

**ROLLINGWOOD COMMONS
CONDOMINIUMS OWNERS ASSOCIATION**

RULES AND REGULATIONS

1. **Use of the Common Area Recreation Facilities:** The gym, spa, swimming pool, recreation and clubhouse areas are for the exclusive use of the residents and their guests. The Board reserves the right to deny the use of these facilities to residents and their guests who disobey the published Rules and Regulations.
 - A. An adult resident, whether homeowner or tenant, must be present at all times when his/her guests are using the common area recreation facilities.
 - B. Residents under the age of 14 may use the clubhouse, recreation area, spa, gym, or swimming pool only under the direct supervision of an adult resident sponsor.
2. **Hours the Recreation Facilities are available for use:** Residents and their guests may use the gym and laundry rooms 24 hours a day. The spa, swimming pool and recreation areas may be used only from the hours of 8:00 a.m. until 10:00 p.m., Sunday through Thursday and 8:00 a.m. until 11:00 p.m. on Friday and Saturdays. These facilities shall be “closed” at all other times and may be closed during Holidays as directed by the Board.
3. **Special Rules for the Swimming Pool, Spa, and Gym Area:** The following rules must be followed for the comfort and convenience of all persons using the swimming pool, the spa and the gym:
 - A. Do not use the clubhouse for dressing or changing into swimwear.
 - B. Use the shower before entering the pool.
 - C. **Do not enter the clubhouse wearing wet garments from the pool area.** To use the restrooms, enter the clubhouse via the door into the restroom area.
 - D. Do not enter or leave the pool area from clubhouse; use gates for this purpose.
 - E. Wear only appropriate swimwear in the spa or pool areas: No street clothes, un-hemmed cut-offs or T-shirts will be allowed in the pool or spa.
 - F. **DO NOT RUN, DUNK, OR PUSH IN THE POOL AREA.**
 - G. Do not smoke in any of the recreation facilities, nor drink or eat in the pool, sauna or spa.
 - H. Do not adjust or tamper in any way with the spa temperature control. If there are malfunctions in any of the common area facilities, call the Association Manager.
 - I. Close and lock the entry gates after entering the pool area. When leaving the pool area, make sure that the sauna door, restroom hall door, and doors to the clubhouse are locked, and lock the exit gate.

**ROLLINGWOOD COMMONS
CONDOMINIUMS OWNERS ASSOCIATION**

RULES AND REGULATIONS

- J. Remember that the swimming pool area, recreation area, the gym, and spa may not be reserved for private-party use, as other residents must have access to these areas at all times.
- K. All incontinent persons must wear waterproof pants while in the pool and/or spa.
- L. Children under the age of 14 should not use pool without an adult in attendance.
- M. Children 5 years old and under are not allowed to use the spa, even with adult supervision. Children between the ages of 6 and 12 years must always have an adult with them when using the facilities. Older children using hot tubs should not soak for longer than 5 to 10 minutes at a time (long exposures to hot temperature can lead to dehydration, dizziness and nausea).

4. Activities and Items Prohibited in the Recreation Facilities:

- A. Smoking is not permitted in the clubhouse or gym.
- B. Do not bring the following items into the gym, spa, swimming pool, areas at any time:
 - 1. Glass of any kind.
 - 2. Animals of any kind EXCEPT service dogs.
 - 3. Radios or sound media of any kind, EXCEPT when used with earphone units.

5. Reserving the Clubhouse for Private Events: The clubhouse (but not the outside swimming pool area or recreation areas) may be reserved and used for private events according to the following procedures:

- A. Reservation requests for personal parties must be made with the Association Manager **at least 96 hours in advance**. Residents may first call the management office to ascertain the availability of the clubhouse. Then in addition, they must confirm their request in **WRITTEN** application for it, listing:
 - 1. Proposed date(s) of use
 - 2. Proposed hours of use
 - 3. Proposed number of users, and
 - 4. Nature of the proposed use

All residents applying to rent the Clubhouse must provide a Certificate of Insurance with Liability Limits no less than \$300,000 along with coverage for personal property and Loss of Use. The Certificate of Insurance will name Rollingwood Commons Condos OA (C/O Frei Real Estate Services, 8340 Auburn Blvd, Ste #100, Citrus Heights, CA 95610) as a Certificate holder and must be submitted with the Clubhouse Rental Agreement.

Written application may be made via e-mail, providing it covers all the above items. In the event that the Association Manager is unsure of whether the proposed use complies with the Rules, then the Board of Directors shall make the final determination concerning use.

**ROLLINGWOOD COMMONS
CONDOMINIUMS OWNERS ASSOCIATION**

RULES AND REGULATIONS

B. When the reservation has been approved, the Association manager will mail the resident a written notice of approval of the reservation. **PLEASE NOTE THAT THE LETTER OF APPROVAL MUST BE IN RESIDENT'S POSSESSION DURING THE FUNCTION FOR WHICH THE ROOM WAS RESERVED.**

C. Restrictions on Reserving the Clubhouse:

1. No reservations will be taken for personal parties on major holidays (for example, Thanksgiving, Christmas, New Year's Eve, New Year's Day).
2. The clubhouse/gym shall NOT be used for commercial or business purposes.
3. During the summer months of June, July, and August, the clubhouse may be reserved ONLY for the weekdays of *Monday, Tuesday, Wednesday, and Thursday*. During these summer months, the clubhouse shall not be reserved for the weekend days of *Friday, Saturday, and Sunday*.
4. The clubhouse may not be used at ANY time for a private party WITHOUT contacting the Association Management, even if at the last minute no one else is using it at the time a spontaneous need arises.
5. The clubhouse may not be reserved for a recurring event, such as a weekly/biweekly study group or club, for a period exceeding 90 days unless the active participants are predominantly members of the Association.

6. Using the Clubhouse: The following rules shall be followed when using the clubhouse:

- A.** Limit the attendance at any one time to 80 if all persons are seated, and 116 if they are standing, in accordance with the legal room capacities of the clubhouse.
- B.** The resident who made the reservation must be physically present during the entire time for which the reserved event is taking place.
- C.** After the event is over, the user shall return all equipment, tables, chairs, etc., to the position where they were originally found.
- D.** When finished using the room, user shall turn out the lights, turn off the heat/AC unit and the stove burners if used, and lock all the doors.
- E.** The user shall clean the clubhouse thoroughly in accordance with the Clubhouse Cleaning Responsibilities sheet provided by the Association Management along with the letter of reservation confirmation. This cleaning must be finished by 10 a.m. the following day.

**ROLLINGWOOD COMMONS
CONDOMINIUMS OWNERS ASSOCIATION**

RULES AND REGULATIONS

7. **Gym Rules:** The gym area shall be used in the following manner:
- A. Tennis shoes are the only footwear allowed in the gym; no roller skates or skateboards shall be allowed at any time.
 - B. Gym equipment will only be used for the purposes intended by the manufacturer. Damage to equipment caused by action done other than from intended use will be billed directly to the homeowner.
 - C. No beverages or food other than plastic bottled water shall be brought into the gym. No trash should ever be left in the gym.
8. **Tennis Court Rules:** The tennis court area shall be used in the following manner:
- A. Tennis shoes are the only footwear allowed on the tennis courts; no roller skates or skateboards shall be allowed at any time.
 - B. Tennis courts shall be used for tennis playing only, except in basketball area; any other use is strictly prohibited. Tennis takes precedence over basketball, and basketball players will cease playing within one-half hour (2 hour) when tennis players are waiting.
9. **Abandoned Property in the Common Area:** Items left in the common area will be disposed of 30 days after being found.
10. **Animals in the Common Area:** No pets or other domestic animals shall be allowed in the common areas of the complex except under the following conditions:
- A. All pets must be on a leash under direct control at all times, except that pets may be allowed unattended on the owner's patio as long as they do not become a problem for other residents or interfere with management and maintenance activities.
 - B. No pet shall be allowed to make excessive noise or otherwise cause a nuisance in the complex. In the event that the animal leaves droppings or other wastes, the owner shall immediately clean such wastes from the common area.
 - C. In the event that a resident fails or refuses to control his or her pet, as described in these Rules and Regulations, then the board of Directors may, after making reasonable efforts to contact the pet owner, direct the Association Manager to remove the pet from the complex.
11. **Unreasonable Amounts of Noise and Disturbance:** No person shall make unreasonable noise or otherwise unduly disturb other residents of Rollingwood Commons Condominiums Owners Association. In particular:
- A. Residents and their guests using the recreation facilities should take special precautions not to unreasonably disturb the occupants of nearby residences.

**ROLLINGWOOD COMMONS
CONDOMINIUMS OWNERS ASSOCIATION**

RULES AND REGULATIONS

1. Throughout the entire complex, no person shall use a radio, television set, stereo system or other sound device, which unreasonably disturbs the neighbors.
 2. No person shall maintain a social gathering or party, which unreasonably disturbs the neighbors. In particular, no social event or party shall be maintained within the streets, driveways or front lawn areas of the complex without obtaining the prior permission of the Board of Directors.
- B.** Harassing or otherwise interfering with the duties of Rollingwood Security Patrol officers is strictly prohibited. Warnings and fines or penalties may be assessed to anyone found in violation of this order at the discretion of the Board of Directors.

12. Operating and Parking Rules for Motor Vehicles: Motor vehicles shall be parked or operated within Rollingwood Commons Condominiums Owners Association only in accordance with the following restrictions:

- A.** Each unit of Rollingwood Commons is permitted to park a maximum of three vehicles within the complex. A permitted vehicle must still park in accordance with rules B – J below.
- B.** One numbered parking permit is assigned to each vehicle (motorcycles are exempt from displaying a permit but they must still be registered with the HOA) and it must be placed on either the dashboard or backside of rearview mirror of the vehicle. A permit can be obtained by contacting Frei Real Estate Services, either by email mnelson@alfrei.com or by phone 916-722-8110. Lost permits can be replaced for a \$10 fee. The new permit will have a number and the pervious permit will be void.
- C.** Trailers, campers, mobile homes, motor homes, house cars, commercial vehicles*, trucks (other than standard size pickup trucks or vans), boats, inoperable vehicles or similar equipment may NOT be parked or stored in the complex except within a garage.

*Commercial vehicles shall not include sedans or standard size vans or pickup trucks which are used for both personal and business use, provided that any signs or markings of a commercial nature on such vehicle shall be unobtrusive and inoffensive as determined by the Board.

- D.** Dilapidated vehicle may not be parked on the complex. “Dilapidated” includes without limitation, vehicles with flat tires, missing major components, substantial collision damage, broken windows, leaking liquids that pool on the ground and/or a general state of disrepair.
- E.** All vehicles parked on the complex must have current registration. Any vehicle with expired registration that is 30 days or more past due will be ticketed by the Association. The owner will have 30 days after receipt of the first tag to provide the Association with proof that the registration has been renewed or the vehicle is subject to tow and will continued to be towed with no further notice until it is in compliance.

**ROLLINGWOOD COMMONS
CONDOMINIUMS OWNERS ASSOCIATION**

RULES AND REGULATIONS

- F. Vehicles may not be stored in any outside parking space. Any vehicle, which does not move within 120 hours (five days), will be considered stored unless prior authorization has been granted by the Association.
 - G. Vehicles may not be backed into any outside parking space. Parking in red zones, fire lanes, blocking dumpsters, carports or garages or in any way that impedes ingress or egress is not permitted and is **subject to immediate tow**.
 - H. No motor vehicles (including motorcycles) shall be operated in a manner which creates unreasonable amounts of noise or creates an unreasonable risk of harm to the other users and occupants of the complex. In particular, no motor vehicle shall be operated at a speed in excess of **15 MILES PER HOUR**.
 - I. Owners may request an exception to specific provisions of this policy by requesting a variance permit. Applications should be submitted in writing by the vehicle owner to the Board of Directors in care of the Frei Real Estate Services. The application must include the start/end date of the request, vehicle make/model/license plate number, requested parking location, and brief explanation for the request. If granted the variance permit can be either mailed, faxed or email to the owner and must be placed on either the dashboard or backside of rearview mirror of the vehicle.
 - J. A vehicle parked in violation of the above parking policy will be ticketed by the Association. A vehicle is subject to tow upon receipt of a third ticket within 12 months (except for Section E & G above) and will continued to be towed with no further notice until it is in compliance. A ticket is no longer valid one year and one day after the date of issue.
- 13. Special Restricted Areas:** Certain parts of the complex have been designated as “restricted-access areas” because the board of Directors has determined that access to these areas by the general population would represent a significant danger of harm to the facility or to the occupants of the complex. Therefore, no person shall enter upon these “restricted-access areas” without gaining the prior permission of the Association Manage. In particular:
- A. No person shall climb upon the roofs, trees or fences of the complex without first gaining such permission.
 - B. No person shall gain access into the Common Area electrical power facilities, natural gas facilities, telephone facilities, water facilities or sewage facilities without first gaining such permission.
- 14. Communications Satellite Dish:** residents may have communications satellite dishes installed provided that they have met all requirements, terms, and conditions defined in the “Policy for communications Dish Installation”. A copy of this policy is attached to and made a part of these Rules and Regulations.

**ROLLINGWOOD COMMONS
CONDOMINIUMS OWNERS ASSOCIATION**

RULES AND REGULATIONS

15. Responsibility of Property Owners: Property owners and parents shall be responsible for any misconduct of their children, guests, tenants and guest of the tenants. In the event a property owner rents out his/her dwelling unit, the owner, along with the tenant, shall be legally and financially responsible for any misconduct and /or damages by the tenants and the guests of the tenants. Owners are required to provide the Association with an occupancy form for all non-owners who reside in their unit, the information on the occupancy form shall include but not be limited to: name, vehicle type, and license plate number.

16. Inspection of the Association Records: Pursuant to Section 9 of the Bylaws, any member of the Association (or his/her duly-appointed representative) may request that the membership record, financial records, minutes of the membership meetings, minutes of Board of Directors meetings and the minutes of any committee meetings shall be made available for inspection, as follows:

- A. Written notice shall be given to the Association Manager at least ninety-six (96) hours in advance. The notice shall specify the type of information, which is requested, and shall specify the reason for which the request is being made. The member shall be entitled to make requests only for documents whose subjects or purposes are reasonably related to his/her interest as a member.
- B. The Association Manager (acting as the authorized representative of the Secretary of the Association) shall make these records available via mail. However, by the mutual agreement of the parties, the records may be made available at the business office of the Association Manager.
- C. In the event that the member requests copies of documents, the Association Manager shall, at his/her earliest reasonable convenience provide copies of the requested documents; and
- D. Prior to the time that the copies are delivered to the member, the member shall (at his/her expense) reimburse the Association Manager for the normal, customary and reasonable photocopying charge.

17. Disciplinary Proceeding: In the event a person appears to be violating the laws of the State of California, these Rules, the CC&R's or the Bylaws of Rollingwood Commons Condominiums Owners Association, then the Board of Directors shall proceed according to the following regulations, as well as in accordance with the then-current Civil Code statutes:

- A. Ordinarily, the Association Manager will make direct contact with the apparent violator to resolve the problems through direct discussion.
- B. In the event that direct discussions with the apparent violator do not accomplish the desired results, then the Association Manager shall notify the person of the complaints, in writing. The complaint letter shall provide the following information to the apparent violator:
 - 1. The specific nature of the apparent violation.

**ROLLINGWOOD COMMONS
CONDOMINIUMS OWNERS ASSOCIATION**

RULES AND REGULATIONS

2. The apparent costs, damages and penalties that would result from the apparent violation.
 3. A copy of these Rules and Regulations attached to the letter.
- C. The apparent violator may request a private meeting before the Board of Directors. If the Board of Directors determines in this private meeting that it is not in the best interest of the Homeowners Association to proceed with the matter, then the Board of Directors may terminate the proceeding.
- D. However, in order for the Board of Directors to take disciplinary action against a person or to recover damages from a person, the Board of Directors must be convened in a regularly noticed, public meeting, with a quorum present, as described in the Bylaws. The apparent violator shall receive at least 10 days' written notice of the meeting by personal delivery or first class mail. He or she may request that the Board of Directors meet in executive session. At the hearing, the apparent violator shall be entitled to be represented by a personal representative or by an attorney, and shall be entitled to cross-examine any and all witnesses against him/her.
- E. If the Board decides to impose discipline, the Board shall give the homeowner written notice of the action by personal delivery or first-class mail within 15 days of the action.
- F. However, these rules shall not in any manner prevent the Board of Directors or the apparent violator from utilizing the judicial system of the State of California. In particular:
1. In the event an officer of the Homeowners Association or the Association Manager reasonably believes that the situation requires immediate action to protect the health, safety or tranquility of the persons and/or property of the complex, then that officer or the Association Manager may take direct action by immediately using the services of the Police Department, and/or the County Health Department and/or the County Judicial System. Ordinarily these agencies would be utilized only in extreme circumstances.
 2. In the event legal counsel for the Board of Directors recommends that the Directors proceed directly with appropriate civil action, then the Board of Directors may proceed directly with civil action.

18. Civil Penalties and Reimbursement of Costs: Homeowners are reminded that monthly assessments should be paid by the due date each month in order to avoid late fees and penalties. When preparing for vacations that overlap the due date homeowners should pay the assessment in advance rather than waiting for their return and risking a possible late fee and penalties. The attached Lien Policy presents a schedule of fees and Penalties applying to late payment of assessments.

In the event the Board of directors finds that a person has caused damage to or excessive soiling or wear and tear of the common area facility and/or has violated the Rules and Regulations, CC&R's or Bylaws of Rollingwood Commons Condominiums Owners Association, the Board of Directors shall be entitled to impose the following:

**ROLLINGWOOD COMMONS
CONDOMINIUMS OWNERS ASSOCIATION**

RULES AND REGULATIONS

- A.** The Board of directors may require reimbursement of all costs incurred in the repair, replacement and/or cleaning of the damaged Common Area facility, including the cost of labor, materials, attorney's fee and cost of suit.

- B.** In addition to collecting reimbursement for the actual costs incurred, as described above, the Board of Directors shall have the right to impose civil penalties according to the following schedule:
 - 1.** In the event an infraction is "minor" because of its inherent nature or because it is not a recurring infraction, then the Board of Directors may impose a civil penalty in the range of Twenty-Five Dollars (\$25.00) to Fifty Dollars (\$50.00).

 - 2.** In the event an infraction is "serious" because of its inherent nature or because it is a recurring infraction, then the Board of Directors may impose a civil penalty in the range of Fifty Dollars (\$50.00) to One Hundred Dollars (\$100.00).

**ROLLINGWOOD COMMONS CONDOMINIUMS OWNERS ASSOCIATION
POLICY FOR COMMUNICATIONS DISH INSTALLATION**

All satellite dishes **must** be located within your patio/balcony on a tripod. No satellite dishes are to be attached to any part of the structure/ building nor can any wires be located on the exterior of the buildings. The objectives of these terms and conditions are to (1) preserve the aesthetics of the neighborhood, and (2) assure that damage to property is kept to a minimum.

Homeowner must keep satellite dish in good repair and must indemnify and hold the Association harmless from any and all damage to person or property resulting from the installation, maintenance, or removal of the equipment and wiring.