

ROCK CLIFF MANOR CONDOMINIUM ASSOCIATION DECLARATION CLARIFICATION OF "HOUSE RULES"

It is the responsibility of each owner and resident to be familiar with the Declarations, Bylaws and House Rules (collectively the "governing documents") of the Rock Cliff Manor Condominium Association. The Board of Directors has the authority to adopt and enforce such additional rules, as it may deem necessary or advisable; to amend same and to impose reasonable fines, penalties or legal action upon owners for violations. **Owners are responsible for actions of their guests and occupants.** All leases must condition tenancy upon compliance with the governing documents.

ROCK CLIFF MANOR CONDOMINIUM ASSOCIATION **DOES NOT** INCLUDE THE SINGLE FAMILY HOMES ON THE CUL-DE-SAC.

LAWNS AND COMMON ELEMENTS

- Bikes and riding toys are not to be ridden on the lawns, nor shall any portable toys or items be left on the front or side lawn areas except when in actual use under proper supervision.
- Littering, including cigarette butts, or obstructing of the common elements is strictly prohibited.
- Storage anywhere on the common elements is strictly prohibited.
- The use of lawn fire bowls and fire places is allowed on the common elements, provided they are used 10 feet from any structure, and removed when cooled.

LEASING OF UNITS

- A unit owner who rents, leases or otherwise permits another party to occupy his unit shall provide the new occupant's name, mailing address and telephone numbers to the management company of the owners' association.
- **Copies of the House Rules must be provided to all renters/occupants by the owner of the unit, PRIOR TO OCCUPANCY.** Tenant Registration and Lease Addendum forms must be signed and sent to the management company of the owners' association within ten (10) days of rental occupancy or signing of a rental agreement.
- Each unit owner should be aware that they are responsible for the actions of their renters/occupants. Unit owners will be notified of violations and will be expected to ensure compliance of occupants and guests. Fines, if necessary, will be levied against the unit owners, rather than the tenant.
- Each unit owner must have a current confidential "means of contact" form on file with the management company of the owners' association. Information is held in strict confidence, but is necessary in the event of an emergency involving your unit. Information must be updated each year at the time of the Annual Meeting.

NOISE / NUISANCE

- All residents are entitled to peace and quiet within their homes **at all times**. Radios, musical instruments, stereos, televisions, and similar entertainment devices shall be used in a reasonable manner with volume such that the noise may not be heard in adjoining units.
- Residents may not cause a nuisance to others. This includes, but is not limited to noise and noise-producing activities.

PET RESTRICTIONS

- With the exception of fish, owners and tenants are limited to no more than two (2) domestic pets (cats and dogs) per unit. This rule imposes an aggregate limit of two (2) domestic pets total, and not two (2) pets in each category. The Board of Directors of Rock Cliff Manor, may limit the size and types of dog after notice and hearing, should certain sizes and or types become a problem.
- Only domestic dogs, cats, fish, birds, and small pets may be kept as household pets, provided they are not kept, bred, or raised for commercial purposes. No livestock or poultry shall be kept in any unit.
- The Board of Directors may grant exceptions to the above pet restrictions, on a case by case basis.
- Pets may not cause a nuisance to others.
- The Municipal Animal Control Regulations are in effect in the project and will be strictly enforced. Any animal may be removed by any person (Municipal Animal Control or the Board of Directors and or their agents) that is authorized by the Board of Directors.

- All pet owners are responsible for the immediate removal of pet waste from the unit's common elements (lawns, driveways, common areas, streets, dead ends, around mail boxes, etc.)
- Any cost resulting from damage or injury caused by a pet may be assessed against the owner's unit.
- Owners may be fined or be requested to remove their pets for failure to observe the above animal control rules.

SATELLITE DISH INSTALLATION

- A satellite dish may be installed only after receiving written approval from the Board of Directors. Such approval is requested by submitting a design review form to the Board.
- A satellite dish may not be installed on the front face of the unit.

UNIT MAINTENANCE

- All owners shall keep their units clean, repaired and maintained in good order and condition.
- No additions or modifications to the common area or exterior of buildings (including all doors, storm doors and windows) are permitted without written approval of the Board of Directors.
- No outside pole, antenna or satellite dish shall be installed or maintained, without first obtaining the approval of the Board of Directors. Such approval is requested by submitting a design review form to the Board.
- The Board of Directors may regulate or prohibit the exterior storage of any type of material in order to preserve the overall appearance of the property. Storage of any kind is strictly prohibited in the front yard or anywhere on the common elements.
- Basketball standards or other athletic fixtures may not be attached to any residence. Portable standards are not allowed.

USE RESTRICTIONS

- Units are restricted to single family residential usage. Professional and administrative occupations may only be carried on within units as long as the activity is not externally evident.
- No unlawful use or use that increases the Association's rate of insurance shall be made of any part of the project.
- The use of exterior decks is limited only to normal recreational uses. With the exception of patio furniture and decorative plants and flags, nothing else that is visible from streets, common elements, or other units shall be placed on or hung from the decks.

VEHICLES AND PARKING

- Each unit has two assigned parking spaces, located just outside the garage. Vehicles may not be parked anywhere else, including on the common elements and lawns.
- Inoperable, non-registered or junked vehicles shall not be parked or left anywhere in the common area, driveways or visitor parking spaces. Vehicles shall not be repaired or have oil changed on any of the common areas including driveways. Any mechanical repairs must be conducted inside a unit's garage.
- Seasonal items including, but not limited to; campers, RVs, 5th wheels, snow machines, 4 wheelers, trailers, and boats, are allowable for no more than 48 hours before and after an excursion, for loading and unloading purposes only. **AT NO TIME MAY THESE ITEMS BE STORED ON THE PROPERTY.**
- Large commercial vehicles and equipment may not be parked or stored on the property except for deliveries or to complete construction or repairs.

TRASH GUIDELINES

- Trash may not be stored on decks or balconies!
- Trash shall be placed in secured garbage cans and kept within the garages or behind a fence, until the night before garbage pickup.
- Garbage cans must be returned to the garage by the evening of garbage pickup day.
- Sacks of trash properly and timely placed for trash pickup are not considered "storage".

WINDOW COVERINGS

- No foil, sheets or blankets shall hang in windows in place of proper window coverings.

MISCELLANEOUS

- Advertisements, posters, signs or flyers may not be displayed without written approval of the Board of Directors; with exception a unit owner may post one (1) sign of not more than five (5) square feet advertising the unit for sale or lease. The sign must be removed as soon as unit is sold or leased.
- All holiday decorations and lights must be removed promptly after the holiday passes. Christmas lights must be down by January 31st.
- White lights for the City of Lights program must come down when the last Iditarod racer crosses the finish line.

MILITARY FAMILIES

- The Board of Directors is acutely aware of some of the stresses placed on the families of active-duty military Owners and Tenants. The Board is especially aware of the extra burdens placed on the families of deployed members. To the extent reasonable and proper, The Board will consider such situations when making enforcement decisions.

FINE SCHEDULE / PROCEDURE

The above rules, in addition to provisions of the declaration and bylaws, will be enforced with minimum fines of \$25.00 per violation. At the discretion of the Association manager or Board of Directors, minor "first offenses" may result in a warning before imposition of fines. Violations that are deemed to be "serious" may warrant larger fines, up to any amount deemed "reasonable" for purposes of Alaska Statute 3.4.08.320(a)(11). "...impose a reasonable charge for late payment of assessments and, after notice and an opportunity to be heard, levy a reasonable fine for a violation of the declaration, bylaws, rules, and regulations of the association..." Repeat violations will result in the fines doubling per occurrence, with a maximum fine amount of \$500.00.

In addition to fines that may be levied, the board may institute legal proceedings or correct violations (i.e. repairs, restoration, vehicle towing, etc.), charging all associated costs back to the offending owner as additional assessments. If the association must retain legal counsel to enforce House Rules, Declaration or Bylaw provisions, legal costs may be assessed against the owner as additional fines, but legal costs are not limited to \$500.00.

Notice of Hearing shall be provided prior to fines being levied and no fine shall become final, until the hearing occurs and Notice of Decision is provided in the same manner as the Notice of Hearing. Fines will be levied to ensure compliance with association rules and regulations, rather than to raise revenue.

The Board of Directors has the authority to adopt and enforce such additional rules, as it may deem necessary or advisable; to amend same and to impose reasonable fines, penalties or legal action, upon owners for violation.