

**Villa Rosario Homeowners Association**  
**158 E. Nandez Ave, VRHA # 142 Dededo, GU 96929**

**HOUSE RULES**  
**VILLA ROSARIO CONDOMINIUMS**

**The following house rules have been adopted to promote a harmonious, pleasant, safe, and healthy environment in the condominiums. The cooperation of all owners, occupants & guests is required.**

- 1. RESPONSIBILITY OF OWNERS AND TENANTS:** Owners and tenants are always responsible for the reasonable decorum of their family members and guests. No loitering in the common areas. Children must always be accompanied by an adult while in the Villa Rosario Common areas. Owners & tenants must notify the Property Manager of extended absences (30 days or more). Owners are also required to notify the Property Manager of any change in ownership and or tenants. All house rules, posted signs, posted pool rules, and pool & laundry facilities usage rules must be observed. The citation for any house rule violation will result in a **\$100** fine per violation to the owners and must be paid along with the common area fee. (This fine is separate from the trash and recreational facilities posted rules and fines.) Any unpaid balance is subject to late fees and interest charges as per the finance rules.
  
- 2. HOMEOWNER'S RESPONSIBILITIES REGARDING TENANTS:**
  - A.** Homeowners are required to submit to the Property Manager or Resident Manager a copy of a completed Resident Information Sheet signed by both homeowner and tenant agreeing to abide by the House Rules. A **\$100** charge per unit will be assessed every month until documents are provided. These are the options available to submit the completed information sheet: a) mail to the above association address, b) mail to Century 21 - 701 S. Marine Drive; Tamuning, Guam 96931; c) email to Century 21: century21acctg@guamproperties.com; OR d) drop in the Villa Rosario Resident Manager's drop box located on the side of the stairwell beside the mailboxes.
  - B.** If a homeowner's tenant has been cited with three house rule violations, the board can start eviction procedures. Any and all eviction expenses, i.e. attorney fees, will be charged to the homeowner. The eviction process only pertains to tenants of homeowners, not to homeowners.
  - C.** If a homeowner or tenant repeatedly violates the house rules, VRHA will charge the homeowner **\$250** for every violation after the 1<sup>st</sup> violation. IF the violation is not remedied after the second violation, the fine will increase to **\$500** per violation. (This fine is separate from the trash and recreational facilities posted rules and fines.) If the homeowner does not agree with a citation, he/she can appeal to the board in writing. After receiving the written appeal, he/she will be notified of the Board's monthly meeting schedule at which time the appeal will be heard. Refusal to pay charges will result in legal action.
  
- 3. OCCUPANCY RESTRICTIONS:** Each two-bedroom condo shall have no more than FOUR (4) immediate family members, or no more than three (3) non-related occupants therein without the prior written consent of the board. Each three-bedroom condo shall have no more than six (6) immediate family members, or four (4) non-related occupants without the prior written consent of the board. Each four-bedroom condo shall have no more than eight (8) immediate family members or six (6) non-related occupants without the prior written consent of the Board.
  
- 4. HOMEOWNER'S RESPONSIBILITY REGARDING TENANT(S) AND THEIR GUESTS:** All Homeowners are responsible for the actions of their tenants and guests within the Villa Rosario complex. Homeowners will be assessed a fine (to be determined by the VHRA Board) should their Tenants/Guests violate the house rules. All Homeowners are responsible for ensuring that their tenant(s) are provided with a copy of the current house rules.
  
- 5. NOISE:** The volume of music, television sets, and musical instruments shall be kept down to a reasonable volume at all times to avoid disturbing neighbors. **Quiet shall prevail from 10:00 p.m. until 8:00 a.m.** This also applies to yelling, arguing, loud talking & laughing. Noise reports made to the Property Manager from repeat offenders will result in a house rule fine.
  
- 6. PARKING:** For the complete VRHA Parking & Towing policy please refer to Exhibit B. Each unit is assigned one parking stall. Parking bumpers with stenciled numbers may be used by only the owner or tenant assigned to that particular number. All bumpers without assigned numbers may be

used by any owner/tenant with a valid VRHA parking decal. Residents must advise their guests/visitors to park only in the authorized "Guest" parking stalls located in the playground otherwise the vehicle may be towed at their own expense. Residents towing an unauthorized vehicle parked in their numbered stall must inform the Property or Resident Manager of the towing company. Motorcycles may not park in the stairwells. Commercial-type oversized vehicles shall not be parked or stored on the premises, nor shall boats or trailers be allowed to be parked on the premises. Any vehicle not registered, by filling out/or updating the Resident Information Sheet, with the Property Manager is considered an unauthorized vehicle. All unauthorized or derelict (not moved in 5 days) cars, or other vehicles in any parking space shall be towed away at the expense of the vehicle owner and/or the Homeowner. No cars or other vehicles shall be repaired in the parking area. **It is understood that Homeowners/Tenants park their vehicles on the Villa Rosario premises at their own risk.**

7. **EXTERIOR APPEARANCE OF UNITS:** No alterations, installations (including radio and TV aerials), or changes of any nature shall be made to the exterior surfaces or areas of the buildings nor shall window guards, awnings or shades, screen doors, or typhoon shutters be installed, unless approved by the board. A list of approved screen/security doors and typhoon shutters can be obtained from the Property Manager. You may also find the listing at [www.villarosarioguam.com](http://www.villarosarioguam.com). Textile items such as clothing, blankets, and towels may not be hung on plants, railings, doorways or windows in such a manner as to be in view of persons outside the building. Nothing shall be thrown from the buildings. Each owner shall be responsible for the washing of their windows. No rugs shall be beaten on the walkways or stairways, nor dust, rubbish, or litter swept from any unit into the common areas. Curtains and draperies shall be of a color that is aesthetically pleasing to the building. No aluminum foils allowed on the windows. Windows may be taped during typhoons only. The tape must be promptly removed after the typhoon. No commercial advertising of any kind is permitted. This includes "For Rent or For Sale" signage.
8. **STAIRWELLS AND PUBLIC ACCESS WAYS:** Items of a personal nature including but not limited to, barbeque grills, shoes, furniture, bicycles, brooms, and toys shall not be placed, kept, or stored outside the units. Nothing at any time should be placed on the stairs, under the stairs, and other access ways. Plants are allowed only if inside a decorative pot (not to exceed 12" in diameter, be properly maintained, and must have a water catchment tray under the pot). The number of plants is limited to three. **Guam fire code requires free access to all units in case of emergency.**
9. **TRASH:** Trash and garbage should not be kept outside the unit doors and should be properly placed in the dumpsters for disposal. Metal objects such as carts & appliances, furniture, bed frames, mattresses, closet doors, tiles, sinks and toilets, bicycles, Xmas trees, construction materials, or any large articles are not to be placed in, beside, or behind the dumpsters. Each owner or occupant is responsible for disposing of such items at a Territory dump or by calling the Territory and/or private refuse collectors to haul them away. **Failure to comply with this house rule will result in a \$250.00 fine per violation.** Repeat offenders will be charged \$500 per violation and can be fined up to \$1000 until such time the violation is remedied. No car batteries are allowed to be left near or inside the dumpsters, nor can they be left in any other common area. **All trash must be placed inside the dumpster to avoid getting fined. Trash should not be placed on top of the closed lids. This may also result in a fine.**
10. **CARDBOARD:** Cardboard boxes must be flattened before placing inside the Cardboard receptacles located near the trash dumpsters. Failure to comply with this house rule will result in a \$250.00 fine per violation. Repeat offenders will be charged \$500 per violation and can be fined up to \$1000 until such time the violation is remedied. If the cardboard receptacle is full, residents are asked to hold on to the flattened boxes until such time the receptacle is emptied.
11. **LITTER:** Soda/beer cans, candy wrappers, fast food packaging, cigarette butts, etc. are not to be disposed of on Villa Rosario property. The trash fine will apply if owners/residents are caught

littering on the property. Please use the proper trash receptacles at all times. Please use the proper trash receptacles.

12. **EMERGENCY CONTACT:** Occupants are required to notify management of the name, address, and phone number of the person and/or physician who should be notified in case of any emergency, or any other information reasonably required by management to enforce these house rules and to carry out its duties. Residents shall notify management of their respective forwarding addresses prior to leaving permanently.
13. **DAMAGES TO PROPERTY:** Damage to the premises shall be paid by the person causing such damage or by the parents of children, or hosts, causing said damage. This includes graffiti. Owners are ultimately responsible for any damage caused by their tenants. The minimum fine will be **\$500**, however, the VRHA Board will determine the final number based on the cost to repair the damage AND for the act itself.
14. **MALICIOUS ACTS:** These acts, which include but are not limited to, setting off the fire alarms in the buildings, damaging the fire alarm pulls, riots, and tampering with the power and water meters, carry a hefty fine of **\$1000 per malicious act**. The fine does not include the cost to repair damages that may occur with the tampering. Homeowners are held responsible for informing their tenants of our House Rules and ensuring that they understand the fines and consequences.
15. **HAZARDOUS MATERIALS:** No machinery, refrigerating (other than air conditioners) or heating devices, nor any illumination other than electric lights shall be installed. Flammable fluids such as gasoline, kerosene, naphtha, or other explosives or articles deemed extra hazardous to life, limb or property shall not be brought into the buildings/premises.
16. **USE OF FACILITIES:** The recreation area, laundry or other facilities shall be limited to owners, occupants, and guests. Those utilizing the pool, tennis or basketball courts must have their key card on hand at all times. Pool reservations must be made, and fees paid with the Century 21 Office at least 2 days prior to the party. **Guests shall not use the recreation areas and facilities unless accompanied by an adult host who are a tenant OR a homeowner.** The pool gate must be kept closed and always locked. Replacement key cards are **\$75.00. One per unit**. All rules must be followed. The pool and recreational areas are open from 8:00 a.m until 10:00 p.m. Guests are limited to two (2) persons per unit unless approved by management. Barbequing is not allowed in stairwells or any other common area except at the poolside designated area. **(Please refer to Exhibit A for the recreational facilities rules and regulations.)**
17. **PETS:** Villa Rosario has a **NO** pet policy. Service dogs or comfort pets with proper documentation may be considered if reviewed and approved by the VHRA Board. Service dogs are defined as dogs specifically trained to help people with disabilities, and comfort dogs are those defined by the Fair Housing Act as animals required for emotional/physical support as directed by medical experts. Service & comfort dogs must be on a leash at all times when in the common areas. Owners must be responsible and clean up after their pets otherwise fines may be implemented. Dogs are not allowed in the VRHA recreational facilities. **(Please refer to Exhibit A for more information).**
18. **ALCOHOL & SMOKING:** No consumption of alcoholic beverages shall be permitted in the common areas including the parking area, walkways and stairwells. Alcoholic beverages may be consumed at the pool only. Glass containers/bottles are not allowed in or near the pool. Smoking is also not allowed in the VR Recreational Facilities or in the stairwells.
19. **SAFETY:** All drivers are not to exceed **5 mph** in the parking lot to guarantee the safety of all residents. Children are not allowed to play on the stairs, walkways, parking lot or in the landscaped areas. Children shall not play in such a manner to become a nuisance to other residents, destroy property, or create danger to themselves or others. The curfew for minors begins at 10:00 p.m.

20. **SECURITY:** To prevent vandalism and theft of vehicles at night - loitering, gatherings, partying, or meetings of any kind are not allowed in the parking lot or any other common areas between 10:00 p.m. and 6:00 a.m.
21. **AIR CONDITIONERS:** No window air conditioners are allowed. All air conditioning piping must follow the existing pipe routing scheme for efficient roof maintenance. No drilling in the roof for anchors or any other reason is allowed. Air conditioning pads must be extended with poured-in concrete following standard procedure for such work if installing an oversized air conditioner (outdoor unit). Any air conditioning installation other than replacing the existing system components with compatible components must be approved by the VHRA Board. Unit Owners must have contractors remove debris/old air conditioning units and parts from the roof top when the repair work is completed otherwise fines may be implemented. Contact the Property Manager at least 30 days in advance prior to any work being done to obtain the approval, requirements and to schedule roof top access.
22. **CONSTRUCTION/RENOVATIONS:** Construction or renovation activities that may generate loud noise (including but not limited to hammering, electric sawing, scrapping, drilling, etc.) is permitted only during the hours of 8:00a.m. to 5:00p.m. Monday through Fridays and 9:00 am to 4:00 pm on Saturdays. Building materials shall not be stored in the common areas OR thrown into the Villa Rosario dump bins.  
**(Refer to Exhibit C for complete rules)**
23. **HOUSE RULE CHANGES:** These house rules may from time to time be amended or altered by the VHRA Board for the safety, cleanliness, and welfare of the owners and tenants of VILLA ROSARIO CONDOMINIUMS.

**VILLA ROSARIO HOMEOWNERS ASSOCIATION**

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Laura Dacanay, President

Date

# VILLA ROSARIO CONDOMINIUMS

## RECREATIONAL FACILITIES RULES & REGULATIONS

### EXHIBIT A

Hours of operation: 8AM – 10PM Daily

1. The recreational facilities shall be defined as the basketball/tennis courts, and Pool. These facilities are strictly for the use of Villa Rosario Homeowners and Residents. Guests must be accompanied by the host Homeowner/Resident at all times. Host Homeowner/Resident must have the recreational facilities key card in their possession at all times. There is a \$75.00 replacement fee for lost or stolen key card. Homeowner/Resident with any outstanding fees will have their key card deactivated until balances have been cleared.
2. Homeowners/Residents are only allowed up to (5) guests in the recreational facilities at all times. All others will be asked to leave the premises.
3. Minors are not allowed to vouch for outsiders/non-residents to play on the courts. An adult must be present at all times with minors. This will help prevent bullying from occurring on the premises.
4. The basketball and tennis court fence doors must be closed at all times. If anyone is caught opening the fence door for anyone outside of their party of five, they could be fined or have their key card deactivated for doing so and may also be fined for any damage caused by said party. All users must possess a key card to utilize the courts.
5. Children are to be supervised by an adult at all times.
6. No roughhousing or horseplay is allowed so as to avoid any injuries from occurring.
7. No alcohol or smoking is allowed in the recreational facilities.
8. Loud music so as to disturb neighboring units is not allowed. Volume must be kept to a reasonable level. Music containing explicit lyrics is also not allowed. Please be mindful that minors play in this area.
9. No skateboarding, roller blades, and bicycles allowed on the tennis court and basketball court.
10. No pets allowed in the recreational facilities.
11. Loitering in the facilities after 10p.m. is prohibited.
12. All trash must be disposed of in the garbage receptacles provided.
13. No vehicles are allowed in the playground area outside of the guest parking.
14. Anyone caught damaging the facilities will be prosecuted to the full extent of the law and will be fined. (see House Rule #14 Malicious Acts)
15. Violation of these rules will result in a fine up to **\$500** per incident and can be subject to being banned from the use of all Villa Rosario Facilities.

# VILLA ROSARIO CONDOMINIUMS

## VEHICLE DECAL & PARKING POLICY

### EXHIBIT B

The following Vehicle Decal and Parking Policy has been adopted to promote a harmonious, pleasant, safe, and healthy environment in the condominiums. The cooperation of all owners, occupants & guests is required.

1. **DECAL:** Only vehicles with valid registration and insurance coverage will be issued a VRHA decal. Decals must be affixed at the designated location of the vehicle. This decal allowed the vehicle to park in the Villa Rosario Condominium parking lot premises.
2. **ANNUAL FREE DECALS:** VRHA shall provide every unit homeowner with two (2) decals per calendar year at the beginning of the year.
3. **ANNUAL PURCHASED DECALS:** Any additional decal(s) may be purchased for a fee of \$100 per calendar year. There shall be no prorated fee for partial usage of the decal(s). A purchased parking decal does not guarantee availability of a parking space.
4. **VALID DECAL:** Each decal is good for one specific calendar year only.
5. **DECAL PLACEMENT:** The decal must be affixed at the upper corner of the passenger side front windshield of the vehicle. For motorcycles/scooters, the decal shall be affixed upfront in a way that is easily visible to the security guard. Removable or “non-permanent” placement of the decal on a vehicle is not allowed.
6. **STALL ASSIGNMENT:** Numbered stall assignments will remain unchanged pursuant to the House Rules and HPR.
7. **VISITOR/GUESTS:** Visitors/guests may park in the guest parking area located by the recreational facilities otherwise the vehicle may be towed as per the VRHA House Rules.
8. **TRACKING:** All visitor/guest vehicles (without a valid decal) may be tracked/documented (via license plate numbers) by the security guard, or Property Manager’s representative, for the purpose of reporting and statistical analysis by the Parking Committee and/or VRHA Board.
9. **COMMERCIAL VEHICLES:** Commercial vehicles are not qualified to receive a VRHA Parking Decal. Commercial vehicles are referenced in the House Rules and shall be defined here as any type of motor vehicle used for transporting goods or paid passengers. This includes, but is not limited to, a single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more; a vehicle that carries 11 or more passengers including the driver; and any size vehicle that transports hazardous materials which is required to be placarded.
10. **CHANGE OF VEHICLE:** If a resident/unit changes their vehicle(s) during the calendar year, a replacement decal(s) will be provided at no additional cost provided that the old decal is removed and turned into the Century 21 Office at such time they pick up a new decal.
11. **TEMPORARY VEHICLE DECAL/PARKING CARD:** In the event that a vehicle is in the shop for repairs, a temporary parking card will be issued by Century 21 for a limited time of up to 15 calendar days provided valid documentation is submitted. Valid documentation must include the name of the shop and contact information. This will suffice to enable verification of authenticity of the request. The temporary vehicle parking card can be renewed upon request if the vehicle is not repaired within the initial period.

12. **REPLACEMENT DECAL:** Pursuant to the House Rules, owners are required to notify the Property Manager of any change in ownership and/or tenants. Replacement of decal(s) as a result of such change in tenants/occupants are provided for free provided that the vehicle decals of the outgoing tenants/occupants are removed and turned into Century 21. Failure to meet the above responsibility of the owners and tenants in regards to change in tenants/occupants will result in no free replacement decal(s). Any and all other replacement decal requests will be provided at **\$100** each, regardless of how many months remaining within the calendar year.
13. **ENFORCEMENT:** Parked vehicle(s) without a valid decal may be subject to be towed at vehicle owner's expense pursuant to the parking rule of the existing House Rules and if towing is not available fine will be issued.
14. **PARKING POLICY UPDATES:** The Vehicle Decal and Parking Policy may from time to time be amended or updated by the Parking Committee based on statistical analysis of data collected pursuant to the "Tracking" paragraph of the policy.

# VILLA ROSARIO CONDOMINIUMS

## CONTRACTOR/CONSTRUCTION RULES

### EXHIBIT C

1. **LOUD NOISE.** (Any noise that can be heard from another condo unit.) Construction or renovation activities that may generate loud noise (including but not limited to hammering, electric sawing, scraping, drilling, etc.) is permitted only during the hours of 8:00a.m. to 6:00p.m. Monday through Saturday.
2. **STAGING:** Building materials and debris may NOT be placed or stored for any period of time in any common areas (including but not limited to, playground area, hallways, stairwells, or parking areas).
3. **VEHICLE PARKING:** Contractors may park in the Unit Owner's assigned numbered parking between the hours of 8:00a.m. to 6:00p.m. Monday through Saturday. The Unit Owner must inform the Property Manager in writing (via email) of the Contractor's name, vehicle type and license plate number. Should Unit Owner fail to do this, subject vehicle may be towed at the Owner's expense for not following the Parking Policy. (Please refer to Exhibit B).
4. **LOITERING IN THE COMMON AREAS:** No employees or other personnel hired to perform any construction or renovation work shall be permitted to use or remain in the common areas including hallways, stairwells, etc. for personal use or other purposes.
5. **DEBRIS DISPOSAL:** All excess construction materials and debris must be properly disposed of in full compliance with applicable federal and Guam laws and regulations. None of the condominium trash bins may be used to store or dispose of excess construction materials or debris. These items must be promptly transported off-site.
6. **CLEANING AND REPAIRS OF COMMON AREA:** Any person/contractor producing any litter or mess (including, but not limited to dust, soil, tracking and/or defacing of common area surfaces) shall promptly remove, fix or repair the situation. Should this rule not be followed, the VHRA Board may opt to have the area repaired and bill the Unit Owner.
7. **RESPONSIBILITY FOR ADHERENCE TO RULES PERTAINING TO WORK PROJECT:** During any construction or renovation work, homeowners shall exercise daily and continual oversight to ensure that each of their tenants, contractors, subcontractors, agents and employees comply with these rules.
8. **DAMAGE LIABILITIES:** Homeowners shall be responsible and liable for any loss or damages to any part of Villa Rosario Condominium's common areas caused by their tenants, contractors, subcontractors, agent or employees.



