

**IGNACIO CREEK HOMEOWNERS ASSOCIATION
RULES & REGULATIONS ADOPTED BY THE BOARD
Revised June 28, 2024**

INTRODUCTION

In response to homeowner requests, your Board of Directors has developed this handbook of various rules and regulations included in Ignacio Creek's CC & R's. Ideally, they wouldn't be necessary. Realistically, not all of our residents have made the necessary transition from their previous home environment to life in a planned unit development.

We have seventy-nine home units in close proximity to each other. So, we each have to forego some of the privileges of detached home life.

If you find these restrictions unfair or intimidating, please understand their purpose. They are intended to protect your right to privacy and enjoyment of this uniquely beautiful place to live. The rules apply equally to all of us.

For further information and the complete text concerning any specific rule in this booklet you may refer to the CC& R's section number contained on the Table of Contents page.

If you have questions about any of the foregoing, please contact the Board of Directors in writing at the Clubhouse (300 Indian Way) or by leaving a message at **(415)883-7641**.

*Board of Directors
Ignacio Creek Homeowners Association*

TABLE OF CONTENTS

Clubhouse Rental	2
Common Area (Art.1, §4 & Art. 5, §7).....	2
Exterior Maintenance (Art. 5, §5-9).....	3-4
Parking (Art. 5, §3 & §7k).....	4-5
Pets (Art. 5, §2).....	5
Pool.....	6
Tennis.....	7
Wildlife.....	7-8
Decks.....	8
Garage Maintenance.....	9

Emergency Telephone Numbers

Ambulance- Fire Department	911
Police Department	911
Wildcare	456-7283
Marin Humane Society	883-4621
HOA 24-hour Message Line	883-7641

CLUBHOUSE RENTAL

The Clubhouse is available for rental by Ignacio Creek residents only. Arrangements for rentals need to be made in advance in writing, delivered to the HOA Office (300 Indian Way).

A Two Hundred Dollar (\$200.00) cleaning and damage deposit fee must be submitted prior to the rental. This fee will be returned in part or in whole after the clubhouse has been cleaned, garbage placed for collection and no damage or rules violations - including parking rules - have occurred. The Clubhouse will be inspected after each use and the Board will deduct any fines from the Two Hundred Dollar (\$200.00) cleaning and damage deposit, if necessary.

Rental of the clubhouse strictly forbids parking of guest vehicles anywhere in the complex and the renter agrees to inform guests, post, and remove the provided signs and abate any problems immediately which may arise.

Clubhouse rental strictly forbids the use of the pool and the patio area for guests. Under no circumstances shall party guests be allowed to go outside the clubhouse area into the adjoining pool and common areas.

Fire codes enforced by the Novato Fire Department allow *a maximum of eighty-five (85) guests*. Violation will be enforced by the Fire Marshal.

Rental is contingent upon the renter signing a rental agreement and submitting the required fees and deposit.

COMMON AREA

The common area may best be defined as all of the area on the exterior of your unit excluding the patio area within the fence. The common area is for the use and enjoyment of all residents and any activities that conflict with this general principle are not sanctioned. As such you are not permitted to alter, construct, dig, pick, plant, or trim anything at any time under any conditions in the common area. To do so is a violation of the CC&Rs. (Art. 1, §4 & Art. 5, §7)

The following rules have been adopted by the Board of Directors and should be observed at all times. These rules are illustrative and not exhaustive as to some of the uses not permitted:

1. No picnicking, ball playing, running, skidding games or frisbee on the lawns.
2. No bike riding or wheel toys on the lawn or paths.
3. No skating or skateboarding allowed anywhere in the complex.
4. No garage or yard sales of any kind are permitted within the boundaries of the

complex.

5. Please be considerate; keep noise to a minimum.
6. Discharging of projectiles of any kind is not permitted. This includes but is not limited to the shooting of guns, etc.
7. No owner or occupant shall, by word, gesture or otherwise, threaten any other Owner, occupant, invitee or guest with death, injury or bodily harm, or damage to or loss of real or personal property.

EXTERIOR MAINTENANCE

While the Association is responsible for the exterior maintenance of the buildings, any damage caused by the owner or their renter or guests is the financial responsibility of the owner. *Any changes or additions to the exterior of the buildings must be requested in writing and must be approved by the Board.* (Art. 5, §5-9)

The following list contains items that are not permitted:

1. Outside clothes lines or drying racks.
2. Exterior fires except barbecue fires. Barbecues to be confined to patios and decks only. Barbecue or fireplace ashes are not to be dumped upon the land or in the creek!
3. Exterior newspaper tubes.
4. Exterior signs of any kind placed either in a window or attached to the building except one *For Sale* sign.
5. Basketball standards or fixed sports apparatus on dwelling or garage.
6. Exterior painting on residences, patios, garages, fences or yard walls by anyone, except the Association or its agents.
7. Landscaping, except by the Association or its agents.
8. Dumping of any refuse in the Creek or on common grounds is not allowed anywhere in the complex.
9. Outside nameplates or other decorations, planters, hangers, boxes or pots may not be affixed to resident buildings. No potted plants or planters may be placed on the top rails of decks or affixed to any building. All potted plants must be placed in saucers.

10. No fences, gates, sunshades, screen doors, windows, skylights or air conditioning units may be installed without prior written permission from the Board.
11. No personal property or firewood may be stored in the common area around your unit.
12. Owners are responsible for garbage scattered by animals in and around their unit and are expected to maintain a clean and orderly garbage area at all times. All containers must be in your garbage enclosure or in your garage, except for the 24 hour period before and after pickup.

All exterior maintenance problems or damage must be reported directly to the Homeowners Association upon discovery and in writing within sixty (60) days. Failure to make timely notification may result in the denial of your claim for repairs by the HOA and its insurer.

PARKING & MOTOR VEHICLES

Parking problems are the single largest source of complaints and problems in our complex. Therefore, please read and obey all of the following rules at all times. (Art. 5, §3 & §7k)

The posted **Speed Limit is 10 m.p.h.** No exceptions!

Each resident unit has two (2) private parking spaces. Smaller units have one (1) enclosed garage space and one (1) reserved street space. Larger units along the hillside of Arrowhead Lane and Indian Way have a two (2) car enclosed garage, and no outside Parking Space.

Parking rules to be observed at all times are as follows:

1. Only Guests may use “*Guest Parking*” spaces. A Guest has been defined as visiting for no longer than two (2) weeks within a six (6) month period. Residents are not allowed to use guest parking spaces without Board approval.
2. Parking by both guests and residents is permitted in designated spaces only. All other parking must be on Ignacio Blvd.
3. The following are **No parking at any time** areas:
 - A. In your driveway.
 - B. In front of your garage.
 - C. Along the retaining walls.
 - D. In the clubhouse entryway.
 - E. In other than designated spaces.
 - F. In such a way as to restrict or block any roadway.

4. Only private noncommercial passenger vehicles are allowed in Ignacio Creek. Specifically excluded from outside parking places within the complex are:
 - A. Recreational vehicles of any type including boats, campers, trailers, dune buggies, go-carts and motor homes.
 - B. Commercial work vehicles of any type including commercial pickups, trucks, tractors, trailers, low-boys and the like.
 - C. Motorcycles, and other large motorized two (2) wheeled vehicles.

Special exceptions to commercial work vehicle exclusions are granted to residents for contractors while working on the premises for the Association or a resident.

5. Residents having more than two (2) vehicles must park their excess vehicles on Ignacio Blvd. Guest spaces may not be used to park excess vehicles.
6. Repeated violation of any of the vehicle or parking regulations will result in fines being levied by the Board of Directors. *Any resident whose private parking space is occupied by another may have the offending vehicle towed at the vehicle owner's expense. Call the Novato Police Dept. (897-4361) for details regarding this action.*
7. Automobile repairing or rebuilding is prohibited anywhere in Ignacio Creek.

PETS

Pets in Ignacio Creek are limited to dogs, domestic cats, birds and fish. No so-called "exotic" animals are allowed. (Art.5, §2)

The following rules apply to dogs:

1. The Covenants, Conditions and Restrictions dictate that *no dog weighing more than Twenty-Five (25) pounds is allowed on the property at any time. Seeing Eye Dogs* are excepted.
2. All dogs must be on a leash at all times when outside the resident unit while on Association property.
3. The common areas of Ignacio Creek are not "Doggie Bathrooms" and may not be used as such. Dog owners are required to pick up after their pets!
4. The Board may order the immediate removal of any pet that causes excessive noise, in the Board's sole discretion, or otherwise creates a nuisance.

No specific rules have been adopted for cats. However, any animal regardless of type, that constitutes a nuisance, can subject the owner to action by the Board of Directors.

POOL

So that everyone can enjoy the pool area the following rules should be observed at all times. Please feel free to inform anyone who violates the rules that their compliance is important for everyone's enjoyment.

1. *Guests (a maximum 5) must be accompanied by a resident at all times.* Unaccompanied nonresidents are not allowed in the pool area. Please question anyone who is unfamiliar to you. This is also a good way to meet your neighbors.
2. Children Under Fourteen (14) years of age are not allowed in the pool area without an adult family member eighteen (18) years or older in attendance.
3. No pets in the pool area.
4. Please help keep the pool area clean at all times.
 - A. Glass or breakable containers are not allowed in the pool area.
 - B. Drink cans and other trash should be deposited in trash containers.
 - C. No food or alcoholic beverages of any kind are allowed in the pool area.
5. Rafts, balls or other water toys are not allowed in the pool.
6. No diving, jumping, running or roughhousing in the pool area.
7. Street clothing may not be worn in the pool. Bathing suits only.
8. Radios and portable telephones are not allowed. Personal stereos with headphones are permitted.
9. Please keep noise level to a minimum! This is for your own enjoyment and relaxation as well as consideration for your neighbors.
10. For your own protection and safety, please do not tamper with the pool equipment.
11. Keep suntan lotions from contact with webbing of chaise lounges and chairs.
12. Please be sure to lock the pool gates upon entering and leaving the area.
13. Please make sure infants wear appropriate protective clothing to avoid accidents in the pool.

TENNIS

The tennis courts are available for play by residents at any time during daylight hours. Early morning players should be considerate of residents near the courts by keeping noise to a minimum. Residents should not drive to the tennis courts or use “*Guest*” parking spaces. The following rules apply:

1. *Guests must be accompanied by a resident* while on the courts.
2. Tennis shoes are required for everyone on the courts.
3. Playing time is limited if there are others waiting to play

Warm-up..... 5 minutes
Singles..... 1 set
Doubles..... 2 sets
Volleying..... 30 minutes
Solo practice..... Yield to waiting players

4. Children under the age of fourteen (14) are not permitted without an adult in attendance.
5. Please be sure to pickup your trash and place it in the can provided. We do not have a maintenance person in charge of the tennis courts.
6. Please lock the gates when entering and leaving the courts.

WILDLIFE

Ignacio Creek is located in a transition zone between county open space and our urban habitat. As such we have a special responsibility towards our wildlife neighbors. Deer, raccoons, skunks, opossums, foxes, wild turkeys, squirrels, snakes and quail are just a few of these other permanent residents. Following good wildlife management practices, the following is not permitted at any time:

1. Do Not Molest any of the wildlife! They may appear ‘cute’ but wild animals can be dangerous, particularly when injured or with their young.
2. Do Not Feed any wild animals. To do so is unnatural and can be harmful to their health.
3. Observe the 10 m.p.h. posted speed limit at all times. Our roadways are often used by

animals in their daily wanderings. Be particularly cautious at night.

4. Please do not use a flash when photographing wildlife as this might frighten them.
5. Please keep pet food inside at all times.
6. For sick or injured animals, call Wildcare at 456-7283. For dead animals call the Marin Humane Society at 883-4621.

DECKS

In order to maintain the safety of the decks, facilitate access for the Association's contractors to be able to inspect and maintain them, and to reduce avoidable repair and replacement expenses, the following rules shall apply to all decks:

1. Excessive weight – No objects exceeding 50 lbs. may be placed on the decks¹.
2. Plants -
 - a. Top railings – No potted plants or planters may be placed on the handrails
 - b. Saucers (with supports) – Plants must be placed in saucers that are supported so they do not rest directly on the deck.
3. Location – No plants may be placed outside the owner's property boundary - which is limited to the overhang above the entryway (see illustration below).



Decks – Figure 1 (Property Boundary)

¹ Note: The Board approved this limit with the understanding that it will be enforced in much the same manner as highway speed limits. Where an object is sufficiently heavy that it creates an obstacle for our deck inspectors and painters (e.g., the wading pool and refrigerator examples discussed in the rationale for this new rule), the owner will be asked to *voluntarily* remove it from the deck before the HOA engages in further enforcement action.

GARAGE MAINTENANCE

In the absence of express provisions in our CC&Rs and Parking Plan for the maintenance of garages in the Common Area, the Association will allow owners to decide among the following two options.

- **Option #1 - Agree to treat the garage as an extension of their Residence Lot** - and thereby follow the division of responsibility applicable to the Residence, namely:
 - HOA - continues to maintain the roofs, gutters, siding, and trim (including painting)
 - Owner – responsible for all other maintenance of the garage including the doors, door jambs and structural components.

- **Option #2 - Accept transfer of ownership of the garage from the HOA to the owner**
 - Owner – responsible for all maintenance, replacement, and repair of the garage.

If an owner fails to select an option, the Board will consider this a rejection of Option #1 (shared maintenance responsibility) and may proceed with steps to implement Option #2 (transfer of ownership and assumption of all further maintenance of the garage).