

**VICTORIAN CONDOMINIUMS**

**PROPERTY OF R.C.C.A., INC.**

**RULES AND REGULATIONS**

**REVISED February 1, 2016**

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- 1. Sidewalks, entrances, passageways, vestibules, stairways and drives must not be obstructed or encumbered for any purpose other than ingress and egress to and from the premises and individual units. These violations will incur a fine of \$100.00.**
- 2. No signs, advertisements, notices or other lettering shall be exhibited, inscribed, painted or affixed to any unit on any part of the outside or inside of the common areas of the buildings without prior written consent of the Association. No "For Sale" signs permitted anywhere on the premises, including vehicles. These violations will incur a fine of \$50.00.**
- 3. No awnings, blinds shade screens or other projections shall be attached to the outside walls of the building. All storm or screen doors must be approved by the property manager prior to installation. All window panes within each window shall not be cracked or broken. If they are broken please have them fixed within 24 hours or your unit will be issued a fine. If you notify the office of a break, we will fix it at a small charge. These violations will incur a fine of \$50.00 per week until fixed.**
- 4. No velocipedes, bicycles, scooters or similar vehicles shall be taken to or from the buildings other than thru the areas designated by the Board of Directors for that purpose. No baby carriages or any of the above mentioned vehicles shall be allowed to stand in any common area. This violation will incur a fine of \$50.00.**
  - a) No bicycles are to be ridden in the courtyard area, grassy area, sidewalks or on the other common element areas in which bicycles would present a dangerous situation.**
  - b) Over-sized vehicles are not to be permitted on the premises at any time. Boats, campers, trailers, flatbed trucks, etc., are not allowed. ALL commercial vehicles are prohibited.**
  - c) No cars, motorcycles or any other vehicles may park on the grass, sidewalks, passageways, fire lanes, etc.**
  - d) No in-operable vehicles are allowed to be parked on the property. Any vehicle without a current brake tag or license plate is considered inoperable and subject to towing.**

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- e) No major repair work on vehicles anywhere on the property (i.e. engine work, brake jobs, etc.). Other repairs are to be completed within 48 hour period and the area is to be cleaned thoroughly upon completion. Flat tires are to be repaired within 24 hours. All violations of this will result in a \$25.00 per day fine on that vehicle or space.
  - f) ALL vehicle license plate numbers, insurance and owners/renters name, telephone numbers and unit numbers are to be current and on file in the Property Manager's office.
  - g) The parking lot areas are not to be used as playgrounds. No congregating or loitering in the driveway areas. There is to be **NO CONGREGATING OR LOITERING IN THE COMMON AREAS OTHER THAN POOLS.**
  - h) Vehicles parking on the Apollo Street side or on the Riverside Dr. Side are not allowed to extend out into the street or hinder the view of anyone trying to exit the property.
  - i) Vehicles that are not properly tagged (i.e., expired license plate and/or brake tab, parking permit, etc.) will be ticketed and towed at owners expense.
  - j) Anyone (tenant or visitor) parking in other tenants reserved parking space will be ticketed and towed at owners expense **WITHOUT WARNING!!**
  - k) All drapes and/or blinds must have a white or off-white backing if seen from the street or common elements.
5. **CHILDREN SHALL NOT PLAY IN THE STAIRWAYS OR DRIVES.** All children under the age of 12 shall not be allowed in the pool unless accompanied by an adult at least 21 years of age.
6. Supplies, furniture, goods and packages of any kind are to be delivered to units only in the manner prescribed by the Board of Directors. Eighteen wheel trucks are not allowed to make deliveries or pick-ups at anytime on the property. These violations will incur a fine of \$50.00.
7. It is the responsibility of each unit owner to provide management with a key to their unit(s). These violations will incur a fine of \$50.00 per week until issue is resolved.

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8. The Board of Directors or the Property Manager and the contractor or workman authorized by the Board of Directors or Property Manager, may enter any room or unit on the premises at any reasonable hour of the day for the purpose of inspecting such unit for the presence of vermin, insects or other pests, any leaks, fire extinguisher and working smoke alarms. A unit owner will be notified of the date and time of the inspection at least one day prior to (except in case of emergency situations) said inspection in the manner prescribed by the Board of Directors. Notification will consist of a letter taped or stapled to the door of the unit.
9. Each unit owner shall keep his unit and any outdoor area to which he has full access in good state of preservation and cleanliness. No unit owners shall permit anything to fall from the window, doors or balconies of his/her premises, nor shall any unit owner sweep or throw from his premises dirt or any other substances into any of the stairways, balconies or upon the ground.

  - a. If the unit owner does not keep his unit in a good state of preservation and cleanliness the Board of Directors may condemn the unit. These violations will incur a fine of \$100.00.
10. No garbage cans, trash bags, supplies, bicycles or other articles shall be placed in the stairways, outside patios or balconies. No lines, clothes, curtains, rugs, or mops shall be shaken or hung from any of the windows, doors, or balconies. No fire exit shall be obstructed in any manner. These violations will incur a fine of \$100.00.
11. No unit owner shall make or permit any disturbing noises in the building by him/her, their family, their tenants or guests, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of the unit owners. No unit owner shall play or suffer to be played through any electronic means on the premises in a manner which shall disturb or annoy any occupants of the building. No unit owner shall conduct or permit to be conducted vocal or instrumental instruction at any time. Quiet time is to begin at 10:00pm Sunday thru Thursday nights and 11:00pm Friday and Saturday nights and ends at 7:00am every day. The unit owner will be fined \$150.00 per violation.
12. Radio or television antennas or satellite dishes shall be installed in designated areas on the property. No satellite dishes shall be attached to any part of any building. And must be approved by the Property Manager or Office Manager.

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13. Complaints regarding the service of the building shall be made in writing to the Managers Office for the Board of Directors.
14. All electrical equipment of any kind installed or used in each unit shall fully comply with all current code restrictions. You must have a licensed and insured person working on your unit. Insurance must be delivered to office before work begins. Failure to do so will result in a fine of \$100.00 per occurrence.
15. No soliciting of any kind is permitted on the property.
16. PETS:
  - a. No exotic pets are allowed.
  - b. All pets are to be leashed and accompanied by a responsible person at all times. NO EXCEPTIONS. A \$50.00 fine will be imposed for each violation of this rule.
  - c. Pet excrement shall be removed from the common grounds, walkways, stairways, and driveways by the pet owners immediately and deposited in the dumpsters. NO EXCEPTIONS. A \$50.00 fine will be imposed for each violation of this rule.
  - d. Pet owners are asked to walk pets along the rear of the property bordering I-10.
  - e. No pet food or pet supplies are to be left outside any unit for any reason. A \$50.00 fine will be imposed for each violation of this rule. NO EXCEPTIONS!
  - f. Each unit owner is allowed one pet only! The pet must be registered in the office and not weigh more than 50 pounds. NO EXCEPTIONS! A \$100.00 fine per month will be imposed on second pet or a pet over 50 pounds.
  - g. The preceding pet regulations are in addition to any and all state regulations.
17. POOL: Pool hours (when open) are as follows:

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Sunday – Thursday 11:00am to 10:00pm

Friday - Saturday 9:00am to 11:00pm (no children after 8pm) unless with

parent.

- a. All unit owners, tenants and guests must comply with all posted pool regulations.
- b. No private parties in the pool area.
- c. Pool gates must be locked at all times. You are prohibited from using anything to prop them open or keep them open. This is due to Jefferson Parish and Insurance regulations.
- d. Alcoholic beverages and food are not allowed in the pool area at any time. No glass bottles or any type of glassware is allowed in pool area. Cigarette smoking is not allowed in the water. We ask if you do smoke please dispose of your cigarette butts accordingly.
- e. Every unit owner, tenant or visitor of such must have a pool pass. Unit owners/tenants cannot leave their guests unattended in the pool area. Each unit owner is responsible for the actions of their tenants and guests. Every unit owner/tenant must purchase a key to access the pool. They can be purchased in the office during office hours for \$10.00. The pool passes can also be purchased as well for \$2.00 a piece. Each person must have a pool pass or will be asked to leave the pool area.
- f. Each owner and tenant is responsible for cleaning up their mess and the mess of their guests. Please do your part in helping keep our grounds clean.

**18. BARBEQUES:**

All use of barbeque grills will be restricted to the permanent grill areas located throughout the property. You are responsible for cleaning up after yourself and your guests. Personal barbeque grills are NOT ALLOWED ON BALCONIES OR WITHIN 20 FEET OF ANY BUILDING PER JEFFERSON PARISH FIRE DEPARTMENT.

**19. PERSONAL DATA FORMS:**

In addition to every owner, the owner of tenant-occupied units must have the renter complete a Personal Data Form prior to occupying the unit. All owners shall provide their tenants with a copy of the rules and regulations. Each owner shall provide the Property

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Manager with a current data sheet with each change of occupants. In addition, a background check completed by the Jefferson Parish Sheriff's Department of Identification branch will be

Required prior to occupation of any unit. Or you may go to 6320 Riverside Drive to have your background check done. The cost is \$50.00 per person over the age of 18. Anyone occupying any said over the age of 18 must have the background check done. NO EXCEPTIONS.

Jefferson Parish Sheriff's Department, Identification Branch

1233 West Bank Expressway

Harvey, LA

504-363-5500

Monday – Friday 8:00am to 4:30pm

\*\*\*\*\*Failure to supply office with background checks of renters will result in a \$500.00 fine per month.

**20. RENTAL CONTROL:**

- a. All leases must be in writing and brought to the office BEFORE ANYONE MOVES IN!! A copy of all leases must be kept on file in the Property Managers Office. Violations will result in a \$50.00 fine per month.
- b. A current key will be kept at the Property Managers office in case emergency access to the unit is needed
- c. Per Jefferson Parish Ordinance, the following restrictions pertaining to the number of occupants residing in a unit are:
  - In an efficiency – no more than 2 persons,
  - In a one bedroom – no more than 3 persons,
  - In a two bedroom – no more than 5 persons,
  - In a three bedroom – no more than 6 persons.

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**21. PARKING:**

- a. All resident vehicles must be registered and on file in the Property Managers office. Only one parking space is authorized as per the Victorian Condominium By-Laws. Failure to register your vehicle will result in the towing of your vehicle at your expense.
- b. All parking spaces will have the unit number stenciled on the front of the unit.
- c. All resident vehicles must display the parking permit sticker in the front window on the driver's side.
- d. Vehicles are not allowed to display "For Sale" signs at any time on the property.
- e. Vehicles may not remain in the same visitor's parking space for more than 72 consecutive hours. Failure to move the vehicle will result in having it ticketed or towed.
- f. Temporary tags (paper license plates) shall be current.

**22. WASHERS AND DRYERS:**

Only those washers and dryers that were grandfathered in and installed according to Jefferson Parish Code will be allowed on the premises. NO EXCEPTIONS! The unit owner will be fined \$200.00 a week until removed.

**23. PLAYGROUND:**

- a. At no time are guests to be left unattended within the playground area. All unit owners are responsible for the actions of their tenants and guests.
- b. No alcoholic beverages are permitted in the playground area. The Board of Directors has the right to waive this rule for association sponsored events.
- c. The playground will be closed at curfew every night. Any person found within the playground after curfew will be subject to a fine and/or arrested for trespassing.

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**24. CURFEW: Curfew for residents and guests age 16 and under are as follows:**

School hours: Sunday thru Thursday – 8:00pm to 6:00am

Friday, Saturday & Holidays – 10:00pm to 6:00am

Summer hours: Sunday – Thursday – 9:00pm to 6:00am

Friday, Saturday and Holidays – 11:00pm to 6:00am

**25. MOVING:**

Moving in or out of a unit is permitted between the hours of 8:00am to 10:00pm. This violation will incur a fine of \$50.00.

**26. HOME BASED BUSINESSES AND OTHER ACTIVITIES:**

No home based business or other activities is allowed that would result in an unusual number of packages delivered, cause a disproportionate number of non residents to come onto the property, disturb the residents, be non allowable under the law or place an additional burden upon the property, it's staff or economy operations. Some examples of non allowable activities: Swimming classes, piano lessons, day care, food preparation for distribution, drug dealing, mail order business involving on-site inventory, warehousing.

**27. FINES:**

- a. Violations of the preceding rules will result in a minimum fine of at least \$50.00 dollars, unless a specific dollar amount is attached to that rule. The unit owner is responsible for all of those residing in and visiting his/her unit.
- b. An additional \$250.00 fine will be imposed against any unit owner whose unit, tenants or guests are the cause for having the Sheriff's Office or any other law enforcement organization to be called to the property. This is for any type of police call.
- c. Any unit who has a criminal arrest will automatically fined \$500.00 per occurrence.



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**28. DUMPSTERS:**

- a. **Non-trash items such as furniture, sheetrock, plywood, etc., are NOT ALLOWED in the dumpsters located in the rear of the property. You are only to place your unit's trash in the dumpsters. We have cameras in the dumpster area and if you do indeed violate this rule YOU WILL BE CAUGHT!!! Violations of this rule will result in a \$250.00 fine.**

**29. EXTRA REFRIDGERATORS OR FREEZERS**

- a. **Every unit is allowed 1 Refrigerator/Freezer combo unit. More than 1 causes an electrical overload in units. Violations will incur a fine of \$250.00 per week until removed.**