothing must be worn at all times (shirt and shoes required). Bathing suits are not proper gym attire.
- Refrain from attempting to use any damaged equipment, and notify the Association of any damaged or missing equipment or safety hazards.
- Anyone using the recreational facilities shall do so at their own risk.

### **Sauna Rules**

- When using the sauna, allow enough time to relax completely and to fully hydrate before and after use.
- The hours for the sauna are as follows:
  - **Sunday – Thursday**      **5:00 am – 10:00 pm**
  - **Friday – Saturday**      **5:00 am – 11:00 pm**
- Please shower before entering, wear appropriate swim attire, remove all jewelry, and use a clean towel to sit on.
- No one under the age of 14 is permitted to use the sauna.
- Pregnant women, persons using prescription medications, and individuals suffering from high blood pressure must consult with a physician before using the sauna.
- While this is a wet-dry sauna, use only a small amount of water on the heating element and take care to keep clear of the steam as it rises off the rocks.

- Please keep all flammable materials away from sauna rocks.
- Food, drinks (except bottled water), and smoking are not allowed in the sauna room.
- The sauna room is not to be used for any other purpose other than its intended use.
- Maximum amount of time allowed in the sauna is 30 minutes per day.
- Anyone using the recreational facilities shall do so at their own risk.

## Pool

- Appropriate pool attire must be worn at all times.
- Please shower before using the facility.
- No glass containers or BBQs are allowed in the pool area. No alcohol or food is permitted inside the pool area. Non-alcoholic beverages in plastic containers are permitted.
- The pool area is for recreational use only. Paid instruction is not permitted.
- No animals are allowed in the pool area.
- The hours for the pool area are as follows: **5:00 am – 10:00 pm Sunday through Thursday and 5:00 am – 11:00 pm on Friday and Saturday.**
- Guests must be accompanied by a resident and are limited to six (6) guests per unit. To prevent the use of the recreation facilities by unauthorized individuals, residents and their guests are encouraged to identify themselves to other residents should they be requested to leave.
- People under the age of 14 must be accompanied by an adult at all times.
- In order to maintain access control:
  - Owners must bring and use their key fob to enter the pool.
  - No one without a key fob is permitted within the facility.
  - Pool gates must be closed at all times and may not be propped open at any time.
  - Owners using the pool area may not open the gate for others trying to access the pool area without a key.
  - Jumping over the pool area fence is not permitted.
- Pool furniture may not be placed in the pool or spa.
- Owners must comply with all of the rules posted on the pool area signs.
- Life ring and pool skimmers are not to be used by residents except for in emergency situations.

- Anyone using the recreational facilities shall do so at their own risk. **The HOA does not provide life guard supervision and assumes no liability for accidents.**
- Music, and/or any other noise, must be kept at a reasonable level that it does not disturb the surrounding homes in the area. The owner will be responsible for ensuring that the guests either coming to or leaving the function at the pool are respectful of neighbors.
- If you remove the spa cover, the cover must be put back on the spa when you are finished using the spa.
- People who are not toilet-trained are not allowed in the pool without a “swim” diaper.
- Boogie boards, large floats, hard balls, footballs, etc. are prohibited. Swim fins, snorkel masks, swim boards, single person air mattresses, softballs, and flotation safety aids are allowed.
- All incontinent persons are prohibited from using the pool and spa facilities.
- Do not use master safety switch (in red box) to turn off jets. Jets will turn off with timer switch.
- Diving is not permitted.
- No soap, bubble bath or additives of any kind are permitted in the pool area.

## Tennis Court

- Appropriate tennis attire must be worn at all times.
- No glass containers are allowed in the tennis court area.
- Food and alcohol are not permitted in the tennis court area. Non-alcoholic drinks in plastic containers are permitted in the tennis court area.
- All Guests must be accompanied by a resident.
- The tennis court is for recreational use only. Paid instruction is not permitted.
- No animals are allowed in the tennis court area.
- Smoking is not permitted in the tennis court area.
- The hours for the tennis court are as follows:
  - **8:00 am – Dusk**
- Owners must bring and use their key fob to enter the tennis court.
- No one without a key fob is permitted within the facility.
- Skateboarding is not permitted in the tennis court area.

## Tot Lot

- The tot lot is designed for small children and toddlers only.
- No glass containers are allowed in the tot lot area. Non-alcoholic beverages in plastic containers are allowed.
- Adult supervision is required while in the tot lot area.
- No animals are allowed in the tot lot area.
- Smoking is not permitted in the tot lot area.
- The hours for the tot lot are as follows:
  - **8:00 am – Dusk**
- Owners must bring and use their key fob to enter the tot lot.
- No one without a key fob is permitted within the facility.
- Climbing over the fence is not permitted.



## Putting Green

- The putting green is to be used only for putting. No other activities such as football, Frisbee, baseball, catch or picnics are allowed.
- No pets are allowed on the putting green.
- Alcohol is not permitted in the putting green area.
- The hours for the putting green are as follows:
  - **8:00 am – Dusk**

## Pet Policy

- No more than two (2) dogs or domestic cats or other animals excluding fish are allowed within a unit.
- Owners are responsible for the conduct and behavior of their pets.
- Dogs must be leashed at all times while in the common areas.
- Owners are responsible for the immediate removal and cleanup of animal waste in the common areas. The Association has provided a dog cleanup station to assist with pet waste disposal.
- Owners shall be responsible and liable for any personal injury or property damage caused by their pets.
- Pets are not allowed within the confines of any amenity area (i.e. pool, Clubhouse, tennis court, tot lot, etc.)
- Legal action may be taken against owners of pets that make excessive noise. The Board of Directors reserves the right to determine what constitutes excessive noise.
- The Board of Directors reserves the right to expel any pet which, in its determination, is a nuisance as defined by the Association's governing documents.
- Residents who are disturbed by an animal are urged to first contact the pet's owner. Residents may also contact Animal Control or the Board of Directors.
- It is the responsibility of pet owners to ensure that their pet does not ingest snail bait, ant killer, insecticides, etc.
- All dogs must be licensed as required by the County of San Diego.
- Pets may not be left unattended on the balcony areas.
- All pets must be licensed/registered.
- All residents must submit pet information to the property management company through the Occupant Registration form within 10 days of any changes.

## Vehicles & Parking

- There is no guest parking on the premises with the exclusion of the handicapped spaces in front of the Clubhouse area. Handicapped spaces in front of the Clubhouse area are for use of guests using the Clubhouse facilities and are limited to three (3) hours.
- If your vehicle has been cited for a guest parking violation, a second citation will not be given and your vehicle is subject to towing without additional notice.
- Campers, trailers, motor homes, boats, commercial vehicles or trucks larger than a standard size pick-up, shall not be parked within the premises.
- Automobile repairs, oil changes and engine overhauls are not permitted on the premises other than emergency work.
- Parking is allowed in the designated areas only.
- Vehicles may not block the streets or lanes in a way that would obstruct the access of the fire department and emergency vehicles.
- No vehicles shall be left in a condition that would constitute a fire or any safety hazard.
- Inoperable vehicles may not be maintained or stored on the property. This includes vehicles without current registration and those lacking the power of independent motion. Owners with expired tags will be given two months from the date of expiration noted on the tags before their vehicle may be towed.
- Maximum speed limit on the property is 10 mph.
- No car washing is permitted on the premises.
- Vehicles parked in fire lanes, in front of garage areas, or blocking ingress or egress may be subject to towing without notice.
- Storage units are not permitted on the premises or in any parking space.
- Residents must turn down radio noise when entering the community.
- Warming up of vehicles which causes an abnormal amount of noise is not permitted on the premises.

## **Garages/Storage Areas**

- Garages are assigned to each unit as set forth in the Condominium Plan.
- Garages may not be used as living spaces.
- Garage doors must remain closed when not occupied.
- Garages shall not be used for storage purposes so as to prevent vehicles from being parked in such areas.
- For all detached garages, nothing may be plugged into any electrical outlets within the garage areas except for a garage door opener.

## Architectural Control

- No changes or additions to the exterior of the units (including but not limited to planting of trees, antennas, building or patio covers, garage doors, exterior sunshades, awnings, screens, walls, fences, etc.) may be made unless approved in writing by the Board of Directors. Plans, specifications, contractor information including license and insurance information, and an Architectural Request Form must be sent to the Architectural Committee for review and approval prior to installation.
- Owners are not required to submit an Architectural Request Form for cosmetic changes or minor repairs to the interior of their Units. Cosmetic changes are defined as painting, wall coverings and refacing/refinishing cabinetry. Minor repairs are defined as replacing light fixtures, switches, kitchen appliances, free standing closet system installation, free standing wall systems and faucets and toilets. Any improvement/repair not specifically defined by this section requires the submittal of the Architectural Request Form and approval by the Board/Architectural Committee.
- No balcony enclosures are permitted.
- Two "For Sale" or "For Rent" signs are permitted to be displayed for public view from inside the window of a unit. The sign may not be larger than 24" x 36". No other signs are permitted.
- No exterior clotheslines are permitted.
- All residents must install interior window treatments on all windows within 60 days after the close of escrow. Approved window treatments are drapes, blinds, shades and shutters. The exterior side of the window treatment must be white or off white.
- Window tinting requires architectural approval. Window tinting must be no darker than the industry standard shade of 52% heat rejection.
- Installation of screen or security doors requires architectural approval. Residents may select any style of screen or security door provided that it is white or cream in color. The screen must be silver or black. Screens and security doors must be maintained in good condition.
- The installation of satellite dishes requires architectural approval. Satellite dishes must be on freestanding poles or clamped.

- **Hard Surface Flooring** - Installation of hard surface flooring must have advance written approval from the Board, and be installed in accordance with the sound deadening standards adopted by the Association. Hard surface flooring must meet the two flooring “industry standards” stated in this Rule. It is the responsibility of the condo owner, the floor covering materials vendor and/or the installation contractor to provide the Board/Architectural Committee with the documentation regarding the material, installation method that will be used, and the S.T.C. and I.I.C. ratings of the system.
  - **Industry standards regarding noise transmission:**
    - S.T.C (Sound Transmission Class) refers to airborne sound impacting any surface, including ceilings, walls and floors, such as television, stereo, radio, voice, etc. that can transmit sound to a unit below/beside. An S.T.C. rating of 55 or higher is required at Avalon at Eagles Crossing at Oceanside.
    - I.I.C. (Impact Insulation Class) refers to sound impact on the surface of the floor that can transmit and cause intrusion to the condo unit below/beside, including footsteps, dropped objects, furniture sliding/rolling across the floor, percussion sounds (drums, piano, organ), etc. An I.I.C. rating of 62 or higher is required at Avalon at Eagles Crossing at Oceanside.
  - **Documents required for submission to Board/Architectural Committee:**
    - Written documentation from a licensed engineer, architect or other consultant with qualifications reasonably acceptable to the Board/Architectural Committee that the noise mitigating properties of the proposed flooring meet with S.T.C. and I.I.C. standards noted above. Manufacturer specifications showing the applicable ratings will suffice.
    - Architectural Request Form
    - A drawing of the hard surface flooring area indicating the location of all adjacent partitions, cabinets, etc., with referenced details indicating the method of isolating the hard surface flooring along the entire perimeter.
    - A copy of the installation instructions from the floor underlayment manufacturer.

- Contractor license number and copy of insurance policy.

## Decks/Patios/Balconies/Walkways

- Miscellaneous equipment or materials, such as bicycles, towels, shoe racks, wood piles, washers/dryers, surf boards, etc. may not be stored or kept on patios, walkways, balconies and decks.
- Nothing shall be attached or hung on stucco without architectural approval. Homeowners are responsible for any damages caused by the hanging of items on the stucco or wood.
- Live plants must be placed on a plant saucer to prevent water intrusion.
- Unsecured items may not be placed on balcony railings.
- Owners are responsible for any and all damage to decks, patios and balconies caused by their plants and/or excessive water usage.
- Decks, patios and balconies are not to be used for such purposes as drying laundry, miscellaneous storage, etc. Clothing, towels, etc. are not permitted to hang on or over any railings.
- Decks, patios and balconies must be maintained at all times so as to enhance, rather than detract from the aesthetic appearance of the buildings. The Board of Directors reserves the right to determine the appropriate aesthetic standards for the buildings.
- Holiday decorations must be removed no later than two weeks after the holiday.
- Charcoal grills and open flames are not allowed on the premises.
- All garden hoses must be hidden from view.
- Sound producing wind chimes must not create a nuisance and should be removed during storms.
- All walkways must be accessible for emergency personnel.
- Neutral or brown color sunshades and umbrellas are permitted.



## Smoking

- Smoking (of any kind) or vaping is not permitted in the common areas. Smoking is prohibited on balconies, patios, and decks.
- Homeowners are permitted to smoke within their units; however, second-hand smoke may not escape from your unit (this includes through open windows, open doors, balconies, walls, etc.) The Board of Directors retains the right to determine if smoking within a unit has become a nuisance as defined in the CC&Rs.
- Illegal drug use of any kind is not permitted on the premises.

## Rental Requirements

- Owners are required to provide their tenants with a copy of the Rules and Regulations. All tenants must comply with the governing documents of the Association.
- No timeshares, short-term vacation rentals, Airbnb, etc. are allowed. All guests must be accompanied by the Owner or they will be considered Tenants.
- Owners are responsible for filling out the Occupant Registration form within 10 days of any move in date. Failure to register a tenant within the 10 day period will result in a fine of \$250.00.
- For tenant-occupied units, a \$200.00 move-in fee is due at the time of the submission of the Occupant Registration form.
- Owners are responsible for notifying the HOA of any changes regarding the occupancy of their unit. Specifically, any changes in tenants requires the submission of a new Occupant Registration form and the payment of the \$200.00 move-in fee.

## Common Areas

- Sidewalks are for pedestrian use only. Bikes are not permitted on sidewalk areas.
- Please keep out of shrubbery and planters.
- Commercial enterprises are prohibited on the premises.
- Charcoal grills and open flames are not allowed on the premises except for those grills owned by the HOA which are in the common areas.
- No solicitation or distribution of printed materials of any kind is allowed on the premises.
- No car washing is allowed on the premises.
- Skateboarding, roller blading, razors and scooters or motorized cars are not allowed on the premises.
- All printed materials must be posted on the Clubhouse bulletin board and may not be placed anywhere else in the community. Nothing may be posted on the mailboxes.
- Yard sales and garage sales are not permitted on the premises with an exception for two community garage sales.
- In accordance with the Federal Aviation Administration guidelines for model aircrafts and drones within five miles of an airport area, drones, any flying apparatus with a camera or device capable of invading resident privacy is not permitted on the premises.
- Horn honking is not permitted on the premises.
- Sidewalk chalk is not permitted in the common areas.

## Leaks

- Leaks must be reported immediately upon discovery to the property management company.
- Access to unit must be given within 24 hours during regular business hours.
- Failure to comply with the rules regarding leaks may result in a reimbursement assessment being applied to your account.

## Administrative Matters

- Key fobs must not be duplicated or loaned to friends. There is a \$100.00 replacement fee for lost key fobs.
- All owners must fill out the Electronic Notification & Occupant Registration forms within 15 days of the purchase of their Unit.
- In January of each year, a new Occupant Registration form must be submitted for all Units.
- For tenant-occupied units, Owners are responsible for sending the management company a copy of the Occupant Registration form within 15 days of move-in. The \$200.00 move-in fee is due at the time of the submission of the Occupant Registration form. Late submittals of the Occupant Registration form will be subject to a penalty at the rate of 10% per annum.
- Owners are responsible for notifying the HOA of any changes regarding the occupancy of their unit. Specifically, any changes in tenants requires the submission of a new Occupant Registration form and the payment of the \$200.00 move-in fee.
- Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at management, its agents, its employees, or vendors.