

**RULES AND REGULATIONS  
AS UPDATED 8 SEPTEMBER 2023**

**1. INTRODUCTION**

The Management Committee is assigned the task of defining and enforcing rules and regulations in the Declaration of Condominium and Bylaws that have been distributed to every homeowner. The purpose of this document is to gather said rules and regulations into one document and distribute the document to all of the residents of the property, whether homeowners or resident. If any of these rules or regulations is in conflict with the Declaration of Condominium or the Bylaws, those documents will prevail.

**2. NEW RESIDENT CONTACT INFORMATION**

- a. A contact information form listing telephone numbers for the homeowner(s) and resident(s) for each unit must be completed for every unit at Country Club Ridge. In addition to your home phone number and your email address, include a cell phone number where you can be reached in case there is an emergency in your unit. The contact form is available from the Manager's office and must be completed prior to moving in.
- b. The Declaration of Condominium requires that: 'Each Unit Owner or occupant shall deposit a key to the Unit with the manager to be used for emergency access to the Unit. (See section 6.3 of the CCR Declaration of Condominium). Homeowners or residents who fail to provide a working key will be fined \$100.
- c. All new residents will receive from the Manager copies of the Declaration of Condominium, the By-Laws and the Rules and Regulations of the Association. This information is also available on the HOA website: [www.countryclubridgecondos.com](http://www.countryclubridgecondos.com). The Manager will also provide information regarding building communication services, building security, building access using key fobs and vehicle and safety, including evacuation information.
- d. The preferred method of communication to both homeowners and residents is via email. Make sure that you update your information should your email address change. You must notify the Manager if you don't use email so information can be mailed to you.

**3. USE AND OCCUPANCY OF UNITS**

Each unit shall be used only as a residence. No resident shall use his unit as a place of business. No unit shall be used for transient housing. Homeowners may not lease their units without express, written approval from the HOA Management Committee. The HOA Leasing Policy is detailed in Section 12 of this document.

**4. ASSESSMENTS AND LATE FEES**

- a. Each unit owner has the responsibility to pay the unit monthly HOA fee and the monthly Phone, Internet and Security fee to the Manager. These fees are due on the 1<sup>st</sup> day of the month and are late if not paid by the tenth of each month. One time assessments may also be made for major improvements or additions. Payment of these will be scheduled upon notice of the assessment.

- b. A late charge of 18% of the unit HOA dues (See section 7.6 of the Declaration of Condominium for CCR) will be assessed to the unit owner if he/she fails to pay fees or scheduled assessments on time. **Services paid in common by the HOA, such as DirecTV and Internet service, will also be terminated until fees are paid in full.**
- c. Failure to pay monthly fees or assessments shall result in a cause of action against the owner personally and/or subject his condominium to a lien. Sixty days after a lien is issued an application will be made to the courts to foreclose on the lien if the amount plus all costs are not paid.
- d. No unit owner shall be relieved of the obligation to pay any unit Fees or Assessments.
- e. Any homeowner acting as a landlord who is delinquent in assessments will be required to have rents and other income paid directly to the Association. Fees paid that exceed the amount owed will be forwarded to the homeowner.

## 5. BICYCLES OR OTHER SIMILAR VEHICLES

- a. Use of bicycles, scooters or skate boards is not permitted in any of the common areas, specifically the parking garage and driveway, the guest parking area, the guest parking driveway, the circular drive area at the front entrance of the building; and the open decks assigned to each unit.
- b. **Homeowners permitting use of bicycles, scooters or skate boards in the above areas will be fined \$100.**

## 6. DECK POLICY

- a. **Use of any kind of hose on any deck at Country Club Ridge is prohibited.**
- b. Homeowners must keep the drain(s)/scuppers on their open decks easily visible and free of ice, snow or debris at all times. Homeowners must keep the attached down spout(s) to their deck drains/scuppers open and free of debris, snow and/or ice.
- c. No items (furniture, planters, tables, etc.) that cannot be easily moved by two people may remain on open decks between 1 November and 31 March.
- d. Open Deck Snow and Ice Removal Requirements:
  - **Never use chemicals such as ice melt or snow melt on any deck**
  - Verify frequently that all drains are unblocked and that water and/or melting snow is not obstructed from reaching the drain by snow, ice or any other impediment.
  - Always use snow shovels with plastic blades to prevent damage to the membrane under the deck tiles. Only remove snow from deck tiles that are securely in place. **Do not** use shovels on the membrane under the deck tiles.
  - Whenever there is any snow accumulation, snow must be removed from in front of the sliding glass doors. Never move snow so it falls on top of existing snow as it causes ice dams to form. These ice dams may block flow of melting snow to the drains. Take care when removing snow not to let shoveled snow fall on another open deck, sidewalks or driveways.

- Notify the CCR Open Deck Group if you have more than a foot of snow on your deck. This group consists of the 10 homeowners with open decks. They will arrange for professional snow removal services. Costs for this service shall be divided among the 10 homeowners.
  - Use of a heat line installed by a qualified technician may help keep a clear path to the deck drains.
- e. If you have standing water deeper than 1 inch on your open deck:
- Check to be sure there is nothing blocking the drain(s) on your deck. If the drain is blocked by ice, use warm water to melt the ice.
    - If the water level doesn't begin to go down once the drain is unblocked, call the Manager's Office (801-433-4949) or the Chair of the Management Committee (801-918-8702) to get the WetVac to vacuum up the water.
  - You may need to use a push broom to brush the water towards the drain. There is one located in the dumpster room off the parking garage.
- f. The unit owner's insurance policy is considered the policy for primary coverage for a loss due to leaking water occurring to the unit owner's unit or to a limited common area or facility appurtenant to the unit.
- g. A unit owner who owns a unit that has suffered unit damage as part of a covered loss is responsible for an amount calculated by applying the unit damage percentage for that unit to the amount of the deductible under the property insurance policy of the association of unit owners.

## 7. **DISTURBANCES**

- a. Residents shall not permit or participate in any activities in their condominium or any of the common areas that will disturb or interfere with the rights and comfort of other unit owners or occupants.
- b. Residents shall be personally and financially responsible for the acts of their children, guests and pets and are subject to properly assessed fines for violations as described in section 7.d. below.
- c. **Quiet Hours:** Quiet Hours are in effect for the entire condominium complex and surrounding property from 11:00 PM to 7:00 AM the next morning. Residents will refrain from activities or conversations in the units, hallways, decks or other common areas that disturb quiet hours. Without limiting the foregoing, residents are reminded that loud Guest Parking or hallway conversations, family gatherings, parties, pets, stereos and televisions can disturb quiet hours.
- d. Residents who fail to observe the Quiet Hours or otherwise cause a disturbance as described above will be fined \$100.

## 8. **EXERCISE ROOM**

- a. The Exercise Room is available for residents. Hours: 6 AM to 10 PM. Report any equipment failures to the Manager immediately.
- b. Children under the age of 14 must be supervised by an adult at all times in the Exercise Room.

- c. When finished using the equipment, clean off all surface areas with the disinfectant provided, turn off all equipment, the TV and the lights before leaving the room.
- d. Neither the Association's Management Committee nor the Manager is liable for any injury incurred through the use of equipment contained in this room.

## 9. FIRE ALARMS AND BUILDING EVACUATION

- a. If the building fire alarm goes off, it is always best to evacuate immediately. The building security provider has given us instructions that if you hear the alarm, then it turns off temporarily (only a matter of seconds) and then the alarm begins again, you must evacuate the building.
- b. Evacuation Route signs are posted near the elevator and the stairwells. They are also provided to each individual owner/lessee.
- c. The fire and carbon monoxide detectors in each unit have 9V batteries that should be replaced every 6 months. It is recommended that they be changed when the time changes in March and November.

## 10. GARBAGE

- a. All garbage and refuse put in the chute must be placed in a leak proof plastic bag that is securely tied. No loose papers, empty boxes, broken glass or loose items of any kind shall be placed in chutes.
- b. Those items too large to clear the chute should be placed in the dumpsters in the parking garage. Cardboard boxes must be broken down before placing in the dumpster. Any unusually large amounts of trash should be called to the attention of the Manager for special handling. There may be a fee assessed for this service.
- c. The blue Recycle bins are for paper, recyclable plastic and small, broken down cardboard pieces. **Glass bottles are not accepted for recycling through this system.** The bin lids must be able to close in order to be taken to the curb. If the bins are full, do not leave recyclable material on the floor in the trash room. Either save your recyclables until there is space in the bins to accommodate them or discard them in the dumpster.
- d. Inform the Manager immediately if the chute is blocked.
- e. Hours for chute usage: 7:00 AM until 10:00 PM

## 11. INSURANCE REQUIREMENTS FOR HOMEOWNERS

Current Utah law requires that the Homeowners Association maintain a property insurance policy on the physical structures in the project. Any damage incurred in an individual unit, including appurtenant limited areas such as decks, up to the total amount of the HOA policy deductible, is the responsibility of the owner of the damaged condominium unit. If more than one unit is damaged, the amount owed by each individual owner will be determined by the percentage of the total cost of repair, including repairs to appurtenant limited common areas that occurs in each unit. Should the total cost of the damage amount exceed the HOA policy deductible, the Association will activate the HOA policy to pay for any covered damage in excess of the deductible. Homeowners should seek the advice of their insurance professional regarding the purchase of a property insurance policy that would reimburse them for any

loss up to and/or including the deductible amount on the HOA's master liability policy.

## 12. LEASING POLICY

A lease is defined as whenever someone other than the homeowner is living in a unit, whether the occupant is a lessee or a non-paying tenant. The Management Committee must approve all such arrangements prior to the lessee or non-paying tenant occupying the unit.

Currently only one unit is available to be leased; as this unit is sold it will become "owner occupant" only. Please contact a member of the Management Committee if you wish to fill out an Application to Lease or check on the availability of a leasing space. Copies of the CCR Leasing Policy are available in the office and on the Country Club Ridge Condominiums web site (<http://www.countryclubridgecondos.com>).

Failure to follow the HOA Leasing Policy may result in the Management Committee assessing fines of up to \$500.00 per month and removal of the homeowner's unit from the leasing pool.

## 13. MOVING IN AND OUT OF THE BUILDING

- a. The Manager must be notified at least 24 hours prior to moving in or out of the building.
- b. Move In / Move Out shall not occur before 10 AM or after 6 PM – NO EXCEPTIONS.
- c. Use only the freight elevator at the back of the building for moving any furniture and/or household goods. **Never use the front elevator to move furniture or large items into or out of the building.**
- d. Always use the entrance off the Guest Parking area. Be aware that other residents need access to the building. Do not park trucks or moving vans so that they obstruct other residents' access to the building or their units.
- e. Use care when propping open the rear entry doors so the seal on the bottom of the door is not damaged.
- f. A fine of at least \$100 will be assessed to the homeowner for failure to follow the moving policies. Any damage to the elevators, floors and/or doors will be billed to the homeowner whose movers caused the damage.

## 14. PARKING

- a. **No Parking Fire Zones:** The front circular driveway, and any unpainted spaces in the Guest Parking area, including areas in front of resident windows and patios. A maximum of 3 minutes is allowed for passenger loading and unloading. No vehicle is to be left unattended.
- b. Homeowners and residents are responsible for making sure their family and guests do not park in No Parking zones.
- c. No vehicle shall be parked in such a manner as to impede or prevent ready access to any entrance to or from the building by another vehicle. No vehicle shall be parked except in the designated areas.

- d. The Manager and the Management Committee have the authority to have illegally parked vehicles towed and stored at owner's expense. The vehicle's owner will be notified in writing that the car is parked illegally. Subsequent violations will result in the car being towed.
- e. The Guest Parking area is for **guests** of homeowners, caregivers of residents and trades people doing repair work in the building. Parking of homeowners' and residents' cars, motor homes, cars with trailers and recreational vehicles in the Guest Parking area is prohibited. Homeowners' and residents' cars may be towed if their cars are parked in the Guest Parking Area.
- f. All homeowners' and residents' vehicles must be parked in their assigned stalls in the Parking Garage.
- g. A unit owner has the authority to have an illegally parked car towed from his privately owned stall.
- h. Cars entering the parking garage have the right of way. The speed limit in the underground parking garage and the guest parking area is 5 miles per hour.
- i. If one of the garage doors is broken, an orange cone will be placed on the inside and outside of the broken door so you will know not to use it. The opposite door must remain open for access to the garage. Be aware of incoming or outgoing vehicles when only one door is in use.
- j. Homeowners and residents who violate the Parking Policy will be fined \$100 for every violation.

## **15. PETS**

- a. Small dogs (less than 20 pounds), cats and fish (20 gallon tank limit) allowed; no other pets allowed.
- b. No more than two animals / unit.
- c. When leaving your unit with your pet, it must be either on leash or in a traveling cage.
- d. Renters are not allowed to have pets of any kind.
- e. Pet owners are responsible for the immediate removal and proper disposal of animal waste from all areas on the premises, both inside and outside, for sanitary purposes and in line with the Salt Lake County provisions.
- f. All animals must comply with Salt Lake County health and licensing requirements.
- g. Those owners who purchased a condo prior to the initial adoption of these rules (on 2 November 2007) who had pets exceeding these guidelines have been grandfathered. If the pet that exceeds the guidelines permanently leaves the building, any new pet must follow current guidelines.
- h. Service dogs of any size are permitted for use by an owner. A certificate issued from the service dog provider must be on file in the Manager's office for all service animals.
- i. Pet owners are responsible for any property damage, injury or disturbances their pet may cause or inflict.

- j. Failure to abide by any of the above pet rules and regulations will result in a fine of \$100. Homeowners whose dogs are out of control and bark excessively or are aggressive to other animals or people will be reported to Animal Control.
- k. All dog owners must register their dogs with the HOA and must provide a DNA sample. The DNA sample will be filed with PooPrints and shall be used for testing of animal waste found in common areas in or around the building. This registration fee is a one-time fee of \$47.00.
  - 1. Any reported incident of non-compliance or DNA evidence leading to a violation of the rules and regulations stated in this resolution will result in a \$300 fine for any first-time offense; fines will double for each repeated offense, i.e. second-time offenders will be charged \$600; and third-time offenders will be charged \$1,200.
  - 2. All dogs must have and display, as appropriate, the DNA pet registration tag which is obtained from the Management Office at the time the pet is registered. Note: pet registration is required whether the dog is living in the building, visiting for extended time intervals (beyond one week), and/or pet sitting is being provided for extended time intervals.

## 16. SECURITY

- a. All doors leading into Country Club Ridge from the parking garage, Guest Parking area and other entrances are to be kept closed and locked at all times except when in actual use for ingress or egress. Doors are not to be propped open.
- b. Never admit a person unknown to you into the building. Direct them to the key pads at the front door or the back door to gain entry from the resident they wish to visit. Any resident should immediately contact the Manager if he sees anyone who seems suspicious or in need of assistance.
- c. Any incidents of theft, fighting, threats, or encroachment on a person or property will be turned over to the Salt Lake City Police Department for disposition and handling.

## 17. SHOPPING CARTS

Carts located in the stairwells adjacent to the elevators are provided for use by residents to assist them in bringing groceries, luggage or other supplies from their vehicles to their units or to their storage units. Carts must be returned to the stairwells immediately after use. Carts left in hallways, elevators or elevator lobbies are a direct violation of the FIRE CODE.

## 18. SIGNS

- a. No sign or advertisement, including For Sale signs or political signs, may be inscribed or exposed on any window, deck, patio or other part of the building or the property.
- b. **Open House Signs:** Real Estate Brokers and Country Club Ridge homeowners are permitted to place "Open House" signs of no more than 18" by 24" in size on CCR property near the front
- c. entrance adjacent to the sidewalk. Open houses must be scheduled with the Manager. "Open House" signs are permitted to be so displayed for a 4 to 6 hour period during normal business

hours and must be removed at the end of each business day, but no later than 7 PM.

## 19. STORAGE OF PERSONAL ITEMS

- a. All personal items, including furniture, boxes, toys, etc., must be stored in your unit or within the storage unit assigned to your condominium. Storage of any items is prohibited in the Parking Garage.
- b. Storage of items on decks and patios other than patio furniture, grills or decorative plants and objects is prohibited.
- c. Homeowners and residents will be fined \$100 for each violation of the above rule.

## 20. VIOLATIONS AND FINES

- a. Violations of the Rules and Regulations of Country Club Ridge shall in the first instance normally result in a warning notice from a Management Committee Member or the Manager.
- b. Repeat offenses violating rules or significant violations showing willful disregard of the rules, shall result in the assessment of a fine in the amount to be determined by the Management Committee. Wherever the Declaration of Condominium, By-Laws or Rules and Regulations note that a fine will be levied for a violation, **the minimum fine levied shall be one hundred dollars (\$100).**
- c. Homeowners acting as landlords who are in violation of the terms of the Leasing Policy may be fined a maximum of \$500.00 per month. This fine may be levied on a monthly basis until the violation is corrected or the lessees vacate the premises and the unit is removed from the leasing pool.
- d. Homeowners or residents who park their cars in violation of the Rules and Regulations will be given one warning notice. Homeowners and residents will be fined \$100 for each violation of the Parking Policy. Subsequent violations may additionally result in their car being towed at the homeowner's or resident's expense. The HOA will not be responsible for any damage to the car that occurred as a result of towing.
- e. Nothing herein shall prevent the Management Committee from proceeding to obtain an injunction with regard to repeated serious or grievous offenses. The cost, including attorney fees and court costs for obtaining such an injunction shall be the obligation of the offender, or the unit owner if the offender is determined to be their responsibility.

## 21. WINDOWS, DECKS AND PATIOS

- a. Nothing shall be thrown, swept, dropped or shaken from any window, deck or patio.
- b. According the Salt Lake City Fire Department, limited barbecuing is permitted on decks and patios because there is an automatic sprinkler located on said decks and patios. Care should be taken so that excessive smoke does not drift to other units.

**REINVESTMENT FEES.** A reinvestment fee of \$600 will be assessed at the time of closing for all units sold.