



SUTTER TERRACE MOBILE HOMEOWNERS ASSOCIATION

CALIFORNIA GOVERNMENT CODE



IF THIS DOCUMENT CONTAINS ANY RESTRICTIONS BASED ON RACE, COLOR RELIGION, SEX, GENDER, GENDER IDENTITIY, GENDER EXPRESSION, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, GENERIC INFORMTION, NATIONAL ORIGIN, SOURCE OF INCOME AS DEFINED IN SUBDIVISION (P) OF SECTION 12955, OR ANCESTRY, THAT RESTRICTIONS 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.

AUGUST 20, 2013

RULES

TABLE OF CONTENTS

INTRODUCTION.....PAGE 1

GENERAL.....PAGE 3-7

ARCHITECTURAL RULES.....PAGE 8

COMMON FACILITIES.....PAGE 10

SWIMMING POOL.....PAGE 11

PARKING.....PAGE 13

REAL ESTATE SIGNS.....PAGE 14

NOTE: Please keep **SUTTER TERRACE MOBILE HOMEOWNERS ASSOCIATION RULES**

IN A SAFE PLACE TO REFERENCE THEM THROUGH OUT THE YEAR!

RULES MAY BE ADDED OR CHANGED IN THE FUTURE; IN WHICH CASE, WE WILL SEND YOU THE APPROPRIATE PAGE OR PAGES THAT WERE CHANGED.

The Best Rule is the Golden Rule

Do Unto Others As You Would Have Them Do To You!

INTRODUCTION

The Sutter Terrace Mobile Home Park, and accredited “Housing for Older Persons” is managed by five (5) Board of Directors. Who are lot owners and are elected at a general meeting of owners. Members of the Board are not paid for their services. Please feel free to contact any of the Board Members with any questions or concerns you may have. An annual meeting of the Association members is held on the third Tuesday of November in the Recreation Hall. Time of the meeting to be determined by the Board of Directors.

The Board meets once a month in the Recreation Hall unless otherwise notified. Agenda for these meetings are prepared and posted (in the display case on the wall by the Rec Room and on our website) at least four days prior to the meeting. If you wish to have an item put before the Board, please contact the President or the Secretary before the agenda is posted. In accordance with the current civil code, the Board may not discuss or take action on any item at a non-emergency meeting unless the item was placed on the agenda. This does not prohibit a resident who is not a member of the Board from speaking on issues not on the agenda.

As an Owner/Resident of one of the Sutter Terrace Mobile Home units, you are subject to the rules and regulations outlined in the Sutter Terrace Mobile Homeowners Assn. Rules, the Association’s Declaration of Covenants, Conditions and Restrictions (CC&R’s) and the Bylaws, as

well as other regulations that may be established from time to time by the governing Board of Directors.

The Board is not an acting landlord for renters. Renters should contact owner with problems, questions and concerns. Owners are responsible for their tenant's actions and may be liable for any damage(s) that they cause.

Many of your questions/concerns are answered in the Sutter Terrace Mobile Homeowners Assn. Rules, the Association's CC&R's and Bylaws. The Board *strongly urges* you to take the time to familiarize yourself with these documents. There are specific legal ramifications to many of the items contained in these documents (i.e. payment of maintenance fees, selling your unit, etc.) special assessments, increase in maintenance fees, voting privileges, election of officers and many other items are also addressed. The Board is not intending to list every rule/regulation contained in the documents, but rather those rules adopted by past and present governing Boards, that are not contained in other documents.

GENERAL

1. For Sutter Terrace Mobile Home Park to be "accredited" HOUSING FOR OLDER PERSONS, one of the requirements is that we have an age verification procedure, and that we maintain age verification records of our Residents. *All new Prospective Owners, Residents or Renters are required to provide age verification to the Board of Directors or Designated Agent, on an Age Verification form provided by the Association, and must be approved by the Board before the prospective occupants shall be permitted to reside in the park. We use copies of Driver's Licenses or Birth Certificates to confirm age of the Residents. This information is*

confidential and will be kept in the Owners file locked in the Association's office.

2. *There is a restriction on the number of Lots leased in our Development. Not more than ten (10) percent of the Lots in the Development shall, at any particular time, be leased or rented or occupied by anyone other than an Owner, members of his or her household, or rented or occupied by anyone other than an Owner, members of his or her household, or temporary guests, except as provided in section 4.3 (a) and (b) of the Associations CC&R's. Any Owner wishing to lease/rent his/her property shall submit an application in writing to the Board. If the 10% allotment is filled, the Owner's name will be placed on a priority waiting list. Once an owner receives permission to lease/rent, he/she must lease/rent the property within thirty (30) days of being notified in writing. If property is not leased/rented within thirty (30) days the Owner will lose his/her entitlement to rent/lease. He/she will have to reapply to the Board for permission to lease/rent and will be placed at the bottom of the priority list.*

3. Residents may have guests, persons under fifty-five (55) years of age, for cumulative periods of time up to sixty (60) days total for each guest in any calendar year. The baby sitting of a child, whether for pay or not, shall be considered as a guest under the age of fifty-five (55). **A day is defined as any time period within a calendar day from 12:00AM one day to 12:00PM of the next day.**

4. The Common Area is intended for use by the occupants of each Owner/Tenant resident. When an Owner rents or leases his/her property, they transfer their common area rights to their tenants.
5. The Common Facilities, including the Swimming Pool, Recreation Hall, Shuffleboard Court and Horseshoe Pits are for the enjoyment of the Resident Owners, Resident Renters and their immediate family and guests. When these facilities are used by Resident's guests, the Resident must be present at all times.
6. If you have any concerns regarding any damage to the Common Facilities, contact a Board member. Do not attempt to do any repairs without first discussing the problem with the Board Member.
7. The key to the Recreation Hall, Laundry facility, walkway gate and the Swimming Pool gate should be kept in the Resident Owner/Renters possession at all times. The Lot Owner is also responsible for securing keys from the Renters when they move from the Park.
8. Residents using the Laundry Room shall be responsible to:
 - (a) Leave the laundry room clean for the next person.
 - (b) Turn out the lights when leaving.
 - (c) Close and lock the outside door when leaving.
9. Two pets per residence is the current rule. Dogs and cats shall not be allowed to run at large in the Park. Dogs must be kept on a

leash while being exercised away from the resident's property. When the pets are being exercised, "the droppings" shall be picked up by the pet's owner or exerciser and disposed of in a sanitary manner. The owner of noisy or unruly pets or those that cause complaints will be subject to this rule; "three separate complaints of the pet shall constitute a violation and penalties and/or fines may apply". These should be complaints made by different Owner/Renters, and not just one Owner/Resident. Pets are not permitted in the Recreational Building, Pool Area, etc. Feeding pets or wildlife in or on the Common Areas is prohibited. Dogs, cats, birds and other pets shall not be kept permanently outside the living units. Residents or guests shall not be allowed to have any dogs in the Park that exceeds 50 pounds of weight.

10. No excessive noise after 10:00 P. M. If you plan on having a special event that might disturb your neighbors, discuss it with them prior to that event. Respect the rights of your neighbors and do not interfere with their right to the quiet enjoyment of their home and neighborhood. Please report any disturbances to the Sutter Creek Police and not to the Board.
11. No construction or yard work or other activities that would result in excessive noise shall begin before 7:00AM and not later than 7:00PM.
12. Garbage cans shall be kept back from the street except on days of collection unless you have an approved enclosure is provided.

13. No outside burning is permitted in the Park. No burning of garbage shall be permitted inside or outside of the residence. All such materials shall be disposed of by the Lot Owner, Resident Renter or Garbage Collector at the Owner's or Renter's expense.
14. No flammable material may be stored in storage sheds. Owners are responsible for informing tenants of this rule.
15. No bottled gas (LP) shall be used to furnish gas to any mobile home.
16. Children under (16) sixteen years of age, unless accompanied by an Owner/Tenant, shall not be allowed to use the pool table.
17. Children under eighteen (18) years of age shall not be allowed to ride bicycles, skateboards, scooters and /or similar vehicles in any part of the common areas.
18. Motorcycles or Motor Scooters are not to be ridden in the Park except directly to and from the Residence being visited or occupied by the rider.
19. **For safety sake, the speed limit in the Park is ten (10) miles per hour.** Please inform your guests/visitors of the speed limit.
20. If you have a problem concerning one of your neighbors, please discuss it with your neighbor first before you contact the Board, in most cases you will find your neighbor to be most co-operative.

ARCHITECTURAL RULES

The following are in addition to Articles 9 of the Association's CC&R's.

1. Owners must obtain prior approval, in writing, from the Architectural committee before commencing any exterior work of any kind that is proposed to be performed on their lot, which includes:
 - a. Building a fence, wall, obstruction, screen patio cover, awning, carport cover, deck, painting, improvements or other structures of any kind or any major or substantial landscaping, concrete driveways, patios, walks, etc.
 - b. Any exterior addition to or change or alteration to the exterior of any unit or building. Owners shall apply for approval by notifying the Architectural Committee, in writing, of the nature of the proposed work with an accurate drawing to scale showing the kind, shape, color, height, size, materials and locations describing where and what work is to be performed.
2. The request for permission to perform the proposed work must be delivered by registered mail or hand delivered to the Architectural Committee Chairperson. Proof of delivery is the responsibility of the owner.
3. No work may proceed without the written consent of the Architectural Committee.

4. All necessary permits must be obtained from the appropriate official agencies.

All work performed must comply with local Building and Government Codes.

5. All Conditions imposed as part of the Architectural Committee's approval must be complied with, including completion time.

NOTE: Any enforcement action will be handled by the Board of Directors and if necessary by the Association's legal counsel.

6. Periodically, (at least twice a year) the Architectural Committee will visit and inspect all Units and Common Areas to verify that the owners and the Association are maintaining their property and structures as required by our Governing Documents. The Association, after thirty (30) days written notice, shall cause reasonable maintenance to unkempt Lots or structures, including pruning and manicuring of all the trees and shrubs, weed removal, the cutting of any lawn area, the watering of all areas, and the reasonable maintenance of any structures and improvements. The Association may expend reasonable sums for said services, in which the Association shall be entitled to recover the cost thereof, including labor and materials, from the Lot Owner in the same manner as provided for the collection of assessments and other charges by the Association in the Association's Governing Documents.

COMMON FACILITIES

The Recreation Hall and Facilities may be used by Park residents for their recreation, relaxation and for their family gatherings or entertainment of guests. Guests may not use any of the Common Facilities unless they are with a Resident/Tenant. To sponsor an outside group, club, organization or association, a resident must be a member of such organization or group. They must obtain the approval of the Board of Directors and be present at that function at all times.

Reservations for the use of the Recreation Hall and Facilities must be made in advance with the Rec. Hall Manager. The resident using the Hall shall be responsible for the number of persons allowed into the Hall.

Hall use for the Residents is to be between the hours of 8AM and 6PM. With Board approval, you can be granted altered times on a case by case approval. The Hall use for Special Functions is to be between the hours of 8AM and 10PM.

All heaters and coolers must be off when you close the Hall. The trash needs to be picked up and taken to the trash cans along the Hall building. All furniture that was moved or re-arranged for your event, must be put back into the configuration you found it before your event. All doors must be locked and the keys returned to a Board Member or the Recreational Hall Manager.

Charges for the use of the Recreation Hall are one check for (a) **\$15.00** for the personal use of an Owner/Resident. Or, one check for (b) **\$25.00** for a Resident sponsoring an outside group. An additional separate check for the cleaning deposit of **\$100.00** is also required. The rental fee and cleaning deposit are to be paid in advance with the cleaning deposit refundable if the hall is left in good condition.

Person(s) using the Common Facilities are responsible for any damages incurred and shall leave the Facility in a neat and clean condition upon termination of their use. Lot owners shall be responsible for any damage caused by his/her renter while they are using the Hall.

Association property, including tables, chairs, bowls, appliances and electronic equipment, shall not be removed from the Common Facilities for personal use by Owners/Renters without permission of the Board of Directors.

SWIMMING POOL

1. Pool hours are 7AM to Dark. Please respect your other residents and conduct yourselves with common courtesy.
2. Pool gate must be locked after entering and upon leaving the pool areas. City and County Ordinances regulating safety around pools also requires that the pool gate be kept locked all times. Our insurance company also requires this important safety practice.
3. Climbing over the gate or fence for pool access is prohibited.

4. Owner/Tenant is responsible for maintaining the pool area in a clean, orderly condition. Trash containers are provided for your convenience. Please leave the area as you found it.
5. All guests, regardless of whether they are adults or children, must be accompanied by and Owner/Tenant who shall be responsible for their conduct. Owner/Tenants shall be allowed four (4) guests at one time. More than four (4) guests by one Owner/Tenant must be approved by the Board.
6. Children in diapers and not potty trained are NOT allowed in the pool. **(Health Hazard)**
7. No running, jumping or rough play in and around the pool area of any kind. As this may cause bodily harm to someone.
8. Regular swimming attire in the pool is required. No cutoffs, shoes, shorts or clothes of any kind.
9. Food is only allowed in the picnic area located in the back yard area.
10. Glass containers of any kind are not allowed in the pool areas.
11. No Pets are allowed anywhere in the pool areas.
12. No intoxicants or illegal drugs are permitted in the pool area.

13. After using suntan oils and other lotions, bathers must shower before entering the pool.
14. Everyone using the pool must abide by the posted rules on the pool house walls. Read them carefully.
15. Reservation of the swimming pool is not permitted.

Note: Persons not in compliance with the above pool rules may have their rights to use the pool suspended, in accordance with our Governing Documents (CC&R's).

PARKING

1. Vehicles shall be parked only in the designated areas. Vehicles shall **NOT** be parked on the streets overnight (except as noted in item #2 below) or at any time in such manner as to block the normal flow of traffic.
2. Recreational vehicles of Owner/Tenants may park overnight on the street in front of their residence for one night for the purpose of loading or unloading. If a longer stay is desired arrangements shall be made with the Board.
3. Visitor Parking Areas are to be used for the parking of visitor vehicles **ONLY**. If an Owner/Tenant wishes to temporarily use this area, arrangements must be made with the Board.
4. Any vehicle(s) parked on an Owner/Tenant Lot shall be in good repair and in operating condition at **all** times.

5. Dismantling or major repairs to vehicles will **not** be permitted in the Park.
6. Permission for overnight RV parking of guests must be obtained from the Board of Directors.

REAL ESTATE SIGNS

The real estate signs that can be placed on an Owner's Lot by their real estate agents, shall be of these dimensions: approximately 32 inches by 36 inches. No larger signs are acceptable unless approved by the Board.