

**ANDALUSIA HOMEOWNERS ASSOCIATION**  
*c/o Community Management Services, Inc.*  
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## **OPEN HOUSE AND PARTY POLICY**

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### ***REAL ESTATE OPEN HOUSES***

#### Access

- Access to the Andalusia community for real estate open houses may only be provided by a security guard supplied by the Association. The fee for this service is \$100 per four-hour block of time when an open house will be held, and this cost is the responsibility of the owner who is selling his or her unit. Security guard services are not available for blocks of less than four hours; additional hours are available at the rate of \$25 per hour or fraction thereof. Please note that open houses are only permitted between the hours of 11:00AM and 8:00PM.
- Open house and security guard arrangements must be made with management at least ten (10) days prior to the requested open house. (*Use the "Gate Guard Request" form found on the Association web site, or request the form from the e-mail address above.*) Exceptions may be made on a case-by-case basis, but if sufficient notice is not provided, the Association cannot guarantee that a security guard will be available, which will necessitate the cancellation of the open house.
- The security guard provided by the Association to facilitate access for the open house may provide the following services: 1) Opening the main gate to provide access for prospective purchasers during the open house; 2) Providing instructions on where prospective purchasers should park (e.g., guest parking spaces); and 3) Handing out brochures for the open house that are provided by the realtor or other person connected with the sale of the unit.

#### Signage

- Signage advertising an open house may be placed in the center island in front of the guardhouse the day of the open house and must be removed immediately following the open house.
- Directional signage may be placed at strategic locations throughout the community the day of the open house and must be removed immediately following the end of the open house.
- Signage advertising an open house and directional signage is limited to A-frame signage that is not affixed, drilled, nailed, or staked in any building surface, concrete, asphalt, or landscaping. This signage should not be placed on any walkways or roadways or in any way that would impede access for pedestrians or vehicles.
- Nothing in this policy prohibits an owner from placing signage in property they own exclusively or have exclusive access to, including inside the windows, decks, or patios of their units.

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#### Prohibited Actions

- Each owner and resident is issued one personal access code for the main vehicle gates, which may NOT be posted anywhere in the community, including but not limited to the entry system callbox, signage, maps, or advertisements. Access for open houses is to be provided by security guard only and not through the entry system or the use of access codes.
- Access codes may not be published or posted on MLS or other listings or advertisements open to the public.
- Access codes distributed during an open house, published, or otherwise distributed to persons that do not permanently reside in the development will be deactivated.
- Any action conducted during an open house that negatively impacts the security of the development, poses a hazard or safety concern, creates a nuisance, or unreasonably interferes with the use or the quiet enjoyment of any owner's unit is prohibited.

#### Non-Compliance and Enforcement of Policy

Any owner who does not comply with this policy or conducts an open house where the owner, realtor, invitees, or other persons do not comply with this policy is subject to a \$150 fine after notice and a hearing before the BOD.

### ***RESIDENT PARTIES***

Residents may also elect to utilize the services of a security guard for parties or other events at a cost of \$100 for a four-hour block of time; additional hours are available at the rate of \$25 per hour or fraction thereof. Parties may only be held outside of quiet time hours, which are currently 10:00PM to 8:00AM as stated in the Handbook of Rules.

Security guard arrangements for parties and events must be made with management at least ten (10) days prior to the party. *(Use the "Gate Guard Request" form found on the Association web site, or request the form from the e-mail address above.)* Exceptions may be made on a case-by-case basis, but if sufficient notice is not provided, the Association cannot guarantee that a security guard will be available.