

**HOUSE RULES OF  
CASTLE HEIGHTS CONDOMINIUM ASSOCIATION**

**MAINTENANCE**

1. Each Unit Owner shall keep his or her Unit and Limited Common Areas in a good state of preservation and cleanliness.
2. No alterations, additions or improvements may be made to the Common Areas or the exterior of the building without the prior consent of the Board of Directors and must have approval before proceeding with the alteration. Alteration Request forms may be obtained by contacting the Association Manager at 907-343-8911 or by emailing [rbpropertymanagers@googlegroups.com](mailto:rbpropertymanagers@googlegroups.com).
3. Owners are required to contract with licensed, bonded, and insured contractors for any structural or electrical modifications within their units. Any damages incurred due to faulty installation or improper usage will not be absorbed by the Association and will be the sole responsibility of the owner.
4. Snow removal and all lawn care is the responsibility of the homeowner.
5. Furnaces and hot water heaters are the owner's responsibility. It is recommended that they be serviced prior to the first use and annually thereafter. Please follow the manufacturers recommendations also.
6. Water and Sewer utilities are provided by the Association and are included in your dues. Electricity (Chugach) and Refuse (Solid Waste Services) and Natural Gas (Enstar) are the responsibility of the owner. Contact them to begin service.
7. The Association provides fire and earthquake insurance for the building only and is paid through your dues. Condo Insurance is required of all owners, with a proof of insurance certificate to be provided to the Association Manager upon request.

**USE RESTRICTIONS**

1. Each unit is restricted to residential use as a single-family residence including home professional pursuits not requiring regular visits from the public or unreasonable levels of mail, shipping, trash or storage. No sign indicating commercial or professional uses may be displayed outside a Unit.

2. No immoral, improper, offensive or unlawful use may be made of the property and Unit Owners shall comply with and conform to all applicable laws and regulations of the United States and of the State of Alaska, and all ordinances, rules and regulations of the Municipality of Anchorage. The violating Unit Owner shall hold the Association and other Unit Owners harmless from all fines, penalties, costs and prosecutions for the violation thereof or noncompliance therewith.
3. Storage of excess materials in Common Areas is not permitted, except with written permission of the Board of Directors.
4. The use of exterior decks is limited to normal recreational uses. Except for bikes, neatly stored, no deck storage is permitted. Patio furniture and decorative plants are allowed. Nothing else shall be placed on or hung from the decks where visible from streets, common areas, or other units.
5. In accordance with Municipal Fire Code and Insurance Requirements, barbeque grills, firewood, firepits, and any other flammable or combustible material cannot be stored or used on decks or within 10 feet of any flammable surface.
6. Explosives and illegal products may not be kept on the premises.
7. No noxious, offensive, dangerous, or unsafe activity shall be carried on in any Unit or the Common Areas, nor shall anything be done therein either willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or occupants.

#### PETS

1. Pets shall mean domestic cats and domestic dogs, birds and fish only. No other animals may be kept as household pets without the written approval of the Board of Directors.
2. No more than 2 pets less than 60 pounds are permitted per unit.
3. Unit owners with fenced limited common area yards may maintain their pets within the fenced yard area.
4. The Unit owner shall hold the Association harmless from all claims resulting from the actions of his or her pet. Pets demonstrating aggressive behaviors within the classifications defined in Anchorage Municipal Code and not falling within any of the exceptions contained in Municipal Code are not permitted on the Property.

5. Unit owners shall be responsible for keeping their units and yard areas, decks, walkways, and driveways and parking areas free and clear of pet feces and shall immediately remove their pet's animal feces from all areas of the Association.
6. The provisions of the Municipal leash law shall be observed, and pets shall be leashed and kept under control at all times, when outside a Unit. No pet shall be chained or tied outside and left unattended.
7. Pets causing or creating a nuisance or unreasonable disturbance or noise, so as to interfere with the rights, comfort or convenience of other Unit Owners may be permanently removed from the Property upon three days written Notice and Hearing from the Board of Directors.

#### **LEASING OF UNITS**

8. All owners must contact management agents to ensure that the rental ratio will not exceed FHA, AHFC, and VA rental requirements.
9. A Unit Owner who rents, leases or otherwise permits another party to occupy his unit shall report to the management agent within 10 days of occupancy or signing of a rental agreement, whichever is earlier, the tenant's name and all relevant contact information and vehicle description. Each unit owner must have a current confidential information form (CIF) on file with the management company. 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.
10. Copies of the House Rules must be provided to all tenants. This is the responsibility of the unit owner. Leases must require compliance with the Declaration, Bylaws and House Rules as a condition of occupancy. The attached verification sheet is to be signed and sent to the management company.
11. Each unit owner should be aware that they are responsible for the actions of their tenants and the guests of the tenants. Unit owners will be notified of violations and will be expected to ensure compliance of tenants and guests. Fines, if necessary, will be levied against the unit owner rather than the tenant.

### **VEHICLES AND PARKING**

1. Inoperable or junk vehicles shall not be parked or left anywhere within the Association or driveways. Vehicles with expired tags, flat tires, broken glass, or missing parts are considered inoperable.
2. Driving or parking on grassy areas is prohibited.
3. Vehicles shall not be repaired on Association Property, regardless of location. Any oil leaks shall be promptly corrected, and the owner may be charged any cleaning cost associated with removing oil stains from the parking areas. Batteries, tires, oil/fuel containers, cleaning products, etc., may not be stored in the carports or common areas.
4. No repair, restoration or disassembly of vehicles shall be permitted within the Association except for emergency repairs thereto and only to the extent necessary to enable movement thereof to a proper repair facility.
5. Motorhomes, campers, and other large vehicles, commercial vehicles or heavy equipment may not be stored anywhere on association property.
6. Smaller storage trailers may be allowed upon Board approval. Upon approval, the small storage trailer must be choked up property and parked on the dunnage to distribute weight more evenly.
7. Each unit owner shall be liable to the Association for any damages to the common areas, including lawns and trees, or any equipment thereon which may have been caused by negligence of said unit owner or of their guests, invitees, or tenants.

### **LAWNS AND COMMON AREAS**

1. No toys or other items may be left on the front lawn or shared common areas except when in actual use under proper supervision.
2. Littering or otherwise obstructing walkways, yards areas, and parking areas is strictly prohibited.
3. Storage in the common entries and hallways is strictly prohibited, with the exception of shoes (no more than three pairs, neatly placed) and a small bench (approved by the board, kept in good repair and aesthetically appropriate) which may be neatly placed outside the front doors leading into the entryway. Any other items left in entry areas including but not limited to refuse bags, newspapers, toys, boxes, bicycles, etc., may be summarily removed and result in fines.

4. Each resident shall use due care to keep the entry areas and furnace room clean. Cleaning and stain removal costs shall be assessed to the offending unit owner where applicable.
5. Trampolines are only allowed in a fully fenced yard, with an insurance waiver releasing the Association from any liability. Please provide this waiver to the Association manager prior to its installation.

#### **NOISE AND NUISANCE**

1. 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.
2. Vehicles may not be revved in driveways and drivers shall use extreme care to minimize noise. Radios within vehicles shall be kept at a volume where sound cannot be heard outside of the vehicle while within the Association property.
3. Quiet hours are from 9:00pm. to 6:00 am.
4. No accumulation of rubbish, debris or unsightly materials shall be permitted in the common areas.

#### **MISCELLANEOUS**

1. In case of a bona fide emergency, the Board of Directors or Management can authorize entry to a unit regardless of whether the unit owner or occupant is present. Emergencies include but are not limited broken pipes, fire, roof leaks, etc.
2. Advertisements, posters or signs may not be displayed except with written approval of the Board of Directors. This restriction shall not apply to any single sign of a reasonable size which states the unit is for sale or rent.
3. Due to fire/safety issues, any type of storage in the common area heater rooms is strictly prohibited.
4. Any disturbance, violation, or irritant of any nature should be reported to Management or Board of Directors for evaluation and resolution.