

**Rules & Regulations
for
Aptos Knoll Mobilehome
Owners Association, Inc. (AKMOA)**

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Introduction

APTOS KNOLL MOBILEHOME OWNERS ASSOCIATION, INC. (hereinafter referred to as park or AKMOA) has adopted these Rules and Regulations to promote each resident's peaceful enjoyment of the AKMOA lifestyle, and to clarify our responsibilities as members of our community. We have an outstanding environment and lifestyle at Aptos Knoll. By adhering to these rules in a spirit of tolerance and respect, we will maintain and enhance our enjoyment of life in the park.

1.0 Word Usage

- 1.1 His/Her – Any reference to his or her is intended to include the other, and is not limited to any particular gender.
- 1.2 Association, Park, Community – Any reference to Association, Park or Community refers to Aptos Knoll Mobilehome Owners Association, Inc. (AKMOA).
- 1.3 Management – Any reference to Management or Manager refers to the managers employed by AKMOA, the Park Manager, Assistant Manager, and Office Administrator.
- 1.4 Resident, Resident Member, Resident Renter – Resident refers to all persons who reside in the Park. Resident Member refers to AKMOA members who reside in the park. Resident Renters are persons who are not AKMOA members, and reside in the park subject to a Rental Agreement with AKMOA.
- 1.5 Home, Mobile home – Any reference to Home or Mobile home refers to each home in the park.
- 1.6 Lot, Site, and Home Site – Any reference to Lot, Site or Home Site refers to the area upon which the home rests, which area is described by a specific site number. A Home Site is further defined as the area where the home sits and between the common grounds, neighbors' fences and the street.
- 1.7 Corporation – References to Corporation refer to Aptos Knoll Mobilehome Owners Association, Inc. (AKMOA).
- 1.8 Written Approval – References herein to approval, consent or permission of Manager shall be taken to mean written approval prior to taking action.
- 1.9 Headings – The section titles in this document are for organization and future reference. Use them and the Contents to find answers to particular questions. However, please read the complete document to fully understand all of the rules and regulations.

2.0 Forms

Forms and Documents mentioned in this document may be obtained in the office or on the park website, www.aptosknoll.com.

3.0 Occupancy and Rental Agreements

The following rules are an integral part of the park's Occupancy and Rental Agreements.

- 3.0.1 Members** — Membership is transferred from the seller to the buyer at the time of sale. All Resident Members are required to sign a written Occupancy Agreement before occupying residence. All charges, such as monthly payments and property taxes, are due and payable on the first day of each month. A late charge specified in the agreement shall be added to all payments not made by the tenth (10th) day of each month.
- 3.0.2 Renters** — Only those residents who remained as “renters” when Aptos Knoll was converted to AKMOA ownership may continue as renters. AKMOA residents who have become members in AKMOA may not revert to renter status. All Resident Renters are required to sign a written Rental Agreement. A Resident Renter is entitled to a Rental Agreement for a term of 12 months, or a longer period if mutually agreed upon by Renter and AKMOA, or a lesser period if requested by the Renter. All rents are due and payable in advance on the first day of each month. A late charge specified in the Rental Agreement will be added to all rental payments not paid by the fifth (5th) day of each month.
- 3.0.3 Occupancy Approval** — To purchase a home in AKMOA (or to inherit a home in AKMOA), the purchaser or inheritor must meet the age and financial requirements. A selling resident or his agent shall give notice of the sale to the Manager and Office Administrator at the time the home is listed or otherwise offered for sale. A prospective resident may not take possession of a residence until and unless they have met with the Board to discuss the Rules and Regulations, they have purchased a membership in AKMOA, and an occupancy agreement has been signed.

3.1 Caregivers

- 3.1.1 A resident requiring a live-in caregiver must have a physician's written treatment plan, which must be renewed every six (6) months. The exception is that, for a long-term illness, a statement to that effect from the physician may be presented to the manager.
- 3.1.2 Residents requiring any type of live-in caregiver must fill out AKMOA's Caregiver Information form (available at the office) and submit it to the manager.
- 3.1.3 Any live-in caregiver or aide must sign an agreement with AKMOA that he/she will vacate the premises within thirty (30) days after the member who required the care vacates the premises for any reason.
- 3.1.4 All caregivers (live-in or part-time) must comply with park rules and regulations (e.g., about parking and use of park facilities).

3.2 Housing for Older Persons Community

Aptos Knoll is a housing for older persons community (“55+”). One resident in each home must be at least 55 years of age. Any additional resident must be at least 45 years of age. Please notify the manager when an additional resident moves into your home. Any additional resident must also meet the age requirements and meet with the Board to review the Rules and Regulations. We follow the Fair Housing Act guidelines.

3.3 Park Census

Federal law (the Housing for Older Persons Act—HOPA) has certain rules that must be obeyed for a senior housing community. To that end, management may, when deemed appropriate, conduct a census of all residents of the park. Such census shall be limited to a determination of:

- 3.3.1 Names and ages of all persons in residence
- 3.3.2 Commencement date of the residency of each person.

3.4 Proof of Age

Management may require that any resident provide proof of age in one of the following ways:

- Current, valid driver's license
- Current, valid state issued identification card
- Current government issued photo ID with birthdate

4.0 Architectural, Maintenance and Landscaping Standards

The following standards have been developed to protect and enhance your investment in the park. Due to our obligation to all of the residents of the park, these rules will be enforced.

4.1 Mobilehome Replacement Standards

Home replacement information and appropriate forms are included in the Architecture Committee document *Home Removal and Replacement Procedures*, available on the AKMOA website and in the office. Start the process by contacting the park Manager. The rules include:

- 4.1.1 All homes to be brought into the park require the prior approval of the Architecture Committee and the AKMOA Board (during an open Board meeting) as to size, architecture, and exterior color scheme.
- 4.1.2 Only new homes that comply with all local, state and federal standards will be accepted.
- 4.1.3 Two-story homes are not permitted.

4.2 Procedure for Seeking Approval for Architectural Changes

You must follow the procedure below when seeking park approval for any proposed architectural or landscape changes on your home site.

- 4.2.1 Before starting any work on the exterior of your home or home site, contact the manager to inform AKMOA of the proposed changes.
- 4.2.2 Provide to the park manager a completed request form (available on the website and in the office) and a sufficient written description and plans for the proposed change. Include in the plans the material, style, location, etc., for all exterior alterations, improvements and accessories. Indicate type and placement of trees and shrubs.
- 4.2.3 The manager will forward the plans to the Architecture or Landscape Committee, as appropriate, for consideration in their monthly meeting. The committee will review the plans and consult with the applicant to clarify or modify the plans as appropriate. You

should plan to attend the relevant committee meeting(s) when your project will be discussed.

- 4.2.4 The Committee will make a recommendation to the Board regarding approval of the plans.
- 4.2.5 In open session, the Board will approve the plans (allow the project to begin) or reject the plans. The manager will inform the member of the Board's decision. It is the goal of the Board, Architecture and Landscape Committees, and manager to make this process move quickly. The intention is to provide approval or rejection of the project at the next Board meeting. In certain cases, it may be possible to expedite the committee's review of your project so as to not have to wait until the next meeting. Contact the park manager, who will notify the committee chair.

The Architecture and Landscape Committees are advisory committees to the Board. Their purpose is to screen projects to be sure they are appropriate for AKMOA, follow the rules stated in the Rules and Regulations, and meet state and local governmental standards. The committees advise the Board on whether to approve or reject project proposals.

4.3 Patios, Fences, Decks and Other Architectural Changes

Architecture Committee and Board approval is required BEFORE making any architectural changes that might be considered permanent. This includes, but is not limited to:

- Patios
 - Fences
 - Decks
 - Skirting
 - Exterior Painting
 - Sheds or Other Outbuildings
- 4.3.1 Plans and designs for the proposed construction must be submitted to the Board for approval and must comply with all county and state building requirements. According to state regulations, no more than 75% of any home site may be covered by a roof (such as the home, covered patio, covered driveway, storage buildings, etc.) Even though a proposed project may conform to all local and state codes, it is still subject to Board approval. All projects must be completed in a time period agreed to by the manager.
- 4.3.2 When adding a new patio or deck, there must be at least 3 ft. between the patio or deck and the lot line, for the purpose of landscaping.
- 4.3.3 Patios or decks should be made of wood, stone, paver blocks, or other permeable or semi-permeable materials to lessen run-off effects on nearby creeks and the Monterey Bay. Height, size, and privacy for neighbors will be considered in the approval process.
- 4.3.4 Fences between houses may not be taller than 6 ft. (total, including any cap or lattice) and may not extend beyond the length of the houses. Fences parallel to the common area or street may not exceed 42 inches in height.
- 4.3.5 In accordance with county regulations, all driveways should accommodate two vehicles. In the past, building was allowed on driveway areas, but as those structures are removed, any replacement should allow for parking of two vehicles.

4.4 Landscaping

Permission from AKMOA is required before making major changes to the landscaping on your home site. Advice of the Landscape Committee is available to help you select plants that are attractive, drought-tolerant, non-invasive, and that grow well in this area.

- 4.4.1 Trees and shrubs planted on your home site are your responsibility to maintain. Bushes should be kept within reasonable height and width limits.
- 4.4.2 You may plant landscape materials up to 7 ft. out from your house on the end facing the commons, on each side of your house to the lot line, and between the house and the street.
- 4.4.3 All trees and shrubs must be pruned to clear the roof, and gutters must be kept clean. You are required to maintain all landscaping and trees in a neat and attractive manner to ensure that they do not impose a hazard or nuisance to the park or endanger the park or a neighbor's property.
- 4.4.4 Procedure for Seeking Approval of Landscape Changes:
 - Obtain approval from the Board before planting a tree or large shrub, or removing any existing tree or large shrub from your home site.
 - 4.4.4.1 Contact the manager to inform AKMOA of the proposed planting or removal.
 - 4.4.4.2 Provide the manager with a drawing or sufficient written description of the proposed planting or removal. For items being planted, include type and growing pattern of proposed plants or trees.
 - 4.4.4.3 The manager will forward the plans to the Landscape Committee for consideration at their next meeting.
 - 4.4.4.4 The Committee will make a recommendation to the Board to approve or reject the proposal.
 - 4.4.4.5 In open session, the Board will approve or reject the proposal.
- 4.4.5 The Landscape Committee will identify certain trees, known in AKMOA as Heritage Trees. Any tree over twenty (20) feet tall and/or canopied twenty feet wide and more than three feet from a home (not including sheds, outbuildings or patios) is the property of AKMOA. Removal or radical pruning can only be done after approval has been given by the Board in an open Board meeting following the recommendation of the Landscape Committee.
- 4.4.6 Please take any landscape problem or question regarding your home site or anywhere in the park to the Park Manager and the chair of the Landscape Committee.
- 4.4.7 Any tree or shrub whose root system poses a threat to park roads, common area, sidewalks or any other infrastructure must be removed under the direction of AKMOA.

4.5 Watering

The Board is responsible for setting a watering policy. As a general rule, AKMOA follows the guidelines set by the Soquel Creek Water District. The current policy will be considered a rule.

4.6 Mobilehome and Lot Maintenance

Residents shall:

- 4.6.1 Maintain your home and home site in a clean and neat condition. This includes the front, sides and back. If you neglect your home or home site, after reasonable written notice, the Board reserves the right, but is not obligated to, take over its care and bill you for this service.
- 4.6.2 Keep all trash, debris, boxes, barrels, brooms, ladders, etc., out of sight. Position your waste containers to be as inconspicuous as possible.
- 4.6.3 Keep all electrical, water, sewer and gas connections in good and leak-proof condition at all times, and in compliance with all state and county laws and regulations.
- 4.6.4 Keep your driveways clean at all times. If you cause oil drippings and damage to the pavement, repair and clean the damage immediately at your own cost. Fix any car dripping gasoline or oil to avoid damage to the paving.
- 4.6.5 AKMOA does not allow:
- Repair or minor service to cars in driveways, carports or streets.
 - Parking of unsightly vehicles on home spaces.
 - Long-term parking of travel trailers, RVs, camper shells, trailers or boats.

4.7 Failure to Maintain Home Site

Management may come onto your home site for the purpose of inspecting it (California Code 798.26) and to do any work in connection with maintenance and repair of said premises. Resident shall pay the cost of such maintenance or repairs occasioned by neglect or misuse of such property. Emergency entrance into the home itself shall be only by members of the Board and the park manager and then only with at least two of them present.

4.8 Trash, Recycle, and Green Waste Collection

Trash, recycling, and green waste are collected weekly. The cost of collection is included in your monthly fees. Place your containers wheels-to-curb (a foot apart) in the designated spot on the designated pickup day. All waste and trash items must be disposed of as stated in the information from the waste company. (A link to the information guide is available on our website.)

Containers should be placed by the curb after 4:00 pm the day before collection, and should be removed from the street as soon as possible after collection. If you will be away, please ask a neighbor to move your containers for you rather than putting them out early.

4.9 Lot Usage

- 4.9.1 No more than two storage buildings or containers are allowed. Storage buildings or containers require prior Board approval and evidence of any required permits, all at the expense of the resident. Total combined square footage for storage cabinets may not exceed 120 sq. ft. Contact the manager regarding submitting plans for proposed storage buildings or containers to the Architecture Committee.
- 4.9.2 Storage buildings within 3 ft. of a fence must be fireproof. It is recommended that all storage buildings or containers be made of fireproof or fire-resistant materials.
- 4.9.3 Storage under homes is not allowed.
- 4.9.4 No indoor appliances (such as refrigerators or laundry appliances) are allowed outside of the home.

4.9.5 No open fires are allowed anywhere in the park.

4.9.5.1 Charcoal and propane grills are allowed. These should be more than 3 ft. from fences and vegetation. You should be in attendance at all times and have a hose nearby in case of sparks.

4.9.5.2 Propane fire pits and patio heaters are allowed on cement patios. Keep them away from cloth awnings, umbrellas, fences or flammable vegetation.

4.9.6 Clean and neat patios and/or carports are required.

4.9.7 Individual yard sales are not allowed in the park. The only exceptions are (1) a one-day sale to the public when a resident is moving out, and (2) Board-approved park-wide yard sales.

4.10 Business Usage

The home and its premises shall be used only for a private residence, and no business or commercial activity of any nature, excepting professional, administrative or other operations within the home having no external evidence and creating no additional traffic. Vehicles using advertising for business purposes may have phone numbers but no addresses pertaining to park locations (street names, etc.). Park facilities cannot be used for business purposes except with permission from the Board.

5.0 Recreational and Community Facilities

AKMOA's recreational and community facilities are provided for enjoyment of all of us, and we trust that you will assist us in their proper use and care.

- All our recreational and community facilities are provided for the exclusive use of the park residents and their accompanied guests.
- All recreational and community facilities are to be used at your own risk.
- The Board reserves the right to restrict the use of the clubhouse or any other park facility as to hours, purposes and conduct.
- The pool and spa are available to residents at a minimum from May 1 through October 31. The pool and spa are generally closed from November 1 through April 30.
- The clubhouse is open from 8 AM to 8 PM during the winter, and from 8 AM to 9 PM during the summer while the pools are open.

5.1 Swimming Pool and Spa

5.1.1 These pools are for the exclusive use of park residents and their guests. A resident must accompany all guests at all times.

5.1.2 The pool and spa may not be reserved for private use.

5.1.3 Do not stay in the spa for longer than is healthy at any one time.

5.1.4 Observe all posted pool regulations. (Most of our rules are local ordinances, and are a requirement under our permit to operate a pool and spa.)

5.1.5 Adults-Only swim hours are 2:00 PM to 4:30 PM Monday through Friday. Weekends and holidays are family hours all day. Children should be supervised at all times and not allowed to splash or jump near members.

- 5.1.6 Infants and toddlers are permitted in the pool (but not the spa) if accompanied by a resident and only if wearing swim diapers.
- 5.1.7 Please shower before entering the pool or spa if you use suntan oils, lotions or other ointments.
- 5.1.8 Please secure long hair.
- 5.1.9 Glassware of any kind is not permitted in the pool or spa area.
- 5.1.10 Running on the pool deck is dangerous and is not allowed.

5.2 Use of Clubhouse for Events

- 5.2.1 Events advertised to the public are not permitted in the clubhouse.
- 5.2.2 Park residents may schedule events that use our clubhouse. However, these facilities are not available for rent to outside parties. The resident who schedules an event for a group must be an active member of that group and be in attendance.
- 5.2.3 To schedule an event, check to make sure there is no conflict on the calendar in the hallway across from the office or the calendar on the AKMOA website. You must complete the Aptos Knoll Clubhouse Use Agreement and, if alcohol will be served, the Alcohol Beverage Agreement. Once you have completed the agreement and given it with your check for the damage deposit to the Office Administrator, the OA will post the event on the calendars. These agreements must be approved by management, and may be subject to Board approval. A refundable cleaning deposit is required. After the event, management will inspect the cleanup and determine approval of the deposit refund.
- 5.2.4 Scheduled events may not conflict with park activities. All approved events are posted on the calendar in the clubhouse and the calendar on our website.
- 5.2.5 Residents who schedule events are responsible to leave the facilities clean and orderly, and are likewise responsible for repair or replacement of any damage resulting from the event.
- 5.2.6 Residents who schedule events are responsible for their guests' observance of all posted and written rules related to all park facilities.
- 5.2.7 No pets are permitted in the clubhouse.
- 5.2.8 No one in wet bathing suits is allowed in the clubhouse.
- 5.2.9 Phone calls for residents cannot be accepted on the office phone. There is a phone outside the office that you may use for local calls and emergencies only.

5.3 Special Rules Incorporated by Reference

Other rules of conduct concerning the use of the park's facilities are posted throughout the park and by this reference are incorporated as though set forth in full. All residents and guests must read and follow the posted rules.

6.0 Guests

6.1 Responsibility for Conduct

Residents are responsible for the conduct and actions of their guests. It is the duty of the resident to make guests aware of the AKMOA Rules and Regulations. Please note that:

- 6.1.1 Skateboarding is not permitted anywhere in the park.
- 6.1.2 Driving speed may not exceed 10 MPH.
- 6.1.3 Playing in the park streets is not permitted.
- 6.1.4 Bicycle riding on the walkways is not permitted.
- 6.1.5 Playing music or amplifying sound should be modulated so as not to disturb other residents.

6.2 Limit on guest overnight stays

Guests or visitors may not live in the park for more than forty (40) days in a calendar year unless approved by the Board. If you have a situation that requires a guest to stay longer than 40 days, contact the park manager who will bring it before the Board. The Board will notify the resident of their decision.

6.3 House Sitters

- 6.3.1 Any resident who wishes another person to house sit during the resident's absence, should notify management in writing.
- 6.3.2 Residents needing house sitters for longer than two weeks, should seek Board approval in advance.
- 6.3.3 House sitters must conform to all rules and regulations as though they were a resident.

7.0 Vehicles

7.1 Safety

Due to frequent and often heavy pedestrian traffic, it is important that you use extra caution while driving in the park. We urge you to drive slowly and carefully at all times. The park speed limit is 10 mph. Come to a full stop at all stop signs.

7.2 General Rules

- 7.2.1 All residents' vehicles must be operable, properly registered, and insured.
- 7.2.2 No vehicle repair is permitted in the park.
- 7.2.3 Washing vehicles at the home site is permitted only if you:
 - Use a pail and sponge and carefully conserve water.
 - Use biodegradable solutions, since our street drain sewers go directly to the ocean.
 - If possible, use commercial car washes instead of our park because of water usage and harm to the environment.
 - Do not wash cars of your guests as this increases water usage.
- 7.2.4 Because our streets are narrow and considered fire lanes, overnight parking on streets is not allowed. Overnight is considered to be 11:00 PM to 6:00 AM.
- 7.2.5 AKMOA does not allow long-term parking of travel trailers, RVs, camper shells, trailers or boats.

7.3 Parking Limitations

- 7.3.1 Each home has been allotted space for two vehicles and *only two vehicles per home site are permitted in the park*. If it is possible, convert your carport to accommodate two cars. If it is not possible to fit two cars in your carport, you can only have one car parked overnight in the park.
- 7.3.2 Because our streets are more narrow than conventional streets, there can be NO overnight parking on the streets, as this could impede vehicular traffic.
- 7.3.3 Guest parking is provided at designated areas in the park. Residents may not regularly park in guest parking areas.
- 7.3.4 On trash pickup days, vehicles may not park on the side of the street used for trash bins. This is to allow the collection trucks easy access to the bins. Once all the collection trucks have gone, parking is allowed.

8.0 Peace and Enjoyment

Please respect your neighbors' privacy by not trespassing on their home sites. Loud noises are not allowed outside your home between 10 PM and 9 AM. This includes but is not limited to construction, yard care, loud vehicles, work projects, parties, etc. Park disturbances such as yelling, screaming, fighting, intoxication and misconduct are not permitted at any time.

9.0 Smoking

Smoking or vaping of any kind is permitted only inside the homes of residents or on your private patio space. Please be courteous of neighbors as your smoke may enter their open windows.

10.0 Pets

- 10.1 If you have pets, you must fill out a Pet Information form.
- 10.2 Two small indoor pets are allowed per household. The height of a fully grown dog may not exceed 14" at the shoulder.
- 10.3 Dogs over the age of 4 months must be licensed.
- 10.4 All pets must be spayed or neutered.
- 10.5 Dogs and cats are not allowed in any garden areas, and must be controlled and on a leash when outdoors.
- 10.6 Dogs and cats (with the exception of service dogs) are not allowed in the clubhouse.
- 10.7 Clean up all messes, including defecation, digging, etc., made by your pets. When walking your pet(s), carry waste disposal products with you (plastic bags, scooper, etc.).
- 10.8 Incessant barking, growling, meowing and other behaviors causing a nuisance or disturbance to the neighbors are not allowed.
- 10.9 Feed pets indoors. Do not feed or leave your pet's food outside. Food or birdseed on the ground attracts rodents and other feral animals. It is harmful for wild animals and dangerous for you and your neighbors. Outside birdfeeders are allowed but should be hung so no seed or droppings fall on the walkways.

11.0 AKMOA Responsibility

11.1 AKMOA is not responsible for loss due to fire, theft or injury to any resident, guest, or licensee, or property.

11.2 All public laws and ordinances must be obeyed. Residents or guests shall commit no acts that would constitute a violation or place AKMOA in violation of any law or ordinance.

11.3 In the event that a citation is issued by any governmental agency in connection with a resident's home, that resident must initiate corrective action promptly. Failure to make such corrections will result in termination of resident's tenancy as provided by law.

Receipt and Acknowledgment of Park Rules

The undersigned resident(s) hereby acknowledges receipt of the Aptos Knoll Mobilehome Owners Association (AKMOA) Rules and Regulations. Further, resident(s) acknowledges having read these Rules and Regulations and agrees to be bound by all of the terms and conditions herein contained.

Executed at Aptos, California on:

Date _____, 20_____

By _____
Officer of the Board of Aptos Knoll Mobilehome Owners Association, Inc.

Resident _____

Address _____

Resident _____