



Rules and Regulations

Revised August 2017

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**WOODFIELD COMMUNITY ASSOCIATION
PLACENTIA, CALIFORNIA**

AREAS OF RESPONSIBILITY

Amended – January 2013

MAINTENANCE AND REPAIR

HOMEOWNERS:

1. **BUILDINGS:**

Interior Residential Party Walls: Maintain all original structures on the dividing line between lots. Repair, replace, and paint on a shared basis with the other owners who use them.

Utility Lines: Maintain and repair all utility lines and be granted access thereto, even though passing through the Common Area or another homeowner's lot.

Interior of Residence: Maintain, repair, replace, and paint the interior of the owner's dwelling and garage.

Exterior of Residential Buildings: Maintain exterior, repair, and touch-up painting (patio fences, garage doors, utility doors, gates, etc.) to the exterior of the residential buildings under the architectural control of the association.

Insurance: Homeowners may want to consult their agent to purchase earthquake loss assessment coverage from their insurance agent.

Mechanical Equipment: Maintain, repair, and replace all mechanical equipment pertaining to the owner's lot and residence; including, but not limited to, the originally installed air-conditioner, garage door opener, and appliances.

Taxes: Pay any taxes levied against the owner's real and/or personal property.

ASSOCIATION:

1. BUILDINGS:

Roofs: Maintain, repair, and replace all roofs (roofs include the felt roof liner, all flashings, and the shakes or roof material).

Building Exteriors: Periodically paint the exterior surfaces of all buildings. Assume architectural control over all building exteriors.

Common Areas: Maintain all facilities held for the use and enjoyment of the residents of this complex, including at the present, pool, spa, tennis / sport courts, and clubhouse.

2. GREENBELT:

Provide landscaping and maintenance of all greenbelt areas, including planting and removal of trees, shrubs, or grass in the common areas. Maintain architectural control.

3. STREETS:

Provide repair and maintenance for the private streets, parking areas, and the parking lot at the pool.

4. SERVICES:

Employ services, managers, or agents to accomplish any of these duties. Provide insurance protection for these areas (see advisory on insurance), and pay any taxes that may be levied against the Association because of these activities.

INSURANCE

INSURANCE AGENT:

Agent: Michael Berg
Agency: Berg Insurance Agency
Address: 23651 Birtcher Drive, Lake Forest, CA 92656
Phone: 949-830-4590
Fax: 949-586-9877
Email: michael@berginsurance.com

PROPERTY:

1. HOMEOWNER: When purchasing your homeowners policy there are several things to consider. First, the common name for a homeowner's policy that fits with the community association at Woodfield is a Condominium Unit Owners Policy (HO-6). This policy covers building items not covered by the association, your personal property (request replacement cost), loss of use for providing a place to live after a claim, as well as your personal liability. Personal property is identified as any property which may be removed from the premises in the event the homeowner moves away. Homeowners also need to purchase coverage for property attached to the inside of the unit. This includes floor coverings, wall coverings, cabinets, countertops, etc.

In the event the property is not occupied by the homeowner and is rented, it is recommended that you contact your agent for a Condominium Rented to Others policy. The liability exposure is different as a landlord as well as not needing personal property coverage.

2. ASSOCIATION: The Association's property insurance policy is a 'bare walls' policy, insuring residential structures and common area property, but not owners' interior fixtures or improvements to their unit. These are the owner's obligation to insure. Common areas are covered for all walls, walkways, and fences not attached to the buildings. The clubhouse and its contents, pool, spa, and tennis courts are covered by the Association policy. Coverage does not include theft or loss of items from the clubhouse or any other contents thereof.

The Association's property insurance policy does not cover damage caused by earthquake. Owners may be able to obtain some level of earthquake coverage (in particular, earthquake loss assessment insurance) which must be purchased separately through the same agency that provides owner's with a condominium unit owners policy. Earthquake loss assessment insurance pays for the assessment that comes to you as your share of earthquake damage to the community after an earthquake. The Association's property insurance policy also does not include coverage for damage caused by landslide, flood, war, nuclear hazards, termites, mice, wear and tear, or rain damage.

WOODFIELD COMMUNITY ASSOCIATION

RULES AND REGULATIONS

PETS

- 1) No dogs or cats are to run loose in the common areas at any time. Pets are to be kept away from bushes and trees to avoid damage to the landscaping. Dogs are to be kept on a leash at all times while walking through the common areas.
- 2) Dog and cat messes are to be disposed of by the Homeowners in their own trash cans.
- 3) The pet owner will be held responsible for any damage caused by their pet.
- 4) Pets that bark or make other noises regularly or incessantly will be considered a nuisance and the owner of such animal will be required to correct the situation.
- 5) Pets are not allowed in the enclosed pool or recreational areas.

BICYCLES

- 1) Bicycle riding on association property is limited to streets only. Positively no bicycle riding on walkways, greenbelts, tennis/sport courts or pool area.
- 2) Bicycles may be walked on association walkways, but are totally restricted from greenbelts.
- 3) No dirt bikes, mini-bikes, motorcycles, mopeds, or other recreational-type or off road vehicle may be ridden on common areas at any time, or may they be parked on sidewalks, tennis / sport courts, pool area or grass areas.

SKATEBOARDS, ROLLER SKATES, INLINE SKATES

- 1) Skateboards, scooters, inline skates, roller skates, roller blades and other similar recreational/wheeled devices are prohibited from all private walkways, greenbelts, tennis / sport courts and pool area.

NOISE

- 1) Consideration for the interests of other Residents with respect to unduly loud or disturbing noises, whether caused by residents, pets, family members, or guests must be observed. Placentia Noise Abatement Law is in effect with no loud noises between 10:00 p.m. and 6:00 a.m.
- 2) No radios, tape, or CD players or similar type recording devices are to be played in the recreation areas after 10:00 p.m. Consideration of others in the area must be observed at all times.
- 3) Those persons using the Clubhouse must also follow Clubhouse Rules in the Rental Agreement.

ARCHITECTURAL

Architectural Summary

The California Civil Code requires the Association to publish a notice annually that describes the types of architectural changes that require Association approval and the procedure for such review. This Summary of Architectural Procedures has been prepared for that purpose. This is only a summary, and Owners are therefore requested to refer to the Association's Declaration of Covenants, Conditions, Restrictions and Reservation of Easements ("CC&Rs") and Architectural Guidelines for more detailed architectural modification related information. If you have questions about whether Association approval is required for what you have planned, or about whether there are any standards, guidelines, or requirements for the type of modification you wish to construct or install, please contact management *before* you start work.

A. No Exterior Changes Without Prior Written Approval. No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein, including patio covers, antennas, satellite dish, etc., be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Architectural Committee (ARC). (CC&Rs Article VI, Section 1)

B. Submission Procedures/Plan Requirements. The Owner's application for architectural modifications shall be submitted only on the Association's architectural application form and shall be submitted only to the Association's managing agent, Optimum Property Management, 17731 Irvine Boulevard, Suite 212, Tustin, CA 92780. Architectural Application forms and documents shall not be submitted directly to any Association Director, Officer, or Committee member. The Application shall include all the information required under the CC&R's and Architectural Guidelines and the application materials, including, without limitation, the following: (i) the completed application form, (ii) the requisite copies of plans showing the nature, kind, shape, height, width, color, materials and location of the proposed construction/modifications, and (iii) all applicable application fees, construction deposits, and any other applicable fees and/or deposits the Association may require. Until the Association receives all required plans, specifications, and other information the Committee requires, the Committee may postpone review of any application and plans submitted for approval.

C. Approval Criteria. Approval may be based upon, among other things, the following factors: (i) the construction activity is in conformance with the Architectural Committee rules, (ii) the construction activity will not be detrimental to the appearance of the surrounding area or the Development as a whole, (iii) the appearance of any structure affected thereby will be in harmony with the surrounding structures, (iv) the construction activity and product thereof will not detract from the beauty, wholesomeness and attractiveness of the Development and, (v) the upkeep and maintenance thereof will not become a burden on the Association.

D. Decision Timing. The Committee will notify the Owner of its decision in writing within thirty (30) days after the Association's receipt of all information, plans, and materials required for a complete submission; provided, however, that to be valid and effective any approval must be in writing. No purported oral or verbal approval by the Committee shall be valid or effective.

E. **Reconsideration by the Board.** Owner may appeal the Committee's denial to the Association's Board of Director's by submitting a written request of appeal within 30 days from the date of the Committee's written decision of disapproval. The Board shall consider and render its decision on the appeal at an open meeting of the Board within 30 days after receipt of the request for appeal, and issue its written decision to the owner within fifteen (15) days after the meeting. The decision of the Board shall be final.

1) **Installations, Additions and Changes requiring prior written Committee approval:**

- a) **Concrete or Wood Deck Patios** - Architectural Committee will pay special attention to the possible effects any patio may have on proper drainage. Patio or wood deck must remain inside the boundaries of the owner's lot. A copy of the approved plans or drawings will be retained by the Committee for its files.
- b) **Patio Covers** - Details, structured plans, or drawings must be submitted to the Architectural Committee for preliminary approval. The standard patio cover should conform to current architectural guidelines. A maximum of sixty days from issuance of the Building Permit to patio completion is the rule. A copy of the approved plans or drawings will be retained by the Committee for its files. A City of Placentia Building Permit is required for all patio covers. Permits will not be issued by the City without a letter of approval from the Woodfield Community Association.
- c) **Exterior Patio Shelving or Counter Tops** - Detailed plans or drawings for proposed shelving or counter tops must be submitted to the Committee for approval. All shelving or counter tops are to be painted the trim color of the unit and must be correctly installed. A copy of the approved plans will be retained by the Committee for its files.
- d) **Railings** - Wrought iron porch railings may be used; however, they must be properly installed. The standard is wrought iron railing that has been used by the Builder and fencing with straight iron poles and no scroll work of any kind. A copy of the plans will be retained by the Committee.
- e) **Patio Gates** - Patio gates may be used; however, they must be properly installed. The standard gate is of wood painted to match the fence of the unit or wrought iron, straight iron poles, no scrollwork of any kind and painted black. All hinges must be on the inside of the gate.
- f) **Privacy Screens** - A privacy screen on the patio fencing between the homes is allowed in the duplex home only. They are not allowed between units in the row buildings. Before installing a privacy screen, it is required that you contact the Architectural Committee for approval and a list of conditions.
- g) **Exterior Antenna Wiring/Satellite Dishes** - Television lead wiring is not permitted to run over the roofs of the homes or down walls. To install outside TV lead wire, contact the Architectural Committee for guidelines and approval. Satellite dishes must be mounted on fascia board. Mounting of dish on rooftop or in stucco is not permitted. No cable/wiring is allowed lying on rooftop. All wiring must be concealed and secured down the seam of the building and painted to match the surface. Attaching anything to the roof voids the roof warranty. Any homeowner who damages the roof will be responsible for the costs to return the roof to its original condition, any damages caused to any other units due to their installation, and any uncovered warranty work charged to the association on the entire building. Please use good judgment in placement of dish to be the least visible by neighbors and guests.
- h) **Key Pads** - Architectural standards for key pads next to garage doors may be obtained from the Committee Chairperson.
- i) **Flagpole Brackets** - One (1) Flagpole bracket per unit is allowed on wood trim and must be painted the same color as the wood trim.

- j) **Guttering** - Guttering is allowed only on the rear of a home. Architectural approval is required.
 - k) **Porch Lights** - Must be consistent with the current architectural guidelines.
 - l) **Screen Door** - The ONLY screen door approved by vote of the residents is the retractable screen door. Approved for front entry and in-swinging door (Not approved for garage doors). The only approved color is white. Screen door must be completely hidden when closed (retracted).
 - m) **Garage Doors** - The Woodfield Community Association will allow the replacement of the garage door with an insulated metal garage door. The roll-up metal door is a sixteen-panel door (four Vertical rectangles x four horizontal rectangles). **There may be NO WINDOWS or LIGHT PANELS in the doors.** Doors must be painted to match the color of the door being replaced.
 - n) **Entry Doors** – Woodfield Community Association will allow for replacement of front entry doors **with a solid core 6 panel door with embossed or raised panels. Hardware finish options are antique brass or antique pewter and must match the porch light, if one exists.** All new doors require architectural approval.
 - o) **Windows and Patio Doors** - All glass windows must have a clear appearance (No colored glass or glass finishes). No grids may appear on glass. Single or dual pane glass is approved. Framing may be replaced with like framing (aluminum) or white vinyl framing. If you replace ONE window, you must replace ALL to match within one residence. Patio sliding doors must be a 2-panel sliding door. No French Doors are allowed. All windows and doors must be professionally installed and conform to current architectural guidelines.
 - p) **Window Coverings** - Permanent window coverings must be installed no later than 120 days from the close of escrow. Appropriate window coverings include: white, neutral, tans or beige blinds or shutters. Drapes or colored drapes must be lined with a neutral color. Curtains and exterior bamboo rolling shades are not considered to be permanent window coverings and should not be visible from the exterior of any unit. Furthermore, no mirrored or reflective tints may be placed on the window within the community.
 - q) **Patio Lights** – Patio lights must be kept in good repair. All patio lights must have a globe or cover; no exposed light bulbs or flood lights. Broken patio lights must be repaired or replaced. Architectural approval is required as with all exterior repairs and replacements.
- 2) General additions not requiring written Committee approval:
- a) **Flower Boxes** - Flower boxes may be set on window ledges, but not attached.
 - b) **Exterior Christmas Lights/Decorations** - Christmas lights/decorations are allowed if the following conditions are met by the resident:
 - (1) All hooks or nails used to hang the lights/decorations must be removed by the resident by January 15th.
 - (2) The resident is responsible for any damage done to the exterior of the homes as a result of their hanging up Christmas lights/decorations.
 - (3) Attaching lights/decorations to the roof is forbidden.
 - c) **Peepholes** - May be installed in front doors at the Homeowners' expense.
- 3) Additions or Changes NOT allowed:
- a) Hot Houses or Green Houses
 - b) Second Floor Sun Decks
 - c) Enclosed Patios
 - d) Window Decorations (Awnings, protective windows, bars, outside shutters, attached flower boxes, newspaper, bed sheets, or foil, except temporarily.)

- e) Room Additions
- f) Alterations to Existing Fences which deviates from approved architectural guidelines.
- g) Visible Dog Houses
- h) Flower Boxes or Pots, Patio Furniture, or items of any kind on garage roofs.
- i) Flag Poles

4) Signs

- a) One (1) 18” by 24” For Sale, For Rent, For Lease type sign per unit. Signs must be placed in planted areas and not in grass areas.
- b) Signs (“For Sale”) must be removed within 48 hours if sale or entry of the property into Escrow.
- c) Realtors are responsible for damage to sprinkler system when installing “For Sale” or directional signs.
- d) Signs must comply with applicable law.

5) Buildings

- a) Homeowners are responsible for maintenance of their residences except for the periodic painting of the exterior thereof and all roof repairs, which are the responsibility of the Association.

Contact the management company to obtain an application for approval of exterior changes or additions. In your request, identify your property by Lot and Tract numbers as well as the address.

Send three (3) copies of the sets of drawings and/or a detailed description of your proposed changes, together with the application form, to the management company.

POOL/SPA

- 1) Pool Hours are as follows: Sunday thru Thursday 8 AM –9 PM; Friday & Saturday 8 AM – 10 PM.
- 2) No Lifeguard on duty. All persons using the pool do so at their own risk.
- 3) Please shower before entering the pool if you use oils or lotions on the body.
- 4) Life jackets or arm flotation devices must be worn by all persons who cannot swim but are not to be used as toys.
- 5) Incontinent persons wearing diapers are required to wear diapers specifically designed for pool use while in the pool and pool area.
- 6) For safety reasons, no person under fourteen (14) years of age are allowed in the pool area unless accompanied by a resident eighteen (18) years of age or older.
- 7) A limit of four (4) guests per unit and owner/tenant must be present.
- 8) Owner/Tenant must have valid key card in their possession to use facilities.
- 9) No Styrofoam objects, Frisbees, balls, fins, surfboards, boogie boards, or rafts are allowed in the pool area. The throwing of any items in the pool area is prohibited.
- 10) No food or drinks are allowed while in the pool or spa.
- 11) No Smoking
- 12) No Alcohol
- 13) No breakable items are allowed in the pool area.
- 14) No running or horseplay is allowed in the pool area.
- 15) No pets in the pool or pool area, per The Health Department.
- 16) No bicycles, skateboards, roller blades, roller skates, or other similar wheeled devices
- 17) Pool Gates are to be kept locked at ALL times and never propped open.
- 18) No reserving the Pool or Spa.
- 19) No playing of electronic devices in the recreational areas (pool area and parking lot adjacent to it, sports courts, and clubhouse) after 10 PM, without individual ear buds. The volume of the aforementioned should always be at a low setting so as to comply with the Placentia Noise Abatement Law and not to disturb others.
- 20) Please consider your neighbors living near the pool and keep the noise to a minimum.
- 21) The American Medical Association has determined that exposing young children to elevated temperatures of the spa can be hazardous to their health. The Board of Directors asks all parents to exercise caution and carefully observe their children when using the spa.
- 22) All trash, paper refuse, etc. must be placed into the appropriate containers.
- 23) Any pool/patio furniture that has been moved by a resident while at the pool should be returned to its original position.
- 24) No person shall tamper with any of the equipment or items having to do with the function and operation of the pool/spa.
- 25) Violation of the above rules and regulations may result in the loss of pool privileges.

LANDSCAPE AND GREENBELT

- 1) No planting permitted outside of the private patios by Homeowners or Residents unless approved by the Landscape Committee or the Board of Directors.
- 2) Private patio planting is restricted as follows:
 - a) Trees, shrubs, or bushes shall not be allowed to exceed ten (10) feet in height (below 1st story roof eaves and 2nd story overhang on row homes).
 - b) Any vine-type plant must be kept away from fences and all garage and building walls and roofs.
- 3) All plantings within the Homeowners' patio area are the Homeowners' responsibility, including their removal and/or protection, when re-painting of the building exteriors by the Association takes place. Costs for said removal/protection shall be borne solely by the Homeowners'.
- 4) Any Association costs incurred because of a Homeowners' failure to care for the greenery they plant, whether authorized or not, will be billed to the Homeowner.
- 5) The installation of stepping-stones on the common areas by a homeowner requires prior approval of the Board of Directors (approval must be given in writing). The following Rules and Restrictions apply to stepping-stones and their placement:
 - a) Use of stepping-stones is restricted to form a path between patio entries and the existing sidewalks.
 - b) Individual stones must be gray, brown, or red clay in color, circular, with a diameter of 12 inches. Stones are to be placed edge-to-edge, 16 to 24 inches apart.
 - c) Stepping-stones must be set at ground level to allow easy mowing of the greenbelt without interference.
 - d) Maintenance and replacement of the stepping-stones are the installing homeowners' responsibility. Any damage to the common area resulting from their removal will be repaired and charged to that homeowner.
- 6) Organized sports/activities of any kind are not allowed in the greenbelt.
- 7) No alterations are to be made to the common area plantings, structure, finishes, or decorative items by any individual resident or homeowner. The cost of replacing any tree(s), shrub(s), or other plantings, or for restoring to their original condition any structure, appliance system, decorative items, or other Association property(ies) will be the responsibility of the homeowner or resident who cause the work to be needed, after notice and hearing.
 - a) Exception to exterior front entry: one pot on porch only, not to exceed 24" in height and plant not to exceed 24" in height and in good health. Saucers shall be placed under all pots to prevent damage.

PARKING

- 1) No parking except in garages and designated parking areas, and in driveways of sufficient length to accommodate the vehicle. No parallel parking is allowed along the garages of the row buildings. Any vehicle parked on a driveway with a tire on the concrete curb/gutter is subject to violation and/or tow.
- 2) Parking on streets, except Blue Ridge Drive is strictly NOT allowed.
- 3) Parking on streets, except Blue Ridge Drive, is allowed ONLY for loading/ unloading or vehicle washing and cleaning (1 hour time limit).
- 4) No mobile home, motor home, truck, trailer, and/or boat shall be permitted to park in any of the private street area within the properties for longer than three (3) hours during a 24-hour period. Parking is strictly limited to purposes of servicing.
- 5) Guest Parking includes: one pool lot, one (1) lot on Huron Circle, two (2) lots on Teton Circle, and one (1) lot on Chinook Drive. Vehicles parked overnight (1:00 am to 6:00 am) in the guest parking must be safe-listed with our patrol company. Residents may safe-list a vehicle for not more than ten (10) days in a 90 day period (i.e., one vehicle for 10 days, 10 different vehicles for one day each, or 2 vehicles for 5 days, etc.) by either of the following means (Online Safe-listing is the preferred method):
 - A. Online Safe-listing <http://www.patrol-one.com>. You will need to enter a username and password.
 - B. Call Patrol One at 714.541.0999 or 949.367.8055 (24 hours a day) and provide the operator with the following information: 1)resident's name, 2)address, 3)phone number, 4) guest vehicle license plate number 5) guest vehicle make, model, color
 - ~~C. Place the confirmation number on the dash of the vehicle. Vehicles not Safe-listed will be subject to violation and towed at the owners expense.~~
- 6) Driveways and aprons in front of appropriate type homes are to be kept free of grease, oil, paint, rust, and other substances of a harmful or unsightly nature. Owners are responsible to see that this is maintained on an on-going basis.
- 7) No inoperable vehicles shall be stored on any common area property within Woodfield. Any vehicle which appears to be abandoned, stored or inoperative will be cited and subject to tow at the owner's expense after 96 hours. Such vehicles may not be Safe-listed.
- 8) In order to allow efficient usage of common area "guest" parking areas, residents are requested to use their garages for private parking.
- 9) All California State and Placentia City Vehicle Code Laws are in effect on the streets of Woodfield. In addition, the following rules are also in effect:
 - a) A recreational vehicles may be safe listed for a maximum of 3 days for loading and unloading.

Limited time safe-listing may be granted upon request, for three (3) days parking of a guest's motor home, camper, or automobile in the common parking areas. No permit will be granted to any household for more than ten (10) days in a ninety (90) day period to any household

[NOTE TO BOARD: This is unclear. Is this for 'common parking areas' not 'guest parking areas'? Is this only for guests motor home, campers, etc.? Or residents recreational vehicles too? It states for '3 days parking' but then states 10 days in a ninety day period? This rule needs to be clarified.]

CLUBHOUSE RULES

- 1) For safety reasons, persons under 14 years of age must be accompanied by an adult resident, eighteen (18) years of age or older, at all times while in the clubhouse.
- 2) Guests are to be in the company of a resident at ALL times.
- 3) Any damage to the recreation room, beyond normal wear and tear, shall be the direct responsibility of the Homeowner and the Homeowner will be liable for the cost of any necessary repairs, after notice and hearing.
- 4) Reservations for parties are limited to the Clubhouse only and DO NOT include rental of the pool, pool decking OR parking lot. Barbecues may not be reserved, but may be used if available.
- 5) No one wearing wet swim wear or carrying wet towels is allowed in the Clubhouse (except for the restrooms).
- 6) The Clubhouse may be used from 8 AM to 9 PM Sunday thru Thursday and 8 AM to 10 PM on Friday and Saturday.
- 7) No use of adhesive tape, tacks, hooks staples or nails is permitted. *Please use fish eye hooks provided atop the columns and remove after your event.*
- 8) Owners must sign an agreement to abide by written rules prior to reserving the Clubhouse. In the case of a rental by a tenant, the homeowner must sign the agreement to be responsible for any damages.
- 9) Maximum occupancy in the clubhouse is 50 people.
- 10) The Clubhouse is for the Residents' general use on major holidays. No private reservations may be made on the following days: New Year's Eve and Day; Easter Sunday; Mother's Day; Memorial Day; Father's Day; Fourth of July; Labor Day; Thanksgiving Day; Christmas Eve and Day.
- 11) Violation of these rules or of the signed rental agreement may result in the forfeiture of the rental deposit, after notice and hearing.

TENNIS / SPORT COURTS

- 1) Guests are to be in the company of a Resident at all times.
- 2) Resident/tenant must have valid key card in their position
- 3) Please think of your neighbors living around the tennis / sport courts and keep the noise to a minimum.
- 4) No play or practice is allowed before 8 a.m. daily or after dark.
- 5) Residents with guests may use only one court at a time when other Residents are waiting to play.
- 6) One person cannot hold or use a court when people are waiting (10 minute reservation rule is in effect).
- 7) There is a one-hour time limit if persons are waiting to play. Regulation tennis shoes must be worn at all times (No jogging or training shoes).
- 8) No bicycles, skateboards, roller skates, roller blades, inline skates or scooters.
- 9) No pets allowed in the tennis / sport courts at any time, except certified companion animals.
- 10) No breakable items allowed inside the tennis / sport court compound.
- 11) Gates must be kept locked at all times.

MISCELLANEOUS

- 1) Any sport/activity which constitutes a nuisance in terms of damage to the Association and/or causes excessive noise is prohibited.
- 2) When not in use, garage doors are to be kept closed at all times. Weeds, rubbish, and debris are not to be kept on any property within Woodfield as it promotes health problems and is a potential fire hazard.
- 3) Trash containers must not be set out for pick-up more than 24 hours in advance and should be properly covered to prevent rodent or other animal access. Trash containers are to be removed within 24 hours of trash pick-up.
- 4) The use/storage of hazardous materials is prohibited.
- 5) Garage sales on an individual basis are not allowed. The Board of Directors may sponsor a community-wide garage sale at their discretion.
- 6) The Speed Limit on private streets is 15 miles per hour.

MALICIOUS MISCHIEF AND/OR VANDALISM

- 1) Acts of malicious mischief and/or vandalism will incur a hearing before the Board of Directors, plus all costs involved in correcting the damage shall be assessed to the responsible owner, after notice and hearing, as well as being reported to law enforcement.
- 2) All costs and assessments will be levied on the Homeowner where the offender resides or is visiting. Juveniles are the responsibility of the parent or host.

KEYS

1. Each household was initially provided with a key card which opens the pool and tennis court gates. You are responsible for your own key so guard it carefully! Please report any lost or stolen key to the Association Management Company as soon as possible – there is a replacement charge of \$100.00 and there is a limit of (1) keycard per unit. Key cards may only be obtained from the management company by the owner of the unit.

SPECIAL NOTE

- 1) Unpaid assessments, fines and outstanding dues are subject to collection proceedings as allowed by California law. Failure to bring payments current and/or failure to clear a lien that has been recorded against the property may result in legal proceedings being initiated by the Association, including foreclosure. The escrow process requires clear title prior to sale of your property. An encumbered title could present problems to the selling homeowner.
- 2) Unpaid assessments, fines and outstanding dues are also subject to suspension of voting and common area facilities privileges (tennis / sport courts, pool, clubhouse).
- 3) As a seller, you are responsible for providing a copy of the following to the buyer of your unit:
 - a) All applicable keys.
 - b) All documents required by governing law.
- 4) As a landlord in Woodfield, you are responsible for the conduct of your tenants, including violations of the governing documents by your tenants for which you, as owner, may be fined. . You will be asked to complete a “Delegation of Use” form which will transfer your right to the use of the common areas and facilities to your tenants.

ENFORCEMENT POLICY AND FINE SCHEDULE

If the Board of Directors of the Association receives a complaint from a member of the Association or observes that an alleged violation of the Association's governing documents has taken place, then the following steps shall be taken:

1. **Notice of Violation.** In its discretion, the Board may send a letter to the owner of the residence explaining the nature of the violation and the date upon which the alleged violation must be cured to avoid further action.
2. **Notice of Hearing.** If the violation is not cured within the timeframe set forth in the Notice of Violation letter, or, depending on the nature and severity of the violation, the Board decides to proceed directly to a hearing, a Notice of Hearing will be sent to the owner of the residence. The Notice of Hearing will include the following information: (a) the alleged violation, (b) the provision of the Association's governing documents that was allegedly violated, (c) a list of sanctions that may be imposed, and (d) the time, date and place of the Board meeting at which the violation will be addressed in a hearing in executive session. The Notice of Hearing shall be sent at least fifteen (15) days prior to the scheduled hearing date.
3. **Hearing.** On the date and at the time set forth in the Notice of Hearing letter, the Board of Directors will meet in executive session, regardless of whether the alleged violating owner is in attendance, to discuss and evaluate the evidence that has been presented by the complaining party, the alleged violating owner (either by written statement, evidence, or personal testimony) and any witnesses. The alleged violating owner shall have an opportunity to address the Board in his or her defense.
4. **Disciplinary Action.** If the Board of Directors, after evaluating all the evidence presented, finds that a violation has occurred, then the Board may impose disciplinary action against the violating owner by (a) levying a monetary penalty in accordance with the Association's Fine Schedule, (b) suspending the owner's membership privileges (including use of the recreational facilities), and (c) taking any other disciplinary or corrective action authorized by the governing documents; however, this does not relieve the owner's obligation to pay all assessments levied by the Association or to otherwise comply with the governing documents. Any such suspension shall be for a period of time not exceeding thirty (30) days for any non-continuing violation. In the case of a continuing violation, such suspension may continue for as long as the violation continues.
5. **Written Findings.** Within fifteen (15) days following the hearing, the Board of Directors shall provide the owner with a written notice of its findings and any disciplinary action imposed against the owner, and no action against the owner may take effect prior to five (5) days after the hearing.
6. **Internal Dispute Resolution.** If the violation is not cured, the Association will proceed with "meet and confer" procedures pursuant to Civil Code Section 5915.
7. **Legal Action.** If the violation is not cured after Internal Dispute Resolution is offered, the matter will be turned over to the Association's attorney to commence legal action (alternative dispute resolution and/or litigation). Depending on the severity of the violation or other special circumstances, the Board may refer the matter to legal counsel at any time during the enforcement process.

FINE SCHEDULE

After Notice and a Hearing, the following monetary penalties may be imposed against an owner for the following violations of the Association's governing documents:

1. First violation: \$ 50.00
2. Second violation: \$100.00
3. Third violation: \$250.00
4. Fourth violation: \$500.00
5. Continuing violations: The fine will double if the violation reoccurs or remains uncured, until such time as corrected.
6. A monetary penalty in an amount to reimburse the Association for costs incurred to repair damage to common area.