

Northridge Heights Community Association dba: The Heights at Porter Ranch

Rules and Regulations

Revision History

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<u>Title:</u>	<u>Name:</u>	<u>Signature:</u>	<u>Date:</u>
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Revision E

November 2011

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I. PEACEFUL ENJOYMENT OF THE PROPERTY

The Association, acting through its Board of Directors, has the right to hold owners liable for damage to the common areas, including, but not limited to, the controlled entry, private streets, pools, spas, tennis courts, basketball courts, landscaped areas, equipment and furnishings as a result of vandalism, negligence, misuse or any violation of the legal documents and the Rules and Regulations of the Association by the owners, their family members, guests, tenants, employees, or contractors.

Owners are responsible for making their guests and/or tenants aware of the CC&R's and Rules and Regulations, however, Owners are ultimately responsible for any violations incurred by their tenants or guests in accordance with the CC&R's and Rules and Regulations.

Activity resulting in unreasonably distracting noise of any kind, including, but not limited to, unreasonably loud music or offensive vehicular noises, shall not be conducted on any property or common area if such operation or activity constitutes a nuisance or unreasonable annoyance to any Owner as determined by the Board of Directors. All complaints shall be in writing to the Board of Directors in care of the Management Company.

These Rules and Regulations are adopted pursuant to the authority set forth in the Declaration of Covenants, Conditions and Restrictions for Northridge Heights ("CC&R's") and constitute the governing document of the Association. In case of any conflict between the Rules and Regulations and the CC&R's, the CC&R's shall prevail.

II.

GENERAL RULES AND REGULATIONS

- A. Residents, pets or guests may not create objectionable noises. Musical instruments, radios or similar devices may not be played in a manner that unreasonably disturbs residents. Dogs may not be allowed to bark continuously for extended periods of time.
- B. Owners or tenants are not permitted to borrow or remove any Association equipment or property from the common areas at any time.
- C. Owners shall be responsible for the cost to repair any damage to buildings, recreational facilities, equipment or any other common area property, which is caused by an owner or an owner's tenant, family member, pet, guest or employee/contractor.
- D. No one shall be permitted on roofs, walls or fences of common area facilities other than maintenance personnel authorized by the Board of Directors, Management Company or Committee Chairperson.
- E. Littering in the development is subject to fines. This includes pet owners failing to immediately clean up after their pets in the common areas.
- F. Fireworks shall not be discharged within the perimeter of the development.
- G. Outdoor construction and/or work that creates noise or is otherwise disruptive may only occur within the following hours:

Monday through Friday	7:00 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 6:00 p.m.
Sunday and Holidays	Prohibited
- H. Owner's contractors must remove all construction debris from the community daily. Use of the Association's trash dumpsters is prohibited unless approved for use by the Association.
- I. Work shall not be done in any common area without prior authorization by the Board of Directors, Management Company or Committee Chairperson. All common slope areas and drainage control devices are off limits to residents and guests, except for persons authorized by the Board of Directors.
- J. Any resident found in violation of CC&R, Article VIII, Section 8.02 may be fined. This includes but is not limited to obnoxious and/or offensive activity or behavior occurring upon any portion of the property or anything being done or maintained on the property which may become an annoyance, nuisance or offensive to the neighborhood, residents, authorized visitors or authorized

Association contractors (including security services personnel, landscaping company personnel, etc.).

- K. Without limitation, nothing shall be done or maintained on the property which noticeably interferes with the telephone, television or radio reception of any dwelling.
- L. Conduct which will increase the rate of association insurance, cause the association policy to be canceled, or which will result in undesirability of the entire Association is not permitted.
- M. Riding of bicycles, tricycles, roller skates, skateboards or similar devices on common area streets, sidewalks, walkways or driveways is done at rider's own risk.

III. GATED ENTRANCE

- A. Residents are required to have the Association security company adhere their RFID tag to their vehicle windshield and are required to utilize the resident lane. Those residents who require access to the Association and do not have their own car or rental car must enter through the visitor lane. Residents will be required to provide the security officer with identification or name and security code. Parking permits will not be issued to resident rental cars.
 - 1. No more than 6 vehicles per residence will be allowed to have RFID tags. Additional tags require Board approval.
 - 2. RFID stickers or tags may not be transferred. RFID stickers or tags will be deactivated when violations are noted. Violations will be subject to the general fine schedule.
- B. Entrance access will be granted only to vehicles or persons that will be visiting a resident. Residents are responsible for all vehicles and individuals for whom they allow entry into the development.
- C. Residents must provide the guards, in writing, with the names of persons or companies for whom they wish to allow continual access without notification to the resident (e.g. nanny, babysitter, maid, gardener, delivery people).
- D. Residents are encouraged to provide written guest lists to the guards 24 hours in advance of the expected visit when the number of guests' vehicles will exceed 5 (five). Residents may also utilize the open access policy when the expected number of guests to their residence is more than 5 during a 6 hour period. Residents are responsible for all guests and individuals granted access to their residence when using the open access policy.

IV. TRAFFIC REGULATIONS

- A. All persons must comply with all applicable state laws and Department of Motor Vehicle regulations while driving within the Association property on the roads, drives and properties.
- B. The maximum speed limit within the development is twenty-five (25) miles per hour (mph). Traffic tickets may be issued and fines levied. Video and audio recordings may be used to monitor the speed limit and may be used to document infractions.
- C. All “Stop” signs and other traffic signs shall be obeyed. Video and audio may be used to monitor stop signs and may be used to document infractions.
- D. Riding of motorized vehicles on pathways, walkways and recreational areas is prohibited.
- E. Bicycles, skateboards, and similar devices may not be ridden on the common grass or landscaped areas.
- F. Reckless driving is absolutely prohibited. Reckless driving may include, but is not limited to, swerving over the middle of the road, driving through stop signs, excessive speeding, passing improperly and driving without regard for others or driving in a manner that endangers individuals or the residents’ or Association property.

V. PARKING

- A. General Parking
 - 1. All residents and guests shall comply with all requirements of the Los Angeles City traffic and parking laws.
 - 2. Street parking is to be used by guests and delivery vehicles only. Residents are not permitted to use the common area parking spaces, guest parking areas or recreation area parking lot for parking, except for short-term loading and unloading, and when visiting the recreation area. Residents are allowed to park on the streets only when visiting other residents, or if a valid street-parking permit has been obtained. Residents requesting more than one (1) street-parking pass must have written permission from the Board of Directors.

3. Overnight parking in recreation area parking lots is not permitted.
4. Motor homes, boats, trucks (one ton or greater), trailers or recreational vehicles of any kind or similar equipment shall not be parked anywhere visible in the community for more than 24 hours during any 3 day period of time. This privilege shall not be used more than 4 times during a one month period.
5. The following may not be parked on the street or on a driveway for more than 24 hours during any 3 day period of time: commercial/business vehicles, motorcycles, inoperable or dilapidated vehicles or any similar vehicles that detract from the aesthetic value of the community as described above.
6. The parking of vehicles leaking fluids, like oil or transmission fluid, is prohibited on common area property.
7. Repairs or maintenance work, except for emergency repairs, may not be made to vehicles in the common areas. Vehicles may not be washed or waxed in the common area.
8. Non-permitted vehicles parked in common areas or on streets are subject to fines or towing as set forth in Appendix A.
9. All incurred towing costs will be at the homeowner's expense. If the towing company has been called, by the Board of Directors or the management company, and the vehicle in violation has been moved prior to the towing, the homeowner is subject to being charged all of the towing company's expenses.
10. Towing of vehicles shall be conducted in accordance with Vehicle Code §22658.2. A vehicle can be towed without notice if it is parked (a) in a marked fire lane, (b) within 15 feet of a fire hydrant, (c) in a handicapped parking space if the vehicle does not have a handicapped placard or similar authorization, or (d) in any manner which interferes with any entrance to or exit from either the development or any resident therein. All other parking violations of the Rules and Regulations may result in towing after the first written notice.
11. Vehicles cannot be parked past the widest point, including the upward slope, of a driveway.
12. Blocking of the sidewalk is prohibited.
13. Vehicles not parked in the same direction as traffic flow are subject to parking tickets and parking fines.

B. Resident Parking

1. All resident vehicles must display an Association parking sticker clearly visible at all times. Residents are prohibited from parking on the community unless they meet association requirements for a street parking permit. (See next section for requirements)
2. It is the intent of the CC&R's (Section 8.05 and 8.06) for residents to utilize their garage and driveways for parking their authorized vehicles. Residents must utilize more than 50% of available homeowner property parking (Homes with a two car garage must park 3 vehicles on their property and homes with a three car garage must park 4 vehicles on their property.) before applying for a street parking permit. Residents may apply for a street-parking permit to park a specific authorized vehicle on the street, in front of or adjacent to their home, by submitting their request to the Board of Directors in care of the Management Company. The Board of Directors has thirty (30) days in which to render a decision. A resident parking permit does not allow vehicles to be parked in the recreation area parking lot. Residents are required to supply the association with a copy of all resident vehicle registrations; these will be returned immediately upon review. All vehicles granted a street parking permit must be owned by the resident, work vehicles and company cars will not be issued permits. Permit is valid for 1 year from date issued and subject to review. A limit of 1 sticker/permit per residence is allowed and any additional stickers must have board approval.
3. All parking permits must be placed on the bottom portion of the driver-side windshield above the resident identification sticker and must be clearly visible at all times. Vehicles parked on the street without a visible parking permit will be ticketed which may result in a fine or towing.
4. The privilege of parking vehicles on the street will not be allowed if parking on the street is used primarily for the storage of vehicles.

C. Guest Parking

1. All guests entering our community will be issued a one day guest parking permit by the guard station which must be placed on the dashboard, on the driver-side, and must be clearly visible at all times. The pass will allow entrance privileges for the entire day of issue; residents must notify security if access is to be granted for a period less than the entire day.
2. For guests needing to park for more than 24 hours on community streets or in common area parking spaces, an extended parking permit may be

obtained from the guard station. The granting of more than two (2) extended parking permits at any one time to a residence requires Board approval.

3. Extended guest parking passes may be obtained from the guard service post commander and may be issued for two (2) to fifteen (15) days before applying to the Board for an additional period of time.
4. All owners are responsible for informing their family members, guests and tenants of the Rules and Regulations, especially pertaining to parking, as owners are responsible for all actions or violations incurred by their family members, guests and tenants.
5. Domestic service companies and/or workers such as maids, nannies, gardeners, caregivers and pool service providers should have their name placed on the resident's guest list. These companies and/or workers will not be announced by security and may receive a service access/parking permit valid for 3 months. The permit must be placed on the driver's side dashboard while in the community. The company and/or workers are responsible for the permit while in their possession.

D. Servicemen/Contractor Parking

1. All service/contract companies entering our community will be issued a one-day entrance service parking permit by the guard station which must be placed on the dashboard on the driver-side and must be clearly visible at all times.
2. All residents are responsible for informing their servicemen/contractors of the Rules and Regulations, especially pertaining to parking and speed limits, as each resident is responsible for any action or violations incurred by their authorized servicemen/contractors.

VI. SWIMMING POOL/SPA AND RECREATION AREA

- A. Swimming pool/spa & recreation hours: 7:00 a.m. to 11:00 p.m. seven days a week.
- B. The pool/spa area will be closed to all residents during cleaning and maintenance.
- C. Only residents and their supervised guests may use the recreation facilities.
- D. The Association does not provide a lifeguard. Residents and guests use the pool and spa at their own risk.

- E. Appropriate swimwear must be worn at all times ("Cutoffs" are not considered to be appropriate swimwear because the loose threads may cause the filters to operate improperly). Nudity is not allowed, regardless of age.
- F. No one under age 14 is allowed in the pool/spa area unless accompanied and supervised by a resident 18 years of age or older.
- G. All guests must be accompanied by a resident 18 years or older at all times. Limit of eight (8) guests per household. Residents entertaining more than eight (8) guests at pool/spa and recreation areas shall obtain prior approval from any two (2) Board Members.
- H. An adult may not supervise more than three (3) minors in addition to his or her own children (if any).
- I. Glass is not permitted in the pool/spa area. Beverages taken into the area must be in cans or unbreakable containers. All trash, litter must be picked up and disposed of properly. Please be advised that smoking is prohibited in pool and spa areas.
- J. Pets are not permitted within the confines of the pool/spa or tennis court areas.
- K. Running or horseplay is not permitted in the pool/spa area.
- L. The pool/spa, tennis court or basketball areas may not be reserved for private parties.
- M. Under no circumstances may anyone use the large pools or spa if he/she is incontinent or not toilet trained. Use of diapers must be accompanied with protective wear (this is a state law). Children under 14 years of age must be under strict supervision of an adult. All diapers must be disposed of properly.
- N. Equipment, including, but not limited to, boogie boards, surfboards, Frisbee's, skateboards, roller skates, roller blades and bicycles, is not allowed within the pool/spa areas. Rafts, floats and pool toys must be removed from the pool upon request.
- O. Loud music and unreasonably distracting noise are prohibited. Loud music must be turned off if requested.
- P. All personal effects are to be removed from the pool/spa area upon exit.
- Q. Pool gates are to be kept closed at all times. Persons leaving gates ajar are responsible for resulting injuries or loss of life. Climbing/jumping over the fence is prohibited.

- R. Private lessons, including, but not limited to, swimming, tennis, or basketball on community property is prohibited.
- S. Persons under the influence of drugs or alcohol are not allowed in the pool/spa area.
- T. Diving of any kind is not permitted.
- U. Only pool maintenance personnel may add any type of chemical or cleaning agent to the pools or spa. All types of bubble bath, bath salts, shampoo and soaps are prohibited in the pools and spa.
- V. The patio area may be used for eating while at the pool/spa and only unbreakable containers, utensils and plates may be used. Residents are required to clean the area when through.
- W. All trash must be placed in appropriate trash bins.
- X. Safety equipment in the pool area will be present at all times. Safety equipment (e.g. life preservers) is for emergency use only, not for play.
- Y. Owners should inform their guests and/or tenants using the pool/spa area of the Rules and Regulations, as owners are responsible for any action or violations incurred by their guests and/or tenants.
- Z. Barbecues, hibachis or other cooking devices are not allowed in the pool/spa area or recreation area. Cooking, heating or warming food is not allowed in the pool/spa area or recreational area.
- AA. All individuals shall cooperate in maintaining maximum cleanliness in the pool/spa area and recreation areas.
- BB. The furniture in the pool/spa area must not be abused or damaged. Put chairs/lounges back in order after use.
- CC. Smoking, of any kind, is not allowed in the pool/spa areas.
- DD. Pool furniture may not be removed from the pool/spa area nor placed in the pool or spa.
- EE. All Association approved rules and posted pool rules must be obeyed.
- FF. Vandalism and abuse of the facility and equipment are prohibited. Any noted violation should be reported immediately to the Management Company.

GG. Residents and guests are not permitted to adjust any controls other than the spa bubble timer. Owners will be held responsible for costs incurred resulting from such adjustments done by themselves, their guests or tenants.

HH. Parties or gatherings of 10 or more in the grass recreation area must be requested in writing to the Board of Directors for approval. Recreation Area Reservation Agreement Forms must be submitted at least 30 days prior to the party date. Parties will be approved based on availability and based on a first requested basis.

II. The Recreation Area Reservation Agreement Form must include details of the party and the responsible resident's name, address and telephone number. If approved, the responsible resident will receive a party approval letter that must be in possession during the party. If the party approval letter is not in possession, the party may be disbursed at the request of any two (2) board members.

JJ. Only one party or gathering may be scheduled per day. Parties are allowed only in the grass/recreation area. Parties are not allowed in the pool/spa area, tennis courts, or basketball courts.

KK. The resident responsible for the event will have in his or her possession a copy of the Association's approval to hold the event, will be present throughout the entire event and will comply with any requests to control nuisances.

LL. A non-refundable disposal fee is required with the Recreation Area Reservation Agreement Form. Additional costs incurred by the Association as a result of clean up or damage caused by the parties will be assessed to the resident. The resident responsible for the event is liable for any damages to the community and will compensate the Association for any damages.

VII. TENNIS COURTS

A. Hours: 7:00 a.m. to 10:00 p.m. seven days a week.

B. The tennis court area will be closed to all residents during cleaning and maintenance.

C. Tennis to be limited to one hour when other residents are waiting. Players may finish their current set before relinquishing the court to other residents who wish to play.

D. Players must wear tennis shoes. Street, running or other shoes with soles that mark the courts are prohibited.

E. Water is the only liquid allowed on the courts.

F. Tennis court lights must be turned off upon leaving the courts.

- G. Use of the tennis courts is limited to (6) individuals on the court at any one time.
- H. Residents are prohibited from using the community courts for tennis lessons and/or public functions.

VIII. PETS

- A. Only ordinary domestic animals, such as dogs, cats, fish, caged birds may be kept as household pets. Animals cannot be kept, bred or raised for commercial purposes.
- B. Dogs and cats shall not be allowed to run loose in the community. Dogs shall be walked on leash by persons capable of controlling them. Pet owners must abide by all appropriate County and/or City leash laws.
- D. It is the responsibility of each owner to immediately clean up after their pets in the common areas. Fines may be levied against the resident responsible.
- D. Pets are not permitted within the confines of the pool/spa or tennis court areas.
- E. Owners will be responsible for reimbursing the Association for costs to repair damage to common area or Association property caused by their pets.

IX. OUTSIDE APPEARANCE

- A. All owners are responsible for keeping their property in a neat and orderly manner in accordance with the CC&R's, Article VIII, Section 8.10: "Dwelling Maintenance" and Article VIII, Section 8.09: "Unsightly Matters". All grass areas must be kept trimmed. All weeds, clippings, and unsightly debris must be removed from the premises. Owners shall also maintain their mailboxes in good working order and are responsible to the Association for costs related to the repair of the boxes and posts.
- B. All driveways and walkways are to be maintained and free of any vehicular stains.
- C. Outside drying of laundry is not permitted where visible from any neighboring property or street. No mops, rugs, clothing, etc. shall be hung from any portion of the property, including doors, balconies or fences, where visible from any neighboring property or street.
- D. Trash must be disposed of only in trashcans provided and shall not be put on curbside for pickup until the evening before the collection day. Trashcans must

be stored away as soon as possible after collection, but at least by midnight on trash pick-up day, out of view from the street or behind a gate.

- E. Garbage/trash should be placed or secured in such a way that it will not be scattered by the wind. Also, owners must place their trash containers in a way so as not to damage mailboxes during the emptying process. The Association reserves the right to repair damaged mailboxes and/or posts at the homeowner's expense.
- F. Installation of landscaping prior to architectural committee approval of plans is a violation of the CC&R's. See Appendix B for the Architectural Review Committee Application for Improvement form.
- G. All exterior modifications, including landscape, hard scape and structural/architectural, must be approved by the Architectural Committee prior to commencing work (See Appendix B).
- H. All owner gates, fences and garage doors must be painted within 30 days of installation and regularly maintained.
- I. Painting of house numbers on street curbs is prohibited.
- J. Basketball backboards may not be attached to the house, garage or any adjoining structure. All backboards and stands must be stored when not in use. A basketball backboard or stand must be stored out of view from the street or behind a gate.
- K. Garage doors shall be kept closed at all times except as reasonably required for ingress and egress from the interior of the garage or for yard clean-up, garage maintenance, or car washing.
- L. Except for landscaping, it is prohibited to attach or have any object protrude through or over the wrought iron fences or block walls.
- M. Exterior Halloween lights and decorations may be displayed from October 1 through November 7 and exterior Christmas/Hanukkah lights and decorations may be displayed from Thanksgiving Day through January 31st.
- N. Newspapers shall be picked up daily from the driveways and front yards.

X. SIGNS

- A. Signs shall not be placed on any common area without Board approval.
- B. Only one "For Sale" or "For Lease" sign of reasonable dimensions will be allowed in the front yard of a home for sale or for lease.

- C. Except for a sign of reasonable dimensions advertising a security/alarm company or a lot for sale, lease or exchange (such sign to be located on such a lot), no sign or other advertising device of any character shall be erected, maintained or displayed upon any portion of a property unless and until the same shall have been approved by the Board and the Architectural Committee. Signs may not be larger than three feet by three feet.
- D. "Open House" signs will be allowed on common areas and in the front yard of the residence conducting the open house. These signs can only be displayed the day of the open house and must be taken down within one hour of the closing of the open house. Open house activities are only allowed while the selling real estate representative or owner is on the premise.

XI. ENFORCEMENT

- A. Owners are responsible for making their guests or tenants aware of the CC&R's and Rules and Regulations. Owners are responsible for any violations incurred by their guests or tenants in accordance with the CC&R's and Rules and Regulations.
- B. Pursuant to the CC&R's of the Association, the Association has the right to take legal action against any person or persons who have violated or are attempting to violate the CC&R's, and the losing party shall pay all costs and expenses of the prevailing party arising out of or in connection with such legal action.
- C. Any resident who wishes to report a violation of any CC&R's or Rules and Regulations must do so in writing by filling out a "Request for Action" form and submitting it to the Management Company. The Request for Action must include a detailed explanation of the alleged violation, as well as the complainant's name, address and telephone number. Anonymous complaints may be disregarded.
- D. No fine or penalty shall be levied unless:
 - 1. A written statement of the alleged violations shall be provided to any Member against whom such charges are made and such written statement shall provide a date on which the charges shall be heard;
 - 2. No proceeding shall be brought against a member unless such Member has received a written statement of charges at least ten (10) days prior to that hearing;
 - 3. No proceeding shall be brought against any Member more than sixty (60) days after such Member is provided a written statement of charges;
 - 4. The Board shall meet in executive session to hear the charges and to evaluate the evidence of the alleged violation;
 - 5. At the hearing the Member charged shall have the right to present oral and written evidence and to confront and cross-examine adverse witnesses;

6. The Board shall deliver to the Member charged within fifteen (15) days after the hearing a written decision which specifies the fines or penalties levied, if any, and the reasons therefore.
- E. In the event a fine and/or any costs are not paid within thirty (30) days from the date of levy, the Board of Directors may institute legal action for the collection as well as legal fees and court costs.
- F. In addition to the right of the Association to take legal action against the Owner for non-payment of assessments, the By-laws provide that the voting rights and use of the common areas by any Member and his/her guests and delegates may be suspended by action of the Board of Directors during any period when assessments owed by such Member remain unpaid after Hearing and Notification. Owners may also be denied use of community common areas and/or use of the RFID access system and/or use of the resident lane for reasons related to the non-payment of assessments to the Association.
- G. The Board has authority to impose increasing fines for subsequent violations.
- H. Fines not appealed within 6 months of imposition are final and may not be appealed.

XII. CONTINUING VIOLATION OF RULES

- A. The By-laws also provide that the right to use of the common areas and facilities may be suspended by the Board of Directors for violation of the Rules and Regulations.

APPENDIX A - FINE SCHEDULE

The Board has authority to impose increasing fines for subsequent violations. All fines will be assessed to the **owner's** monthly association account.

A. GENERAL FINE SCHEDULE

First offense	\$100.00 Maximum Fine
Second offense	\$250.00 Maximum Fine
Third offense	\$500.00 Maximum Fine
Fourth offense	\$1,000.00 Maximum Fine
Subsequent offenses	\$1,000.00 Maximum Fine

B. PARKING FINE SCHEDULE

First offense	Written Warning
Second offense	\$30.00 Fine
Subsequent parking fines (\$30.00 each) may be assessed every 24 hours.	

C. TRAFFIC (MOVING VIOLATIONS) FINE SCHEDULE

First offense	\$100.00 Fine
Second offense	\$150.00 Fine
Third offense	\$225.00 Fine
Fourth offense, etc.	\$300.00 Fine

D. Any damage to buildings, recreational facilities, equipment of any other common area property which is caused by an owner, tenant, family member, pet, guest or employee/contractor shall be repaired or replaced at the expense of the applicable owner at cost of repairing damages plus all usual and customary service charges of the Management Company.

TOWING PROCEDURES:

1. First violation: Citation.
2. Second violation: Vehicle is subject to towing without prior notice and at the vehicle owner's expense in accordance with Vehicle Code §22658.2. (The second violation may be cited 24 hours after first violation). A vehicle can be towed without notice if it is parked (a) in a marked fire lane, (b) within 15 feet of a fire hydrant, (c) in a handicapped parking space if the vehicle does not have a handicapped placard or similar authorization, or (d) in any manner which interferes with any entrance to or exit from either the development or any resident therein.

All fines will be assessed to owner's monthly association account.