

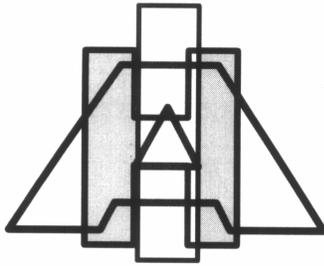
Islandia Homeowners Association  
Alameda, CA 94502-6921  
Ph: (510) 522-0270 Fax: (510) 522-2499  
Email: [office@islandiahoa.org](mailto:office@islandiahoa.org)  
Website: [www.islandiahoa.org](http://www.islandiahoa.org)

# *Welcome Booklet*

**INFORMATION FOR NEW MEMBERS**

ISLANDIA HOMEOWNERS ASSOCIATION

NOVEMBER 2011



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## W E L C O M E

Welcome to the Islandia Homeowners' Association. As an Islandia homeowner, you own, in common with all other homeowners in Islandia, part of all common areas and are therefore automatically a member of the Association. The common areas include not only the obvious ones - the grounds, clubhouse, swimming pool, tennis Courts, basketball/volleyball court, picnic area, guest parking spaces and the recreational vehicle storage area - but also the exterior surfaces of all of the townhouses. Since the common areas are owned by all of us, the Homeowners' Association was created and the Covenants, Conditions, & Restrictions (CC&R's) were written to govern their use. As a homeowner, you are bound to the Association by the CC&R's. It is important that you read and understand them. If you do not have a copy, they are available at cost of \$50, please obtain one at the office. This introductory booklet is intended to partially summarize the CC&R's and review their recent interpretations.

### *Board of Directors*

A five-member Board of Directors directs Islandia. The members of the Board are all fellow homeowners who have volunteered their services and are elected at the annual meeting of the Association. It is their charge to interpret and

enforce the CC&R's and direct the operation of the Association. Your control over the common areas is indirectly through the Board. The Board publishes a newsletter each month to keep in contact with the membership. The newsletter will be your most direct contact with the Board. It contains the names and telephone numbers of Board members.

### *Management and Staff*

The association has several staff members. We have a Manager who represents the Board in the day-to-day operations. The Manager can be reached at the Association office or by telephone at 522-0270. In addition to the manager, we also employ an Office Manager, a grounds and maintenance crew, and seasonal pool attendants as required. In general, contact with these employees and most requests of the Board should be through the office.

### *Committees*

To better direct the Association, the Board has created several advisory committees manned by volunteers. A good way to become active in the Association is to join one of the advisory committees. Most of the committees monitor the various common areas.

Since the exterior surfaces of each townhouse are owned in common by all homeowners, they are under the control of the Association. This means that no changes can be made without prior approval of the Board. There are townhouse developments where each unit looks radically different. Since you chose Islandia over one of those, we assume that one of your reasons is the pleasant atmosphere generated by the uniformity of our units. This atmosphere is gained only by our

willingness to accept uniform control on the exterior appearance of our homes.

If you wish to change the exterior appearance of your home in any way, pick up an application from the office, fill it out and return it. The office will forward your request to the proper committee for review. After consideration, the committee will make its recommendations and forward the request to the Board of Directors for action at the next Board meeting.

### *Architectural Review Committee*

The Architectural Review Committee considers all requests to change the exterior appearance of your townhouse. This includes structural changes in your patio area. Information about doors and lights pre-approved by the Board of Directors and where to purchase the same can be obtained from the office. Approved changes, include:

- ❖ Solid core and/or paneled doors. See the office for specifications and colors.
- ❖ Front screen/storm doors. Brown or bronze doors without bars have been approved.
- ❖ Additional exterior lighting. The Board has specified the approved fixtures and locations. See the office for details.
- ❖ Windows: Windows must be double pane, and may be brushed aluminum, dark bronze or almond. All windows on the same side of a unit must be replaced at the same time with the same configuration, dimension, size and design of the original window.

Changes, which have not been approved: Exterior bars on doors or windows. Solid core doors negate the need for bars

on doors. If bars on windows are deemed necessary, they must be installed inside of the windows.

### *Grounds and Maintenance Committee*

The Grounds and maintenance Committee (Islandia Garden Club) regularly surveys the general condition of our grounds and townhomes and writes reports to the Manager and Board on their findings and recommendations. Generally, large maintenance items necessitate special interest committees that are created as needed (e.g. Roofing Committee and Painting Committee). Such committees exist only as long as the Board needs them.

You may have noticed that several homeowners have individualized plantings in front of their homes. If you want to replace the Association plantings in front of your home, a plan must be drawn and submitted to the Board for approval. Plants should be selected from an established tree and shrubbery list, which is available at the office. Such requests will first be reviewed by the Grounds and Maintenance Committee. Care should be taken to assure the Board that your proposal will enhance and not detract from the general atmosphere. If approved, the Association will no longer be responsible for maintenance of the area and you must maintain it. The homeowner will be responsible for purchasing, planting, watering and maintaining the grounds. If the homeowner fails to maintain the grounds or the unit is sold, the Association will resume responsibility of the area

The plantings in your patio and any damage caused by them are your responsibility. Trees should be of a dwarf variety so that they do not extend higher than the garage roofs.

## *Recreation and Activities Committee*

This committee also sponsors several activities throughout the year for residents. They have, in the past, included an Easter egg hunt, a flea market and bake sale, a holiday boutique, a potluck dinner for volunteers, a Santa's visit and a holiday decorating contest. These activities are announced and explained in the newsletter.

## *Other Committees*

Other standing committees, which may be of interest to you, are the Budget and Audit Committee, the Welcoming Committee, and the Neighborhood Watch Committee. Each of these committees serves important functions for the Board. By watching out for each other's property, we can help to burglarproof the area. We recommend getting involved in our Neighborhood Watch program. Each block has a block captain. Contact the office for further information.

Islandia has also joined with the other associations located on Bay Farm Island, along with many Individual homes, and formed a group called CLASS (Citizen League for Airport safety and Serenity) which monitors activities at the Oakland International Airport and meets with the City of Alameda and the Airport to resolve problems associated with our proximity to the airport.

## *Association Policies*

- ❖ **Assessment Payments** All regular assessments are due on the first day of each month and are delinquent after 5pm on the 15th day of that month, at which time a late charge of 10% of unpaid balance will be added. If the assessment and late charge is unpaid on the last

calendar day of the month, the account becomes subject to interest, late charges and attorney fees. There is a \$10.00 charge for processing any returned checks.

- ❖ **Balconies:** To maintain the ambiance of our area, no beach towels blankets or laundry is to be hung from the balconies
- ❖ **Children:** The picnic area contains playground equipment and a tetherball. Enter through the clubhouse. Ball games with tennis or "Nerf" balls are allowed only in the large lawn area behind the clubhouse/ swimming pool.
- ❖ **Clubhouse:** The meeting room in the clubhouse, with its adjoining kitchen and patio is available for rent by residents.
- ❖ **Garage Doors:** Maintenance of garage doors is the responsibility of the resident.
- ❖ **Noise:** Because we share common walls, noise can be a problem. Avoid putting your TV or stereo against a common wall. Please control barking dogs, especially at night.
- ❖ **Parking:** Residents may not park in the designated guest parking slots between the hours of 12 AM (Midnight) and 8:00 AM without a valid parking permit. A procedure for ticketing unauthorized vehicles has been in place. If you have houseguests using guest parking, please obtain a parking permit from the office to avoid citation. No parking is allowed behind garages, except while loading, unloading, or washing a vehicle.
- ❖ **Pets:** The City of Alameda has both a leash law and a pooper-scooper law. Dogs must be kept on a leash and cats should be kept indoors at night and should not be

allowed on the roof. Pet owners are responsible for any damage created by their pets.

- ❖ **Refuse Collection:** Residents must make their own arrangements. Call Alameda Counties Industries (ACI) at 483-1400 for weekly service. Tight fitting lids are required. Trash containers must not be placed out more than 24 hours before pick-up or left out more than 24 hours following pick-up. Please clean up litter in your area left by the scavenger company.
- ❖ **Roofs:** No one is allowed on townhouse or garage roofs without prior approval of the office. If you see anyone on the roofs, please inform the manager.
- ❖ **Signs:** Political signs are allowed only inside the windows. A single 12" X 24" sign advertising the unit for sale or rent is allowed and written permission must be given by the owner before a sign is placed.
- ❖ **Water:** Water is a big item in our budget. Please help conserve it. Report any broken sprinklers to the office.
- ❖ **Window Boxes:** Plantings in the window boxes are the responsibility of the resident. IHA recommends placing potted plants, as the window box structure is too weak to support dirt, rocks, and water.
- ❖ **Window Screens:** Maintenance of window screens is the responsibility of the resident.

## *Swimming Pool Rules And Regulations*

- ❖ The Board of Directors has approved rules for the safe and pleasurable use of the pool and pool area.
- ❖ The Management and hired pool attendants have the right to admonish members, their families, or guests to comply with these rules and regulations, or any other posted regulation of the Association.
- ❖ Management has the right to discipline by suspension of privileges appropriate to the offense.
- ❖ Days and Hours the pool is open are seasonally adjusted and will be published in the Newsletter as well as posted on the Clubhouse door.
- ❖ When the Board feels it is needed, a pool attendant, who is not a lifeguard, will be at the poolside.
- ❖ All members must sign in for themselves and their guests with their pool tag number. Pool tags must be visible in the pool area. **Five** tags are allowed per household.
- ❖ According to California law, children under 14 years of age must be accompanied by an adult; children between 14 and 18 years of age must have a water safety card and a letter from the parent or guardian stating they have permission to use the pool without adult supervision.
- ❖ Guests must be accompanied by an adult member 18 years or older.
- ❖ No more than **nine** persons per household are allowed. Management has the right to restrict the number of guests if the pool is crowded. Each guest without a tag will be charged \$1.00
- ❖ No dogs or pets of any kind are permitted in the pool area.
- ❖ For safety reasons, no diving allowed.

- ❖ Ball throwing, running, wrestling, piggy-back riding, pushing or rough play is not permitted in the pool or pool area.
- ❖ Surfboards, boogie boards, inner tubes, skateboards and bicycles are not permitted in the pool area.
- ❖ Glass containers of any kind are prohibited in the pool area.
- ❖ Smoking is prohibited in the pool area.
- ❖ Eating while in the pool is prohibited, but food and drink can be consumed at the tables or on the grass area.
- ❖ Trash must be placed in the receptacles provided.
- ❖ Swimmers must shower at the pool facilities to ensure suntan and other lotions are rinsed off prior to entering or re-entering the pool.
- ❖ Anyone with symptoms of infectious or communicable disease, colds, nasal or ear discharge, inflamed eyes, cuts bandages, skin eruptions or similar infections shall be prohibited from using the pool.
- ❖ Only bathing suits shall be worn in the pool. No cut-offs, shorts, jeans, or colored T-shirts will be permitted.
- ❖ Diapers are required on toddlers 2 years and under and all children not yet potty-trained.
- ❖ Swimming attire is not permitted in the recreation rooms of the Clubhouse.
- ❖ No bobbie pins, metal clips, or curlers are permissible in the pool. Long hair must be contained by braiding, ribbons, or rubber bands.
- ❖ Use of swim fins, snorkels, Styrofoam objects, rafts, balls, etc., will be permitted at the discretion of the pool attendant. The pool attendant has the right to restrict the use of pool toys when the pool is crowded.

- ❖ Radios, stereos and other sound emitting devices must be used with earphones.
- ❖ Vandalism, lewd, obscene or disorderly behavior or language is prohibited.
- ❖ The pool attendant has the right to enforce the rules as laid down in this document, approved by the Board of directors.

### *Tennis Court Rules*

- ❖ Long Term Key Rental: A deposit of \$10.00 is required, which will be refunded upon return of assigned key. Person returning key must show proof of Islandia residence.
- ❖ Players must wear tennis shoes and Islandia tags. When players are waiting for a court please limit your game to completion of one set.
- ❖ Adult residents shall have priority over children, during the weekdays after 6:00 pm, on Saturday from 8:00 am till 1:00 pm and all day on Sundays and holidays.
- ❖ Players are requested to observe all tennis courtesies as well as rules of conduct on and around courts.
- ❖ Play shall not begin before 8 a.m. and be terminated by darkness. No pets, roller skates, skateboard, bicycles, tricycles shall be allowed in the tennis courts.

*Welcome to Islandia. We are proud of our community. If you have questions, please feel free to call the office at 510-522-0270. We hope this booklet is helpful to you. Our committees are all eager to welcome you and to tap your talents in our ongoing effort to always improve the lifestyle of Islandia.*