

# *Menlo Commons Association*

c/o The Manor Association 353 Main Street Redwood City, Ca. 94063 (650) 637-1616, fax (650) 637-1670

December 8, 2016

Re: Menlo Commons Association  
Rules & Procedures (Formerly House Rules)

Dear Homeowner,

On October 6, 2016 at the open meeting of the Menlo Commons Association Board of Directors, the Board approved and adopted a more current version of our Rules & Procedures, formerly known as House Rules, and wishes to provide you with a copy. In keeping with its original intent, the Rules & Procedures document is a supplement to, and a further detailing of information already contained in our Articles of Incorporation, Bylaws, and CC&Rs. It defines procedural guide lines for how to best use our facilities and what should be done, in our community, for us all to be good neighbors.

We suggest that you place the attached document with your other important Menlo Commons Association materials for easy reference. Owners who are renting their unit or who have family members living in their units have an obligation to provide their resident with a copy of these Rules & Procedures, so that they are aware of them, can abide by them, and be a full participating part of our community.

Please note that any and all previous versions of the House Rules are superseded by this attached, dated, October 2016, version of them. Should you have any questions regarding this document or its content, please call the Manor Association. See your Menlo Commons Directory of Residents and Emergency Information handbook for contact details.

Sincerely,

Your Board of Directors  
Menlo Commons Association

Attachment: Rules & Procedures

# Menlo Commons Homeowner's Association

C/o The Manor Association 353 Main Street Redwood City, Ca. 94063 (650) 637-1616, fax (650) 637-1670

(Please, see the CC&Rs for details of Owner's Right and Obligation to Maintain and Repair.) Generally speaking, the owner is responsible for all replacements, repairs and maintenance from wall to wall and ceiling to floor inside his/her unit. The Homeowner's Association is responsible for what is inside the walls and outside the unit that is used in common with other residents, such as, sewer and water lines, wiring, cables, etc. and all common use areas.

**MAINTENANCE PROVISIONS (See CC&Rs):**

	Responsibility:	
	Association	Owner
Air conditioning equipment .....	X	
Awnings .....	X	
Caulking: Bath tub or shower.....	X	
Doors: 3rd floor deck storage area .....	X	
Drains: 3 <sup>rd</sup> floor deck drain grate cleaning.....	X	
Drawer guides .....	X	
Faucets.....	X	
Filters: Kitchen faucet, range exhaust.....	X	
Fireplaces .....	X	
Garage cleaning.....	X	
Garage gate remote control .....	X	
Garage parking space: Drip pans .....	X	
Kitchen appliances, all .....	X	
Kitchen/Bathroom clogs (less than 3feet) .....	X	
Kitchen/Bathroom clogs (greater than 3feet).....	X	
Kitchen cabinet repairs/replacement.....	X	
Knobs: Doors, cabinets .....	X	
Lights: Bulbs, fluorescent tubes, diffusers .....	X	
Lockers (in the garage).....	X	
Pest control: Rats, mice, ants, silverfish (common area) .....	X	
Phone jacks (original).....	X	
Plumbing (inside walls).....	X	
Radiant heat ceiling panels.....	X	
Rollers: Closet doors .....	X	
Screens .....	X	
Showers .....	X	
Smoke detectors .....	X	
Switches .....	X	
Toilets: seats, seals, tank, lid, bowl.....	X	
Towel bars: new, replacement, repair .....	X	
TV outlets (original).....	X	
Water pipes.....	X	
Window Box Plantings.....	X	
Window Boxes .....	X	
Windows: Glass, rollers .....	X	

NEW EXHIBIT C  
(approval attached)

The Board may provide repair and installation services for those items or portions of items that are the responsibility of Owners, provided that the Owner requesting such service shall be specially assessed for the materials used.