

**CASA DE LAGUNA
OWNERS
ASSOCIATION**

RULES

&

REGULATIONS

BOOKLET

STATEMENT OF GENERAL POLICY

The Members of your Board of Directors are pleased to welcome you. It is our responsibility to maintain your recreational facilities. However, it is your responsibility to participate in the Homeowners Association by either serving on the Board or as a Committee Member of the Board. If, at any time, you have any questions, suggestions or problems, please contact, a Board Member or the management company for assistance.

The Covenants, Conditions and Restrictions (CC&R's) of the Association give the Board of Directors the power and authority to establish reasonable rules and regulations governing the use of the common area and the personal conduct of all members, their families and their guests, and to establish and enforce penalties for the infraction of such rules.

The rules and regulations published herein were adopted by the Board in July 2001, and supersede all previously adopted rules and regulations. Effectiveness becomes immediate upon receipt. It is your responsibility to see that all residents and guests are aware of and abide by the Association rules, which are binding on the community.

The overall philosophy is to establish regulations which will permit the maintenance of an enjoyable lifestyle and an aesthetically pleasing environment.

Your cooperation in complying with these rules and regulations will enable all of us to achieve maximum pride, enjoyment and harmony in our community.

The Board of Directors
Casa de Laguna Owners Association

MANAGEMENT COMPANY

Our management company is **Total Property Management Inc.** If you have any problems, complaints, etc., please contact them.

Mailing Address: 23792 Rockfield Blvd, Ste.100 Lake Forest, CA 92630

Location: 23792 Rockfield Blvd, Ste.100 Lake Forest, CA 92630

Phone Number (949) 261-8282

Office Hours: 8:30 A.M. to 5:00 P.M.

COMMITTEES

The Association has seven committees, which are an extension of the Board of Directors and function in specific areas of the Association. The current committees and their responsibilities are defined below.

ARCHITECTURAL COMMITTEE: The Board of Directors are delegating their authority under the CC&R's, Section 4.1.12 to form this committee. The purpose of this committee is to preserve, protect, and enhance the real estate values within the community. The Board of Directors duties stated in 2.10 and 5.3 of the governing documents relates to the Association's obligation to maintain, repair, restore, replace and make necessary improvements to the common area including the maintenance and painting of the exterior of all units.

FINANCE COMMITTEE: This committee is primarily responsible for the preparation of the annual budget for approval by the Board of Directors. The committee periodically reviews operating costs and current replacement costs, and recommends possible investment of cash reserves and the method of accounting to be used by the Association.

LANDSCAPE COMMITTEE: This committee is responsible for preserving the landscape architectural integrity of the common area. The committee recommends control standards and regulations in the areas of sanitation, safety, environmental protection and aesthetic enhancement.

NEWSLETTER COMMITTEE: This committee is responsible for drafting and publishing a newsletter in an effort to establish a good line of communication between the Board of Directors and the members of the Association.

RULES COMMITTEE: This committee is responsible for protecting the rights and privileges of all members. The committee works closely with other committees to draft and publish a set of reasonable rules and regulations in the interest of community health, safety and harmony and maximum personal enjoyment of all available recreational facilities. In addition, the committee establishes controls for the preservation and protection of property and recommends a schedule of fines for the infraction of rules to the Board of Directors.

MEMBERSHIPS ON THESE COMMITTEES IS VOLUNTARY AND OPEN TO ALL MEMBERS OF THE ASSOCIATION. IF YOU WISH TO SERVE ON A COMMITTEE, CONTACT ANY BOARD MEMBER, COMMITTEE CHAIRPERSON, OR TOTAL PROPERTY MANAGEMENT.

EACH **MEMBER OF THE ASSOCIATION** IS RESPONSIBLE FOR THE ENFORCEMENT OF THESE RULES. COMPLIANCE IS THE OBLIGATION OF **EACH RESIDENT**. YOUR FULL COOPERATION CAN AVOID THE NEED FOR **COSTLY REPAIRS AND ADDITIONAL EXPENSES** THAT WOULD HAVE TO BE SHARED BY ALL MEMBERS. IT IS EXPECTED THAT EVERYONE WILL USE COMMON SENSE REGARDING WATER SAFETY AND AREA CLEANLINESS.

POOL AREA & JACUZZI RULES AND REGULATIONS

1. Pool and Jacuzzi hours shall be:

Sunday - Saturday 7:00 A.M. to 10:30 P.M.
2. One (1) pool area key per unit was initially issued by the Association. Reproduction of this key is prohibited. A replacement key is obtainable from the management company for a fee.
3. Gates to the pool facility must be kept closed and locked at all times in order to ensure the safety of small children and to deter strangers and non residents from using the facility.
4. Climbing or swinging on or over the pool fence or gate is not allowed. Persons caught will be charged with trespassing. Entry without a key is considered trespassing.
5. **Children under the age of fourteen (14) years are not permitted in the pool area to use the pool or jacuzzi unless accompanied by an adult. This is the State Law. Proof of age may be required upon request for the safety of the children.**
6. For health reasons infants and toddlers wearing diapers are required to wear tight fitting rubber pants while in the pool or pool area. **(Disposable diapers do not meet the tight fitting rubber pants requirement.)** There are special disposable diapers for swimming.
8. Guests must be accompanied by a member or resident when using the pool and jacuzzi. Each unit is allowed six (6) guests at any one time. Exceptions to the limit must be cleared through the Pool Committee Chairperson. Association Members are responsible for the conduct of their guests and must see that they abide by the rules of the Association.
9. All members, residents and their families and guest **SWIM AT THEIR OWN RISK**. It is advised that no-one swim alone.

POOL AREA AND JACUZZI RULES AND REGULATIONS

10. Suntan oil, lotion and sand are damaging to filter equipment. Shower before entering the pool or jacuzzi.
11. Pets are not permitted within the fence surrounding the pool area.
12. Food must be kept away from the pool and jacuzzi at all times.
13. Absolutely no **glass** objects or bottles are permitted in the pool area.
14. No bicycles, skateboards, frisbees, balls, rafts or floatation devices are permitted in the pool area. (Infant safety flotation devices are permitted)

15. Running in the pool area is prohibited.
16. Unduly loud noises are not permitted.
17. Trash and cigarette butts are to be placed in the receptacles provided for their disposition.
18. Patio furniture may not be removed from the pool area for any purpose.
19. No admittance to the pool pump room is permitted. Anyone witnessed damaging pool equipment will be billed for the cost of repair or replacement of the equipment.

CASA DE LAGUNA OWNERS ASSOCIATION, INC.
ARCHITECTURAL APPROVAL PROCEDURES

ADOPTED SEPTEMBER 2, 2015

BEFORE ANY IMPROVEMENTS OR MODIFICATIONS, EXTERNAL OR INTERNAL, AN ARCHITECTURAL APPLICATION MUST BE SUBMITTED TO THE BOARD OF DIRECTORS, BY WAY OF AN ARCHITECTURAL REQUEST FORM TO THE BOARD OF DIRECTORS. FORMS MAY BE OBTAINED FROM THE MANAGEMENT COMPANY.

1. Any external modifications, additions or improvements to your home may not be undertaken without prior written request and submission of plans and Architectural Request Form by the homeowner to the Board of Directors and its subsequent written approval. This ruling includes patio landscaping, wooden decks, concrete slabs, fences, screen doors, garage doors, and the like.
2. All plans for interior alterations, modifications or improvements, which would structurally alter the residence, must be submitted with an Architectural Request Form to the Board of Directors for approval before work is started on the project.
3. Plans for approval must be submitted in duplicate to the Board of Directors and shall include the following:
 - A. Color, shape, dimensions and material to be used.
 - B. Building Plans.
 - C. Exterior elevations, surfaces and sections, structural design and salient exterior details.
 - D. General exterior color schemes.
 - E. Landscaping plans showing plants, hedges, trees, fences, etc.
4. All plans must be accompanied by an attached Architectural Request Form, including the homeowner's name, address, telephone number, business address and telephone number, unit and tract number and general description of the planned improvements, as well as the name, address and telephone number of the architect or designer, if any.
5. A City of Laguna Hill Building Permit is required for any structural modification, Interior or Exterior.
6. All exterior additions, alterations and improvements must be painted or stained to match the trim or stucco of the residence by the Homeowner.
7. Maintenance of any exterior additions, alterations or improvements shall be the responsibility of the homeowner and not the Association. This includes painting.

BY CONSULTING THE BOARD OF DIRECTORS PRIOR TO MAKING ANY IMPROVEMENTS OR ADDITIONS TO YOUR UNIT, YOU WILL AVOID UNDUE EMBARRASSMENT, EXPENSE AND PROBABLY REMOVAL OF THOSE CHANGES MADE WITHOUT APPROVAL.

EACH HOMEOWNER AND HIS/HER AUTHORIZED AGENT, IF ANY, WHO SUBMITS REQUESTS OR PLANS TO THE BOARD OF DIRECTORS FOR APPROVAL, AGREES BY REASON OF SUCH SUBMITTAL THAT NO ACTION OR SUIT OF ANY KIND WILL BE TAKEN AGAINST THE HOMEOWNER ASSOCIATION, BOARD OF DIRECTORS, ANY MEMBER OR THEIR DESIGNATED REPRESENTATIVE TO RECOVER ANY DAMAGES.

PLANS WILL BE ACTED UPON WITHIN FORTY FIVE (45) DAYS AFTER SUBMITTAL.

ARCHITECTURAL RULES AND STANDARDS

- 1.** An owner or his or her agent may display or have displayed one (1) real estate sign of not more than eighteen (18) inches, by twenty-four (24) inches to exhibit the sale or lease/rent of a unit through a window or directly in front of the unit in plain view of the public.
- 2.** Application for the purchase of a front door must be made in writing to the Architectural Committee before purchase.
- 3.** Application for the purchase of a front screen door must also be made in writing to the Architectural Committee before purchase. The cost, delivery and installation of the screen door shall be borne by the applicant with future repairs and upkeep at his/her expense, and shall be maintained in good condition at all time.
- 4.** Patio awnings, and sunshades are permitted, however they must be of sunshade material, be neutral in color (such as beige or tan), and must be professionally installed, so that no part of the material is hanging off of the patio cover and/or fascia.
- 5.** Pop-up tents and exterior shutters are not permitted.
- 6.** Unlandscaped patios must be kept free of weeds.
- 7.** Trees within a patio shall not be permitted to grow so high as to touch the roofs or eaves. Trees, bushes, shrubs will need to be self-contained within the patios. Damages to the common area as a result of the homeowner's plant material will be reimbursed to the association by the homeowner. Trees planted within the patios blocking a neighbor's view will be deemed a nuisance within the meaning of Paragraph 2.3 of the Declarations.

8. Bushes, plants, hanging baskets, potted evergreens, etc. which are part of the front entrance, patio or deck landscaping must be maintained in acceptable appearance.
9. The use of aluminum foil, paper, paint and other unconventional means of covering windows are prohibited.
10. Roll up garage doors cannot have windows and should be painted to match the current color scheme.
11. Any visible seasonal decorations shall be removed within two (2) weeks following the holiday.
12. Laundry, which is visible from the common area, may not be hung on the exterior of any unit. This includes fences and privacy walls.
13. External television and radio dishes are allowed. Application for dishes shall be submitted to the management company on an Architectural Request Form for approval.
14. Garage doors, fences and buildings shall not be used for playing handball, tennis, racquetball, etc. Basketball hoops are not permitted to be attached to existing structures. Damage to structure and plants are the Homeowners responsibility. Portable basketball hoops can only be placed where structural or plant damage cannot occur. An Architectural Request Form is required.
15. Roof gutters and downspouts must be approved by the Architectural Committee prior to installation. They must be painted to match the trim and stucco.
16. Water softeners must be installed in a way which drains into the main sewer line. Drainage into common areas is not permitted. If any damage results from improper installation, the homeowner shall be liable for such damage.
17. Fence repair or replacement or extensions must follow the specifications approved by the Architectural Committee.
18. Solatubes must be approved by the Architectural Committee prior to installation.
19. Solar Panel Installations must be approved by the Architectural Committee. The “Solar Panel Installation Guidelines”, Attachment “A” must be followed.

ADDITIONAL STANDARDS MAY BE ESTABLISHED BY THE ARCHITECTURAL COMMITTEE, IN ITS SOLE DISCRETION, AS THE NEED ARISES.

GENERAL RULES

1. **Owners are responsible to make sure their tenants are given a copy of the Rules and Regulations.**
2. The speed limit is fifteen (15) miles per hour on all streets within the Association property. The speed limit is thirty (30) miles per hour on Santa Vittoria.
3. Absentee owners are **required** to register the name, address, phone number, length of tenancy and kind and number of pets owned by their tenants or lessees with the management.
4. Consideration for the rights of other residents with respect to unduly loud and disturbing noises, whether caused by adults, children or animals, must be observed. This includes noisy play by children, loud radios, stereos and television sets, objectionable adult parties and incessantly barking or howling pets.
5. Garage doors shall be kept closed except for ingress and egress of moving vehicles or while work is being accomplished therein.
6. No articles of any kind are permitted to hang over the patio fence or swimming pool fence.
7. Residential property may not be used for any business, commercial or any other non-residential purpose.
8. No person shall discharge a firearm, slingshot or beebee gun on the premises.

STATE LAWS, COUNTY AND CITY ORDINANCES PROVIDE VARIOUS RESTRICTIONS ON THE USE OF ASSOCIATION AREAS AND FACILITIES.

THE BOARD OF DIRECTORS OR ITS REPRESENTATIVE MAY GIVE A WARNING NOTICE IN WRITING VIA MAIL, HAND DELIVERY, DELIVERY TO THE DOOR OF A HOME OR ON THE WINDSHIELD OF THE OWNER'S VEHICLE.

PET RULES

1. No animals, fowl or reptiles shall be kept on the property. Domestic dogs, cats, birds and fish may be kept as household pets upon said property provided that they are not kept, bred or raised thereon for commercial purposes or in unreasonable quantities. Notwithstanding the foregoing, no animals or fowl may be kept on the property which result in any annoyance or are objectionable to residents in the vicinity.
2. Animals must be on a leash and attended by a responsible person at all times while in the common area.
3. Pet owners must remove their pet's defecation from the common area and dispose of it in a sanitary manner at the time of defecation.
4. Pet owners must keep their patios clean and sanitary so as not to create offensive odors.
5. Pet owners will be held responsible for all damage caused by their pets in the common area.
6. Pets are not permitted in the pool area at any time.
7. Any person bringing or keeping a pet on the Association property shall be liable to all homeowners, their family members, guests, lessees and renters for any damage or harm done by the pet.
8. Stray animals, inhumane treatment of animals or a neighbor's barking dog should be reported to Orange County Animal Control (714-834-4593 or 714-834-7848).

ALL PETS ARE SUBJECT TO CITY, STATE AND COUNTY ORDINANCES. BY OBSERVING THESE ORDINANCES AND RULES OF THE ASSOCIATION, OWNERS WILL MAKE THEIR PETS WELCOME IN THE COMMUNITY.

THE ASSOCIATION IS EMPOWERED TO HAVE REMOVED FROM THE PREMISES ANY ANIMAL WHICH, IN THE SOLE DISCRETION OF THE BOARD OF DIRECTORS, CONSTITUTES A NUISANCE TO ANY OTHER RESIDENT FOR ANY REASON.

PARKING RULES

1. Owners must park their vehicles in garages or in designated parking areas only. Parking that obstructs streets, walkways, cul-de-sacs, garages or mailboxes and impedes vehicular traffic is prohibited.
2. Each unit in Casa De Laguna **must** be able to park at least one vehicle in the units garage.
3. Owners of vehicles with leak oil/oily substances on driveways or common area parking spaces will be required to:
 1. Remove the vehicle(s).
 2. Reimburse the Association for restoration of the affected areas.
4. Parking of vehicles in designated common area parking spaces is permitted for a maximum of 72 hours in the same space. In no case may any vehicle be stored in this complex, except within private garages. Any vehicle parked with expired tags in stalls is subject to tow after 96 hours.
5. Trailers, RV's, boats, camper shells, abandoned or inoperable vehicles or any equipment may not be parked on common area streets, driveways or parking areas. The vehicles will be towed at the owners expense.
6. Vehicle repair in the common area (excluding driveways and in front of garages for minor maintenance) is prohibited.
7. Vehicles parked in designated spaces must be parked head in. Damage to landscaping will be billed to resident.
7. Mopeds and motorbikes are subject to vehicle code restrictions (i.e., both driver and motor bike must be licensed.) No motorcycles, mopeds or other motorized vehicles having less than four wheels may be kept, operated or permitted on, or in any part of the properties, except for the purposes of traveling directly between the entrance to the community and the unit.
9. NO Commercial vehicles may be parked in common area spaces. In determining whether a vehicle is a "commercial" vehicle, the Board will consider, but is not limited to, the following factors: advertisements and logos displayed on the vehicle; the existence of transportation racks; whether the vehicle is a utility van; etc.

PARKING ENFORCEMENT PROCEDURES

STORAGE OF VEHICLES IN A PARKING STALL:

- 72 Hours (3 days) ticket vehicle
- 96 Hours (4 days) second ticket
- 120 Hours (5 days) Board will initiate towing of vehicle

VEHICLES PARKED IN THE FIRE LANES:

The designated parking stalls are for guests and residents use. Any area that is **not** clearly designated as a parking stall is **considered a fire lane**. All cars are subject to **immediate tow** for the health and safety of all the other residents.

ACCORDING TO THE CALIFORNIA VEHICLE CODE, SECTION 22658.2 THE BOARD OF DIRECTORS HAS AUTHORITY TO TICKET, FINE AND/OR TOW ANY VEHICLES WHICH REPRESENT VIOLATION OF THESE REGULATIONS. IF VEHICLE TOWING IS ORDERED BY THE BOARD, THE OWNER OF THE VEHICLE WILL PAY IMPOUND FEES TO REGAIN POSSESSION OF THE VEHICLE.

THE BOARD OF DIRECTORS ARE NOT RESPONSIBLE FOR DAMAGE TO TOWED VEHICLES. ALL SUCH CLAIMS SHOULD BE DIRECTED TO THE TOWING COMPANY.

PROCEDURE FOR RULE ENFORCEMENT

****Adopted 2004****

THE BOARD OF DIRECTORS HAVE THE AUTHORITY TO LEVY FINES OR PENALTIES, UNDER PARAGRAPH 4.1.15 OF THE RECORDED DECLARATION.

I. INFRACTIONS SUBJECT TO LEGAL ACTION (CC&R VIOLATIONS)

- A. At the discretion of the Board of Directors, the management company will send a friendly letter stating the alleged violation and asking the homeowner for compliance.
- B. If the homeowner fails to comply with the written request and continues to be in violation of said alleged rule or regulation, a second letter will be sent by the management company stating that continued non-compliance of the rule or regulation in question will result in the Association taking legal action as deemed necessary.
- C. If the homeowner fails to comply after receiving the second letter, court action will be instigated by the Association to enforce compliance.

II. INFRACTIONS SUBJECT TO FINES (ASSOCIATION ADOPTED RULE VIOLATIONS)

- A. Upon the first alleged infraction of a rule or regulation, the management company will send a standard form letter to the homeowner in alleged violation. The letter will be friendly and informative in nature, and will state where the homeowner can get further clarification of the rules, if desired.
- B. Upon the second alleged infraction of the same rule or regulation, the management company will send a stronger letter advising the homeowner that should the violation occur a third time, he/she will be requested to appear at a Hearing before the Board Meeting called for that purpose where he/she will be provided a forum to present evidence on his/her behalf and examine witnesses, who may testify against him/her. Notice of such hearing will be provided thirty (30) days prior to the scheduled date. The homeowner will also be notified in the second letter that a fine may be imposed and Association facilities use privileges suspended.
- C. Upon the third infraction of the same alleged rule or regulation, the management company will send a letter requesting the homeowner to attend a special Board Meeting called for the purpose of providing a forum to present evidence upon his/her own behalf and examine witnesses, who may testify against him/her. Notice of such Special Board Meeting will be given to the homeowner thirty (30) days in advance of the scheduled meeting. The management company will also inform, in writing, those persons who filed the complaint along with all pertinent witnesses that they are requested to attend the Special Board Meeting to testify.
- D. Although the homeowner may show good cause for failure to appear at the scheduled Board Meeting, non-appearance by said homeowner will not relieve said homeowner from being found in violation of the charged infraction or waive the Board's right to impose a fine and/or suspension of facility use privileges.
- E. Should the Board find that the homeowner is in violation of the charged infraction, a minimum \$50.00 fine will be imposed and/or suspension of facility use privileges for a period of up to a maximum of thirty (30) days will be ordered.
- F. Homeowners who continue to violate the rules and regulations after receiving a fine and/or suspension of facility use privileges will be subjected to an increased fine and/or legal action.

ALL COMPLAINTS FROM HOMEOWNERS MUST BE SUBMITTED IN WRITING TO THE BOARD OF DIRECTORS OR TO THE MANAGEMENT COMPANY UNDER THE COMPLAINANT'S SIGNATURE.

PENALTIES FOR RULE VIOLATIONS

The Board reserves the right to take whatever action it deems necessary to deter repeat violators. This may include the suspension of voting privileges and/or use of recreational facilities for a period of thirty (30) days and/or a probation period and/or stringent fines.

I. GENERAL RULE VIOLATIONS

The fine for each violation and each notice will be..... UP TO \$100.00

In addition, a fine for malicious mischief and/or vandalism will be levied on the homeowner where the offender resides regardless of the age of the offender, and will be prosecuted to the full extent of the law.

II. PET RULE VIOLATIONS

The fine for each violation and each notice will be..... UP TO \$100.00

ALL MEMBERS WHO HAVE BEEN ASSESSED A PENALTY HAVE A RIGHT TO A HEARING BEFORE THE BOARD OF DIRECTORS. REFER TO PROCEDURES FOR RULE ENFORCEMENT.