

Crown Colony Homeowners' Association

Rules, Regulations & Policies

(R,R&P in effect on July 1, 2008)

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CROWN COLONY IN ACTION

by Ellie Crump

Have you ever wondered how a complex this size functions? Crown Colony is the size of a small town, about 2,500 people live here in 920 units on 24 acres. We have a management company that oversees the day-to-day operations of the complex. They are also responsible for implementing the major projects of the Association at the Board's instruction. But, you ask, how are these decisions made and by whom?

There are four committees: (1) Architecture; (2) Building, Maintenance and Finance; (3) Communications; and (4) Grievance. They are made up of volunteers, with both owners and renters participating. These committees are responsible for making recommendations to the Board of Directors on how the complex is run. The Board, in turn, considers the committee's recommendations, taking into account any legal or policy issues which may need to be addressed, and, as the final decision-making body for the Association, takes action on each of the proposals made.

Below is a brief description of each committee's duties.

Architecture...makes decisions on any structural modifications an owner wishes to make to his unit or the Association wants to make to its property. For example, when the Clubhouse is renovated, the interior design would first be considered by this committee.

Building, Maintenance and Finance...makes sure Crown Colony's buildings and grounds are being maintained in a satisfactory manner. It also approves the specifications for, selects the bidders on, chooses the appropriate bid and recommends its acceptance by the Board for all construction, grounds, maintenance and consultancy contracts. It oversees the annual budget, reviews all contracts for conformity to the budget and makes recommendations to the Board for selection of the Association's auditor, accountant and insurance policies.

Communications...writes, edits and publishes the Crown Colonist and other publications for the Association's members and their tenants.

Grievance...arbitrates disputes between members, enforces the Association's rules and recommends fines to the Board for imposition against those who do not follow the rules.

Do you have any suggestions or ideas in any of these areas. Come to a committee meeting to see what's going on or join a committee so your voice will be heard. Also, don't forget to attend Board meetings so you can observe your Board in action. Each meeting begins with an open forum where the observers are invited to express their opinions.

Crown Colony can be only as good an Association as we, the members, wish to make it. Whether you are a long-time resident or someone who has just moved in and wants to get involved, please come and join in! The monthly meeting schedule is listed on page 4 of the Crown Colonist. It is also posted in the Clubhouse and above each

of the buildings' mailboxes.

You may feel: (1) there is no room for me; (2) no one will listen to what I say; or (3) the decisions that are made are made by a few, but that is not so! The Board of Directors invites you to join a committee and get involved. Please come to committee meetings, your input is not only appreciated, it is needed!

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GENERAL RULES

The following rules and regulations have been adopted by the Board of Directors to ensure the comfort and enjoyment of all residents:

- Landscaped areas may not be used for lounging, playing, recreation or for any other purpose. Lawn areas are excluded. You may not plant your own plants or flowers in the landscaped areas.
- The public driveways, entrances, parking areas and sidewalks shall not be obstructed.
- Speed limits and all traffic signs must be obeyed. Driving the wrong way on one-way streets is prohibited.
- No resident shall make, or permit guests to make, any unreasonable noises in the dwelling unit or elsewhere on the premises. No resident shall play or permit to be played any musical instrument, radio, stereo or television so as to unreasonably disturb his/her neighbors at any time; particularly between 10 pm and 7 am. Dishwashers, disposals, vacuum cleaners and laundry facilities shall not be operated between 10 pm and 7 am.
- No outdoor additions, alterations, modifications or painting shall be done without Architectural Review Committee approval.
- Satellite dishes must be installed according to Guidelines available at the Association Office. No additional antennas are to be installed on the building, deck or patio.
- Running exposed wiring for electrical appliances or lighting fixtures in violation of the Building Code is prohibited.
- Garbage and trash shall be disposed of in garbage chutes or bins. Garbage must be wrapped or sealed in plastic bags before it is put down a chute or in a dumpster. Caution must be taken not to put any burning material into the chutes or bins.
- Large items may be disposed of in the dumpsters behind the Chevron Station at the end of Half Moon Lane.
- Do not shake out dust mops, sweep anything off of or throw anything out of the windows, off decks or into the stairway areas.
- Residents are responsible for telephone wire repairs.
- Residents are requested to use special care when fertilizing their plants. Make sure none of the fertilizer liquid is spilled onto the deck or patio.
- Smoking is not allowed in the following corridor building common areas: hallways, elevators and laundry rooms.
- Remember: Residents are responsible for their guests' conduct.

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ARCHITECTURAL RULES

Decks & Patios

YES Standard patio or deck furniture, barbecues, planters, pots and approved storage containers. Only propane fueled barbeques are allowed on decks and patios.

All pots and planters located on any deck or patio must be elevated off the deck or patio surface. Extra spindles are allowed. They must not extend above the railing and must be painted the existing spindles color.

Lattice, painted the deck's color, may be added over wide spindles.

NO No storage of other items without prior written consent of the Architectural Review Committee.

No bicycles or children's toys

No planter or pots on ledges or rails.

No washing or drying of laundry.

No alterations, carpets, covering, enclosures or site screens without prior written consent of the Architectural Review Committee.

Front Door & Entry

YES Leave exterior unaltered

NO No alteration of unit number, exterior color or doorknob.

No doormat or personal property left in hallway.

No door knockers, nameplates or signs.

Parking Space

YES Park your car, motorbike or pick-up truck.

NO No parking boats, campers, inoperable vehicles, trailers, trucks or any other commercial or recreational vehicles.

No oil pans or other items in parking spaces.

Storage Containers, Planters & Pots

YES Storage containers (not to exceed 24x24x24 inches in size), planters and pots must be constructed of wood or other non-reflective, earth-tone colored material. If planters are attached to spindles, they must be hung with galvanized sheet metal brackets. When attached by brackets, the Association Office will have its maintenance supervisor inspect the work. The owner will be furnished with a copy of the inspection report.

NO No planters shall be placed on top of railings.

Storage Lockers

YES Provide a padlock.

NO No storage of flammable liquids or storage on top of lockers.

No modification to the outside of the locker.

Locker storage is limited 100 lbs total.

Unit Interiors

YES Change the color and materials of the flooring and wall finishes, finish hardware and light fixtures.

NO Changes to the following must first be approved by the Architectural Review Committee: Electrical - Conduit or wiring; Mechanical - Air conditioning, heating, plumbing or ventilating systems; Structural - Ceiling, floor, roof or walls.

Windows

YES Window coverings must reflect a white/off-white exterior view.

New windows and sliding glass doors may be installed after an application, which is available from the Association Office, is filled out and approved and your contractor is selected from the approved contractors list. The application's specifications must be followed exactly.

NO No glass tinting or reflective treatment.

Flooring Policy

The Board neither approves nor disapproves of owners changing their original flooring to hard surface materials (wood/tile/marble, etc.); however, should a noise or other issue result due to a change in flooring, the owner and/or any subsequent owner/s is/are responsible to mitigate the issue.

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FIREPLACE RULES

- Electric fireplaces may be installed after an application, available from Association Office, is completed and approved. The application's specifications must be followed exactly.
- Gas to the fireplaces was turned off as a cost-cutting measure. If it is turned on again, the following rules will apply:
- A unit's fireplace is not designed for use in place of the heaters or to burn combustible materials. No papers, presto logs, wood or anything else is to be burned in the fireplace.
- The maintenance and repair of the fireplace automatic shut-off sensor is the responsibility of the owner.

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MOVE-IN RULES

- Moves must begin after **7 am** and be completed before **10 pm**.
- A \$75 non-refundable fee per move will be charged to the unit's owner.

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PARKING RULES

1. These Parking Rules ("Rules") shall supersede any other parking rules of the Crown Colony Homeowners Association except that these Rules shall be applied in conjunction with the parking rules and restrictions contained in the CC&Rs. Please call the Association Office if you would like clarification on any of these Rules or any other parking restrictions of the Association.
2. Every vehicle entering the Crown Colony Project must properly display a valid Crown Colony sticker or be given a sequentially numbered guest tag by the gate guard. Vehicles failing to display the tag as instructed by the gate guard will be towed without notice and at the owner's expense. Vehicles making mail, package or merchants' deliveries and public utility vehicles are exempt from this requirement.
3. Any vehicle in common area parking must be contained completely within the designated, marked parking space, without encumbering either the neighboring space or impeding traffic.
4. Except as otherwise specifically provided in these Rules, parking in a visitor space is limited to 72 hours for both Residents' and non-Residents' vehicles. **Vehicles must be moved to a different space each and every 72 hour period.** A visitor parking space may not be re-occupied immediately by another vehicle registered to the same Unit. Should this occur, the 72 hour period will continue to accrue.
5. Visitor parking spaces located in the following areas shall be designated as 24 hour parking only.
 - a. between 391 and 393 Mandarin Drive (Buildings 1 and 2);
 - b. at the wall directly outside the entry and exit to the garage of 375 Mandarin Drive (Building 3);
 - c. the garages of 395-97 Imperial Way (Building 7) and 368-70 Imperial Way (Building 20); and
 - d. the inner parking area between 395-97 Imperial Way (Building 7) and the Shell Station.
6. No Unit may occupy more than one 24 hour parking space at the same time. Vehicles must be moved to a different space each and every 24 hour period. A 24 hour space may not be re-occupied immediately by another vehicle registered to the same Unit. Should this occur, the 24 hour period will continue to accrue.

7. If a Resident is going on vacation or extended leave and wishes to park one or more of their vehicles in a visitor's space for longer than 72 hours, they must obtain an extended leave form from the Association Office, fill it out, sign it and return it to the Office where it must be approved by Office staff prior to their departure. Extended leave parking is not allowed in 24 hour spaces. However, if a Unit has only one vehicle registered to it, that vehicle must park in the Unit's deeded space when the Resident is on vacation or extended leave.

8. **Resident's Vehicles**

- a. Crown Colony stickers are **mandatory** on all Resident's vehicles. Stickers must be placed in the lower left portion of the vehicle's windshield. These stickers are available from the Association Office. Current vehicle registration and identification showing a Crown Colony address must be presented to obtain a sticker.
- b. No Unit shall be issued stickers for more than three vehicles.
- c. All Residents will be issued new parking stickers periodically. Residents must pick up and properly display their new stickers within 15 days of the notification of sticker's availability. Any vehicle not displaying the new stickers within the 15 day period will be deemed unauthorized. For Residents who are on vacation or extended leave, the 15 day period will begin to accrue on their return to the Crown Colony Project.
- d. New Residents must register their vehicle(s) at the Association Office, pick up and properly display their parking sticker(s) within 15 days of their commencing residency within the Crown Colony Project. Failure to do so may subject the Unit Owner to an initial fine of \$100.

9. If a Unit has more than one registered vehicle and one of those registered vehicles is a motorcycle, the motorcycle must park in a designated "Motorcycle Only" space or under the storage locker of the Unit's deeded parking space.

10. No person shall have an inoperative vehicle towed, pushed, hauled or otherwise brought upon any area within the Crown Colony Project.

11. Inoperative or unsightly vehicles (dirt or dust covered, flat tires, "junkers", being used for storage, etc.) remaining upon any area within the Crown Colony Project, including in a Unit's deeded parking space, longer than 15 days may subject the Unit Owner, whose residence is responsible for the presence of the vehicle within the Project, to an initial fine of \$100.

12. No vehicle shall be repaired upon any area within the Crown Colony Project. Anyone doing so may subject the Unit Owner, whose residence is responsible for the presence of the vehicle within the Project, to an initial fine of \$100. This restriction shall not prevent emergency repair or the washing or polishing of vehicles.

13. Any Vehicle parked in violation of any Association Parking Rule is unauthorized and subject to citation and/or tow.

14. **Parking Enforcement / Towing / Citation:**

- a. Towing of Unauthorized Vehicles, Near Hydrants, Blocking Access: Any unauthorized vehicle or vehicle parked within 15 feet of a fire hydrant, in a red zone or obstructing entrance to or exit from the Project is subject to tow, **without notice** to the vehicle owner or operator, at his or her sole expense and cost. The Association shall not be liable for any damages incurred by the vehicle owner because of the removal of any unauthorized vehicle or for any damage to the vehicle caused by that removal, unless such damage resulted from the intentional or negligent act of the Association.
- b. Citations for Unauthorized Vehicles: Any unauthorized vehicle is subject to citation. If a vehicle is cited, a fine may be imposed by the Association, following at least ten (10) days written notice and an opportunity to address the Board, against the Unit Owner whose residence is responsible for the presence of the vehicle within Crown Colony.
- c. Parking Patrol Service: The Association has a 24-hour parking patrol to monitor compliance with these Rules. Towing of unauthorized vehicles from the Project requires the written authorization of a representative of the Association who is present within the Project at the time of the tow and who will contact and advise the Daly City Police Department that the

vehicle has been towed. The written authorization will identify the basis for the tow and is available to the vehicle owner at the towing company.

- d. Signage / Unauthorized Vehicles Subject to Tow: The Association maintains signs at each entrance to Crown Colony identifying the towing company or companies authorized to tow vehicles within the development and their telephone number(s). Such signs also contain the telephone number of the Daly City Police Department number (650-991-8119) to determine if a vehicle has been towed.
- e. The Association reserves the right to avail itself of any other remedy permitted by law and the governing documents, to enforce the provisions of the Association's Parking Rules and restrictions.

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PET RULES

- The **ONLY** animals permitted to be kept on the property are birds, cats, dogs and fish.
- **No** more than two animals may be kept in any one unit.
- **No** animal shall be larger than twenty (20) inches high at the shoulder and weigh more than twenty (20) pounds. Effective September 1, 2005, no further applications for waiver of the pet size rule will be considered, except in special circumstances.
- Except within a unit, all animals must be attended at all times and on a leash when on any portion of the property, including but not limited to balconies, hallways, garages, lobbies and patios.
- It is the specific responsibility of the keeper of any animal to pick up, seal in a plastic bag and dispose of any excrement left by an animal under his/her control. Cat litter must also be disposed of in a sealed plastic bag. Cat boxes shall not be located or stored on a balcony or patio. Unattended animals will be picked up by and turned over to the local S.P.C.A.
- Owners of dogs in excess of the 20 lb. and/or 20 inch pet rule, that have Crown Colony pet rule size waivers currently in force, will be required to muzzle their pets whenever they are in the common area.
- Any dog that exceeds the pet size limit must be walked on a leash no longer than four (4) feet. Further, retractable leashes are no longer allowed to be used on Crown Colony property.

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CLUBHOUSE RULES

- Fobs are needed for entry into the gyms and the pool area at all times and the clubhouse after 6 pm.
- When the Clubhouse is closed, overriding deadbolts lock both the building and the locker rooms.
- The Clubhouse will not be rented out for private activities.
- Swimwear is not permitted and footwear is required in the Clubhouse.
- Recreation room property should not be removed from the premises.
- The Clubhouse barbecue will only be used for activities sponsored by the Recreation Department and will only be operated by recreation employees or their appointees.
- The stereo and wide screen TV will only be operated by recreation personnel or their appointees.
- The maximum number of persons allowed in the Clubhouse at any one time is one hundred eighty (180). This limit has been established by the Daly City Fire Department.
- Any abuse of recreation equipment, facilities or staff by residents or their guests will jeopardize further privileges and the resident responsible will be charged for any damages.
- The Clubhouse is open between 10 am and 10 pm Monday through Saturday and between 10 am and 6 pm on Sunday.

- No Smoking is permitted in the Clubhouse, or in the enclosed portion of the pool and spa areas.

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POOL RULES

- Use pools and spas at your own risk.
- No lifeguard on duty at either pool.
- Gates surrounding the pool and spa areas shall remain locked at all times. A fob is required entry to locker rooms, pools and spas at all times.
- Children under six (6) years old are not allowed in the sauna or spa for health and safety reasons.
- Only bathing suits are considered proper swimwear. No cut-offs or tee-shirts are allowed in the pools.
- Hair pins, etc. must be removed before entering the pools.
- Nude swimming or nude sun bathing is not permitted.
- Excessive horse-play, running or splashing is not permitted.
- Diving into the pool from the Clubhouse is not permitted..
- Food is not permitted in the pool or spa areas.
- Glassware and breakable containers may not be brought into the pool or spa areas.
- Animals are not permitted in any recreation area.
- Balls or Frisbees are not permitted in the pool areas.
- Radios and tape players are to be only played at a low volume.
- Do not remove furniture or fixtures from any common area.
- Cover pool furniture with a beach towel when using suntan lotions or oils.
- Return chairs, lounges and tables to their original locations before leaving.
- The Clubhouse Pool is open from 5 am to 11 pm Sunday thru Thursday and 5 am to 1 am Friday and Saturday. The Upper Pool is open from 7 am to 11 pm seven days a week. Lap Swimming Only is allowed at the Upper Pool prior to 9 am and from 7 to 9 pm daily.
- Spa capacity: Clubhouse - 12 persons; Upper Pool - 8 persons.

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RECREATION RULES

- Use recreational facilities and equipment at your own risk.
- Guests must be accompanied by a resident at all times. Residents are responsible for the conduct and supervision of their guests.
- Only four (4) guests per unit are permitted to use the pools, saunas or spas or take part in activities at any time.
- Persons under sixteen (16) years of age must be accompanied by an adult resident, eighteen (18) years or older, when using the Clubhouse, pools, saunas or spas. Residents sixteen (16) and seventeen (17) may use the facilities but may not bring guests.
- The Recreation Department may charge admission for sponsored events.
- When checking out equipment for use in the Clubhouse or pool area, a proper picture I.D. must be left.
- When a unit is rented, the owner automatically relinquishes all rights of use of the recreation facilities to the renter.
- Observe any and all posted rules.

- Anyone failing to comply with the Rules of Use of the facilities will be asked to leave the premises.
- Violations should be reported to recreation employees or property attendants.
- No Food or Drink is permitted in the pool room.

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