

# ROCKRIDGE MANOR RULES, RECOMMENDATIONS, & COURTESIES

## GENERAL RULES

1. **Alterations:** Any alterations requiring written approval of the Board (e.g., changes, deletions, or additions to walls, plumbing, or electrical circuitry) must be submitted on a variance request available through the office. An **owner** must submit plans to the Board for any alteration to the **common area** and obtain Board approval in advance of commencement of such alteration.
2. **Balconies:** Nothing shall be altered or constructed on, placed or stored on, or removed from balconies or decks without approval of the Board. **ONLY BICYCLES, POTTED PLANTS AND PATIO TYPE FURNITURE ARE PERMITTED ON THE BALCONIES.**
3. **Smoking:** Smoking (including vaping, marijuana, etc.) is not permitted on **all Common Areas** of the Association including individual condominium patios and balconies. **Effective May 1, 2019**, smoking is not permitted in any area of the HOA grounds, now specifically including inside individual apartment units.
4. **Damage to Common Area:** Any damage to the common area and its furnishings caused by an owner, resident, or guest will be repaired at the expense of the owner in the form of a special assessment against the owner. Do not use common area furniture for door props or otherwise cause it to be marred.
5. **Floors:** There shall be no alteration of the floor coverings that will result in an increase in sound transmission into any other units. A variance request form must be submitted to the office.
6. **Guests and Lessees:** Each owner is responsible for compliance with the provisions of the CC&Rs and Association Rules by guests and lessees and shall pay the Enforcement Assessment and/or Special Assessment for a violation by his/her guests and lessees.
7. **Lease:** Any lease of a condominium shall provide that any violation of the CC&Rs, By-Laws, or Association Rules shall be a breach of such lease allowing the termination thereof by the condominium owner.
8. **Owners:** New Owner-occupants and Owners who rent their units are charged a \$300.00 move-in fee each time they lease/rent their unit to a new tenant. A late charge of \$75 will be added each month for up to three months. Thereafter, if still unpaid a lien will be placed on the property. Short-term rentals under 1 month are not permitted. (see: Schedule of Fines).
9. **Owner/Tenant Responsibility:** A fine (See: Schedule of Fines) will be charged to absentee owners for failing to inform the office whenever a new tenant moves in. Tenant must complete the personal information form available from the association office.
10. **Nuisance:** No noxious or offensive activity shall be carried on or anything done which may be or become an annoyance or nuisance to other residents.
11. **Pets:** Only one cat or one dog less than 35 pounds, birds, or fish may be kept in any unit. Pets must be kept out of the common area shrubbery/lawns and must always be accompanied by their owner. Dogs' noise must remain under control. Dogs must be on a leash in common areas. Owners must clean up after their dogs when excrement is left in common areas. ***DOGS are permitted in elevators only when no passenger is already in the elevator. Residents who have, without prior Board approval, brought dogs over 35 pounds on our property & who claim their dog is an Emotional Support Animal, must submit a Variance accompanied by an Emotional Support Animal letter written & signed by a licensed (in the applicable jurisdiction) mental health professional in accordance with Calif. Law AB 468 ESA.***
12. **Residential Use:** Each unit shall be used for residential purposes only.
13. **Roof:** No outside television antenna, aerial, or radio pole shall be erected. No person shall walk on any roof without prior consent of the Board.
14. **Shopping Carts:** Shopping carts are not to be brought onto the complex property. The law imposes misdemeanor penalties for stealing and abandoning shopping carts.
15. **Signs:** No sign of any kind shall be displayed to the public from any unit without the consent of the Board. The one exception to this rule is that a single normal/customary "for sale" or "for rent" sign may be placed in the window of the unit. It may NOT be placed on the patio/patio railing.
16. **Storage:** Nothing shall be stored in the Association common area, patios, balconies, or decks without prior approval of the Board.
17. **Water Beds:** Owners installing water beds on floor levels located above any other unit must first obtain written approval of the Board and meet insurance requirements.
18. **Window Coverings:** All window coverings shall have an exterior surface or lining as designated by the Board. The designated colors are white or off-white.
19. **Barbecue Grills:** Charcoal & other open-flamed grills may not be used on any Unit's patio or balcony or any common area patio. This Rule will automatically adjust if required by Oakland Fire Department regulations.
20. **Compost, Recycling, & Trash bins:** Items must be deposited into the respective bins as prescribed by the RMHOA, Cal Waste Solutions, Waste Management, State Law, and Oakland Recycles websites.

## Rockridge Manor: Rules, Recommendations, & Courtesies

### **GARAGE & PARKING RULES**

1. A parking space is provided for each owner. In the event of unauthorized use of a parking space, said owner is entitled to exercise all lawful remedies, including, but not limited to, causing the unauthorized vehicle to be towed away at the expense of the owner of said vehicle. If someone is parked in your space in the garage during regular Association office hours, call the Association Office and report the incident. After office hours, call the Oakland Police and have them ticket and tow the car.
2. No inoperative vehicle may remain on the premises.
3. Any vehicle on the premises must have a valid license.
4. Do not store flammable substances (e.g., gasoline, kerosene) or any other items in parking areas.
5. Repairs to vehicles are not allowed on the premises. No oil or anti-freeze is to be poured down drains or put in garbage bins/garage trash cans. Clean up of spills is the owner's/tenant's responsibility.
6. No double parking is allowed (two cars in one space) where one car protrudes into the driveway area.
7. As a courtesy to your neighbors, do not blast your vehicle sound system or rev your car engine.
8. Owners/tenants who do not use their parking space may choose to lease, rent, or loan their space to **another resident**. Use of parking spaces by non-residents is prohibited.
9. Owners/tenants who park in the garage must affix (should work by static cling) a parking decal to their driver's bottom corner windshield. Decals are available from the office at no charge.

### **SECURITY RULES**

1. **Security Doors** include any door that, left to its own devices, will shut and lock itself.
2. No security door is to be tampered with or propped open and left unattended.
3. You are responsible for ensuring that **movers/delivery people** do not leave an unattended exterior door propped open.
4. **Garage gates** are security doors. When entering or exiting the garage, wait for the gate to close before driving away from it.
5. Do not allow strangers to follow you through a security door.
6. Do not let anyone into the building who is not your guest.
7. **Solicitors** are not permitted inside the buildings. If you allow a solicitor to visit your unit, you must escort him/her to & from the lobby so the solicitor cannot wander the hallways knocking on other doors.

### **SECURITY RECOMMENDATIONS**

1. Install good quality deadbolts on your unit door.
2. Install a lock at the base of your sliding glass doors so they cannot be lifted out of the track.
3. Do not keep automatic garage door openers or building keys in your car.
4. Do not leave packages in open view in your car as it invites a break-in to your vehicle.
5. Use caution in giving out building keys or garage door openers. If you lend someone a key or opener and do not get it back, please contact the office.
6. Install timers on your lights and on a TV or radio. This helps give the appearance that someone is home and is especially advisable when you are away on vacation.
7. If you are going to be away on vacation, cancel your newspaper subscription or make arrangements for a neighbor to pick up your paper.
8. Ask a neighbor to watch out for your unit when you are gone.
9. Know your neighbors and their habits so that if anything unusual or suspicious is going on, you will notice it and be able to report it to the police for immediate action.
10. Call the police immediately if you observe a crime in progress or any suspicious situation. Also notify the Association manager.
11. Your personal contents of your unit and your vehicle are not covered by the Association's master insurance policy. You need to carry your own insurance.

**NOTE: Any Rule Violation within view of a posted Rule may result in a Fine upon the first violation.**

## Rockridge Manor: Rules, Recommendations, & Courtesies

### RULES FOR USE OF RECREATIONAL FACILITIES

1. Pool and Jacuzzi hours are as follows:

#### Recreational Swimming

Mon-Thurs: 8AM –10PM  
Friday: 8AM - 11PM  
Saturday: 9AM - 11PM  
Sunday: 9AM –10PM

#### Jacuzzi

Mon – Thurs: 8AM–10PM  
Friday 8AM-11PM  
Saturday 9AM-11PM  
Sunday 9AM-10PM

2. ***Children under age 16 are not allowed in the pool area unless accompanied by an adult. In accordance with CA Health Code #65541, Babies or toddlers are not allowed in the pool or Jacuzzi without an appropriate SWIMMING DIAPER. No disposable or cloth diapers are allowed.***
3. Sauna hours are 9AM – 9PM. Gym hours are 8AM - 9PM, with no noise between 8AM - 9AM. No one under age 16 is permitted in the sauna or gym. Please do not bang weights in the gym.
4. The number of guests per household is limited to **two (2)** individuals at any one time. All guests must be accompanied by the homeowner or tenant at all times. Homeowners are responsible for the conduct of guests.
5. Food, bottles and other breakable items are not allowed in the pool/spa area.
6. Pets or feeding of wildlife are not permitted in the recreational area.
7. Please shower off suntan oil before using the pool and Jacuzzi. Cover patio furniture with a towel when using suntan oil. Furniture should not be moved to the pool level.
8. Bathing attire is required. Cut-off jeans are not permitted.
9. Please be considerate of fellow residents and keep the noise level down while using these facilities.

### COURTESIES

1. Many of us enjoy a good stereo system, but we all prefer to listen to our own system, not that of our neighbors. Please keep your stereo, radio, TV, and other noises at a reasonable level. Remember, Oakland has a noise ordinance. Some suggestions are: Keep stereo speakers off the floor and turn down the base. Use earphones for your TV and stereo. Turn the volume of radio alarms, telephone bells, etc., to the lowest level. If you own a musical instrument, play it at reasonable hours.
2. Refrain from using a vacuum, disposer (disposal), or the dishwasher between the hours of 11PM and 8AM.
3. Please return vacuum equipment immediately after you are through so that others may use it.
4. Please deposit large trash bags directly into the dumpsters at the ground level of your building. Furniture and appliances may only be disposed of by arranging a Bulky Item Pickup with Waste Management. Flatten boxes before placing in recycle bins. Do not attempt to place large items in the chutes or smaller trash cans located around the premises. If a chute is clogged, please do not add additional garbage.
5. Laundry room hours are posted as 8AM to 11PM. Please observe these hours. If you find a machine out of order, call the number posted for the laundry company for repair and then notify the office. As a courtesy to others who want to use the facility, please remove your clothing from the machines promptly. Clean up after using the facility.
6. Please respect the appearance of the common areas. Do not litter.