

Rancho Tomas Citihomes, Inc.

Rules & Regulations



Fall 2010

Anchor Community Management, Inc.

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Rancho Tomas Citihomes, Inc. RULES & REGULATIONS

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- Purpose -

The CC&R's and By-Laws are the governing documents of Rancho Tomas CitiHomes, Inc. The following Rules & Regulations have been established to provide residents of the community a convenient source for understanding the policies of the association. These policies have been designed to promote harmonious living conditions within the Rancho Tomas community; please take a moment to familiarize yourself and your family with them.

- Contacts -

Most of your issues will be addressed by the Association's management company. The correct procedure is to contact the management company and they in turn will take action or provide recommendation(s) for you to handle your issue. The Board of Directors becomes involved upon management's request. Please contact the current management company at this address noted below:

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- General Information -

1. When you purchase a unit in this community you agree to abide the rules of the association. All residents, tenants and visitors must follow the Rules & Regulations outlined in this booklet. Homeowners are responsible for familiarizing their tenants, families, and guests with these policies.
2. These buildings are single-family dwellings, and shall not be used for business operation or any other purpose.
3. All civic ordinances and traffic codes apply in the Rancho Tomas community.
4. In case of discrepancies these rules will be superseded in the following order: Federal, State and Local Government laws, CC&R's, By-Laws, Rules and Regulations.

Architectural Requests

1. The interior of each unit is the purview of the homeowner and not subject to architectural review, unless renovations affect the structural integrity of the building and cause an unsafe or illegal condition.
2. Anything outside or visible from the outside must be reviewed and approved by the Architectural Committee. Architectural request forms are available from the management company. A list of pre-approved upgrades is also available.
3. No construction, alteration, removal, relocation, repainting, demolishing, addition, installation, modification, decoration, redecoration or reconstruction of a unit, including but not limited to residences, buildings, landscaping, walls, fences or screens can take place without prior approval from the Architectural Committee.
4. Completed Architectural Modification applications and applicable plans and specifications are to be submitted to the management company for review and approval by the Architectural Committee no more than 30 days after receipt.
5. No owner or tenant shall place or maintain any objects such as masts, towers, poles, television/radio antennas or satellite reception dishes on or about the exterior of any residence of a building except as permitted by law and after receipt of prior approval by the Architectural Committee.

General Use Restrictions

1. Garbage cans are to be stored in the back yard or garage, out of common area view. They may be put out after 6:00 p.m. the evening before collection, and must be returned to storage by 12 p.m. that evening. Trash collection day is Wednesday.
2. No garage sales are allowed within the community.
3. No basketball backstops are permitted in the driveways or common areas.
4. No sporting equipment/structures are permitted in the common areas.
5. All lots within the community are restricted to Residential use; no commercial activity is allowed without the prior written approval of the Board.
6. A residence shall not be occupied by more individuals than permitted by applicable zoning or other local governmental regulations.
7. Residents shall refrain from noxious, offensive or illegal behavior on any lot, residence, common area or common facility which is an unreasonable annoyance or nuisance to other residents.
8. No owner shall permit unreasonable noise, including but not limited to the operation of excessively noisy power equipment, air conditioners, stereo amplifier systems, television systems, motor vehicles, motorized scooters or similar devices, or power tools, etc. to emanate from an owner's lot or resident.

Obligations of Owners

1. Owners shall be liable for any damage to the common area and common area facilities that may be sustained due to negligence, intention conduct and unauthorized or improper installment or changes to the common area by the owner, family members, contract purchases, tenants, guests or invitees.
2. Owners who intend to rent or lease his or her unit are required to submit a request to the Board of Directors for approval; the number of rental properties in the association cannot exceed thirty percent (30%) of the total number of units.
3. Owners and tenants shall be accountable to the remaining owners and tenants, their families, guests and invitees, for the conduct and behavior of all persons and for any property damage caused by such persons.
4. In the event a unit is rented or leased, the owner, his or her family, guests and invitees shall not be entitled to use and enjoy the common area or common facilities except to the extent reasonably necessary to perform the owner's responsibilities as an owner of a lot. All such amenities are delegated to the tenants of the unit.
5. Owners shall provide all tenants with a copy of association Rules & Regulations and shall provide management with a completed resident information that includes verification from the Tenant he or she understands the policies of the association.

Owner Maintenance

1. Owners are responsible for maintaining Units in good condition: no rubbish, brush, weeds, undergrowth or debris of any kind shall be placed or permitted to grow or accumulate upon any Lot that would cause a fire hazard, create unsanitary conditions, is unsightly or offensive or detrimental to any other Property.
2. Clotheslines, refuse containers, wood piles, storage areas, machinery and equipment are prohibited upon any Residence and Lot unless obscured from view of adjoining lots and common area.
3. No garage doors are to remain open except for a temporary purpose. (*Article VII, Item 7.15*)
4. Owners are responsible for repair and replacement required due to the presence of wood-destroying pests or organisms, including, but not limited to, employing effective treatment techniques and repairing or replacing property damages by same. (*Article VIII, Item 8.2 "C"*).

Parking

1. All streets within Rancho Tomas are designated fire lanes and absolutely no curbside parking is allowed.
2. Residents may park in their garage, driveway or on Fulton Avenue outside the complex only.
3. Guests may use designated visitor parking spaces. If your guest is staying more than 72 hours you must register them with the management company. They may park for up to two weeks when registered.
4. No stored, unlicensed or inoperable vehicles are allowed in driveways for more than 30 days.

Pets

1. Maximum four domestic animals allowed per residence per Camarillo city ordinance
2. Pets MUST be kept on a leash at all times when in the common area.
3. No animal is to be left unattended in the common areas.
4. Excessive barking or aggressive behavior must be actively curtailed by the owner.
5. Any waste generated by the pet must be immediately cleaned up by the owner.
6. Vicious and potentially dangerous dogs must be kept indoors or in a securely fenced area within the Owner's Lot from which it cannot escape and into which children or other individuals cannot trespass. Refer to the CC&R's for complete definition of potential dangerous pets.

Pool/Spa

Pool hours are as follows:

**Sunday through Thursday 8:00 a.m. through 10:00 p.m.
Friday, Saturday & Holidays 9:00 a.m. through 11:00 p.m.**

SAFETY

1. No lifeguard is on duty. Residents are responsible for their safety and that of their guests.
2. Anyone under 15 years of age must be accompanied at all times by a responsible resident 18 years or older.
3. Guests must be accompanied by a responsible resident 18 years or older.
4. Up to four guests are allowed per key holder.

ATTIRE

1. Proper swimwear must be worn at all times while in the water. No cut-offs, clothing that may shed or come apart in the water or items that are revealing or lewd.
2. Non-toilet trained children or incontinent adults must wear swim diapers at all times.

BEHAVIOR

1. No running, pushing, profanity, loud music or dogs are allowed in the pool area.
2. No food or drinks are allowed outside the covered patio area.
3. No glass containers, alcohol or smoking is allowed within the pool complex.
4. All residents are to keep the pool area clean for everyone to enjoy. Deposit your trash in the container provided.

R.V. Lot

1. Any homeowner may park one recreational vehicle or boat in the R.V. Lot, provided it has current license and registration, insurance, is operational and belongs to a current resident. No trucks, camper shells or storage containers are allowed.
2. The management company will seek board approval to assign a space, issue a key and charge a key deposit.
3. Parking spots are granted on a first come first serve basis due to limited number of spaces (17). One space is allowed per unit.
4. Returning your key and receiving your deposit refund simplifies relinquishment of your space.
5. Only key holders are authorized to enter into the R.V. Lot.

Security Gate

1. Each homeowner receives a walk-in gate key and an automatic gate opener from the previous owner. Replacement keys may be purchased from the management company.
2. Owners must supply a phone number to the management company to be programmed into the entry phone system for operation from your home. You should also check periodically to ensure that it is operating correctly. (To operate the gate by phone you simply press 9 on your phone for a few seconds while your guest is on the line at the front gate station, and then hang up).
3. Do not touch the gates when in operation or allow your children to play in their path.
4. If the gate malfunctions contact the management company. They will alert the gate maintenance committee.

Signs

1. One yard sign is permitted to display intent to sell or rent the unit only.
2. Non-commercial signs are allowable on the unit as stipulated by the CC&R's.
3. Non-Commercial signs may be posted or displayed on or in an Owner's lot, except for circumstances noted in the Article VII of the CC&R's. Non-Commercial signs and posters may not be more than nine (9) square feet in size and Non-Commercial banners may not be more than fifteen (15) square feet in size (*Section VII, Item 7.7*).
4. Winter holiday signs and decorations may be displayed fourteen (14) days before and seven (7) days after the holiday. All other occasion-related signs and decorations – including but not limited to elections and standard holiday events – need to be removed by the day after the event. (Christmas decorations may remain until the Epiphany on January 12).

Streets

1. Rules of the road apply.
2. Speed limit inside Rancho Tomas is 10 miles per hour.

3. No toys or other items are to be left unattended at any time.
4. No parking on the streets at any time by residents or guests. The community streets are fire lanes and emergency access needs to be maintained.
5. A service vehicle may park in front of a unit while performing a service provided they do not block entrance or otherwise hinder any other vehicles.

Violations & Compliance

Each resident of Rancho Tomas Citihomes is responsible for being a good neighbor. Please treat each other with respect and courtesy at all times. If a situation arises in which your neighbor is behaving contrary to the rules or in an inappropriate manner, please try to resolve the matter in a neighborly fashion. If this fails, the behavior continues, proceed as follows:

1. Notify the management company in writing of the violation occurring. Include the time and date of occurrence, the people vehicles and residences involved and a brief description of attempts made to resolve this issue.
2. Do not seek further involvement with the homeowner. The Board of Directors, through the management company, will follow up on the reported violation.
3. When a violation of any of these Rules & Regulations occurs as determined by the Board of Directors, a warning letter is sent, describing the problem as a courtesy reminder to the offending person and/or owner as applicable.
4. If further action is required, a second letter is sent notifying the homeowner of possible fines, restriction of common area usage and potential legal action. The homeowner will be notified of a hearing with the Board of Directors to discuss the violation and pending imposition of fines. If the violation continues, the following fine schedule will be applied:

First violation: Courtesy warning; no fine

Second violation: Violation continuing; \$25 fine pending

Third violation: Violation continuing; \$50 fine pending

Fourth and subsequent violations: Violation continuing; \$100 fine pending

5. If through the action or inaction of a member or their guest, a violation occurs which causes material or physical harm to any object or person, the applicable owner/member shall be held completely and solely responsible and shall hold the association, including the Board of Directors, harmless from any financial damages, penalties and actions resulting from such action or inaction.
6. If, through the action or inaction of a member or their guest a violation occurs which causes the Board of Directors, in its own determination, to spend Association funds to correct or otherwise restore an Association-owned object or structure back to its original state or to respond financial because of contractual obligations, the applicable owner shall reimburse or directly pay the costs due to the violation as well as any assessed penalties.
7. The penalties provided within these Rules & Regulations shall be enforced by the Board of Directors through the authority given it via the CC&R's and the By-Laws. The enforcement shall be placed within the hands of their properly established committee.

8. None of the penalties provided for within these Rules & Regulations are exclusive of each other and more than one penalty may be placed if it is applicable.
9. A violation log is maintained and any infraction within a 12-month period will be counted as a continuation of the original violation. This means that you must not commit the violation for a 12-month period in order for it to be removed from your file.
10. If at any time, the homeowner complies with the requirements of the letters, a "Thank you for your cooperation letter" is sent and the matter is considered closed.