

**SORRENTO OAKS HOMEOWNERS ASSOCIATION, INC.**

**RULES AND REGULATIONS**

**February 2020**

**TABLE OF CONTENTS**

**Introduction**

**SECTIONS:**

- 1. Agreements, Rules and Enforcement**
- 2. Senior Community/Occupancy Restrictions/Primary Residence Requirement**
- 3. Lot Usage**
- 4. Guests (Adults and/or Children), Caregivers**
- 5. Subletting/Renting**
- 6. Extended Absence/House Sitting**
- 7. Office Hours**
- 8. Charges**
- 9. Pets**
- 10. Home Standards, Maintenance, Size and Changes**
- 11. Storage Under Mobile Home**
- 12. Storage and Cabinets/Sheds**
- 13. Lot Maintenance**
- 14. Vehicle/Recreational Vehicles**
- 15. Driveway Parking**
- 16. Mailbox Maintenance**
- 17. Garbage**
- 18. Landscaping/Alterations**
- 19. Fences and Gates**
- 20. Peace, Enjoyment and Safety**
- 21. Laundry**
- 22. Clubhouse/Glen**
- 23. Vandalism**
- 24. Soliciting**
- 25. Insurance**
- 26. Home Resales**
- 27. Written Approval**
- 28. Suggestions and Complaints**
- 29. Captions**
- 30. Execution and Acknowledgment (Signatures)**

**Index**

**SORRENTO OAKS HOMEOWNERS ASSOCIATION, INC.**  
**800 Brommer St., Santa Cruz, CA 95062**

---

**RULES AND REGULATIONS**

It is the earnest desire of Sorrento Oaks Homeowners Association, Inc, (“Association”) and its Board of Directors (the “Board”) or its delegate to provide and operate a clean, efficient, orderly, safe and attractive Park. The following rules and regulations are set forth to advise each Member/Resident of his/her responsibilities. Observation of these rules and regulations and common courtesy will help promote a pleasant living environment for all. The Board shall be responsible for the enforcement of these rules and regulations.

This is a Member-owned senior Park and is private property. Members/Residents and their guests must comply with the Park rules and regulations, and the governing documents of the Association, as well as all federal, State and local laws or regulations governing mobile home parks and homeowner associations, including, without limitation, the Davis-Stirling Common Interest Development Act (Civil Code §§ 4000, et seq.) and the Mobilehome Residency Law (Civil Code § 798, et seq.). Failure to do so may result in appropriate action by the Board based on established procedures.

The Board reserves the right to supplement and/or amend the following in accordance with California State Law and Santa Cruz County Law by Board action or a majority vote by Members of the Homeowners Association.

**1. AGREEMENTS, RULES AND ENFORCEMENT:** *(Revised 2/09, 2/15, 2/18)*

- A.** These rules and regulations are an integral part of the Park’s operation as approved by the Members. Any additional agreements, which are signed by Member/Resident and the Board, including but not limited to the required Occupancy Agreement, are by this reference hereby incorporated and made a part of these Rules and Regulations with the same force and effect.
- B.** Other rules concerning the use of the Park’s facilities are posted throughout the Park and by this reference are incorporated herein as though set forth in full. Members/Residents and their guests must read and follow the posted rules.
- C.** Enforcement of Rules and Regulations, the Occupancy Agreement, the By-Laws, and Policies will be appropriate to the infraction; in compliance with, Civil Code §§ 4900-4955 and 5850-5855) and Corp. Code §7341(c)(3); and may include the following (which are cumulative and non-exclusive):
  - contact(s) by office manager and/or Board requesting compliance;
  - Board review of compliance in an open meeting or in Executive session;
  - imposition of monetary penalties and/or suspensions of voting and Common Area use privileges, following notice and hearing as required by law; and
  - contact from the Association’s attorney regarding possible legal action and/or termination of Occupancy Agreement.

For resolving conflicts, SOHA has written guidelines (Complaint Procedures), which are available in the alcove near the office.

## **2. OCCUPANCY REQUIREMENTS:**

A. Senior Community: Sorrento Oaks Mobile Home Park is a senior community in accordance with the Mobilehome Residency Law (Civil Code § 798.76) and related law. An owner-occupant of each home must have attained his/her 55th birthday. Every other occupant of that home must have attained his/her 52<sup>nd</sup> birthday, or be a permitted health care recipient as defined by Civil Code 798.34. *(Revised 2/09, 5/09, 2/15)*

The Association requires age verification for all residents in the Park, which will occur at the time of establishing residence. Every occupant of the Park is required to cooperate with any and all surveys and inquiries by the Association for purposes of age verification. The Association may specify forms of identification to be provided as the Board deems appropriate.

B. Occupancy Restrictions: A maximum of three (3) qualified occupants may be allowed in a home with approval of the Board. *(Adopted 2/10)*

C. Primary Residence Requirement: Each household must have one Member as a full time resident. *(Adopted 2/10)*

## **3. LOT USAGE:**

A. The home site shall be used for a home, approved by the Board, to be used solely as a residence and shall house only those persons approved, in writing, by the Board. A Member may not replace the home on said home site without first obtaining the Board's written consent and all necessary permits.

B. The home site shall remain accessible to the Board at all times in order to facilitate repairs or equipment, installations of new equipment, maintaining landscaping in proper condition, and any emergency that may arise. It is suggested that a key to each home be left with the Business Office to be used only in case of emergency. *(Revised 2/11)*

C. The home and premises shall be used only for a private residence and any business or commercial activity thereon shall be subject generally to the restrictions as stated in County of Santa Cruz Ordinance 4100, Section 13.10.623, which identifies the stated purposes of home occupations as follows:

- (1) To allow persons to carry on limited income producing activities on their residential properties, and
- (2) To protect nearby residential properties from potential adverse effects of the allowed activity by not allowing home occupations that would create excessive noise, traffic, public expense, or any nuisance. The Board shall be the final authority in any controversial case.

D. No individual garage/yard sales are allowed.

- E. “Babysitting” or “child care” as a business is not permitted in this Park, except as required or authorized by law. *(Revised 2/15)*

**4. GUESTS (ADULTS AND/OR CHILDREN), CAREGIVERS:**

- A. It is the responsibility of the Member/Resident to inform his/her guests of the community rules and regulations. Members/Residents are responsible for the conduct and actions of their guests and may be held liable for any rule violations or damage to the Park or other Member’s/Resident’s property caused either directly or indirectly by the guest.

For safety reasons, children must be supervised by an adult at all times while in the Park.

- B. Guests may stay with a Member for up to thirty (30) days in a calendar year. A Member should register all guests by filling out a guest-registration form in the office. Registering allows the office manager to know who is staying in the park. If the Member and/or guest do not register, the Association assumes no responsibility for inadvertent towing or failures to communicate. *(Revised 2/07, 2/15)*

Guests wishing to stay more than thirty (30) days in a calendar year must request and receive written approval from the Board. Fines will be applied effective the 31<sup>st</sup> day if approval is not granted, or the first day after the end of any Board-approved extension.

- C. Caregivers must register with the office. The Member/Resident being cared for, must have a note from his/her doctor stating the need for a caregiver. Notes from a doctor for ongoing need must be renewed annually. *(Revised 2/10, 2/15, 2/19)*

**5. SUBLETTING/RENTING:** *(Revised 2/10)*

Members are prohibited from assigning their rights under any rental agreement without the prior written approval of the Board and only as permitted under the Santa Cruz County subleasing ordinance. Members wishing to sublet, sublease, or rent their home or home site, or any portion thereof, must obtain prior written approval of the Board. Subletting/subleasing/renting may be allowed only in Board-determined hardship cases. The Board shall receive a copy of the sublet agreement between the owner and renter and a copy of the renter’s liability insurance policy. Any Member who sublets will be responsible for the payment of monthly fees, utilities, and other charges. In addition, the Member is responsible for the actions of the occupant and will be held liable for any damages caused by the occupant or the occupant’s guests.

Member wishes to:	Member Must:	Renter Must:
<ul style="list-style-type: none"> <li>• Sublet</li> <li>• Sublease</li> <li>• Rent home</li> <li>• Rent a room</li> <li>• Share a home</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain Board permission (written approval)</li> <li>• Write a letter with request to Board</li> <li>• Attend Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Qualify for Residency</li> <li>• Meet with Member Advisory Committee</li> <li>• Sign Rules and Occupancy Agreement</li> </ul>

**6. EXTENDED ABSENCE/HOUSE SITTING:**

**A. Extended Absence**

In order to account for members and residents in case of emergencies, members are requested to notify the Office Manager when planning to be away from the Park for an extended period of time. *(Revised 2/12)*

**B. House Sitting**

Any Member who wishes to have a non-member occupy his/her home during a temporary absence shall notify the Office Manager in writing. The Member is responsible for ensuring that the house sitter fills out a registration form if staying longer than five (5) days. The Member needs to request Board approval before the house sitter occupies a member home if the house sitter is staying longer than thirty (30) days. At all times, house sitters must conform to all Park rules and regulations, and must be forty (40) years of age or older. Members are responsible for the conduct and actions of their house sitters and may be held liable for any rule violations or damage to the Park or other Member/Resident's property caused either directly or indirectly by the house sitter. For safety reasons, Members are advised to share emergency procedures and the Emergency Information binder with house sitters. *(Revised 2/12, 2/15, 2/18)*

**7. OFFICE HOURS:**

The office will not be open on a regular schedule. The names and phone numbers of at least two (2) board members will be posted on the office door for the purpose of handling emergencies only. *(Revised 2/15)*

**8. CHARGES:**

Monthly operating charges and all other charges shall be due and payable in full on the first (1<sup>st</sup>) day of each month, unless previous arrangements have been made with the Board. A late charge may be assessed if payment is not received by the end of business on the fifth (5<sup>th</sup>) business day of the month. A handling charge will be required for a check returned by the bank for any reason. (See amount on the Fee and Fine Schedule.) See By-law Article VIII, Section 7 for additional information. *(Revised 2/13, 2/15)*

**9. PETS:** A Member/Resident may own one small indoor cat, dog or bird not to exceed 20 pounds adult weight. Members/Residents are to have pets under control at all times and will be responsible for clean up and damages. The owner of any pet is required to have a signed "Pet Agreement and Rules" document on file in the office. Members are responsible for the behavior of animals belonging to their visitors and guests and/of animals in their care. The following rules contained in the "Pet Agreement and Rules", signed by members with animals, applies to all animals belonging to members and residents as well as animals belonging to their visitors or guests:

1. Any dog, when not inside your home must be on a short leash.
2. No pet is to invade the privacy of anyone's home site, flowerbeds, shrubs, yard etc.

3. Droppings must be picked up and disposed of daily. Disposal of cat litter must be done in an appropriate manner: not left outside or disposed through the plumbing.
  4. No dog or other domestic animal is allowed to run at large in the park.
  5. No pet is to be fed out of doors.
  6. Disturbances such as barking, snarling and growling are not permitted.
- (Revised 2/08, 2019)*

**10. HOME STANDARDS, MAINTENANCE, SIZE & CHANGES:**

- A1.** Homes to be placed in the Park must meet all local, State and Federal standards and must be pre-approved, in writing, by the Board. The Board will designate size and placement of each home. *(Revised 2/09)*
- A2.** New homes installed on a space measuring 42 feet or more in width are required to have a setback of eight (8) feet or more from the home to the property line on the non-driveway side. All new homes are required to have a setback of three (3) feet from the front footprint of the home to the road. *(Adopted 2/15)*
- A3.** Existing homes must be removed intact. Exceptions: fire or earthquake damaged homes that are condemned by California Health and Safety Code and must have an approved plan to dismantle from the Board. *(Revised 2/09)*
- B.** No new or remodeled mobile home/manufactured home that is over fourteen (14) feet in height, measured from the bottom of the floor joist or the top of the metal frame to the highest point of the roof, will be permitted. New homes are required to be doublewide unless a doublewide cannot be accommodated in the space. *(Revised 2/08, 2/15)*
- C.** Skirting and awnings on both sides of the home and carport must be installed within sixty (60) days after the Member occupies the coach. Before installing skirting, awnings and carport, Member must obtain written approval of the Board and appropriate permits. Members must provide the Board with a copy of any permits obtained. Color and materials must be coordinated with the home.
- D.** Damaged awnings, awning supports or skirting must be repaired or replaced within thirty (30) days from the date of damage. Written approval of the Board, as well as any necessary permits, are required prior to beginning any repair work. Color and materials must be coordinated with the home.
- E.** The exterior of the home must be well maintained, clean and neat in appearance. All hitches must be concealed. Any additions to the home (porches, awnings, screened-in rooms, cabanas, water coolers, water softeners, video or television antennas or satellite dishes, (etc.) must be approved in writing by the Board, then submitted to the proper regulatory department for the necessary permit(s). A copy of each permit must be given to the Board. (See also 10L) *(Revised 2/15)*
- F.** Exterior painting of the home can be done without board approval if using colors on the board pre-approved color chart, located in the alcove near the office. Use of colors not on the board pre-approved color chart requires board approval. If spray painting, members are required to inform neighbors of painting schedule

ahead of time and not spray during windy conditions. Members are responsible for any damages due to overspray. *(Revised 2/13, 2/15)*

- G.** All exterior doorway exits shall have an exterior deck, porch, and/or stairway or ramp, which is installed and maintained in compliance with Title 25 of the California Code of Regulations. Such additions require written approval from the Board prior to installation. Porches, decks, and steps must be coordinated with the home, and maintained in an attractive and safe condition. Any carpet used on steps, ramps, decks or porches must be well maintained.
- H.** Any work on the exterior of a coach requiring a permit is recommended to be done by a licensed contractor, the owner of the coach, or his/her employees. (See State of Calif. Permit to Construct, copy in office). *(Revised 2/15)*
- I. Utility lines:** Members are responsible for the utility lines running from their homes to the Park’s utility lines. All electrical, water, sewer and gas connections must be kept in a good, safe and leak proof condition at all times, and in compliance with all State and local laws and regulations.
- J. Water usage:**
  - 1) Members/Residents are requested not to allow water to run down the street.
  - 2) Glen water, pumped up from the glen during the summer, may be available for garden use by Members/Residents, except in the case of equipment failure or lack of water. Hours of availability will be posted by the office. Please conserve this water also.
- K.** Members are responsible for malfunction in their homes, including plugged sewer lines, electrical problems, etc. Do not put grease, paper towels, diapers, sanitary napkins, condoms, mini-pads, Q-tips, tampon applicators, tea bags, etc., down the drain or toilet and into the sewer system. If it is determined that a Member/Resident is responsible for clogging the sewer system he/she will be charged for the repair.
- L.** Video and television antennas, including satellite dishes, are allowed (Civil Code, §4725; Title 47 Code of Fed. Regs. § 1.4000). CB radio antennas are not allowed. Board approval is required for placement of any antenna. *(Revised 2/07)*
- M. Architectural Approval and Appeal Process (Civil Code § 4760-4765)**  
Board approval is required before a Member applicant can make a physical change to his/her home, space or common area. *(Adopted 2/08, Revised 2/11, 2/12, 2/15)*

<b>A. Task: Procedure for fair, reasonable, expeditious decision</b>	<b>Who does it</b>
1. Member applicant contacts office for specific instructions for proposal.	Member applicant
2. If Architectural Committee needs to inspect the proposal, Member applicant provides proposal to office for forwarding to Architectural Committee.	Member applicant
3. Architectural Committee will inspect proposal within two (2) weeks of receipt and respond to Member applicant. Response to a member may include recommendations for changes to	Architectural Committee

the proposal to assure favorable AC recommendation to the Board.	
4. Member applicant may request Architectural Committee or office to place proposal on agenda for the next regularly scheduled Board meeting allowing five (5) working days prior to Board meeting for office to prepare document copies for Board consideration.	Member
5. Board will respond verbally at the regularly scheduled meeting. Official Board meeting minutes will include decision.	Board
6. Approval of proposal: Member owner will receive a copy of the Board Proposal Response form indicating approval within five (5) working days from the date of meeting.	Architectural Committee
<b>B. Task: Denial of proposal and Appeal of Denial:</b>	<b>Who does it</b>
1. If a proposal is denied, the Member applicant is entitled to reconsideration by the Board at an open meeting of the Board.	
2. The Member applicant requests reconsideration to be placed on the Board agenda of the next regularly scheduled Board meeting allowing five (5) working days prior to the meeting for the office to prepare document copies for Board consideration.	Member
3. If the denial is upheld, the Member applicant will receive a copy of the <u>original</u> Board Proposal Response form showing the reconsideration denial date and reason for continued denial within five (5) working days of the date of the Board meeting.	Architectural Committee
4. If the denial of the Member applicant proposal is overturned, the Member applicant will receive a copy of the <u>original</u> Board Proposal Response form showing the reconsideration approval date within five (5) working days of the date of the Board meeting.	Architectural Committee
<b>C. Task: Annual Notice</b>	<b>Who does it</b>
Annual notice of Architectural Approval Requirements will be provided to members.	Board

**N. Electrical Restrictions/Appliances** *(Adopted 2/09)*

**50 Amp Service:** all homes are restricted to electrical load that does not exceed 50 amps @ 240 VAC (volts alternating current). [This is not a discretionary limit placed by the Association. It is a limitation of the present power distribution safe current capacity.] *(Revised 2/15)*

**Appliances:** Because of safety concerns, all new or replacement ovens, ranges, clothes dryers and water heaters are required to be gas appliances. New homes must have all gas appliances. *(Revised 2/12)*

**Air Conditioners:** No new air conditioners may be installed without prior Board approval. Existing air conditioners may be used until the home is sold or replaced.



- Hot tubs/spas:** Board approved installation of new hot tubs/spas is allowed if the total amp usage in the home remains no more than 50 @ 240 volts. Existing hot tubs/spas can be used as long as the 50 amp/240 volt limit is met. A load survey and dedicated GFI circuit are required.
- O. Drainage of water** from the homesite is required to flow to the street, or if applicable, to existing park swales. (Title 25, Article 2, 1116, d.) *(Adopted 2/13)*
- P. Concrete Driveways and Patios:** Installation of concrete driveways and patios requires board approval. If utility work necessitates access under existing concrete driveways or patios, SOHA makes no guarantee that a perfect match to the original stamped, colored or textured concrete will be achieved. SOHA will be responsible only for the area that is directly above where utility work is done. *(Adopted 2/13)*
- Q. Fumigating/tenting** for termite control requires a permit. Members must turn off gas and electricity before tenting and make arrangements for PG&E to turn on gas after tenting. Members are required to inform neighbors in advance. Board approval is not required for tenting but member must inform the Maintenance Committee 72 hours before tenting occurs. *(Adopted 2/13)*
- R. Replacements of same-size windows/doors, hot water heater, furnace, roof**
- R. 1. Same-Size Window/Door Replacement:** Windows and doors of the exact same size can be replaced without board approval or state permits. Window and door replacement that involves altering of the original area requires Architectural/Maintenance Committee review, board approval and a state permit. *(Adopted 2/13)*
- R. 2. Hot Water Heater Replacement:** Members are required to obtain a state permit to replace a hot water heater. Hot water heaters should be gas. Board approval is not required. A licensed contractor is recommended. Member must inform the Maintenance Committee of hot water heater replacement. *(Adopted 2/13)*
- R. 3. Furnace Replacement:** Members are required to obtain a state permit to replace a furnace. Board approval is not required. Furnaces shall be gas. A licensed contractor is recommended. Member must inform the Maintenance Committee of furnace replacement. *(Adopted 2/13)*
- R. 4. Roof Replacement:** Members are required to obtain a state permit to replace a roof. Board approval is not required. A licensed contractor is recommended. Member must inform the Maintenance Committee of roof replacement 72 hours ahead of scheduled replacement. *(Adopted 2/13)*
- S. Home Remodeling.** Home owner is required to submit a project proposal form and plan to AC/MC of any major remodel projects. The estimated date of the end of the project must be provided at that time. Once begun, if the project exceeds 90 days, it must be reviewed with AC/MC. After 90 days, a second quiet day in a week, in addition to Sunday, will be required. *(Adopted 2/19)*

- 11. STORAGE UNDER HOME:** Storage of any material under the home, other than the tongue, wheels and axles, is expressly prohibited. *(Revised 2/13)*
- 12. STORAGE AND CABINETS/SHEDS:**  
Written approval of the Board must be obtained before a storage cabinet/shed may be installed. No more than two (2) storage cabinets/sheds up to a combined total of 120 square feet may be placed on the home site, towards the rear of the home. Storage cabinets/sheds must be constructed and placed on the home site in accordance with Title 25 of the California Code of Regulations. Storage cabinets/sheds must be maintained in a clean and attractive condition. Any damage to a storage cabinet/shed must be repaired within thirty (30) days from the date of damage. *(Revised 2/08)*
- 13. LOT MAINTENANCE:**
- A.** Members shall maintain their home sites in a clean, well-kept and attractive fashion, including the front, sides and back. Cardboard boxes, newspapers and other debris are to be disposed of properly. Items such as barrels, brooms, ladders, tools, etc. must be stored out of sight. Garbage cans must be stored out of sight or as far back as possible. The area around each home, including grass, plants, flowers, trees, shrubs, etc. must be neatly trimmed and maintained at all times.
- Patio furniture, barbecue equipment, and a storage shed(s) are permitted outside the home. Items of a decorative nature are also allowed to the extent that they not present a safety hazard or unsightly clutter. Carports and porches are not to be used for storage.
- B.** If a home site is neglected, after reasonable written notice, the Board reserves the right, but is not obligated, to take over its care and bill the Member for this service. When a home site is vacated, all holes must be filled and leveled. Driveways must be kept clean at all times.
- C.** The Board, or its agents shall have a right of entry upon the land on which a home is situated (1) for maintenance of utilities, (2) for maintenance of the premises in accordance with these Rules and Regulations, (3) when the Member/Resident fails to maintain the premises, and (4) for protection of the Park, at any reasonable time (but not in a manner, or at a time which would unreasonably interfere with the Member's/Resident's quiet enjoyment.) *(Revised 2/15)*
- D.** Non-operational vehicles are not permitted to be parked within the Park. The Board may request verification of operability.

#### **14. VEHICLES/RECREATIONAL VEHICLES:**

- A.** There shall be two off-street on-site parking spaces for every home. There must be at least seven (7) feet between inside carport supports and the house, or any structures such as stairs, in the parking area.
- B.** All Members'/Residents' vehicles, including motorbikes, must be registered in compliance with the California Department of Motor Vehicles.
- C.** All vehicles must be properly equipped with a muffler to insure quiet performance. Any vehicle which creates excessive noise, exhaust or disturbance of any kind will not be permitted to operate in the Park.
- D.** Non-operational vehicles are not permitted to be parked within the Park. The Board may request verification of operability.
- E.** No major vehicle repair, oil changing, servicing or painting is allowed in the Park. Any car dripping gasoline or oil must be repaired to avoid damage to the pavement. Drip pans may be used if kept clean. All vehicles parked at home sites must be fully operational, and capable of being moved in case of emergency. Driveways are to be kept clean of oil stains if drip pans are not used.
- F.** Parking or storage of large travel trailers, boats, large trucks, detached campers, off-road vehicles, or commercial vehicles is not permitted in the Park. Ask the Board for space available for these vehicles. Small Member/Resident owned vehicles and recreational vehicles fitting in a Member's driveway may be so parked. Short term parking in the driveway for loading or unloading of motor homes or trailers is permitted, but must not exceed a reasonable length of time.
- G.** Car washing may be done on the home site, but not in the street. Cars must be washed with a non-detergent to protect the asphalt. An automatic shutoff nozzle must be used.
- H.** Motorcycles, mini-bikes and mopeds may be in the Park only if they are the property of a Member/Resident or visitor of a Member/Resident. Such vehicles must be registered with the California Department of Motor Vehicles. These vehicles may only be driven by a visitor or Member/Resident directly between the Member's/Resident's own home site and the entrance to the Park, and may not be driven in other areas of the Park at any time.  
Mufflers are mandatory (see paragraph 14C). No all-terrain vehicles, dirt bikes, or untagged vehicles may be driven in the Park at any time for any reason.

#### **15. DRIVEWAY PARKING:**

- A.** Each home site has parking facilities for a limited number of vehicles. (See section 14A). Vehicles may be parked on the designated driveway only, and may not extend onto any other areas of the home site or into the street. Parking is not permitted on the landscape area, between home sites, on vacant home sites or

common areas, except for designated visitor parking areas. Neither Members/Residents nor their visitors may park on another Member's home site without the express permission of that Member.

- B. Street parking is strictly prohibited, except in marked parking places. The streets within this community are narrower than conventional city streets and are in compliance with construction standards for mobile home parks in California.
- C. Visitors or guests who cannot utilize the on-site parking must park their vehicles in designated guest parking areas. Guest/visitor parking is not intended for member/resident use. *(Revised 2/10)*

**16. MAILBOX MAINTENANCE:** Mailboxes must be well maintained, clean and neat in appearance and are the sole responsibility of the Member. *(Revised 2/10)*

**17. GARBAGE:**

- A. Garbage pickup shall be made once a week, or as otherwise specified by the garbage company. Garbage must be placed in a refuse container with a tight-fitting lid, and set out at curbside no more than twenty-four (24) hours prior to the scheduled pick-up day. Trash and recycling containers must be put away at the rear of the home site by dark the same day.
- B. Large items, such as couches, refrigerators, mattresses, television sets, etc. will not be picked up by the garbage company or by the Board. Disposal of these items is the Member's/Resident's responsibility.

**18. LANDSCAPING/ALTERATIONS:**

- A. Each Member is required to landscape his/her home site within (90) ninety days of occupancy. Any combination of lawn, shrubs, flowers, trees, rocks or bark is allowed. If lawn, shrubs, flowers, or trees are used, such landscaping must be well maintained, neat and attractive. If rock is used, plastic sheeting may be placed beneath, leaving a ring around any trees for watering, and an edging must be used. If rock or bark is utilized, such must be contained within the home site and kept in a neat and attractive fashion. Any landscaping that would require excavation or digging greater than twelve (12) inches, including irrigation canals, must have the prior written approval of the Board to avoid damage to underground cables and pipes. Member is required to obtain information on utility depth and location from the Maintenance Committee. The Maintenance Committee will provide this information to the best of their knowledge. No power auger can be used to dig holes. *(Revised 2/07, 2/13, 2/15)*
- B. Plans of material, style, location, etc. for all exterior alterations, improvements, accessories, spas/hot tubs or landscaping must be submitted to the Board in writing and written approval must be obtained from the Board prior to beginning any work. At the Board's option, Member shall, at his/her expense when

surrendering the home site, remove all such alterations, additions, or improvements installed by Member, and Member shall repair any damage to the home site caused by the removal.

**C1.** All trees or shrubs planted on Members' home sites are the responsibility of the Member. They must be maintained in a safe, attractive manner to insure they do not pose a hazard or nuisance to the Park or neighbors, and will not endanger the Park, the common grounds, or neighbor's property. Members must obtain the Board's written approval of the type of tree to be planted on the home site.

**C2.** Plant under oak trees only when necessary for erosion control. Plant only drought-tolerant plants that require no summer watering, not closer than six feet from the base of the tree. Plant during the rainy season using plants listed from Compatible Plants Under & Around Oaks, published by the California Oak Tree Foundation. Do not fertilize or water during the dry season. Plants needing to be watered in the first year should be watered with an isolated drip system or by hand. Residents who have oak trees in their space are requested to adhere to these guidelines. *(Adopted 2/15)*

**C3.** **Safety and visibility.** Landscaping should not interfere with driver visibility of cars and pedestrians when backing out of driveways and turning corners. *(Adopted 2/19)*

**D.** When using leaf blowers, Members must assure that no blowing is directed toward streets or neighboring spaces. *(Adopted 2/12)*

#### **Common Areas**

**E1.** Any work, improvements or changes by Members/Residents in common areas must be approved in advance by the Board. *(Adopted 2/09, Revised 2/11)*

**E2.** The Architecture and Maintenance Committee reviews and oversees all projects in the Glen that have the potential to cause erosion. *(Adopted 2/15)*

**E3.** All erosion control will follow the recommendations of the Resource Conservation District. All bare ground will be seeded with quick growing non-reseeding barley in conjunction with a slower growing perennial native grass seed, covered with rice straw and then jute netting. The area will be planted with approved native plants and waddles will be applied if necessary. *(Adopted 2/15)*

**F.** All products containing glyphosate, such as, but not limited to, Roundup brand herbicide, are banned from use in the park. *(Adopted 2/18)*

**19. FENCES AND GATES:** No power auger can be used to dig holes. *(Revised 2/15, 2/19)*

**A. Fences.** All fence plans must be reviewed by AC/MC. Fences must comply with (or conform to) the "Fence Guideline Policy", which can be found in the office. *(Revised 2/19)*

**B. Gates** are permitted with design, height and clearance approval from the AC/MC committee. Gates cannot exceed forty-two (42) inches in height and must have a minimum clearance of thirty-six (36) inches for wheelchairs. Gates cannot include

a lock of any kind and the latch must be accessible from both sides. *(Adopted 2/18, Revised 2/19)*

**20. PEACE, ENJOYMENT AND SAFETY:**

- A.** Please respect your neighbors' properties by not trespassing on their home sites.
- B1.** Members/Residents are requested to keep the noise level from television, stereo, musical instruments and other sources at a reasonable level at all times, and to reduce their noise level to indoor levels of normal conversation, soft comfortable music or TV between the hours of 10:00 pm and 8:00 am. Contractors or homeowners may work in the Park between the hours of 8:00 am and 5:00 pm Monday through Friday and 9:00 am to 5:00 pm on Saturday. Noisy work is prohibited outside of these hours unless there is an emergency situation. Under normal circumstances, no work on Sundays and holidays *(Revised 2/12, 2/15, 2/20)*
- B2.** Power washing is restricted to the hours of 10:00 AM to 4:00 PM Monday through Saturday.  
Leaf blower use is restricted to the hours of 8:00 AM to 5:00 PM Monday-Friday and 9:00 AM-5:00 PM Saturdays. No work on Sundays and holidays. *(Revised 2/20)*
- C.** Members/Residents shall not engage in any conduct, which constitutes a substantial annoyance to other Members/Residents, nor shall Members/Residents use or allow the premises to be used for any unlawful purposes.
- D.** Do not feed wild animals in the Park. Fallen fruit must be picked up daily. Bird food should be elevated. *(Revised 2/19)*
- E.** Bicycle riding by Members/Residents and their guests is allowed within the Park. Riders must adhere to posted Park speed limits at all times. Skateboard riding or roller skating are not allowed at any location within the Park at any time.
- F.** As of February 9, 2002, no person shall construct or install a new fireplace or stove that burns solid-fuel or oil, in a home existing in this Park, nor shall any new home include one. The Board advises all Members/Residents that existing fireplaces and wood burning stoves can be a fire danger and a health hazard to Members/Residents. Owners of those devices should have them routinely inspected, cleaned and maintained in a safe manner to eliminate excessive discharge of smoke, pollutants, sparks, etc.
- G.** Safe driving. Due to heavy pedestrian traffic in the Park, drive slowly and carefully at all times within the Park. The speed limit is 10 mph.
- H.** Secondhand Smoke:  
Smoking is not allowed in any indoor and outdoor common areas.  
Members/Residents may smoke inside their own homes and within their space as long as smoke does not penetrate neighboring spaces and residences. *(Adopted 2/16)*

**21. LAUNDRY:**

- A. The laundry facilities are for use by the Members/Residents only. Members/Residents must abide by the instructions, which are posted in the laundry room. Do not overload or abuse the machines. Machines are to be cleaned inside and outside after use. The laundry room is to be left in a neat and orderly condition. All laundry must be removed from machines promptly. Anyone leaving items in washers or dryers for any length of time unattended takes the risk of their removal by other Members/Residents.
- B. Due to ecological concerns, Members/Residents are permitted to hang their laundry outside to dry subject to the conditions listed below:
- laundry can be hung from a compact drying rack or stand
  - no personal underwear items visible from the street
  - laundry is to remain out only during the daylight hours, and NEVER overnight
  - drying rack is to be placed in an inconspicuous area. *(Adopted 2/16)*

**22. CLUBHOUSE/GLEN:**

Hours for the clubhouse/glen are posted at the Clubhouse. These facilities are for the exclusive use of Members/Residents and their guests. All guests must be accompanied by a Member/Resident at all times. Due to limitations on parking and the size of these facilities, organized functions are restricted to those of Park Members/Residents only or organizations to which a Member/Resident belongs. Member/Residents must complete the form "Personal use of Clubhouse/Common Areas" which is available in the office.

A cleaning/damage deposit is required, except for political gatherings, to schedule the Clubhouse and/or Glen for non-Park sponsored events, refundable if the facilities are left clean. *(Revised 2/08, 2/15, 2/19)*

**23. VANDALISM:**

Any Member/Resident who vandalizes, alters, or otherwise destroys Park property will be responsible for paying all costs incurred in restoring that property to its original condition. Members/Residents will be responsible for any damage done by their guests. Members/Residents are encouraged to report to the Board all incidents of vandalism that they have observed.

**24. SOLICITING:**

This Park is private property. We reserve the right to refuse admittance to the Park. No soliciting, door-to-door selling, or distribution of handbills or throw away newspapers will be permitted without the express permission of the Board. *(Revised 2/15)*

**25. INSURANCE:**

Homes and their contents are the responsibility of the Member/Resident. Members/Residents are responsible for carrying their own insurance. It is strongly

recommended that Members/Residents obtain a homeowner's insurance policy that includes coverage on the home and its contents, as well as personal liability. Any contractor doing work for the Park must provide the Board with proof of insurance and license.

**26. HOME RESALES:**

- A.** No Member shall enter into any contract to sell that requires replacement of the existing home. *(Adopted 2/15)*
- B.** A Member must notify the Board when putting his/her home up for sale in accordance with the By-Laws prior to the sale. The law requires that Members give thirty (30) days' notice prior to the sale. At this time, the Board will notify the Member in writing of any conditions, which must be met in order for the home to remain in the Park. Signs advertising the sale of the home must comply with the existing provisions of the Mobilehome Residency Law. Visitors viewing houses for sale must comply with existing parking rules. *(Revised 2/08, 2/15, 2/16)*
- C.** Before the sale has been completed, the prospective Member (buyer) must
- (1) provide proof of age and credit report
  - (2) fill out an Occupancy Agreement,
  - (3) receive the Board's approval, and
  - (4) sign the agreement to follow the Rules & Regulations before he/she can be accepted as a Member of this community.
- A prospective buyer does not become a Member and has no rights of tenancy until all of the above have been completed. *(Revised 2/08, 2/15)*
- D. Signage**  
For Sale signs may not be placed at the entrance to the Park.  
Real Estate signs that say "For Sale" are allowed in front of homes for sale.  
Signs that say "New Home Coming" are not allowed. *(Adopted 2/16)*

**27. WRITTEN APPROVAL:** References to approval, permission, or authorization of the Board shall be construed as written approval prior to taking action.

**28. SUGGESTIONS AND COMPLAINTS:** All Member/Resident complaints, except emergencies, must be presented to the office or a Board member. (Please see the Complaint Procedures available from the alcove near the office.) *(Revised 2/15)*

**29. CAPTIONS:** The titles of sections herein are for identification only. Members/Residents should read the complete text of all sections in order to fully understand the Rules and Regulations, or to find answers to particular questions.

**30. EXECUTION AND ACKNOWLEDGMENT:**

Member/Resident acknowledges having read the Park Rules and Regulations and agrees to be bound by all of the terms and conditions herein contained.



**SIGNATURE PAGE**

**I HAVE READ AND UNDERSTAND THE STATED  
RULES AND REGULATIONS OF THE  
SORRENTO OAKS HOMEOWNERS ASSOCIATION, INC.**

**I UNDERSTAND THAT FAILURE TO COMPLY  
MAY RESULT IN THE TERMINATION OF MY OCCUPANCY.**

**Executed at Sorrento Oaks Mobile Home Park,**

**Date:** \_\_\_\_\_, 20\_\_\_\_\_

**Space:** \_\_\_\_\_

\_\_\_\_\_  
 *Member*     *Resident*     *Applicant*

\_\_\_\_\_  
 *Member*     *Resident*     *Applicant*

\_\_\_\_\_  
 *Member*     *Resident*     *Applicant*

\_\_\_\_\_  
 *Member*     *Resident*     *Applicant*

**By:** \_\_\_\_\_  
President of Board of Directors or Authorized Board Member

## INDEX TO RULES AND REGULATIONS: FEBRUARY 2020

<u>SUBJECT</u> .....	<u>SECTION</u>
50 Amp Service.....	10N
Absence .....	6
Access to lot .....	3B, 13C
Age requirement/Proof .....	2, 26C1
Air Conditioners.....	10N
Antennas .....	10E, L
Appliances.....	10N
Architectural approval .....	10M
Awnings.....	10C,D,E
Babysitting.....	3E
Bicycles.....	20E
Business in home .....	3C
Car washing.....	14G
Caregivers.....	4C
Carports .....	13A, 14A
CB antennas.....	10L
Changes to home .....	10M
Charges .....	8
Childcare.....	3E
Children .....	4A
Clubhouse, private use.....	22
Color.....	10C, D, F
Common Areas.....	18E
Complaints.....	1, 28
Concrete driveway/patio .....	10P
Contractors.....	10H,R,20B,25
Digging .....	18A
Door replacement.....	10R1
Doorways .....	10G
Driveway- concrete .....	10P
Driveway/parking .....	14A, 15
Electrical Restrictions.....	10N
Exterior work .....	10C-H
Fees, see Charges.....	8
Fences .....	19A
Fireplaces .....	20F
Fumigating/Tenting .....	10Q
Furnace replacement .....	10R3
Garage sales.....	3D
Garbage.....	13A, 17
Gates .....	19B
Glen use.....	22
Glen water.....	10J
Guests.....	4
Hitches, tongues.....	10E, 11A
Home maintenance.....	10
Home placement.....	10A
Hot Tubs/Spas .....	10N, 18B
Hot water heater replacement .....	10R2
Home Resales .....	26
House sitting .....	6
Insurance .....	25
Key to home.....	3B
Landscaping.....	18
Laundry .....	21
Leaf Blowers.....	18D, 20B
Lot maintenance.....	13
Lot usage .....	3
Mailboxes .....	16
Monthly charges.....	8
Motorcycles.....	14
Mufflers.....	14C, 14H
Neglected home site.....	13B

<u>SUBJECT</u> .....	<u>SECTION</u>
New homes .....	26
Noise.....	3C, 20B
Non-operational vehicles.....	14B, D
Occupancy agreement.....	1, 5, 26C
Occupancy Restriction .....	2
Office hours.....	7
Operating fee.....	8
Painting - exterior.....	10F
Parking .....	14A, 15
Patio – concrete.....	10P
Permits.....	3A, 10C-D
Pets.....	9
Placement of home.....	10A
Porches .....	10E, 10G
Power auger .....	18A, 19
Power washing.....	20B2
Primary Residence Requirement .....	2
Private property .....	Intro, 24
Quiet hours.....	20B
Remodeling, exterior .....	10, 18B
Removing Homes.....	10A3
Rentals/Renting .....	5, 6
Roller skating.....	20E
Roof replacement.....	10R4
Roundup/Glyphosate.....	18F
Rule Enforcement.....	1
RVs.....	14F
Sales of homes .....	26
Satellite dishes.....	10E, L
Senior community.....	2
Setback .....	10A2
Sewer system.....	10K
Sheds.....	12
Size of home .....	10B
Skate boarding.....	20E
Skirting and awnings.....	10
Smoking.....	20H
Soliciting.....	24
Speed limit.....	20G
Storage cabinets.....	12
Storage under home .....	11
Storage.....	13A
Stoves.....	20F
Subletting .....	5
Suggestions.....	28
Trash.....	17
Trees .....	18A, 18C
Trespassing .....	20A
Two-story homes.....	10B
Utility lines .....	10 I
Vacated home site.....	13B
Vandalism .....	23
Vehicle repair.....	14E
Vehicles.....	14
Visitor parking.....	15
Water drainage.....	10O
Water usage, watering .....	10J, 18
Wheels .....	11
Wild animals .....	20D
Window replacement .....	10R1
Work hours .....	20