

Hillcrest Garden Homeowners Association

RULES & GUIDELINES

Adopted September 26, 2012

This booklet serves as a guide to the Association's Rules and Guidelines, and is a supplement to the CC&R's and By-Laws of the Hillcrest Garden Homeowners' Association.

A Board of Directors governs the Hillcrest Garden HOA, which is made up of five (5) elected members of the Association. This document is an effort to revisit all of the adopted Rules and to assure all homeowners are aware of these Rules. Rules are adopted and changed from time to time and all Members are encouraged to attend the monthly meetings, read any notices posted on the bulletin Board located in the pool alcove, and read any Newsletters and notices for any changes to these Rules.

GENERAL RULES

(Adopted by the Board of Directors (as per CC&R's. Sec. 4.3.8)

Common Area: No flowers, plants, stepping stones, statues nor any other object may be placed in the common area without Architectural Committee approval.

Exterior Modifications: (February 1988) All exterior modifications must be submitted to the Board of Directors, and approved, in writing prior to performing any work. Contact Management for an Architectural Modification Request form.

- **Gate Mesh** (March 1997) All mesh attached to gates must be black in color and limited to small gates, and may not be installed along the long runs of wrought iron fencing where it might look unsightly.
- **Satellite Dishes** (April 1997) Satellite dishes may be located within the units' exclusive use patio area, provided the dish is not located more than half way up the wall, and cable is running straight down from the dish vertically to minimize visibility. Location must be approved by the Architectural Committee. When ownership of a unit changes, all satellite dishes must be removed before the close of escrow.
- **Screen Doors** (May 1997) Attached are pictures of screen doors that are approved for installation at Hillcrest. All screen doors must be white in color.
- **Stain Glass Windows** (June 1997) The Board adopted a policy that all exterior modifications to windows must have architectural approval and the installation of stain glass windows will be evaluated on a case-by-case basis.
- **Window Tint** (June 1997) The Board adopted the following as the only tint allowed to be used at Hillcrest Garden: Manufacturer Madico, Catalog #TSG-355 *sample book commercial/residential product samples, pg. 15.

Fine Policy: (July 1997) The Board reserves the right to fine violators. The current fine policy for late charges and other violations is:

1st Violation. The Member will receive a written warning which shall contain the approximate date(s), time(s) and a general description of the violation and a reference to the corresponding CC&R or Rule provision.

2nd Violation. If within six (6) months of receiving a written warning for violating a provision of the CC&R's and/or Rules the Member violates the same or any other provision of the CC&R's or Rules, the Board shall impose a \$25.00 fine which shall be levied as a reimbursement assessment as defined and authorized by the CC&R's.

3rd Violation. If within six (6) months of receiving notice of a second violation as set forth above, the Member violates the same or any other provision of the CC&R's or Rules, the Board shall impose a \$50.00 fine which shall be levied as a reimbursement assessment as defined and authorized by the CC&R's.

4th Violation. If within six (6) months of receiving notice of a third violation as set forth above, the Member violates the same or any other provision of the CC&R's or Rules, the Board shall impose a \$100.00 fine which shall be levied as a reimbursement assessment as defined and authorized by the CC&R's.

Reports of Violations: (February 1998) All violations of the CC&R's and Rules should be reported to Management, in writing, by regular mail, FAX or e-mail.

PARKING REGULATIONS

Based on parking issues that are re-occurring (parking in the street and overflow parking at the pool), the following are Hillcrest Garden's Parking Regulations.

1. All vehicles and parking passes must be registered with Cornwall Security.
2. If you have only two vehicles, both vehicles must be parked in your garage and cannot be left on the street.
3. Vehicles shall not be parked in the red area directly in front of the mailboxes. The mailbox areas are to be left open for the mail truck and others to retrieve their mail.
4. All vehicles on the street without a Guest Pass will be cited between 2:00 a.m. and 5:00 a.m.
5. A Parking Pass must be clearly displayed so it is easily seen or the vehicle could be towed at the owner's expense.
6. Each unit has been assigned a Guest Pass with a number on it and may only be used for a third vehicle or a guest. Each pass has a number that must be registered. If the number on your pass is not registered, it will be considered invalid and will not be honored.
7. Additional vehicles will need to park in the pool parking lot with notification to Cornwall Security. They will need to know the make, color and license plate number. Vehicles must not be parked in the pool lot longer than seventy-two (72) hours.
8. There will be NO storing of vehicles in the Association. Any vehicle parked more than seventy-two (72) hours on the street or in the pool parking lot will be considered to be in violation, and will be reported to Cornwall Security Services or the Police as an abandoned vehicle, and will be in danger of being towed.
9. Notify Cornwall Security if you are having construction in your home. There is a special condition that would allow you to park no more than two vehicles on the street. Cornwall Security will need to know the make, color, license plate number and a beginning and ending time for this condition. It will be your responsibility to keep the Cornwall Security informed of any changes.

10. Commercial vehicles may not be parked overnight on the Association's streets, per Section 5.4 of the CC&R's. The definition of a commercial vehicle includes the following: business oriented vehicles designed for the transport of goods and materials or displaying commercial signage or advertising. These vehicles may include trucks, pickups (with or without camper tops), vans with no side windows or passenger seats, panel trucks, trailers and busses. Also included are sedans and other vehicles with commercial logos on them.
11. Replacement of a Guest Pass will cost \$75.00.
12. Day or night parking in the alleyways is strictly prohibited, per the Ventura County Fire Department.

Cornwall Security Services will cite or tow any vehicle not registered, or does not have a valid registered Guest Pass.

FINES:

1st Violation = Citation

2nd Violation = Second warning citation

3rd Violation = Tow

Each incident that is within a six (6) month period of the prior one will be the next higher violation.

ANCHOR COMMUNITY MANAGEMENT, INC.

(805) 494-4990

CORNWALL SECURITY SERVICES, INC.

(805) 676-1828

POOL RULES

1. **NO LIFEGUARD IS ON DUTY.** Persons using the pool or spa do so at their own risk.
2. The pool hours are 6:30 a.m. to 10:30 p.m. Sunday through Thursday, and 6:30 a.m. to 11:30 p.m. Friday, Saturday, and Holidays.
3. Children under the age 14 years old are not permitted in the pool area without an adult, as currently posted at the pool and spa.
4. As a courtesy to all homeowners, parents must supervise their children at all times and keep noise at a level not disruptive to others at the pool or on private patios.
5. When using floats and toys in the pool, please remove any items not immediately in use.
6. No diving at any time. This includes from any area around the pool, the fence, or pool furniture.
7. The use of glass containers is not permitted in the pool area.
8. No pets are permitted in the fenced area of the pool at any time.
9. Radio or other forms of music will be played at a level not to disrupt others.
10. Running is not permitted within the fenced area of the pool.
11. The pool, Jacuzzi and pool area are for the use of residents and guests, ONLY. Guests must be

accompanied by a resident host at all times. Residents may not bring more than five (5) guests into the pool enclosure at any one time, unless previously approved as a party or gathering by the HOA Board. Residents are responsible, at all times, for their guests.

12. For security, as well as safety and casualty liability reasons, the fence gate shall be kept closed and locked except for ingress and egress.
13. Proper swim wear must be worn at all times while in the pool or pool area. Infants are not allowed in the pool naked. Disposable and cloth diapers are NOT permitted in the pool. Swim diapers are the only diapers that may be worn in the pool.
14. Smoking is not permitted while in the pool or spa fenced area.

Before leaving, please return the pool furniture to its proper place, lower the umbrellas, and remove any trash or other articles that may have been accidentally left behind.

LATE CHARGES AND LIEN PROCEDURES

All assessments are due on the first day of each month. Regular assessments and special assessments shall be delinquent if not paid within fifteen (15) days after they become due. If an assessment is not received by the management company at the close of business on the 15th, a ten percent (10%) late charge will be assessed.

<u>Day</u>	<u>Action/event</u>
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| 1 | Assessment due |
| 15 | Unpaid assessment becomes delinquent. A late fee of 10% of the assessment is applied. |
| 30 | If account is still delinquent, interest shall be imposed on all sums due, including the delinquent assessment, collection costs and late charges, at an annual percentage rate of twelve percent (12%). |
| 45 | A Notice of Delinquency (Pre-Lien) is sent via 1st Class and Certified mail, detailing the amount due, the collection procedures of the Association, an itemized statement of the charges owed by the owner including the principal amount, any late charges and the method of calculation, and any attorney's fees, and a statement detailing that any payments towards such a debt shall first be applied to the principal owed, and only after the principal owed is paid in full shall such payments be applied to interest or collection expenses (Calif. Civil Code Section §5655(a)). (administrative charge + certified mail fee). |
| 75 | The member will have thirty (30) calendar days to cure the payment delinquency. If the delinquency is not cured within thirty (30) calendar days of the Pre-Lien letter, a NOTICE OF ASSESSMENT (Claim of Lien) will be filed on the member's property (administrative/recording charge/certified mail fee). |
| 90 | Lawsuit or foreclosure procedure or Small Claims Action may be filed (lien service, attorney or paralegal hourly rates + costs). |

This policy is in accordance with Civil Code §5650-5690. The following is also noted:

Payment plans to avoid foreclosure action are welcomed. Other arrangements can be made with permission from the Board of Directors. If you have any questions, please contact Management in writing.