

# PINETOP HOMEOWNER'S ASSOCIATION



## RULES AND REGULATIONS

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If this document contains any restriction based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, genetic information, national origin, source of income as defined in subdivision (p) of Section 12955, or ancestry, that restriction violates state and federal fair housing laws and is void, and may be removed pursuant to Section 12956.2 of the Government Code. Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status.

**September 1, 2016**

# RULES AND REGULATIONS

The Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions, By-Laws, Design Guidelines and Rules and Regulations ("governing documents") of Pinetop Homeowners Association (the "Association") were established to provide a governance structure and a flexible system of standards and procedures for the overall development, administration, maintenance, and preservation of the community.

The nature of living in a planned community requires the creation of special property rights and provisions to address the needs and responsibilities of the Owners, Guests and Residents. The standards for use, conduct; maintenance and architecture within The Association gives the community its identity and make it a place that is truly desirable to live.

The continued success of Pinetop as a community in which people enjoy living, working, and playing requires a high degree of cooperation and thoughtfulness among property residents and property owners. It takes a good faith effort by all parties. Attention to and understanding of relationships, both within the community and with our neighbors is important. It should be the desire of all residents to maintain an attractive, congenial, and pleasant living environment.

The Board of Directors of the Association is, by the Declaration of Protective Covenants, vested, empowered, and charged with the duty, responsibility, and authority, to adopt and enforce Rules and Regulations governing the conduct of all persons living in, or visiting Pinetop.

The following Rules and Regulations are adopted to protect property values, to keep the Owners' investments secure, and to ensure that residents of the Association shall have a pleasant environment in which to live.

**Property Owners shall provide a copy of the Pinetop Apartment Rules and Regulations to their renters, as the owner will be held accountable for all compliance issues including fines that may be imposed due to renters in violation of the Rules and Regulations set forth herein.**

Owners will have 30 days to obtain, and forward to the Board, a copy of a written, acknowledgement, indicating the tenant's acknowledgement that they will abide by the terms and provisions of the Development's Governing Documents.

**At the end of this document you will find the Pinetop Apartment Rules and Regulations and acknowledgement form.**

**PINETOP HOME OWNERS ASSOCIATION  
TRASH MANAGEMENT FORM  
Adopted February 12, 2013**

***Purpose of these Rules: To help maintain a safe and clean environment we can be proud of for all residents, owners and visitors of the Pinetop Circle apartments. It is the responsibility of all owners and residents to help maintain a clean and safe environment.***

1. The trash bins are for the exclusive use of the property owners and current tenants of the Pinetop Circle apartments.
2. No trash, refuse or litter may be discarded anywhere in the common areas except in the bins located in the trash enclosures.
3. No trash, refuse or litter may be deposited in the trash enclosures except if deposited into the bins. If the bins are full, the resident or owner attempting to deposit an item shall call the Property Manager at 530.745.9801.
4. The following items may never be deposited in the bins or trash enclosure areas or anywhere else in the common areas: microwaves, ovens, stoves, washers, dryers, chairs, sofas, tables, stools, beds, bed frames, sinks, cabinets and plumbing fixtures.
5. No carpeting, carpet remnants, sheetrock, doors or frames, shelving, wood piece or any other item larger than 12in x 24in x 6in may be deposited in the bins.
6. No illegal substance, toxic material, or illegal material may be deposited in the bins, around the bins or left anywhere on the property.
7. A violation of a Rule by a tenant shall be deemed a violation by the owner of the apartment where the tenant resides.
8. If any rule is violated, the owner is subject to a fine of \$100 plus the cost of correcting the violation. The owner is entitled to be reimbursed by the tenant/resident directly and immediately, or out of any security deposit held by the owner.
9. These rules are incorporated into every rental agreement for every tenant/resident of the Pinetop Circle apartments.
10. If a tenant has a disallowed item that needs to be disposed of, the tenant may call: 530.745.9801
11. If an owner or tenant notices a violation, the owner or tenant may call the Property Manager at 530.745.9801. The manager will attempt to have the offending trash or item removed within 48 hours of the phone call, at the HOA expense, subject to reimbursement by the owner/tenant who made the violation.
12. No less than once weekly clean up of the trash enclosure and the entire common areas of the property will be conducted under the supervision of the Property Manager, at the HOA expense.
13. If there is a recyclable bin available, all recyclables shall be placed in the recycle bin in accordance with posted recycle rules.
14. If an owner remodels any part of his/her structure and generates trash and debris not allowed to be deposited in the common area bins in accordance with these Rules, such owner shall contract for collection and removal independent of the common area bins and shall diligently minimize the disruption of residents and common areas.

Tenant/Resident: \_\_\_\_\_

Print \_\_\_\_\_

Tenant/Resident: \_\_\_\_\_

Print \_\_\_\_\_



# PINETOP APARTMENTS

## GENERAL RULES

### Trash.

1. The trash bins are for the exclusive use of the property owners and current residents of the Pinetop Circle apartments. Use by non-residents and non-owners should be reported immediately to the Sheriff 530-886-5375.
2. No trash, refuse or litter may be discarded anywhere in the common areas except in the bins located in the trash enclosure(s). No trash, refuse or litter may be deposited in the trash enclosures except if deposited into the bins. If the bins are full, the resident or owner attempting to deposit an item shall call the Association Property Manager at: Eugene Burger Management 530-745-9801.
3. No furniture or large appliances may be deposited in a trash bin or anywhere else on the property. If a resident has a disallowed item that needs to be disposed of, the resident may call the Association Property Manager for assistance.
4. If an apartment is undergoing a remodel and generating rubbish, the remodel rubbish must be deposited into a supplemental bin at the expense of the owner.
5. No illegal substance, toxic material, or illegal material may be deposited in the bins, around the bins or left anywhere on the property.
6. If there is a recycles bin available, all recyclables shall be placed in the recycles bin in accordance with local law and posted recycle rules.

### Guests

1. Guests must be accompanied by a property owner or resident of Pinetop when using the common area of the Association
2. It is the right and duty of each resident, property owner, managing agent to question the presence of any person who appears to be trespassing and/or advise Management regarding the situation.

### Illegal Activity.

All use or sale of any illegal drug at the Pinetop is strictly forbidden and must be reported immediately to the Sheriff 530-886-5375.

### Pets.

1. No dog may run lose in the Common Area. All dogs must be on a leash not exceeding six feet (6') in length and controlled while in the Common Area. Dangerous dogs such as Pitt Bulls, Rottweilers and Dobermans (and their mixes), as well as any dog weighing over twenty-five (25) pounds, are forbidden to be anywhere at Pinetop Circle except as expressly permitted in writing by the Pinetop Homeowners Association.
2. All dog feces (poop) or other animal waste must be collected immediately and properly disposed of.
3. Residents are responsible for the conduct of their pets and those of their guests and contractors, and for any associated damage or injury
4. Pets may not be tethered in front of a unit or in any common area.
5. No animal shall be allowed to unreasonably annoy residents, to endanger the life or health of other animals or persons, or to substantially interfere with the quiet enjoyment of others. Pet owners shall be deemed in

violation if their pets:

- a) any animal that howls, yelps, whines, or barks in such a manner as to unreasonably disturb any person. Nuisance noise from a Pet is defined as barking or whining for more than 5 minutes in any 1-hour period.
- b) If after a hearing with the owner of a Pet, the board makes a good faith determination based on the evidence that a Pet has a propensity to nip at or bite people or other animals, the board can require that the Pet be muzzled whenever the Pet is on or passing through the common areas.
- c) cause damage to or destruction of another's property;
- d) cause unsanitary, dangerous or offensive conditions, including the fouling of the air by offensive odor emanating from excessive excrement; or
- e) create a pest, parasite or scavenger control problem which is not effectively treated.

any animal that scratches or digs in flowerbeds or otherwise damages the property of another owner or common area.

#### Cigarette Butts.

Cigarette butts must be collected in a fire proof container and properly disposed of. Extinguishing and leaving on the grounds any cigarette or cigar butt is strictly forbidden.

#### Neighborly Conduct.

1. The quiet time and sleep schedules of other residents must be respected. No music or other audio may be played that can be heard outside the apartment between the hours of 10:00 PM and 10:00 AM Sundays through Thursdays and 11:00 PM and 10:00 AM Fridays and Saturdays, nor at any time that is disruptive to other residents. No person under the age of fourteen (14) is allowed to be roaming or playing in the common areas after 10:00 PM any day of the week unless under the direct supervision of a responsible adult.
2. No open container of any alcoholic beverage is permitted at anytime in the parking lot and open space. Consumption of alcoholic beverages must be confined to the interior of an apartment or apartment deck/patio/fenced backyard.
3. All activities, whether individual or group, shall be conducted at a noise level that is reasonable and not disturbing to other residents. Each owner or resident is responsible for the conduct and behavior of their occupants, guests, and any visiting guests and for any property damage caused by such persons.
4. No noxious or offensive activities shall be carried on nor shall anything be done which may be or become an annoyance or nuisance to the residents or which shall in anyway interfere with the quiet enjoyment of occupants in the residences.
5. Porches and Steps. All porches and steps must be kept tidy and free of debris. Only outdoor furniture shall be used and stored within the units balcony/porch areas at any time. All residents are required to keep the areas immediately adjacent to their apartments orderly and free of debris.
  - a. Unsightly object or objects shall not be kept or permitted to be kept in and about a unit that is visible from the street or neighboring unit. The definition of unsightly is at the discretion of the Board

#### Guests

Residents are responsible for their guests' compliance with all Rules. A violation of a Rule by a guest of a resident is deemed to be a violation by the resident.

#### Common Area.

1. Use of the BBQ picnic/play area, and all other parts of the Common Area, is at the risk of each resident and their guests. All residents are responsible for maintaining the safety and cleanliness of the BBQ picnic/play area and all other parts of the Common Area. Hot BBQ's and cooking coals and embers are very dangerous. It is the responsibility of each Resident to prevent children from playing with the BBQ facilities and to properly dispose of hot cooking coals and embers. All use of the BBQ facilities must be closely supervised by a Resident named in the rental agreement.
2. Vehicles, toys, or bicycles must not be parked or placed so they block or interfere with pedestrian traffic on the sidewalks.
3. Toys, bicycles and other playthings such as gym sets, bounce houses, trampolines, portable swimming pools are not to be placed, used or left on any common area. All toys, bicycles, swimming pools, etc., are to be kept within the patio, or interior of the Unit. Any of the above items will be removed from the common areas.
4. The common area is for the use and enjoyment of all occupants and is not to be used as a playground area for organized group sports such as football, baseball, and other such games or sports that unreasonably interfere with other's use of the areas.
5. Chalk drawing on sidewalks and parking area is prohibited.

#### Parking Lot.

1. No off-road motor vehicles shall be operated upon the Property.
2. No vehicle repairs or service is allowed on-site other than routine inspection/maintenance tasks such as checking fluid levels, cleaning of windows, or replacing windshield wipers. Emergency repairs or service such as changing a flat tire or jump starting a car with a dead battery are allowed.
3. The Parking area and driveway within the complex is private subject to the complete control of the Association.
4. The Parking area and driveway are not to be used by unlicensed motorcycles, or motor operated vehicles or by anyone not licensed to operate a vehicle on a public street.
5. Fire lanes must be kept clear at all times.
6. Vehicles are not to be backed into parking spots.
7. There are to be no bikes, skateboard or scooters used in the parking and driveway area in the development.
8. No Trailers (The kind that hook to the back of vehicles for hauling)

#### Incorporation of Rules.

These rules are incorporated into every rental agreement for every tenant/resident of the Pinetop Circle apartments and should be attached to every rental agreement.

#### Smoke Detectors

1. Smoke detectors should always be tested prior to and or at the time a unit is rented to a new tenant and in most cases it would be appropriate to test smoke alarms during annual inspections as well.
2. Records should be kept of all inspections and safety equipment tests. I do not see any reporting requirement in the law about the tests required to be made by the owner but we want to be ready to show our records of testing if asked to do so.

#### Cables & Wiring

1. All cables and wiring (i.e. Cable, Network, Cameras, etc.) must be professionally installed.
2. Any cable or wiring on the building cannot be noticeably visible and they must be:
  - a) Secured into the grooves of the siding and/or

- b) Secured next to the trim
3. There will be no holes allowed in the siding or on the roof
4. It is not permissible to run cable or wiring through or around your neighbors unit without their prior approval. There must be a direct connection between the source and your unit only.
5. The cable or wiring itself, may be dropped through the attic and wall-fished to each unit, or be brought up to each unit from underneath the building.

**Doors.**

1. Homeowners are responsible for the maintenance of their unit's front door and security screen doors. To present the appearance of uniformity throughout the property, front doors and screens must be approved through the Association.
2. Front door screens, other security screen doors, are not permitted unless first reviewed and approved by the Board and a maintenance waiver signed prior to installation of these items. Security doors, security screen doors, and exterior window coverings are permitted subject to restrictions and Board approval.
3. **Appearance and Quality:** Property Owners who wish to install security doors and window coverings will be permitted to do so only to the extent that the effect of such coverings is decorative. Because it is difficult to describe precise criteria for a decorative effect, the Board will rely on a combination of property's' good taste and the judgment of the Board or Architectural control committee to make final determinations with respect to specific applications. Quality and materials to be used should be comparable to materials commercially available for those purposes. Such installation must conform to the County codes for fire safety.

# RULE AND REGULATIONS

Property Owners **must** provide a copy of the Rules and Regulations to their renters, as the owner will be responsible for all compliance issues including fines that may be imposed due to renters in violation of the Rules and Regulations set forth herein.

Please sign below to confirm you have received the Rules and Regulations and return to:

Pinetop Homeowners Association  
c/o EBMC  
P.O. Box 7668  
Auburn, CA 95604

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**ACKNOWLEDGEMENT**



It is fully understood that by signing this form, I acknowledged that the Pinetop Homeowners Association Covenants, Conditions and Restriction's ("CC&R's") and Rules and Regulations will be enforced per the Governing Documents Enforcement Procedures.

I, \_\_\_\_\_ owner/agent of the address listed below, received a copy of the Pinetop HOA Rules and Regulations (Adopted September 01, 2016).

***It is also required***, if renting your unit, or if you are not residing in your unit, to forward copies of the Rules and Regulations to your residents:

| OCCUPANTS NAME(S) | PHONE NUMBER |
|-------------------|--------------|
| _____             | _____        |
| _____             | _____        |
| _____             | _____        |
| _____             | _____        |

Signature of Owner/Agent      Date

\_\_\_\_\_  
*Unit Address*

\_\_\_\_\_  
*Mailing address if different than above*