

Victoria Hills I Condo Association House Rules (A Clarification of Existing Regulations)

Adopted Date: November 10, 2017

Effective Date: January 1, 2018

It is the responsibility of each owner and resident to be familiar with the declarations, bylaws and house rules of the Victoria Hills I Association, Inc. The Association has the authority to adopt and enforce such additional rules as it may deem necessary or advisable; to amend some and to impose reasonable fines, penalties or legal action upon owners for violations. Owners are responsible for actions of their guests and occupants, and all leases must condition tenancy upon compliance with the Association.

Maintenance

1. The Association is not responsible for damages by fire, water, theft, etc., to personal affects located within the unit or the parking area. Unit occupants are encouraged to obtain personal content insurance.
2. All owners shall keep their unit and their limited common areas (landings, stairs, decks, carports etc.) maintained in good order and condition. All repairs to internal installations such as, but not limited to, bathroom/kitchen plumbing, walls, electrical fixtures / appliances, mailboxes, smoke detectors, fire extinguishers, etc., shall be made at the owner's expense. Residents shall promptly report any other necessary repairs to the Association.
3. Owners are also responsible to make sure they have their chimney flues inspected and cleaned annually by a professional chimney company.
4. Each owner shall be liable to the Association for any damages to the common areas (i.e. lawn, building, entryways, exteriors, windows and doors, etc.)
5. Additions or modifications to the common area or exterior of buildings are not permitted without written approval of the Association.
6. Structural alterations or wiring modifications by unlicensed individuals is not permitted. Owners are required to use licensed, bonded, and insured contractors for repairs performed within their units. If improper work results in damage to another unit or to the common areas, owners will then have recourse against the contractor.

Use Restriction

7. Units are restricted to single family residential usage. Professional and administrative occupations may only be carried out within units as long as the activity is not externally evident. No commercial activity is allowed in common or limited common areas.
8. No unlawful use shall be made to any part of the project. No firearms may be used on the property.
9. The exterior of the units are not to be used for storage except as expressly permitted by these rules.
10. No additions, modifications or decorations to the common area or the limited common areas are permitted without written approval of the Association.
11. The use of the exterior decks is limited only to normal recreational users. Bikes may be neatly stored on – but not hung from any portion of the decks. With the exception of patio furniture and decorative plants, nothing else shall be placed on or hung from the decks where visible from the street, common areas, or other units.

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12. In accordance with local fire code propane, firewood, and other combustibles cannot be stored on decks or within 10' of combustible building surfaces.
13. Barbecues and open-flame cooking devices shall not be used on the decks or the lawns.
14. Explosive or illegal products may not be kept on the premises.
15. No noxious or offensive activities (including, but not limited to, the repair of automobiles) shall be carried on within the project.

Pets

16. With the exceptions of fish, a maximum of two (2) domestic pets per unit are permitted at Victoria Hills.
17. Domestic pets are birds, cats, dogs and fish, which are not raised or bred for commercial purposes.
18. Pets may not cause a nuisance to others. Any pet outside of a unit on common areas shall be attended and restrained at all times. The Municipal Animal Control Regulations are in effect in the Association and will be strictly enforced.
19. All pet owners must utilize pooper scoopers or poop scoop bags when allowing pets to relieve themselves in and on the property. Waste must be disposed of immediately in the dumpster.
20. Residents shall file a complaint with the Municipality and forward a copy to the Association if there is any injury to a person as a result of a domestic pet or other animal.
21. Any cost resulting from damage or injury caused by a pet may be assessed against the owner's unit.
22. Owners may be fined or be requested to remove their pets for failure to observe the above animal control rules. **Article II, section 7** of the Victoria Hills declaration of covenants permits the Association to prohibit any pet with in the community.

Leasing of Units

23. A unit owner who rents, leases or otherwise permits another party to occupy his unit shall report to the management agent with ten (10) days of occupancy or signing of a rental agreement, whichever is earlier, the new occupant's name, mailing address, and home and work telephone number. Copies of the house rules must be provided to all renters / occupants – this is the responsibility of the unit owner. Leases must require compliance with the Declarations, Bylaws and House Rules as a condition of occupancy. The attached verification sheet is to be signed and sent to the management company.
24. No unit may be used for transient or hotel purposes, defined to be as any occupancy of less than 30 days duration or rental occupancy of less than the entire condominium.
25. 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 owner, rather than the tenant.
26. Each unit owner must have a current confidential "means of contract" form on file with the management copy. 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.

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Vehicles and Parking

27. Each unit has two assigned parking spaces. One in front of the condominium unit under the carport, and the other in the parking lot. Each resident shall park in their assigned space (no more than one vehicle deep), and each individual resident is responsible to call for towing if an unauthorized vehicle is in your space. Please call **the towing company listed on the posted placards**. Towing will be at the unit owner's expense.
28. All spaces are unassigned for use on a first-come, first serve basis, with no parking for more than three (3) days and no parking during snow removal periods. If you intend to be out of state during the winter months, you will be required to make other arrangements for winter vehicle storage or arrange to have someone remove snow from around the vehicle.
29. Parking on the grass is strictly prohibited and will result in being fined and having your vehicle towed.
30. The driving area into the Association is considered a fire lane, and not to be parked in for any amount of time. Parking in driving areas will result in being fined and having your vehicle towed.
31. Inoperable or junk vehicles shall not be parked or left anywhere in common area, driveways, or assigned parking spaces. Vehicles with expired tags, flat tires, blocked up tires, broken glass, or missing parts are considered inoperable.
32. Trailers, snow machines, motor homes, campers, and other large vehicles, commercial vehicles or heavy equipment may not be parked anywhere within the project.
33. Drivers are requested to use extreme care to minimize noise. Radios within vehicles should be kept at a volume where sound cannot be heard outside of the vehicle while within the Victoria Hills I project.
34. Squealing tires is strictly prohibited. Vehicles shall be operated in a safe manner at speeds no greater than **10 M.P.H** within the Association.

Lawns and Common Areas

35. Bikes are not to be ridden on the lawns, nor shall any toys or items be left on the lawn except when in actual use under proper supervision.
36. Littering or obstructing of the common area is strictly prohibited, including cigarette butts.
37. Foot traffic shall be confined to the parking lot and driveway wherever possible to prevent wear patterns on the lawn.
38. Storage in the common areas is strictly prohibited.
39. Personal plants may be kept in an orderly fashion as determined by the Association on the decks and in front of the condominiums. Plants must be maintained at all times, and condo owner will take all precautions to ensure the safety of walkways and to prevent the failure of structural components of the condo (ie. Overwatering causing mildew or rot on decks). If a condominium owner decides to have outdoor plants they will assume the responsibility and liability for any damage they cause.

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Noise and Nuisance

40. All residents are entitled to peace and quiet with their homes at all times. Radios, musical instruments, stereos, televisions, and similar entertainment devices shall be used in a responsible manner with volume such as the noise may not be heard outside or in the adjoining units.
41. Residents may not cause a nuisance to others. This includes, but is not limited to, noise-producing activities.
42. Vacuum cleaners, washing machines, clothes dryers and appliances, as well as outdoor noise from parking lots, doorsteps, and the lawn, having similar levels of volume shall not be used between the hours of 10:00PM and 6:00 AM as the noise levels extend to other units. If the noise persists, please call the Anchorage Police Department at (907) 786-8900.
43. Trash shall not be placed outside of the unit. Do not place garbage outside of dumpsters. Please break down boxes before placing in the dumpster. If the dumpster is full, wait until it is emptied.
44. No noxious or offensive odors shall be allowed to emanate from any unit or dwelling within the Association including but not limited to cultivation of marijuana.

Miscellaneous

45. In case of a bona fide emergency, the Association can authorize entry into a unit when the unit or any part of the Association is threatened, regardless of whether the unit owner or occupant is present. Emergencies include but are not limited to broken pipes, fire, roof leaks, etc.
46. Advertisements, posters, or signs may not be displayed except with written approval of the Association; however the sign restriction shall not apply to any single sign of a reasonable size which states that the unit is for sale or rent.
47. Windows shall be kept tidy to ensure a uniform exterior appearance of the building. Aluminum foil or other unsightly window coverings visible from the exterior are prohibited. All window coverings must have a white or off-white backing.

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Fine Schedule / Procedure

48. Association Dues are due on the first day of each month and will be considered late on the fifteenth. A late charge will be assessed on the sixteenth day of the month in the amount of 10% of the outstanding balance with a maximum late fee charged of \$150.00 per month.

The above rules, in addition to provisions of the declaration and bylaws, will be enforced with the following fine structure for “non-serious” offenses as determined by the Association:

First Offense = Warning Letter

Second Offense (within 180 days of the first offense) = \$35.00 plus \$15.00 per day if offense is not corrected within the allotted time as determined by the Association.

Third Offense (within 180 days of second offense) = \$75.00 plus \$35.00 per day if offense is not corrected within the allotted time as determined by the Association.

Fourth Offense (within 180 days of third offense) = Notice sent to Association’s attorney for final resolution.

At the discretion of the association manager of Association, minor “first offensive” may result in a warning before imposition of fines. Violations which are deemed to be “serious” may warrant larger fines, up to any amount deemed “reasonable” for purpose of Alaska Statute 34.08.320(a)(11). Ongoing, recurring or international violations will result in progressively severe fines which will be levied at the discretion of the board.

In addition to fines which may be levied, the Association may institute legal proceedings to correct violations (i.e. repairs, restoration, vehicle towing, etc.) and retain legal counsel to enforce House Rules, Declaration or Bylaws provisions. Legal costs may be assessed against the owner.

Notice of fines shall be delivered by first-class mail sent in a properly addressed and postage pre-paid envelope to the owner's address listed on record. Hand delivery to the unit shall be an acceptable alternative form of notice. Fines shall be tentatively assessed as additional homeowner dues immediately following the infraction, and will become final unless appealed to the Association at the next regularly scheduled meeting to appeal any fine, provided the homeowner files a written notice of appeal with the association manager within thirty (30) days after the fine is levied. Fines will be levied to ensure compliance with the Association rules and regulations, rather than to raise revenue.