

LAS HACIENDAS
TOWNHOMES

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CONDOMINIUM POLICY

Las Haciendas Townhomes, A Condominium

CONDOMINIUM POLICY

The following policies are made in the interest and welfare of all residents. Your support and cooperation in the observance of these policies is very important and essential to all residents.

This policy shall not supersede the Declaration of Las Haciendas Townhomes, A Condominium, or the Bylaws of the Las Haciendas Townhomes Association of Owners, Inc.

UNIT OWNERS' RESPONSIBILITY

It is the responsibility of each homeowner to advise family members, guests, and lessees of the condominium policies. Lease agreements shall incorporate and add the following written statement in the Special Provisions of the lease form: *"The attached "Condominium Policy and General Information" shall become an integral part of this lease agreement, and lessees, family members, and guests shall abide by said policies."*

INSURANCE RESTRICTIONS

Nothing shall be done or kept in any unit or in the common elements that will constitute a fire hazard or increase the rate of insurance for the property without the prior written consent of the Board of Directors. No unit owner or resident shall permit anything to be done or kept in his/her unit or the common elements which will result in the cancellation of insurance on any unit, or any part of the common elements, or which will be in violation of any law. Examples of flammable chemicals are butane gas, gasoline, propane, kerosene; an example of a combustible material is an open can of paint.

ALTERATIONS TO BUILDINGS

No alteration, modification, or construction shall be made to patios, balconies, entrances, or outside of buildings without written approval of the Board of Directors.

VEHICLE AND PARKING REGULATIONS

1. Only properly maintained and currently licensed passenger cars, small vans, pickups and street legal motorbikes owned by residents are allowed (no boats, campers, RVs, or any type of trailers).
2. Speed limit is 10 m.p.h. throughout the property.
3. No car washing is permitted on the property, except in designated location.
4. No minor or major repairs, such as oil changes or tune-ups are permitted on the property.
5. Each condominium unit has an enclosed garage for parking of vehicles. All residents are encouraged to park in the garage and not in the driveway or on the street. Residents and guests may not block driveways or streets in front of each unit. No parking is permitted along red curbed areas.
6. Observe fire lanes and no parking areas. Unauthorized vehicles are subject to be towed at vehicle owner's expense. (Only management can authorize towing from these areas.)
7. Designated uncovered parking spaces are not assigned and are to be used for resident and guest parking only. Additional parking is available along Terra Alta Street.

TRASH AND GARBAGE DUMPSTERS

Garbage dumpster pickup is on _____ and _____. Dumpsters are not to be used to dispose of large items such as furniture, mattresses, etc. Items of this type must be removed from the premises by the resident. Break boxes down before disposing—this will help reduce the volume of trash in the dumpsters.

Dispose of trash in plastic bags. This will minimize noxious and offensive odors and control insects, especially during the hot summer months. Please tie bags closed—do not throw open bags in the dumpsters. This will help eliminate litter on the property.

Please do not litter on the property; i.e., cigarette butts, refreshment cans and bottles, gum wrappers, bird seed, food, etc. We ask everyone to do their share in keeping our property clean and orderly.

PACKING BOXES

Packing boxes due to move-ins and/or move-outs should be hauled off the property and not thrown in and around the dumpsters. Residents should make arrangements with movers to pick these up.

PATIOS (downstairs) and BALCONIES (upstairs)

Patios and balconies should be kept neat and in good taste. Please limit furnishings to patio furniture only. Do not use this area as a storage place for equipment, tools, bicycles, trash, rubbish, or household furniture. Do not use railings to dry or air clothes, towels, or household fabrics.

No planters or plant boxes shall be placed on patio ledges, railings or walkway walls without Board approval.

Maintain patio areas and keep free of weeds and debris. Plants and shrubs should be kept trimmed so that they do not hang over patio walls or encroach into common areas or neighbor's balcony.

No alteration, modification, or construction shall be made in this area without prior written approval from the Board of Directors. (Placement of wire fence or boards on metal rails are not permitted without Board approval.)

DRIVEWAYS AND PORCHES

Nothing shall be stored in the common elements. No pictures, mirrors, or planters shall be placed in porches without prior written consent of the Board. Do not leave trash, empty boxes, bicycles, shoes/slippers, and/or other personal items.

Do not let newspapers accumulate in this area. Two day old newspapers will be thrown out by management. Suspend your subscription if you will be out-of-town or arrange for someone to pick up your newspaper.

BARBECUE GRILLS

Barbecuing on electric barbecue grills is permitted on upstairs balconies provided that the barbecue does not have an open flame and is equipped with a metal cover which covers the entire grilling area; the metal cover must have a non-combustible handle. Open flame or gas barbecue grills are not allowed on upstairs balconies due to fire codes. Cooking on propane or open flame

grills in the downstairs patio areas is only allowed if it is at least ten feet from any building and in an open space away from the balcony overhang area. (Uniform Fire Code, 1985, Ch. 11, Sec. 11.116.) Keep barbecue fires contained within receptacles designed in such a manner that no fire hazard is created. Avoid noxious smoke and odors so that they do not become offensive to neighbors. Keep fires and smoke controlled so that it does not discolor the buildings. Be sure to put out live coals and dispose of only when safe in plastic bags.

WINDOW TREATMENTS

No foil, paper, or sheets may be used as window covering. All window coverings must be faced with white to the exterior.

COMMON GROUNDS (between buildings), SIDEWALKS

No storage of any items shall be allowed in or on common areas.

MOVING IN OR OUT

Owners should notify management of any move-ins and/or move-outs. Unit owners are responsible for making sure the building and common areas are not damaged. Movers should be advised to take precautionary measures to protect the property (doors, carpet, light fixtures, tile, walls, etc.). Unit owners/residents shall have the responsibility of restoring such common elements to their original state. Moving should be done between the hours of 8:00 a.m. and 7:00 p.m.

GOOD NEIGHBOR

No noxious or offensive activity shall be carried on in or upon the common elements, nor shall anything be done thereon which may be or become an unreasonable annoyance or a nuisance to other residents.

Respect the right of your neighbors to enjoy their home in peace and tranquillity. Loud parties, loud television reception, and loud stereo music that invades or annoys the privacy of your neighbors is not permitted. Parents must watch their children's behavior and safety in their unit and in the streets of the Las Haciendas Condominiums. BE A GOOD NEIGHBOR!

PETS

Only domestic pets are permitted, such as dogs, cats, birds and fish. The number of pets per household shall not exceed two (2) except fish. Please comply with the following rules for pets:

1. Have pet on a leash when outdoors.
2. It shall be the absolute duty and responsibility of each resident to clean up after such animals which has used any portion of the property. Dispose of animal waste in plastic bags before putting it in the garbage dumpsters.
3. Do not leave pets unattended on patios or balconies so as to cause a nuisance to neighbors.
4. Should any animal be found unattended, such animal may be removed to an animal shelter or pound under the jurisdiction of the local municipality in which the property is situated and subject to the laws and rules governing said pound.
5. No animals, livestock, reptiles, or poultry of any kind shall be raised, bred, or kept in any unit.

DOOR-TO-DOOR SALES

Soliciting is not permitted without written approval of the Management or the Board of Directors.

OWNERS' LIABILITY

Any damage and/or injury caused by any violation or violations of the condominium policies, or amendments thereto, will be the sole responsibility and liability of the condominium unit owner in violation.

THE BOARD OF DIRECTORS OF THE LAS HACIENDAS CONDOMINIUM ASSOCIATION, INC. RESERVES THE RIGHT TO MAKE CHANGES TO THE ABOVE.

GENERAL INFORMATION

ENTRY GATES

Entry into this gated community is through a telephone-based entry system which will enable residents and guests to enter if the gate is activated by a resident from their unit, by entering a "PIN" (personal identification number) code, or with a transmitter. All new residents should contact the management company to provide their home number and desired PIN code for programming into the system.

When guests or service people arrive at the condominium, they can look up your unit number on the menu at the keypad located outside the entry gate. Next to your unit number is a directory code. When your visitor enters your directory code, it will ring on your home telephone. Once you answer and the caller has been identified, simply press the "9" on your touch-tone telephone to open the gate for your visitor.

Exit from the community is automatic. As your vehicle approaches the exit gate, the gate opens automatically. To exit the community on foot or bicycle, enter the pedestrian code "____" in the pedestrian code box located just inside the exit gate. You will need to use your PIN code at the keypad to re-enter the community.

Please contact the management company if you experience any problems with the gate system.

MAILBOX KEYS

It is the owner's responsibility to provide keys to a new owner or to his tenant. A locksmith should be contacted to change the lock or provide new keys, if necessary.

AIR CONDITIONERS

Dirty filters restrict the air flow in the system which results in overworking components. The heating and air-conditioning system is equipped with disposable filters which should be changed often, at least once a month. This is the responsibility of each resident. Proper care of this unit could result in a savings in your electric bill.

Care and maintenance of the air conditioner is the responsibility of the unit owner. Before calling your repairman or rental management company, if leasing, check your circuit breaker first.

GARBAGE DISPOSAL

If your disposal is inoperable, push the reset button located under the disposal unit. If this process is ineffective, check the circuit breaker. If the problem still exists, call your repairman or rental management company, if leasing. Remember, do not dispose of items that could clog your disposal or sink, i.e., onion or potato peelings, egg shells, artichokes, poultry skin, grease, etc. Always let the water run during the operation of the disposal, and a few seconds after the unit is turned off to allow for proper drainage.

SMOKE ALARM

All condominium units are required to have a smoke alarm. The alarm should be checked periodically to insure that the system is functional. This can be done by pushing the red light button which will make an alarm noise if the unit is working. If there is no red light or if the unit fails the test, the alarm should be checked out immediately and restored and/or replaced.

WATER HEATER

The water heater sits in a metal or plastic pan which serves the purpose of collecting water overflow should the unit fail. Please check this pan regularly. Water accumulating in the pan is an indicator that the overflow pipe is clogged or that the water heater needs to be replaced. Replacement or repair of the water heater is the unit owner's responsibility.

FIREPLACE

Depending on the frequency of use, fireplace chimneys should be checked and cleaned at least once a year by a professional cleaning company. This is the responsibility of each resident. Do not use storage closets, patios and/or balconies to store an abundant supply of firewood. Only a minimum supply of wood should be stored.

ROOF LEAKS/WINDOW LEAKS/WINDOWS

Report any roof or window leak problems immediately to the association management to prevent costly repairs. The Condominium Association's insurance does not have coverage on your personal property. Please check with your insurance agent for adequate coverage for condominium living. Unit owners are responsible for the repair and replacement of broken or cracked glass in doors and windows and for replacement of worn or defective seals in double-pane, insulated windows.

OUT-OF-TOWN

During the winter months, please do not leave your condominium vacant for long periods of time with the heater off. If you plan to go out of town, set the thermostat at a comfortable setting (50-55 degrees) to avoid freezing in the pipes. Also, it is important that you arrange for someone to check your unit periodically. Keep cabinet doors open under kitchen and bathroom sinks to allow warm area to circulate. It is important that you let management know how to reach you or your representative in the event of an emergency.

SECURITY/SUSPICIOUS ACTIVITY

Please report any incident or matter of concern to the association's management. Your personal involvement will help make our community a safer place to live.

JOGGING, RUNNING, WALKING

There are no designated areas for this sport. Please be careful when on the streets of the condominium, especially around the parking areas. PARENTS, please supervise your children when they are playing outside.

HINTS ON SAVING WATER

1. Wash full loads when washing laundry; adjust water level accordingly.
2. Wash full loads in dishwasher.
3. Make sure water closets (toilets) are not running continuously.
4. No car washing.

Water and sewer is a shared expense that directly affects condominium dues.

FOR EMERGENCY AND OTHER REPAIRS

If you need assistance for emergency repairs, please contact the management company or your leasing agent. They can provide you with a list of reputable service contractors.