

**THE RICCHI LUXURY CONDOMINIUMS**  
**SUMMARY OF RULES AND REGULATIONS**

**Air Conditioning and Heating**

The air conditioning and heating systems serving each unit are the sole responsibility of the unit owner. The Association has no responsibility for the maintenance, repair, or replacement of any in-unit HVAC equipment or related components.

HVAC compressors for the units are located on the roof of the building. Owners and their vendors must follow Association procedures for roof access. Please refer to the Roof Access section for specific requirements and approval processes.

**Balconies and Patios**

The only items allowed on balconies or patios are outdoor furniture and pots containing live plants. No other items are permitted. Hanging or attaching any item to balcony walls, ceilings, railings, or exterior surfaces is strictly prohibited. All balcony items must be always maintained in good condition.

Pets may be on balconies only when accompanied by a person and only if they do not create noise or disturbances affecting other residents.

**Barrier Arm at Vehicle Gate**

The vehicle gate barrier arm permits entry of one vehicle at a time. Tailgating or entering the property without proper authorization is prohibited. The barrier arm MUST come down between each vehicle, or damage could occur. If the barrier arm is damaged or a vehicle tailgates another, the unit owner will be subject to a fine and will be responsible for the full cost of repair or replacement of the barrier arm and/or gate mechanism.

Each unit owner is responsible for the conduct of all guests, tenants, contractors, vendors, and delivery or service providers accessing the property on their behalf.

**Barrier Arm at Vehicle Gate – Trucks and Large Vehicles**

The barrier arm is designed for passenger vehicles and small trucks only. It allows one vehicle to pass at a time. Large trucks, trailers, or vehicles that may not be detected by the barrier arm sensor must receive prior authorization. When advance notice is provided, management may secure the barrier arm in the open position to prevent damage.

Failure to coordinate access for oversized vehicles may result in damage to the barrier arm. Any resulting damage will be the responsibility of the unit owner associated with the vehicle.

**Bees and Wasps**

The Association is responsible only for the removal of bee hives and wasp nests located in the common areas. Any hives or nests located on balconies or patios are the responsibility of the unit owner. Balconies and patios are limited common elements reserved for the exclusive use of the unit owner.

The sole exception is for hives or nests located on or inside a fire sprinkler head, which must be reported to management immediately.

### **Bicycles, Scooters, and Skateboards**

Bicycles, scooters, skateboards, and similar items must be stored inside the unit. These items are not permitted to be left on balconies, patios, hallways, or in any common area.

The use of bicycles or similar is prohibited in corridors and interior common areas. They may only be used on the asphalt areas of the parking lot and are used entirely at the risk of the rider. Parents or guardians are responsible for minors using these items.

### **Board of Director Meetings**

Board meetings are held at the discretion of the Board of Directors and are announced at least seven days in advance, except as otherwise permitted by law.

Members of the Association may attend Board meetings either in person or virtually, in accordance with the meeting notice and applicable Texas law.

### **Complaints and Communication**

All complaints, concerns, and Association-related communications must be submitted through one of the following methods: Email: [hoamanagement@thericchi.com](mailto:hoamanagement@thericchi.com); text or WhatsApp: 210-990-1811 or lobby phone: 210-957-4071. Voicemail may be left outside of office hours.

Management will respond to communications within 24 business hours.

### **Contractors and Service Providers**

Unit owners are responsible for the actions and conduct of all contractors, vendors, and service providers working in or for their unit.

Contractors must comply with all Association rules, including proper parking requirements and use of designated access points as well as the Association's smoking policy. Unit owners must supervise their contractors to ensure compliance.

Absolutely no work of any kind may be performed in common areas. This includes, but is not limited to, cutting wood or tile, painting, mixing materials, or staging tools or equipment in hallways, lobbies, garages, or any other common area. Construction or remodeling debris may not be disposed of in Association dumpsters or trash rooms. Improper disposal will result in fines and any related charges being assessed to the unit owner.

Allowed hours of construction are between 8:30 a.m. to 5:30 p.m. from Monday through Friday.

For convenience, the reception desk can provide unit owners with a summary of applicable rules to share with their contractors prior to the start of any work.

### **Corridors / Hallways**

No personal items may be placed or stored in corridors or hallways. The only items permitted outside a unit door are one doormat and a tasteful wreath or similar on the door. Ring type doorbells are allowed as well as a small key box on the door frame only, not on the stucco.

### **Deliveries**

Unit owners and residents are responsible for providing proper instructions to each delivery person regarding how to access the property, where to park, and any other applicable rule. Staff members will not open the gate for any delivery driver unless the unit owner or resident has provided specific instructions to do so.

### **Dogs and Pet Rules**

All pets must be always kept on a leash while in the common areas, without exception. All dogs brought onto The Ricchi property must be registered with the Association office, including visiting dogs, regardless of the length of stay. No more than two pets are permitted per unit. Dogs over twenty (20) pounds are not allowed on the property at any time.

All dogs are required to participate in the Association's Dog DNA program. Unit owners are responsible for a \$100 initial registration fee.

Visiting pets are subject to all Association rules without exception. Unit owners are responsible for ensuring that guests with pets fully comply with all Rules and Regulations, including registration and Dog DNA requirements.

Designated dog walking areas are located at the rear of the property and are clearly identified by pet waste stations. Dogs may only relieve themselves in these designated areas. Pet owners are required to immediately collect and properly dispose of pet waste. Dogs are not permitted to eliminate in any other area of the property.

### **Dress Code in Common Areas**

Appropriate attire is required at all times in the common areas. Being barefoot or without a shirt is not permitted in any common area, except within the glass pool enclosure. Pajamas, sleepwear, or indecent clothing are not permitted in the common areas.

The Board reserves the right to determine what constitutes appropriate attire to maintain the standards of the community.

### **Elevators**

Only the central elevator located in front of the lobby may be used for moving furniture, appliances, or other large items. Elevator reservations for move-ins and move-outs must be made in advance through the Association office.

Unit owners are responsible for any damage caused to the elevator or common areas during moves or deliveries.

### **Entry / Exit Gate Use**

The entry gate is for entry only and may not be used as an exit under any circumstances. Vehicles attempting to exit through the entry gate create safety hazards, disrupt traffic flow, and risk damage to gate equipment.

Low-profile tire spikes are installed at the exit gate to deter improper use. These spikes are designed for controlled access and, when used correctly, will not cause damage to a vehicle. Damage to vehicles or association property resulting from attempting to enter through the exit gate is the responsibility of the unit owner associated with that vehicle.

All residents, guests, contractors, and delivery drivers must use the designated exit gate when leaving the property. Unit owners are responsible for ensuring that anyone they authorize to access the property complies with these requirements.

### **Front Doors**

Front doors are the property and responsibility of each unit owner. The only items permitted outside a unit door are one doormat and a tasteful wreath or similar on the door. Ring type doorbells are allowed as well as a small key box on the door frame only, not on the stucco.

### **Garages**

The garages are owned by the Association. Certain Members have acquired exclusive use rights to specific garages in accordance with the governing documents.

Only Members of the Association may hold exclusive use rights to garages. The Association does not manage, verify, or track any private arrangements regarding the use of garages.

### **Green Areas Around the Pool**

The green areas surrounding the pool are not recreational areas. Playing, throwing balls, running, or walking dogs in these areas is prohibited.

### **Gym (Cardio and Weight Rooms)**

The gym is available for use 24 hours a day and is open to residents on a first-come, first-served basis.

Guests may use the gym only if they have been registered in advance by the unit owner with the lobby staff. The unit owner must provide the guest's name and dates of visit. Unregistered guests are not permitted.

Residents and approved guests must comply with the following rules:

- No one under the age of 14 may use the gym without adult supervision.
- Exercise equipment must be wiped down after use.
- Headphones are always required.
- Users must be courteous and leave the gym clean and orderly.

### **Holiday Decoration Guidelines**

Holiday decorations are permitted on a temporary basis only and must not create safety hazards, damage common elements, or interfere with building operations. Decorations may be displayed only within the unit. The only exterior holiday decoration allowed is a holiday wreath or similar decoration placed on the front door of each unit.

Decorations may not be placed in corridors, stairwells, elevators, lobbies, railings, windows, or any other common areas unless expressly approved by the Association. All decorations must be tasteful, securely installed, and removed promptly at the end of the holiday period.

The Association reserves the right to require removal of any decoration that is unsafe, excessive, disruptive, or inconsistent with the standards of the community.

### **Insurance (Condo Policy)**

Each unit owner is required to maintain an insurance policy covering damage to their unit, personal property, and personal liability, including damage caused to other units or common elements, as required by the governing documents.

### **Internet and Cable TV Service**

Spectrum is the Association's provider for cable television and internet service. All matters related to cable or internet service, including outages, equipment, installation, or technical issues, must be handled directly with Spectrum by calling 888-369-2408 or by visiting a Spectrum location.

The cost of basic cable television and standard internet service is included in the monthly HOA assessment. Any upgraded internet speeds, premium channels, or additional services are the responsibility of the resident.

New residents are responsible for picking up their own free modem from Spectrum. Proof of residency or ownership and the unit number will be required.

Please do not contact the Association office regarding cable or internet service issues, as the Association does not provide technical support or account services.

### **Lobby Access (24-hours)**

Each unit is issued one white lobby access card. The card provides 24-hour access to the lobby and common area amenities, including the cardio and weight rooms, game room, conference room, and coffee machine. Place the white access card on the card reader located at the glass lobby door facing the swimming pool area.

Replacement cards are available for a fee of \$50 per card. Access cards are for use by residents of the unit only and may not be shared.

### **Lobby Staff**

Administrative staff is present in the lobby from Monday through Saturday from 9:00 a.m. through 6:00 p.m. and on Sunday from 10:00 a.m. to 5:00 p.m., excluding certain holidays.

### **Lockboxes**

Any lockbox used to store a unit access key that is not mounted on the unit's door frame must be placed on one of the designated lockbox bars located on the first floor of each stairwell.

Each unit is assigned to a specific stairwell. Owners and agents must use the designated location and must clearly mark the lockbox with the unit number. Contact the Association office for stairwell assignments or additional information.

### **Mailboxes**

The Association offers a mail collection service after the required authorization form has been completed and signed by the unit owner, and a mailbox key provided to reception.

The Association office is not responsible for mailbox locks but can provide replacement service of the mailbox lock for a fee. See reception for more information.

Residents are responsible for updating the information of anyone receiving mail to their unit by placing a note inside their mailbox with the current information.

### **Move-In and Move-Out**

Only Elevator #3, located near the lobby, or the stairwells may be used for moving furniture, appliances, or other large items. Unit owners must notify the Association office in advance to reserve the elevator for moves.

Move-ins and move-outs are permitted Monday through Saturday only, during designated daytime hours, and are not permitted on Sundays or holidays, as set forth in the governing documents.

Moving trucks may not remain in the parking lot overnight. Any moving vehicle or trailer left overnight will be towed at the owner's expense. No exceptions.

### **Noise Complaints**

Quiet time is observed from 10:00 p.m. to 6:00 a.m., 365 days per year. During this time, noise originating from a unit must not be audible within another unit or common area. Noise complaints occurring after 10:00 p.m. should be reported to the San Antonio Police Department non-emergency line at 210-207-7273.

If the noise continues after police involvement, the issue should be reported to management at [hoamanagement@thericchi.com](mailto:hoamanagement@thericchi.com). Applicable fines will be assessed to the offending unit in accordance with the Rules and Regulations.

### **Package Acceptance and Mail Collection**

The Association offers package acceptance and mail collection services. Participation is optional and requires completion of the applicable package acceptance and/or mail collection authorization forms.

Residents must ensure that all packages clearly include the resident's name and unit number. Residents are responsible for providing delivery companies with clear instructions indicating whether packages are to be delivered to the lobby or directly to the unit door.

If packages are to be delivered to the lobby, delivery services must be informed of lobby hours, which are Monday through Saturday from 9:00 a.m. to 6:00 p.m. and Sunday from 10:00 a.m. to 5:00 p.m.

The Association is not responsible for lost, delayed, or misdelivered packages.

### **Parking Lot and Vehicle Access**

Residents have one reserved parking space per unit (penthouses have 2 spaces) which are identified with their unit number. All other vehicles must use visitor spots, which are available on all sides of the building.

Do not park in another resident's space without permission or your vehicle may be towed.

Access to the parking lot and building is permitted only with authorization from the Association or a resident.

Tailgating is strictly prohibited. Vehicles must allow the barrier arm to fully close and reopen before entry.

Parking of trailers, boats, RVs, and oversized trucks is prohibited. All vehicles must be parked fully within a marked parking space, must not encroach on fire lanes or pedestrian sidewalks, and must completely clear all red fire lines.

### **Payment of Monthly Assessments and Late Fees**

Each unit owner is responsible for timely payment of all financial obligations to the Association. No exceptions are made for late fees.

Monthly assessments are due by the 5th day of each month. A \$50 late fee will be applied to accounts not paid by the due date.

Payments are applied in the following order, regardless of any instructions from a unit owner: fines, late fees, damages, attorney fees, and then assessments.

### **Personal Services and Favors**

Association maintenance and reception staff are not permitted to perform personal services, side work, or favors for residents during their assigned work hours. This includes, but is not limited to, repairs inside units, moving personal items, administrative favors, personal errands, or assistance with private projects.

Association staff are employed to serve the community as a whole and to maintain the common elements and daily operations of the property. With 87 units in the community, allowing personal favors during work hours would be unfair to other owners and would interfere with staff's assigned responsibilities.

If a resident wishes to engage a staff member for personal services, this must be arranged directly with the individual staff member outside of normal work hours and must not involve the use of Association tools, equipment, supplies, or time. The Association is not involved in, and bears no responsibility for, any such private arrangements.

### **Pest Control**

Any pest-related issues inside a unit, storage room, or garage are the responsibility of the unit owner. Common areas such as hallways and grounds are treated routinely by maintenance staff.

### **Picnic and Grill Area**

The covered picnic and grill area is available on a first-come, first-served basis. Reservations are not required.

Users must properly dispose of all trash after use. All gas tanks must be turned off and all flames fully extinguished before leaving the area.

### **Property Tax**

The Association does not handle or control matters related to individual unit property taxes. Any appraisal protests or tax issues must be handled directly by the unit owner.

### **Pedestrian Gate Access**

Access to the pedestrian gates at the front and rear of the property is controlled by an access code. For security purposes, the code is changed periodically.

Residents who require the current access code should contact the lobby during staffed hours to verify access.

### **Rental Limit and Lease Restrictions**

Leasing of units at The Ricchi Luxury Condominiums is limited and strictly regulated by the governing documents. The Association enforces a rental cap of fifteen percent (15%) of the total units.

All leases require prior written approval from the Association and must comply with the Association's leasing requirements. The minimum lease term is six (6) months. Short-term, transient, or month-to-month rentals are strictly prohibited.

Unit owners are fully responsible for the conduct of their tenants and their tenants' guests and for ensuring full compliance with all Association rules and regulations.

### **Right of First Refusal – Condo Sale Contracts**

The Association and its Members have forty-eight (48) hours to exercise the Right of First

Refusal. Any executed sales contract must be delivered to the Association promptly to allow Members the opportunity to exercise this right, as provided in the governing documents.

### **Roof Access**

Unit owners must notify the Association office in advance when roof access is required for air conditioning or other authorized service work. The name of the contractor and the date of access must be provided. All contractors must sign a release and waiver of liability at the lobby prior to accessing the roof. Unauthorized roof access is prohibited.

### **Roof Maintenance**

The roof is inspected every six months to preserve warranty coverage. Unit owners will be notified following each inspection of any relevant findings.

### **Rules and Governing Documents**

All governing documents, including the complete list of Rules and Regulations, are available on the Association's website at [www.thericchi.com](http://www.thericchi.com).

### **Smoking Policy**

Smoking of any kind, including cigarettes, cigars, pipes, hookah, e-cigarettes, vape pens, and all tobacco or nicotine products, is prohibited in all common areas, including the grill and picnic areas.

Smoking is permitted only inside units and on balconies or patios. Cigarette stubs may not be left on any common area.

### **Storage Room Rental**

Storage rooms are available for rent on a month-to-month basis, subject to availability. A security deposit equal to one month's rent is required.

Residents interested in renting a storage room must contact the Association office for current availability and rental terms.

### **Swimming Pool and Jacuzzis**

The swimming pool and jacuzzis are open daily from 8:00 a.m. to 10:00 p.m.

Use of the pool, jacuzzis, and surrounding pool area is limited to six (6) people per unit and twelve (12) people per penthouse at any time. This limit exists to ensure fair access for all residents in an 87-unit community.

Children under the age of 14 must be accompanied by a parent or legal guardian at all times while in the pool area. Children under 14 are strictly prohibited from using the jacuzzis.

Food and pets are not permitted inside the pool enclosure. Drinks are allowed only in non-glass containers and must remain outside the pool and jacuzzis and out of reach of anyone

inside the swimming pool.

Standing, walking, or jumping on pool cushions, mattresses, or furniture is prohibited to prevent damage.

### **Trash Dumpsters**

Dumpsters are for normal household trash only. Construction debris, remodeling materials, furniture, paint, or bulk items may not be placed in dumpsters.

Improper disposal may result in fines from the waste management company, which will be charged to the responsible unit.

### **Trash Rooms**

All trash must be placed in securely tied plastic bags and disposed of through the trash chute or placed inside the trash bin on the first floor, where applicable.

There are five (5) trash rooms per floor. Trash rooms on Floors 2 through 5 are equipped with trash chutes.

To prevent pests, odors, and chute blockages, the following rules must be observed:

- All trash must be secured in a firmly closed plastic bag. No exceptions.
- Trash bags placed in the chute must fit easily without forcing.
- Cardboard boxes of any size are prohibited in the trash chutes.
- All cardboard must be flattened and placed neatly inside the trash room.
- Recyclable items, including glass and large plastic containers, must be left neatly inside the trash room and not placed in the chute.

Failure to follow these rules may result in fines or additional charges for cleaning or repairs.

### **Vehicle Access Gate**

Remote control key fobs may be purchased from the Association office for \$35 each. The vehicle gate may also be accessed using the Nimbio mobile application.

Residents have the following options to allow visitors, contractors, or deliveries access through the vehicle gate:

Option 1. Key Fob: Residents may allow access by providing a remote-control key fob.

Option 2. Office Authorization: During lobby office hours only, residents may contact the Association office in advance to notify staff of an expected visitor or delivery and expressly authorize gate access. Absent prior resident authorization, Association staff will not open the gate for individual visitors, contractors, or deliveries.

Option 3. Nimbio App Remote Access: Residents may open the gate remotely using the Nimbio app. Delivery drivers, contractors, or visitors must contact the resident directly upon arrival at the gate. The residents are responsible for providing their phone number to the

visitor and opening the gate through the app.

Residents are responsible for the actions of anyone they authorize to access the property.

### **Visitors – Conduct**

Unit owners are responsible for the actions of their visitors and, if applicable, the visitors of their tenants.

Visitors of tenants may use amenities only when accompanied by the tenant.

### **Visitors – Notification**

Unit owners must notify the Association office in advance of visiting guests, including names and length of stay, in order for visitors to be authorized to use amenities.

### **Water Heaters**

Water heaters serving each unit are the sole responsibility of the unit owner. The Association does not maintain or repair water heaters and there is no central boiler.

### **Water Valves**

Requests to open or close a unit's water valve must be submitted in writing (by email or text) at least one day in advance. No exceptions are permitted, as maintenance staff must be present to perform this service.

### **Windows**

All window coverings visible from the exterior must be white or off-white. No items may be placed in or attached to windows or window frames.

Windows are the responsibility of the unit owner and must be maintained and repaired in accordance with Association standards.

***This summary is provided for convenience only and does not include all rules, restrictions, or requirements governing The Ricchi Luxury Condominiums. For the complete and controlling provisions, including the Declaration, Bylaws, and full Rules and Regulations, please visit [www.thericchi.com](http://www.thericchi.com).***

***All owners, residents, tenants, and guests are responsible for complying with the Association's governing documents in their entirety.***

***The Rules and Regulations at The Ricchi Luxury Condominiums are strictly enforced without exception. The Association does not issue warning periods or courtesy notices. Violations are subject to immediate enforcement action, including fines or other remedies as permitted by the governing documents and applicable Texas law. Consistent enforcement protects the safety, character, and property values and ensures fair treatment of all owners and residents.***