

***Murieta  
Homeowners  
Association  
Rules & General  
Information  
For Owners,  
Residents  
Vendors,  
And  
Guests***

## **Murieta Homeowners Association General Rules & General Information**

Murieta is a Condominium Community and the living spaces are individually owned. Since the Murieta is a collection of individually owned private condominium homes and not an apartment complex, all interior resident maintenance is the responsibility of the owner/tenant. Some important information that the homeowner and renter if applicable, must be aware of are as follows:

Lack of maintenance, cannot only result in added expense to you, but can cause dangerous conditions, damage, economic losses and inconvenience you and your neighbors. Owners and renters can be held legally responsible for any action and/or inaction that may cause injury or damage to their neighbors. For example: if you neglect to replace your washing machine hoses and flood other units and/or the common area, you can expect to have to pay for any and all damages. It should be understood that your personal intentions have little to do with your liability. For example: if you are out of town and your stove shorts out and causes a fire, you can be held responsible. It is suggested that to protect yourself and others you should purchase proper liability insurance.

As a convenience, following is a list of some of the more common unit problems that need your immediate attention and is provided to give you a good starting point for your homeowners/renters checklist. This list is not meant to be all inclusive and should be combined with experience, common sense, common courtesy and a thorough review of laws, local ordinances, as well as Murieta CC&R's rules and regulations. This document is not and cannot be considered a substitute for any of the foregoing but is provided only to alert you to some of the more common problem areas.

### **Washing Machine Hoses**

If you have not replaced your washer hoses you need to do it now! In addition, it is recommended that you do so on an annual basis. A few dollars spent now could save you thousand of dollars in potential damages.

### **Kitchen and Bathroom Pipes and Connections**

Look under all of your sinks and around your toilet(s), tub(s) and shower(s) on a regular basis. Make it a weekly routine. Check for any wet spots, leaks or stoppages. Getting competent help to fix problems at the first sign of trouble is the least expensive way of dealing with any problems and can save you a lot of money in the long run.

### **Dryer Vent and Washing Machine Lint Catcher Maintenance**

Clean your dryer vent lint screen and washing machine lint catcher after each use. If your dryer vent lint screen and/or washing machine lint catcher is damaged, it/they should be replaced immediately.

### **Fireplaces**

If you have a fireplace and you use it, even on a limited basis, you must hire a chimney sweep to clean out the creosol on an annual basis. To do this you will have to have the chimney sweep contact the Murieta management office to get access to the chimney. Failure to clean fireplace chimneys can result in a life threatening fire.

### **Toilets, Sinks and Tubs**

Should your toilets, sinks, tubs and showers clog, malfunction, overflow, etc. it is your responsibility to have them repaired. All overflows should be reported at once to the Murieta management office to give Murieta management and staff the opportunity to try to prevent or curtail any additional internal, common area and or neighbor damage. However, you will be responsible for all damages and expenses incurred.

### **Resident Parking Spaces**

Resident parking spaces are specifically for the parking of vehicles. You may not use your resident parking spaces for storage of items. If your vehicle leaks fluids, you will be charged for clean up and the repair of any damage to the asphalt surface. Leaks do cause damage to the asphalt and represent a health and safety hazard.

Residential parking spaces are not vehicle storage spaces. All vehicles on Murieta property must be fully operational and legally registered.

For security purposes it is recommended that all resident vehicles should be registered with the office and display a Murieta parking sticker in the left side of the rear window. Murieta vehicle registration is free and takes only a few minutes. Just come to the Murieta management office with your driver's license and vehicle registration during office hours and register your vehicle and pick up your stickers and guest-parking placard.

### **Guest Parking**

Guest parking is for non-resident vehicles ONLY. Residents may use guest parking for up to 30 minutes with the emergency lights on for dropping off physically disabled people and for loading or unloading their

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vehicles only. Resident vehicles using guest parking on any other basis are subject to an assessment. All vehicles parked in guest parking between 2 a.m. and 6 a.m., not displaying a valid guest-parking placard, will be towed at the owner's expense without notice. This also includes vehicles parked in any stall other than their assigned spaces. No Exceptions!

**Guest-parking placards are never valid for resident vehicles.** One Guest-parking placard is available per unit and should have been included with the purchase of the unit. Replacement for lost or additional Guest-parking placards may only be obtained by the current resident of the unit upon presentation of proper identification, proof of residency and payment of an additional charge. All Guest-parking placards remain at all times the property of the Murieta Homeowners Association and must be surrendered immediately upon demand. Misuse or abuse of a Guest-parking placard may result in its confiscation without compensation.

Guest parking is limited. Except for emergencies, each unit is limited to a maximum of 25 guest-parking days per year. A guest-parking permit does not guarantee that a parking space will be available. Guest parking is available on a first come first serve basis. Residents are responsible for the parking violations of their guests.

### **General Parking Rules Applicable to Both Residents and Guests**

Vehicles parked anywhere on Murieta property other than in designated spaces will be towed at the owners expense without notice. For insurance reasons, vehicles are not to be backed in" anywhere on Murieta property. Vehicles must be parked into a parking space, front first. Vehicles may not be parked anywhere on the Murieta property at any time if they have flammable, explosive, hazardous or noxious substances anywhere in or on the vehicle. All vehicles must be properly parked within the lined confines of the residential parking space lines regardless of ownership. This is to prevent obstruction of traffic flow for other residents and guests and especially service and emergency vehicles. No repairs on vehicles may be made anywhere on Murieta property. This includes oil changes and engine cleaning. FYI the City of Newark enforces "NO Parking" on Cedar Boulevard adjacent to the Murieta. Please obey all posted signs included the stop signs on Murieta Property. Any of these violations is subject to an assessment to the homeowner. For a quick overview see the supplemental "Murieta Parking Rules At A Glance" addendum – attached.

### **Speed Limit and Driving Regulations**

The speed limit anywhere on the Murieta property is a maximum of 8 miles per hour and will be strictly enforced.

Everyone is encouraged to follow all of the traffic signs on the Murieta property including the stop signs in the parking lot. Please be aware of all road signs including at the entrance of the Murieta driveways, one side is for entry and one side is for exiting. Be sure to follow the arrows and make complete stops at the stop signs. DO NOT stop your car for any reason in the entryway of the main parking lot. You may cause an accident if the light turns green and traffic is forced to back up into the intersection. Remember, Murieta is a child and animal friendly environment. Please keep this in mind and drive with caution when entering, exiting and in general on the Murieta property.

### **Dumpster Enclosures, Trash and Recycling**

Garbage dumpsters and recycling containers are meant for every day household waste solely generated from the individual units. Garbage may not be brought in from outside the Murieta (friends homes, your place of employment, etc.) and placed in the Murieta dumpsters or recycling containers. Please do not dump garbage in the recycling bins and please do not dump non-recyclable garbage in the recycling bins. Your help in conserving the environment is appreciated.

Furniture, mattresses, appliances such as ranges, ovens, washing machines, etc. must be removed by the appropriate vendor delivering any new equipment, donated to charity off of Murieta property or taken to the City dump. DO NOT leave in or near the dumpsters or anywhere on Murieta property. The Murieta is fined for these oversized items, which the cost is in turn passed on in the homeowner's dues. These items average \$80 each and if caught dumping them, the homeowner will be assessed.

Garbage must be placed within the designated dumpsters. Note: If everyone takes full advantage of the recycling bins and compacts their garbage as much as possible including breaking down boxes and condensing, there is sufficient space. DO NOT at anytime leave any garbage outside the dumpsters or allow it to overflow over the top. Please walk the few yards to another dumpster enclosure. This is a health and safety hazard because it attracts insects, rats and wild animals as well as exposes residents and staff to possible injury. It is illegal to dispose of hazardous materials (i.e. paint, flammable, explosives, noxious substances, biological waste, hot BBQ coals, hot fireplace embers or matches, Christmas trees, etc. Please refer to the list provided by waste management of Alameda County.

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## Fire, Smoke Alarms, Smoke and Heat Sensors

All residents are responsible for maintaining their heat and smoke detectors in good working order. Smoke alarms, smoke and heat sensors cannot at any time be removed, modified or tampered with. This includes but is not limited to covering with tape, painting or stuffing with cotton, etc. Any action causing interference with the proper operation of fire, smoke or heat detectors will result in an assessment for the full cost of diagnosing and restoring the system. Any false alarm charges to the fire department will result in an assessment for the full cost of the call.

## Pool, Hot Tub, Sauna and Weight Room Rules

The pools, hot tubs, saunas, showers, public restrooms and weight room are primarily for Murieta residents — not for entertaining friends and relatives. Only two guests per unit are allowed and the occupying resident must be present at all times. NO ONE under 16 years of age is allowed in these recreation areas without and adult resident at ANY time; this includes in the pools, hot tubs and saunas. Proper and appropriate attire must be worn in the pools, hot tubs and saunas at all times i.e.: bathing suit / swimming shorts. The saunas and recreation area bathrooms are not for changing clothes. Recreation area users must show identification when asked by Murieta employees or Board Members. All rules posted in recreation areas will be strictly enforced. For example, this means no jumping, diving, in pools, etc. The life preservers are to only be used in an emergency to save someone from drowning and not for any other purpose. In keeping with Newark City Ordinance Section 8.32.035(C) smoking is prohibited in the pool, hot tub, sauna and weight room areas.

One recreation area key is issued per unit regardless of how many people reside in the unit. The one key works for both the pool area and the weight room. Recreational area use is a privilege reserved for residents in good standing who follow the rules and this privilege is revocable for violations.

## Architectural Compliance/Patios and Balconies

All window coverings must comply with the CC&R's, which means they should be white or off-white only when viewed from the exterior. All exterior paint must be consistent with the Murieta color scheme (i.e. fencing, lattice work, patio blinds, etc.). No upholstered furniture (stuffed chairs, sofas, etc.) is allowed on the patio/balcony areas. Patio/Balcony furniture is limited to furniture meant for exterior patio/balcony. No appliances are allowed on the patio/balcony areas such as refrigerators, clothes dryers, etc. No flammable substance such as paint, gasoline, newspapers, plastic bags, paint thinner, etc. should be stored in the water heater/utility area. THIS IS A HUGE FIRE HAZARD. Do not hang clothing items, sheets, towels, etc. on your balcony. Be considerate of your neighbors, above, below and on all sides of you when sweeping, mopping and hosing down your patio/balcony. When using your BBQ or smoking please be considerate of your neighbors so that smoke and fumes do not travel into your neighbor's units. Never leave a lit BBQ grill or hibachi unattended.

Do not leave your unit front door or the stairwell doors open as this compromises the fire prevention integrity of the building. You will be continuously assessed until the violation is corrected. Do not leave unattended children on the balcony.

## Pet Owners

Pet owners are responsible for maintaining and cleaning up after their pet. There is a Pooper Scooper law in Alameda County that is enforced and is also a Murieta regulation. Please pick up after your pet and never allow your dog off of their leash when not confined to your home. This is also an Alameda County law. No pet food should be left outside the unit, this includes the patio/balcony areas. Unattended pet food creates unpleasant odors and attracts insects, rats, strays and dangerous wild animals. Pet owners must ensure that their pets are not a nuisance to their neighbors. In the event of conflict, Murieta rules require that the offending animal be removed from the property. All dogs must be on a leash at all times on Murieta property once you pass your threshold.

## Clubhouse Rental and Usage

The clubhouse(s) will be rented to homeowners only. The homeowner will be responsible for the clubhouse being left in a clean and orderly and must be inspected by staff before any deposit is returned. See Clubhouse Rental Policy.

## Security

Do not admit people that you do not know for a fact are residents. Keep all doors and gates closed and latched at all times. Tying, propping, etc. of doors or gates for any reason at any time is prohibited. Anyone compromising the building and grounds security will be assessed and held responsible for any and all

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injuries and/or resulting in damage. Residents will be held responsible for the actions of their guest who are admitted to the property at all times. This includes the parking lot. Residents are requested to report any unusual or suspicious circumstances to the police and then to our staff immediately. We need your eyes and ears to help keep the Murieta a safe and pleasant place to live.

### Hallways, Stairwells, Elevators and Recreation Areas

Hallways, stairwells and elevators are passageways, not play areas for your children or pets. Loitering or playing in the hallways is expressly prohibited. These areas are a major source of complaints due to running and noise as they affect all units facing them as well as those above and below them. Running, shouting, and excess noise in hallways, stairwells and elevators will result in an assessment. In keeping with Newark City Ordinance Section 8.32.035(C) smoking is prohibited in lobbies, hallways, and all common internal areas and both internal and external recreation areas. Hallways may not be blocked or obstructed for any reason at any time. Leaving shopping carts, diaper pails and/or any other items in the hallway is expressly prohibited and this is a safety hazard and an encroachment upon the common area. Residents leaving items in the hallways, stairwells and elevators will be charged the cost of removal plus an assessment. Locking elevators at floors for moving items in or out of units or for any reason is prohibited as it can damage the mechanism and inconvenience other residents. Graffiti of any type will not be tolerated. Any and all damage to hallways, stairwells and elevators will be charged back to the offending unit.

Please do not litter anywhere on the Murieta grounds. This includes but is not limited to the parking lot, bushes, lawns sidewalks, stairways, elevators, hallways, etc. This includes cigarette butts that can be a fire hazard, gum, candy, soda cans and food that can attract rodents and insects, etc.

### Operation of Appliances

Laundry appliances, dishwashers, vacuum cleaners, trash compactors, garbage disposals, etc. may not be operated between 10 p.m. and 6 a.m. If your neighbors can hear your television or stereo outside your unit either on your floor, above or below it, this is a good indication that it is too loud. It is suggested that residents who like high volume entertainment make a small investment and purchase one or more sets of head-phones as these will prove to be cheaper than paying excess noise assessments. In all areas of activity and noise observing the golden rule and being courteous to your neighbors can avoid much trouble and strife. Should a neighbor approach you and complain about the noise in your unit, please treat that person kindly and with respect and please bear in mind the courage it took to come to your door.

### Common Area Hose Bibs and Electrical Outlets

All electrical outlets and water bibs/valves in common areas and hallways are strictly for the use of maintenance personnel and are expressly forbidden for use by residents for any reason.

### If You Plan to Sell Your Unit

Please notify the office of intent to sell. The office will provide as much cooperation to you, your agent and prospective buyers as possible to help you sell your unit. You need to notify your agent that lock boxes may be placed **ONLY** at the designated lobby door entrances on the provided bar(s). Any place else, they will be cut off by Murieta management and you will be assessed the cost of removal and a violation assessment. Do not place for sale or rent signs anywhere on the property other than on or in your property. Any signs placed in common areas or sidewalks, will be removed.

### If You Plan to Rent Your Unit

The following addition to Murieta Rules was approved by the Board of Directors June 12, 2007

**“Any member renting out his or her unit shall attach to the lease/rental agreement a copy of the Association’s official Rider to Lease Agreement, in such form as provided by the Association and not modified in any way. Both the member and the tenant shall supply all information requested on the Rider to Lease Agreement, and sign in the space provided. No lease shall be deemed approved by the Association until such time as a signed, unmodified Rider to Lease Agreement is received by the management office.”**

Regardless of who occupies unit, the owner is responsible for compliance with all Murieta Rules and Regulations. The unit owner is responsible to pass all information to their renter. The owner needs to notify the office when a unit has been rented or has new tenants **FAILURE TO NOTIFY THE OFFICE WILL RESULT IN AN ASSESSMENT**. Any activity by a renter that results in use of Murieta management office time will result in a charge back to the unit’s owner. The Murieta management office is for the benefit of the

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homeowners and in fairness cannot be utilized as a surrogate property management office for the benefit of absentee landlords. The Murieta Homeowners Association, its' management office, employees, contractors, subcontractors, etc. are paid for and maintained exclusively to serve the needs of homeowners and NOT renters. The obligation to inform renters about Murieta Condominium rules, regulations, and CC&R requirements rests solely with the homeowner renting out their unit. Homeowners will be held fully responsible for any and all actions, inactions, negligence, damage, violations of rules, regulations and CC&R's by their tenants even when any of the aforementioned results from ignorance, misinformation, or without any malicious intent. These violations and any costs incurred will be assessed against the unit and charged to the landlord-homeowner. As a service to homeowners renting out their unit and/or to prevent consequential and/or collateral damage to common areas and/or other units, the Murieta management office will provide emergency service in cases involving health and safety, crimes in progress, water damage in progress and similar matters. The cost of providing these services will be charged to the landlord-homeowner. Renters who occupy staff time with complaints and/or service requests, which should be directed to their landlord-homeowner, will incur charges to the landlord-homeowner for such time.

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