

WOODLAND VILLAS HOMEOWNERS

RULES & REGULATIONS

In order to create the best possible living environment and to assure the greatest potential for increased property values, the following Rules and Regulations, Fines and Enforcement procedures have been adopted by the Board of Directors. Each homeowner who rents his/her unit is responsible for supplying his/her tenant a copy of these rules. These rules are subject to change by the Board of Directors.

Section I

1. These rules and regulations are written and established by the Woodland Villas Homeowners Association Board of Directors, for the benefit and protection of all homeowners, tenants, their families and guests or visitors.
2. Portions of the Covenants, Conditions and Restrictions and By-laws have been incorporated into these Rules and Regulations, whose purpose is to clarify and supplement these rules. These Rules and Regulations are not intended to replace, conflict with, supersede nor diminish the effect of the CC&R's and/or By-laws.
3. These Rules and Regulations are applicable to all homeowners, tenants and their families, guests or visitors. Each owner is obligated to promptly, fully and faithfully comply with and conform to the articles and By-laws and the Rules and Regulations adopted thereunder. Each owner shall have the right to lease his living unit, provided that any such lease is in writing and provides that the tenants shall be bound by and obligated to the provisions of this declaration, the By-laws and Rules and Regulations of the HOA. Homeowners are responsible for providing their tenants with a copy of these Rules and Regulations and for insuring tenants are aware of and understand the provisions. In the event of any violation of these rules and regulations by a tenant, guest, family or visitor of the homeowner, said homeowner will be subject to fine and any disciplinary action that may be determined by the Board of Directors.
4. The homeowner is responsible for notifying the Management Office of any changes of tenants or rental agents. The name(s) and telephone numbers of the new tenant or rental agent will be provided. It is also recommended that all homeowners and tenants provide the Management Office with an emergency number or name of an individual that can be contacted in case of an emergency.

5. These Rules and Regulations may be amended or replaced at any time by the Board of Directors, upon notification to all homeowners. The Board of Directors may solicit any recommendations and/or suggestions for changes or amendments not only from the homeowners, but also from tenants.

6. Section 1, Article V of the CC& R's states: each living unit shall be improved, used and occupied for private, single family dwelling purposes only, and no portion thereof nor the common area shall be used for any commercial purpose whatsoever.

7. All homeowners are obligated to pay monthly (or any special) assessments imposed by the association to meet all communal expenses. Each installment is to be paid on or before the 20th day of each month and shall become delinquent if not paid on or before that date. There shall accrue with each delinquent monthly installment a late charge of 10%, together with interest at 6% per annum calculated from the date of delinquency to and including date full payment is received. A charge of \$15.00 will be assessed for all checks returned to the association for insufficient funds.

Section II Enforcement

1. The CC&R's and By-laws empower the Board of Directors to enact and enforce Rules and Regulations that it may deem necessary for the protection of the rights and property of all homeowners and tenants. Also, the Board of Directors has the power to establish fines and/or written reprimands for any violation of the CC&R's by any homeowner, tenant, their families and guests or visitors.

2. The homeowner of record is responsible for insuring that the CC&R's and By-laws are complied with by their families, tenants, and guests or visitors.

In order for the rules to be effective they must have equitable enforcement procedures. Listed below, you will find the procedures which have been adopted by the association.

First Offense: Warning letter and, if necessary, legal fees.

Second Offense: Second notice of violation and minimum of a \$50.00 fine, plus legal fees if any.

Third Offense: Will result in a fine of \$150.00.

Section III Collection

The Board of Directors may file a lien for delinquent accounts. This section of the Rules and Regulations sets forth policy that the Homeowners Association Board of Directors will follow in filing of liens.

Delinquent assessments, monthly or special, are ultimately secured by the filing of a lien against the delinquent homeowner's real property interest in the condominium. The lien will be in the amount of the delinquent assessment, attorney's fees, interest, late charges and any other related charges.

When any assessment is not paid within 30 days from due date, a letter giving notice of the delinquency (in addition to the regular monthly billing) will be sent by the Management Office to the Homeowner. If payment is not received within 15 days, a second letter will be mailed, warning the delinquent homeowner that the assessment must be paid within 15 days or a lien will be prepared and filed by the Board of Directors.

The release of the lien will be prepared and filed when full payment is received by the Homeowners Association.

Section IV Complaints, Violations & Fine Procedures

1. Complaints or violations shall be reported to the Management Office. All complaints or violations will be recorded to include (a) reporting individual or individuals, (b) time/date of complaint or violation, and (c) a brief summary of the complaint or violation. The Management Office may handle all complaints or violations and make full report to the Board of Directors. The Board of Directors reserves the right to reconsider any decision of the Management Office and may take further appropriate action it may deem necessary.
2. Absentee homeowners upon receipt of notification of a complaint or violation by a tenant of their unit shall serve notice to the tenant to comply and to assist in assuring that future complaints and/or violations do not occur. In the event of any violation of these Rules and Regulations by a tenant, guest, family member or visitor of the homeowner, said homeowner will be subject to fine and any disciplinary action that may be determined by the Board of Directors.
3. To ensure that these Rules and Regulations are fully effective, the Board of Directors shall insure that there are fair and equitable enforcement procedures.

4. First offense of a complaint or violation may result only in verbal discussion with the violator by the Management Office and a letter filed in the homeowner's or tenant's file. However, the board of directors may, upon review, agree with the Management Office decision or make a decision to assess a fine on the homeowner of record.
5. An owner shall reimburse the Association for any expenditures incurred in repairing or replacing any common area and facility damaged through the fault of the homeowner, tenant, guest or visitor.
6. Fines assessed by the Board of Directors shall be charged to the homeowner of record and are due and payable by the homeowner of record. Fines will be added to the Woodland Villas Homeowners Association dues for the next month.
7. Any homeowner or tenant, upon notification of a complaint or violation notice, may request, in writing through the Management Office, a hearing with the Board of Directors. Request for hearing must be received by the Management Office within 7 days of the receipt of notification. The homeowner and/or tenant will have the opportunity to present their views concerning the complaint or violation. The Board of Directors shall make the decision and such decision shall be final.

Section V Pool Rules

1. The Woodland Villas swimming pool is for the pleasure and exclusive use of all homeowners, tenants, their families and guests or visitors. The use by non-residents, unless accompanied by an adult homeowner tenant is strictly prohibited.
2. Pool and spa hours shall be from 8:00 a.m. to 10:00 p.m. Sunday through Saturday.
3. There shall be no loud or boisterous conduct, running or rough-housing at any time in the pool area. Audio devices should be kept to a minimum volume so not to disturb others in the pool area or the residents near the pool area.
4. The homeowner or tenant shall be responsible at all times for the conduct of family members and guests in the pool area and must be in attendance when the children or guests are in the pool area. Any act or action that is in violation of these Rules and Regulations may result in the loss of pool privileges for a period of no less than 15 days and the possible assessment of a fine.
5. Children under the age of 14 years must at all times be accompanied by an adult homeowner or tenant who lives in the same unit: i.e. parents must accompany their own children. No child under the age of 14 years will be left in the pool area unattended at any time. No children under the age of 14 shall use the Jacuzzi due to the medical reasons as recommended by the health department.
6. Climbing the fence around the pool area is strictly prohibited.

7. No use of soap products in pool or jacuzzi.
8. Patio furniture is not to be removed from the pool area. If homeowners bring their own furniture to the pool area, they are not to leave it at the pool area when they depart, unless they plan to return within 30 minutes.
9. Keep the pool clean by disposing of cigarette butts, cans or other debris in the trash cans. Also, do not pour liquids of any kind into the water.
10. The entrance gates to the pool shall be locked at all times and upon departure from the pool the homeowner or tenant is responsible for insuring that the gates are closed and locked.
11. Bathing suits and swim trunks will be the only attire worn in the pool.
12. At no time shall there be any skateboards, hobby boards, (small surf boards), large innertubes, styrofoam toys, tricycles, bicycles or pets in the pool area.
13. A maximum of 20 individuals is allowed in the pool area at any one time. A limit of 2 guests per unit is allowed in the pool area at any one time. No more than 5 individuals shall be allowed in the spa at any one time. Resident homeowners and tenants shall have priority in the use of the pool, spa and pool area.
14. Request for the use of the pool or pool area for parties shall be by written request to the management office at least two weeks prior to the requested date. The pool is not reserved for exclusive use during the time of the party; the request is merely for the purpose of obtaining permission to go over the guest limit. The use of the pool or the pool area for parties without subsequent approval may result in the loss of pool privileges for a period of not less than 15 days. Request for such use shall include the time (maximum of 3 hours) and number of guests (limit of 20 individuals). The homeowners or tenant requesting the reservation of the pool is responsible for posting a sign that a party is planned with the date and time indicated. The homeowners or tenant will assure that the pool area is thoroughly cleaned after use.
15. No glassware and/or breakable containers shall be used in the pool area. All trash will be placed in the containers provided for such use.
16. The duplication of a pool key or the loan of a pool key to a non-resident is strictly prohibited. Violations of this rule may result in a fine and/or loss of pool privileges. Loss of the pool key will be reported to the management office and will cause the homeowner to pay a fee of \$25.00 for a replacement key.
17. No alcoholic beverages are permitted in the pool area.

18. No pets are allowed in the pool area and pets shall not be tied to the exterior fence of the pool.

Section VI Pet Control

1. All pets will be confined to the homeowners or tenants residence or inside the fenced patio areas. Pets will not be tied to the exterior portion of any building or fence. Any pet requiring to be licensed will have the appropriate license. Any unlicensed pet will be handed over to the animal control. Pets will not be left unattended in the common area at any time.

2. Dogs being walked in the common area will be kept on a leash no longer than 5 feet at all times. Dogs will be walked by an individual capable of maintaining complete control, handling, and if necessary, restraint of the dog. The homeowner or tenant will assure that they clean up after their pets and should not allow their pets to use the common area for waste.

3. Pet owners are responsible for all actions and behavior of their pets at all times and shall assure that the actions and behavior do not disturb other homeowners or tenants. Pet owners will be held responsible for any personal injury or property damage that may occur as a result of their pet. In addition to the liability for payment of personnel injury or property damage, the pet owner may be subject to a fine being assessed by the board of directors.

4. Homeowners or tenants may keep no more than two domestic animals.

Section VII Trash Disposal

1. Homeowners or tenants are required to dispose of their trash in the proper dumpsters located at the rear of the complex. All trash will be placed in the bins, with the lids and gates closed at all times. No large items shall be placed in the bins or in the exterior of the bins. Waste management will not pick up any items that are left outside the bins. All boxes will be broken down to allow complete utilization of the bins. Each homeowner and tenant is responsible for assuring that the trash area is kept in a sanitary condition. Any homeowner or tenant found in violation of this rule will be fined.

2. All heavy appliances, furniture or any item too large to be removed by the waste disposal company must be removed/hailed by the homeowner or tenant.

3. No outside trash is to be brought into the complex and disposed of in the trash bins provided for the use of the residents and tenants. Any homeowner in violation will be fined.

Section VIII Vehicle Control

1. The speed limit is 5 miles per hour and is to be observed at all times. Failure to comply with the speed limit may result in a fine.
2. Parking of privately owned vehicles in garages is recommended and encouraged. Homeowners and tenants are permitted to use an additional parking space if available from the guest parking. Any violations of this rule will be subject to a fine and having their vehicle towed away at their expense.
3. Vehicle that is inoperable, apparently inoperable, appears to be abandoned, not moved in 5 days, and those not currently registered to a homeowner or tenant will be cited and towed at the owner's expense.
4. The parking of unattended vehicles behind the garage doors or in the alley way is strictly prohibited. Parking at the entrances and exits is prohibited.
5. Parking of vehicles is to be in garages, spaces provided, or on Fir Avenue. All others will be in violation of fire and vehicle code 7 and are subject to fines and towing at the owner's expense. Guest parking is permitted in marked spaces only.
6. Garage doors must be closed unless attended by owner/resident.
7. The riding or driving of atc's, dirt bikes...etc. In the common area is prohibited.
8. No RV parking is permitted.
9. No parking in the fire zone (red curbs) is permitted.
10. No overnight parking in front of garages, including your own. (Due to the fire insurance and fire code.)

Section IX Common Area

1. The common areas, to include the swimming pool, parking area, sidewalks, grass areas and street/alley areas of the complex are for the use and pleasure of the homeowners and tenants. Each homeowner and tenant should make a concerted effort to assist in keeping these areas clean. Any individual found littering will be fined and possibly loose use of the common area for a period of not less than 15 days.
2. The use of the common area for any commercial activity is strictly prohibited, garage sales included.

3. Upon the sale or change in occupancy of any unit the homeowner agrees to return all pedestrian gate keys, pool keys, and remote gate openers to the management office. Subsequent to issuing pedestrians gate keys, pool keys, and remote gate openers to any new occupant all outstanding keys and remotes must be returned to the management office by the previous occupant.

4. All homeowners and tenants are responsible for assuring that their children playing or using the common area are properly supervised at all times. Failure to properly control or supervise any child may result in the homeowner or tenant being assessed a fine. Children under the age of 12 years will not be permitted to play or roam in the common area after 10:00 p.m.. Children should be reminded that there are other residents and that they should not disturb individual privacy. Loud and boisterous noise in the common area will not be condoned. Playing of audio items will be kept to a minimum.

5. No tampering with sprinkler heads.

6. No littering

7. Bicycles, motorcycles, carts or other obstructions are not to be left at entrances or on sidewalks at any time. Newspaper deliveries should be taken in promptly.

8. No intoxicated persons in the common area.

Section X Architectural Control
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1. Alterations to the structure (screen doors, patios, etc.) Will not be made without subsequent approval of the Board of Directors.

2. No signs other than those of customary and reasonable dimensions advertising a condominium for sale or lease shall be erected or displayed in any unit. No signs shall be erected or displayed on common area.

3. No exterior clothes line shall be erected or maintained. There shall be no outside drying or laundering of clothes on the common area or on front patio or porches.

4. Windows may be covered by drapes or shades and may not be painted or covered by foil, cardboard or other material. The installation of mini-blinds or the use of sun-screen film (other than silver or gray) may be used to cover the windows in order to control the amount of sunlight entering the residence.

5. Hanging bedding, towels, clothing, rugs and/or other materials on the patio fence, gate is prohibited.

6. For interior additions and alterations, refer to limitations imposed by the CC&R's.

The following are examples of architectural improvements that may be considered based on their conformance to the aesthetic consistency of our community.

- a) Patio covers and sunshades
- b) Screen doors (front entrance) should be brown or white. (existing silver screen doors are acceptable.)
- c) Outdoor carpeting

Special consideration will be given to certain colors of said improvement as they relate to the existing exterior structure.

7. The following additions or alterations are not allowed:

- a) Pictures or plaques attached to outside walls
- b) Screening or any covering attached to deck rails
- c) All outside antennas

8. If an architectural change is made without approval of the Board of Directors, the owner has 30 days to remove the change or appeal to the board. If in 30 days, the owner has not complied, he will be required to remove the change and/or be subject to a fine to be determined by the board.