

Sequoia Bayview Condominiums General Rules and Helpful Information (Revised 2008)

INTRODUCTION

Condominium living is a bit different from other residential forms. The essence of these living arrangements is, that while the interior of each unit is privately owned, the outside building structures and all the grounds are owned in common by an association of the homeowners. As is typical for condominium projects, the founders set up our small community with a body of documents that are not unlike a city charter. Although these documents go on at length, they are basically, duties and rights of all concerned along with principles and rules that try to make the whole enterprise run efficiently and smoothly.

To administer our Association, we have an elected Board of Directors which has among its responsibilities, the enforcement of the rules that are contained in our founding documents or have been enacted in years since. It's this Board's wish to make our living here as pleasant and harmonious as possible and within the constraints of the Condominium Concept, to keep our rules simple and reasonable. With this in mind, the Board is furnishing this synopsis of the rules and lore of the Sequoia Bayview Condominium Association.

GENERAL RULES

1. Living units shall be used and occupied for residential purposes only. An Owner may lease his Living Unit provided the Lease is in writing and contains provisions binding the Tenant to the Association's Restrictions and General Rules. Short Term Leases of less than 30 days are not allowed.
2. Living Units, Balconies and Patios shall be used in such a way as to not interfere or obstruct the enjoyment of other occupants or annoy them by unreasonable noise. An Owner may maintain or improve the interior surfaces within his Living Unit but no structural modifications can be made.
3. Owners or Tenants may not make alterations, additions, attachments, or modifications to the exterior of the Condominium Buildings or to any other parts of the Project Grounds. Included in this prohibition is the Landscaping, Planting, structures and other objects in the Common Area. There can be no outside antennae, poles, or signs (except authorized Realty signs). No personal property shall be placed or stored in the Common Area unless expressly permitted in these rules or by the Homeowners Association.
4. Window Coverings must conform to the colors of the exterior of the buildings, i.e., white, gray, light blue or other appropriate neutral colors.
5. Unless prohibited by a lease agreement, one ordinary household pet (exclusive of caged birds) may be kept in any Living Unit. Pets may not cause an annoyance to other tenants or be left unattended on balconies or in patio enclosures. Dogs must be on a leash in the Common Area. Pet owners must immediately and properly dispose of all animal waste material. Other than household pets, no animals, livestock, birds, or poultry shall be brought within the Condominium Property or kept in any living unit or on any portion of the Common Area.
6. Garages shall not be used for power equipment, as a hobby shop, or be used in any way that causes undue noise, odor, or fire hazard. Garages may not be permanently converted to any other use. Garage Doors are to remain closed except on entering and departing.
7. Balconies and Patios, while part of the Common Area, are for the exclusive use of the Tenant's units to which they are attached. Owners may place furniture and plants in or on Balconies and Patios but may not paint, redecorate, remodel, or alter these areas.
8. Any equipment, garbage cans, wood piles or the like shall be placed inside Patio fences and be screened from view. Outside clothes lines or outside drying of clothes is not permitted nor is the hanging or draping of any items from or upon windows, balcony railings, or patio fences.
9. No auction, yard, or garage sale of any nature is permitted anywhere on the Condominium Property.
10. Parking, other than in garages, is to be in the designated parking spaces off the south drive. Each living unit is limited to one parked vehicle in this lot with spaces allocated on a "first come" basis. Vehicles are not to be stored over 72 hours in these spaces. Except for loading and unloading there shall be absolutely no parking in drives or in front of garages. Recreational Vehicles, trucks over 3/4 ton, trailers, boats, or other similar equipment shall not be parked or stored anywhere on the Condominium Property. Vehicular speed is limited to 5 miles per hour everywhere on the property roads and parking areas. There shall be no repair of automobiles in any of the project's drives or the parking lot.
11. Young children must not be left unattended in the Common Area. Toys, tricycles, bicycles and the like, may not be left on walks or in the drives. Skateboards may not be used anywhere on the property.

12. Dispose of refuse, garbage and trash in the dumpsters located at the south east corner of the site. Boxes must be broken down before being placed in the dumpster. Keep dumpster lids closed and the surrounding area clean. Special pick-ups must be arranged for the disposal of large items or hazardous materials.

13. An owner may appeal to the Condominium Association's Board of Directors for interpretations of, or reasonable and minor deviations to, the Association's restrictions and rules, any of which must be approved by a written waiver. Infractions to the restrictions and rules may result in a fine. A warning will be given first, then a \$25 fine increasing to \$50 then \$100 for subsequent violations or failure to rectify. Although the Condominium's Board of Directors and the Association's Managing Agent stand ready to help, it is hoped that residents can discuss differences or objections with their neighbors and through cooperation, correct problems voluntarily.

GENERAL INFORMATION

The Homeowners Association holds its Annual General Membership Meeting on the last Saturday of each January and the Association's Board of Directors meets as needed. While attendance at the Annual Meeting is the most important, the Board Meetings are also open to all. Notices and Agendas are sent out and all are welcome to bring their ideas and concerns to any of these meetings.

Members of the Association elect five of their number to serve on a Board of Directors. Terms of office are two years and the duties are generally in the nature of oversight as the Association employs a Managing Agent to care for the details of finance, maintenance, operation, bookkeeping and the like. Serving on the Board from time to time is not a bad thing, one gets to know their fellow owners and can help direct the Association. There's a nomination procedure but any interested member can contact the Association before the elections held at the Annual Membership Meeting.

The Association's Manager is: **Caleb Lim** of Caleb Lim Services
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Phone 805 215-9544
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Any communication with the Association or the Board of Directors should go through Mr. Lim as members and boards come and go. If questions or problems concerning the Association or its rules arise or if maintenance is required, please call Mr. Lim. Major maintenance work is generally scheduled but minor work is on an "as needed" basis and help from residents in notifying the Association is appreciated.

The Homeowners Association employs a landscape gardening service to maintain our planting. We have a member landscape committee that advises the Homeowners Board of Directors and members sometimes help with odd jobs around the common area. Small as we are, it is hard to justify a sweeping service so if residents could keep their entry and garage aprons swept it would help a lot

The water piping within our units is predominately made of trouble-free copper. Unfortunately, there is also some galvanized steel pipe in the system which can and has (albeit rarely) developed leaks. So, if you leave your unit unoccupied, it is advisable to turn your water off at the main valve and set your hot water heater burner on the "pilot" mode.

Owners are encouraged to carry Condominium Homeowner's and Liability Insurance for their units as the Association insures the exterior building structure and the common areas only. Using the same carrier as the Association may have some merit if one had a loss that involved both categories.

Any necessary maintenance, repair or replacement of a unit's exterior doors, garage door, sliding glass door, windows or screens is the responsibility of that unit's owner. Any items replaced shall be the design and color of the original or as approved by the Association's Board of Directors.

The owners of units with fireplaces are responsible for their maintenance and repair. Included in this is the flue with its periodic sweeping and the chimney top spark arrester when replacement is necessary.

The Homeowners Association maintains the common sewer main lines that run beneath the drives. Maintenance of the sewer lines inside a unit along with that running out to connect with the common main line is the responsibility of the unit's owner.