

COSTA

BRAVA

AT RANCHO NIGUEL

RULES & REGULATIONS

A Supplement to the
Master Declaration of Covenants, Conditions & Restrictions
and Bylaws for Costa Brava at Rancho Niguel Homeowners' Association

Effective March 1, 2016
Distributed February 5, 2016

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INTRODUCTION

This Information Handbook was compiled by the Costa Brava Association Board of Directors to familiarize owners and residents of the Rules & Regulations of the community. Your Board of Directors strives to protect and enhance the community of **Costa Brava at Rancho Niguel** while making association living a pleasant experience for everyone.

The community association concept is a great way to engage people to manage the community. The advantage of a planned community is that the authority, as well as the responsibility for maintaining the community, is retained by those with a vested interest in the community's welfare — the property owners.

Living in a condominium can be a happy and rewarding experience, especially in as beautiful a location as **Costa Brava at Rancho Niguel**. A planned community development helps ensure that the original concept, planning and design that went into creating our community is preserved, protected and enhanced.

EVERYONE BENEFITS FROM AN EFFECTIVE COMMUNITY ASSOCIATION

All owners have been provided with a copy of the Association's Master Declaration of Covenants Conditions & Restrictions (CC&Rs) and the Bylaws for the Master Association. We urge you to become familiar with these documents since they set forth, in complete and detailed form, the rights, duties and obligations of each homeowner and they, not this booklet, are the official documents, which cover these rights.

This Handbook is a supplement to the CC&R's.

Please read this information carefully and be sure your family, guests and tenants fully understand the Rules and Regulations.

If you have questions or if you do not have copies of the Association documents, please contact the Property Management Company in writing at:

Total Property Management
Costa Brava at Rancho Niguel Association
2301 Dupont Drive, Irvine CA 92612
(949)261-8282

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PURPOSE

The purpose of the Homeowners' Association is to protect, preserve and enhance **Costa Brava at Rancho Niguel** for the benefit of all residents. Your cooperation is essential in order to accomplish these purposes and common sense and consideration for your neighbors are the keys to its success.

Each condominium owner is a member of the Association and owner participation is both necessary and encouraged. Resident responsibility, cooperation and action have many rewards. One is that the development continues to be a showcase long after all the homes are sold because the quality of the community is maintained and enhanced.

Maintenance of property values is the primary goal. Aside from the fact that it is the primary goal, it is, also, a good motivator for many owners to follow the rules. If the uniform aesthetic character of the Association is maintained, all of the units will be worth more.

These Rules and Regulations are applicable to everyone on the Association property. This includes all residents, whether owners or renters, guests, family members, friends, relatives, service people, etc. and every owner is responsible to make sure that guests, renters and others are aware of and follow the R&R's.

COMMON AREA PROBLEMS

TO REPORT PROBLEMS RELATED TO THE COMMON AREA:

- If there is a ***MEDICAL EMERGENCY or CRIMINAL CONDUCT OBSERVED***, immediately call 911
- If the problem is a ***NON-MEDICAL EMERGENCY or NOT CRIMINAL CONDUCT occurring in your presence***, call Total Property Management at (949) 261-8282.
- If the problem is ***NOT*** an emergency, send detailed, written correspondence to:

**Total Property Management
Costa Brava at Rancho Niguel Association
2301 Dupont Drive, Irvine CA 92612
(949)261-8282**

ASSOCIATION MEETINGS

The Association is governed by a Board of Directors, which meets regularly to make decisions pertaining to common area matters.

Experts have been employed to guide and assist the Board of Directors in fulfilling their responsibility. Experts are employed in the following areas:

Legal Finance
Insurance
Management
Building Maintenance
Landscape Maintenance

During specific months of the year, each of the experts may meet with the Board to review a particular topic, to ensure that there is a clear understanding on the part of all directors as to what needs to be done and to determine that the Association is operating well.

Meetings of the Board of Directors will be held monthly. Notice of all regular meetings will be provided in the monthly assessment mailing, stating the date, time and location and both homeowners and residents are encouraged to attend. The **Annual Meeting Calendar** can be found on the bulletin board at the pool area. With the exception of Executive Sessions, Regular and Special meetings of the Board are open for observation to all Members. If you would like something to be on the agenda, just contact the Management Company – in writing – prior to the meeting to assure the Board is aware of what will come up before the meeting.

Notice of the date, time and location of the Annual Meeting of Members will be mailed to all homeowners of record prior to the meeting. In order to establish a quorum so that business can be conducted, it is imperative that owners either attend in person or submit their ballot.

Owners who are interested in attending a particular meeting should be encouraged to call ahead to the property management company to confirm the agenda.

Special meetings may be called by either the President or two (2) other Board members. Notice of open meetings of the Board must be posted in the Common Area four (4) days in advance and Board members must be given written notice of the meeting unless written notice is waived.

ANNUAL CALENDAR

The proposed annual calendar that is likely to be followed by the **Costa Brava at Rancho Niguel Association** Board is as follows:

September	Annual Meeting (to Elect Directors) Organizational Meeting of New Directors Review responsibilities of the Board of Directors Review Parking Control contract and Annual Variances
October	Planning (Goals established and a clear direction given to each category) Financial / Annual Budget to be mailed
November	Regular business meeting
December	Fiscal year begins (December 1 st)
January	Review administrative matters
February	Review landscape maintenance requirements
March	Regular business meeting
April	Review maintenance requirements and Reserve Study
May	Review insurance requirements
June	Regular business meeting
July	Review budget for December 1 – November 30
August	Plan for Annual Meeting. Review all contracts

AUDITS

An independent financial audit is prepared at the end of each fiscal year end and is mailed to the homeowners' of record upon completion. **Costa Brava at Rancho Niguel Association's** year-end is November 30th.

INSURANCE

The Association carries insurance for the common area, as well as Directors and Officers liability insurance. In accordance with California law, the Association provides all owners with detailed information regarding its insurance policies at least annually. In addition, you will be notified of any changes or lapses in insurance coverage.

The Association master policy **does not** cover the owner's personal property items such as carpets, drapes, interior wall coverings, furniture, clothing, etc. Carpets and drapes are not covered regardless of whether or not they were installed by the builder. The insurance to cover those items is the responsibility of the individual unit owner. There are two (2) basic types of condominium exposure:

RESIDENT OWNER/NON-RESIDENT OWNER: The policy most often used by the unit owner to cover these exposures is known as HO6. The HO6 policy, also known as a condominium unit owner's policy, insures the owner's personal property, personal liability, condominium loss assessment and other coverage pertinent to condominium unit ownership.

RENTERS: It is recommended that renters purchase a HO4 policy to cover personal property and personal liability. The unit owner's policy does not cover the property or liability of the renter.

In addition to reviewing the Insurance Section of the CC&R's, it may be advisable for your insurance agent to inquire of the Association's agent to assure proper coverage of your home and personal property. Additional information may be obtained by contacting the management company in writing.

COMMUNITY RULES AND REGULATIONS

INTRODUCTION

The Rules and Regulations, as contained herein, are issued by the Board of Directors as authorized by the governing documents of the Association. This is a supplement to the **Costa Brava at Rancho Niguel Association CC&R's and Bylaws**. In the event of any conflict between these Rules and Regulations and the aforementioned documents, the provisions of the CC&R's shall prevail.

The Rules and Regulations are intended as a guide to the conduct of all activities of all members, lessees, residents and their guests, family members, service persons, etc. Each owner or resident living within the project and using the facilities is entitled to enjoy such facilities without unreasonable or interference from others.

The Association falls under the jurisdiction of the City of Laguna Niguel and all ordinances and codes apply. Each unit shall be used for single family or residential purposes only.

UNITS ARE TO BE USED FOR RESIDENTIAL PURPOSES ONLY

COMMUNITY RELATIONS

Members are responsible for payment of the costs of repairs for all damage to the Association property caused by themselves, members of their families, their guests, tenants, service persons or pets.

Common area equipment i.e., time clocks, watering systems, building pressure regulators, etc., is to be adjusted and set by **authorized personnel only** and not by residents.

Destruction of property:

- 1) As applied to living units specifically, the owner shall reconstruct it as soon as is reasonably practical, in accordance with the original plans and specifications or approved modifications thereof.
- 2) As to the common area, each owner is liable to the Association and shall reimburse it for any expenditures made to repair damage or replace item(s) damaged by the owner or any lessee, occupant, resident, guest, or service person of the owner's unit (e.g., oil stains on carport floors).

RULES ENFORCEMENT & FINE POLICY

VIOLATIONS OF THE RULES AND REGULATIONS

All homeowners, tenants, residents, occupants, and guests are required to abide by the established rules. Homeowners are also held responsible for the actions of their tenants, guests and other residents of the unit. Anyone refusing to abide by these rules may face corrective action by the Board of Directors or by legal action.

The property management company acting for the Association has been instructed by the Board of Directors to require the compliance of persons on **Costa Brava at Rancho Niguel Association** properties with the provisions of the Rules and Regulations, CC&R's and Bylaws.

If there is a violation thereof, the property management company has been instructed to do the following:

- 1) Obtain names and addresses of the violators and report this information to the Board of Directors. If necessary, call upon a law enforcement agency for assistance.
- 2) In the case of children, make every reasonable effort to contact their parents or host immediately, prior to taking the action called for in (b) above.

It is the right and responsibility of each resident to report violations of the Rules and Regulations to the Board of Directors in writing.

Any owner who is believed to be in violation of the Association's governing documents, including these Rules and Regulations, will receive written notice of the violation and will be requested to make the necessary corrections and/or prevent the reoccurrence of the violation. Owners are expected to immediately comply with such notice or to contact the Property Management Company to explain the situation in more detail.

If an owner fails to respond to written notice, the Association may send additional written notices demanding that the violation be abated. The Association may also turn the matter over to the Association's legal counsel, in which case the owner shall be responsible for legal fees the Association incurs. The Association may also schedule a hearing for the owner at the next Board of Directors meeting if the violation is not corrected and, after the owner in violation has had the opportunity for a hearing, the Board may decide to impose penalties, including monetary fines and/or suspension of voting rights and/or privileges to use recreational facilities. In addition, the Association may also ask a court to order that the violations be corrected.

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Depending upon the nature of the violation, the Association may also request that the owner agree to submit to Alternative Dispute Resolution, such as mediation or arbitration, as required by law.

In the event of an emergency, the Association may be required to take immediate action, in which case the owner will be notified as soon as reasonably practicable.

The Association, in its discretion, may pursue any form of enforcement action for correction of a violation of the governing documents, including immediately proceeding with fine proceedings, suspension of privileges, implementing correction of the violation, Alternative Dispute Resolution, or legal action, if the Board determines such action is appropriate. Furthermore, the Association reserves all other legal rights that may be available and may exercise them depending upon the nature and severity of a particular violation.

FINE POLICY

The Board of Directors has established the following policy for the enforcement of the CC&R's and Rules and Regulations; provided, however, the Board shall have the discretion to impose up to the maximum fine amount (e.g., \$200.00), and/or other disciplinary action or enforcement action, on a first or subsequent violation, if the Board determines, in its discretion, the facts and circumstances of the violation merit such disciplinary action or enforcement action:

First Offense - A friendly reminder letter will be sent to the homeowner. If the violation is not remedied, this constitutes a "second offense."

Second Offense - If the violation is not corrected, the Board will authorize a Notice of Violation letter be sent to the homeowner.

Third Offense - If, after receiving the Friendly Reminder and the Notice of Violation, the violation has not been corrected, a Hearing Notice will be mailed to the homeowner. The hearing will allow the homeowner the opportunity to discuss the matter before the Board of Directors.

The Board of Directors may impose monetary fines in the following amounts:

1st fine will be \$ 50.00

2nd fine will be \$ 100.00

3rd fine will be \$ 150.00

4th fine will be \$200.00 and possible legal action taken.

Homeowners will be notified of a scheduled hearing before the Board of Directors prior to a fine being assessed to their account. If you fail to attend the hearing or provided a written defense to the charges, you will be deemed to have waived your right to a hearing.

TENANTS AND RENTERS

Homeowners are responsible for the conduct of their family members, tenants, residents, guests, and service persons for all violations of the CC&R's and Rules and Regulations. Homeowners must supply contact information of their renters to the management company. The Board of Directors reserves the right to ask renters to appear at an Executive Hearing before the Board of Directors regarding any violation of the Association's governing documents.

LEASES AND RENTAL REGULATIONS

1. All leases and/or rental agreements are subordinate to the CC&R's, Bylaws and other governing documents of the Association. The Association shall not function as a landlord in any capacity.
2. No short-term rentals of less than thirty (30) days are allowed (City Zoning and Association document restrictions). All leasing of units shall be exclusively for single family use; leasing for gainful occupation, profession, trade or other non-residential use is not permitted. The term "single family," as used herein, shall mean: (i) a group of natural persons related to each other by blood or legally related to each other by marriage or adoption; or (ii) a group of natural persons not all so related who maintain a common household (functioning as an integrated economic unit) under a single lease agreement for the entire Unit whereby all occupants over 18 years of age are jointly and severally responsible for all obligations under the lease agreement.
3. All owners must provide their tenant(s) with a copy of the Rules & Regulations and all tenants must comply with these regulations, the Bylaws and CC&R's. Owners are held responsible for their tenants and guests and are financially liable for damage to the common area and equipment and for violations of the Rules & Regulations. (See Renter's Rules and Regulations Receipt).
4. Owners are responsible for the proper repair and maintenance of their units. All electrical appliances and plumbing fixtures within unit must also be maintained by the owner.
5. Owners must notify the Association of the sale or rental of any dwelling. Association membership will not be transferred until registration forms have been completed, for which a fee may be charged.
6. Owners must also provide the Association with a copy of any lease agreement, together with the telephone number and street address of the residence of the property Owner.
7. Renter's Rules and Regulations Receipt forms are available from the Management Company. Please see Page 14.

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**RENTER’S RULES & REGULATIONS RECEIPT
COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION**

Owner’s Name: _____

Unit Street Address: _____

Owner’s Current Address: _____

City _____ State _____ Zip _____

Cell Phone: _____ Work Phone: _____

E-mail Address: _____

TENANT INFORMATION (List tenants’ names and contact phone numbers):

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Residence Phone: _____

Lessee’s Email Address: _____

We, the undersigned Lessee(s), have received a copy of the Rules & Regulations of **Costa Brava at Rancho Niguel Association** agree to comply with them.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Return form to:

Costa Brava at Rancho Niguel Association
c/o Total Property Management, Inc.
2301 Dupont Drive, Suite 100
Irvine, CA 92612

Telephone: (949) 261-8282 • Facsimile: (949) 261-6958

TRASH PICK UP & RULES

THURSDAY is Trash Pick Up Day
All trash receptacles are to be removed from the street
and stored properly following pick up.

Costa Brava has individual curbside pick up. All refuse is to be contained in approved trash containers provided by CR&R. Standard sized trash (35 gallon) containers are provided for each unit. An upgrade to larger (60 gallon) containers is available for an annual fee. Please contact Total Property Management for more information.

BLUE OR BROWN – RECYCLE (Clean paper, plastic and glass ONLY)

BLACK – TRASH ONLY

No garbage, trash or anything that creates an unkempt appearance is permitted in the Common Area prior to Wednesday afternoon at 3:00 p.m. and shall be put away by Friday at 3:00 p.m.

In the event of damage to bags in the disposal process, Members are responsible for cleaning up their own trash spilled on common areas and disposing of it in the proper containers or receptacles.

Large cartons and boxes must be broken down before being placed in the trashcan for pick up.

Large, discarded items such as old furniture, etc., **will not be removed** by the Disposal Service during the weekly trash pick up. Discarding these items is the sole responsibility of the homeowner and such items are not to be placed on the street or in any Association Common Area.

Every residential customer is entitled to two “bulky item” pick ups per year. This would include items such as refrigerators, sofas, mattresses or water heaters. The resident must call CR&R Customer Service at (877) 728-0446 to schedule the pick up.

Additional information may be obtained by contacting CR&R directly at:

CR&R Waste Services - San Juan Capistrano
31641 Ortega Highway (PO Box 1100)
San Juan Capistrano, CA 92693 (877)
728-0446 • Fax (949) 728-3470
cssanjuan@crrmail.com

**HOMEOWNERS WILL BE ASSESSED FOR THE COST OF ANY CLEAN UP OR
REMOVAL SERVICES PROVIDED BY THE ASSOCIATION**

SIGN CONTROL

1. Real Estate Signs – ONE standard sign may be placed in the common area planter nearest the unit. If the sign is not installed as directed, or are multiple signs are placed for one unit, the signs will be removed. Signs may not exceed 18” x 24” and must be maintained in good condition.
2. Non-Real Estate Signs - may not be erected or displayed in the Community, including exclusive use common area, without the prior written approval of the Board of Directors. This includes, but is not limited to, advertising and Yard Sale signs. Signs which are approved by the Board of Directors may not exceed 18” x 24” and must be maintained in good condition.

PETS AND PET RESTRICTIONS

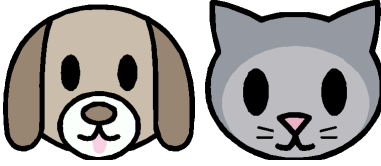
1. No animals, reptiles, rodents, birds, fish, livestock or poultry shall be kept in any condominium or elsewhere within the Project, except one (1) domestic dog (not over 20 pounds in weight) or one (1) domestic cat. In addition, fish in aquariums and birds inside cages may be kept as household pets within the condominium as long as they are not kept, bred or raised for commercial purposes. (Article VI, Section 4, Page 23 of the Association’s CC&R’s).
2. The aforementioned household pets may be kept provided that they do not constitute a nuisance or annoyance to residents of the Association. Animals kept in a cage or tank, and kept entirely within a unit, may also be permitted so long as they do not create a nuisance, as determined in the sole discretion of the Board of Directors. Any and all pets are subject to removal if the animal is determined to be a nuisance, or a danger, as determined in the sole discretion of the Board of Directors.
3. Wild animals, livestock or poultry may not be kept on the property at any time.
4. All dogs over the age of four months are required by the City of Laguna Niguel to have and wear a current license tag. (Licenses for cats are recommended, but are not required by law.) The pet’s license is proof of its valid rabies vaccination, as well as its best chance to get home safely if it is lost. Additional information can be obtained by calling the City of Laguna Niguel at (949) 362-4300 or visiting the website www.ci.laguna-niguel.ca.us

Loose, unattended dogs without a license/identification tag may be reported to the Mission Viejo Animal Services for pick up.

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5. Any droppings deposited by pets on lawns, sidewalks, paths or other Association common areas, must be removed immediately by the animal's owner. Any damage caused by an animal shall be repaired or replaced at the expense of the unit's owner. This includes, but is not limited to, grass and plant damage, stucco staining, claw marks, building and garage units, etc.
6. Dogs or other pets shall not be allowed on any Common Area property, which includes the pool and tot lot areas. No dogs are to be tied to trees, stakes, or any exterior building structure in Costa Brava. Human- assistance dogs, i.e., seeing-eye dogs, are generally exempt from size and weight restrictions.
7. Owners are responsible and liable for any personal injury or property damage caused by their pets. If the pet owner is a tenant, the owner of the unit may be held liable.
8. Residents who are disturbed by an animal are urged to first contact the animal's owner and, if unsuccessful, to report the issue to the Property Management Company or Animal Control Services. When contacting the Property Management Company, please provide the breed, color, time and location of occurrence, and the owner's name and address, if known. Dogs that bark excessively, and any animal that threatens others, or otherwise causes disturbance to residents should also be reported. Legal action may be taken against owners of pets that make excessive noise. It is the right and responsibility of all owners to inform the Property Management Company and Mission Viejo Animal Control Services of actions detrimental to the Association property.
9. No structure for the housing or confinement of any animal or bird shall be maintained so as to be visible from neighboring property.
10. Pet insurance may be required by the Board of any pet owner as a condition to permitting such pet within the project. The Board of Directors reserves the right to expel or control any pet which becomes a nuisance, regardless of size or weight.
11. Pets may not be left unattended in garages, on patios or balconies, or in fenced yards.
12. City and County leash and licensing laws are to be adhered to at all times.

**PLEASE DO NOT ALLOW ANIMALS TO URINATE OR DEFECATE
ON COMMON AREA PLANTS, SHRUBS OR GRASS,
BUILDING OR GARAGE/CARPORT UNITS.**



Costa Brava at Rancho Niguel Association Pet Registration Form

RESIDENT INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

PET(S) INFORMATION

Type of Pet: Dog Breed: _____ Weight _____

Color or Description: _____

License # _____

Dog Breed: _____ Weight _____

Color or Description: _____

License # _____

Cat Breed: _____ Weight _____

Color or Description: _____

Cat Breed: _____ Weight _____

Color or Description: _____

We understand that you may not have a pet residing at your home. Please check "Not Applicable" and return this form to the address shown below. Thank you.

Not Applicable. There are no dogs or cats residing at this residence.

Signature: _____ Date: _____

Costa Brava at Rancho Niguel Association
c/o Total Property Management, Inc.
2301 Dupont Drive, Suite 100, Irvine, CA 92612
Phone (949) 261-8282 • FAX (949) 261-6958

OPEN FLAME DEVICES

Barbeques, Propane Grills and Open Flame Heating Devices

California Fire Code, Sections 308.3.1 and 308.3.1.1, adopted by the City of Laguna Niguel in 2008, effectively ban the use of open-flame cooking or heating devices on combustible balconies or within 10 feet of any combustible construction or structure.

Within the community of Costa Brava, the use and placement of barbeques, grills or other open flame devices on exclusive use balconies, decks or patios must conform to the Fire Code Regulations. However, units with a balcony may **ONLY** use an electric grill, with no open flame, (such as George Foreman Electric Grill or similar).

Barbeques, propane grills or other open flame heating or cooking devices may only be placed on concrete or other non-combustible surface within the exclusive use area of first floor residences and only then if the device can be placed at least 10' away from any combustible structure (including overhead structures and eaves).

NOISE CONTROL

COMMUNITY QUIET HOURS ARE FROM 10:00 P.M. TO 8:00 A.M.

Noise can be a problem at any time and particularly during the summer months when windows are open. Please be considerate of those living close to you and keep noise volume, which is outside the walls of the unit as low as possible. Nothing shall be done that interferes with the quiet enjoyment of other occupants.

Please keep in mind when using the pool/spa in the evenings that your voices can be easily heard by nearby homeowners.

It is the responsibility of parents to see that their children do not unnecessarily disturb other residents. Parents are responsible for any damage caused or incurred by their children and/or guests.

Radios, televisions, musical instruments, party activities and other noise sources (including, without limitation, barking dogs, car horns and extended warming-up of car engines) must be restricted at all times to a level that does not disturb other residents.

The use of power equipment, for other than emergency work, is not permitted on the condominium property, except with prior written approval of the Board.

Roller-blading, roller-skating, skateboard riding or scooter riding is not permitted on the project at any time, as well as no unsupervised ball playing.

Unsupervised children are not permitted to ride bicycles in the common area.

VEHICLES

Speed Limit

The speed limit posted throughout the community of Costa Brava is 10 mph.

Compliance with California Law

All residents are expected to comply with California State Law, Department of Motor Vehicle regulations and applicable local ordinances while driving on the streets within the Costa Brava community.

Vehicle Radios and Audio Devices

All vehicle radios and audio devices in vehicles will be kept at a reasonable (lowered) volume when the vehicles are parked in a garage, driveway or while on Costa Brava community streets.

Vehicle Washing and Maintenance

Washing a car or other similar vehicle (boat, personal watercraft, trailer, etc.) anywhere within the Community or common area is prohibited. Vehicles shall not be stored or parked within the Costa Brava common area for the purpose of accomplishing repairs, nor shall vehicle repairs or maintenance be conducted on any portion of the property.

Inoperable Vehicles

All vehicles in a resident's possession that are located within the Community must be maintained so that they are in operable condition. A vehicle will be cited if it is noted to have obvious operational problems, including but not limited to significant leakage of motor vehicle fluids or flat tire(s). The vehicle may also be towed if it is parked in any common area parking space or on any community street **for more than 96 hours** without being moved. Towing and impound fees will be at the sole expense of the registered owner of the vehicle.

Vehicle Responsibility

The Homeowners' Association shall not be held responsible for any costs associated with the maintenance, insurance, liability, theft, vandalism or any damage to any vehicle within the Costa Brava community. The vehicle owner shall be totally responsible for any vehicle parked within the Costa Brava community including personal and/or private property in the vehicle.

PARKING REGULATIONS

PARKING WITHIN THE COMMON AREA & LA MONTROSA

- A. **Parking is not permitted on La Montrosa at any time.**
- B. Parking spaces within the Community are designated as **Guest Parking**. Residents may not park a vehicle anywhere in the Community between the hours of 12:01 a.m. and 6:00 a.m. unless a valid parking permit is properly displayed on the vehicle. Please refer to the **Resident Parking and Permit Policies** on Page 24 of this document.
- C. Parking a vehicle and leaving the vehicle unattended, at any time, in one of the following ways will result in towing without prior notice or warning. Towing and impound fees will be at the expense of the owner of the vehicle.
- 1) within a fire lane (**All streets within the community are unmarked Fire Lanes**)
 - 2) in the street
 - 3) in front of or blocking a garage door
 - 4) in a designated handicap parking space without proper authority
- D. Any vehicle parked in the Common Area (in a parking space) between the hours of 12:01 AM and 6:00 AM without an Overnight Permit or Annual Decal will be cited as follows:
- 1) A **FIRST WARNING** citation notice will be placed on the vehicle.
 - 2) A **SECOND WARNING** citation notice will be placed on the vehicle in the event the same violation occurs within thirty (30) days following the issuance of the First Warning citation.
 - 3) The vehicle **WILL BE TOWED** without further warnings or citations on each occasion the vehicle is parked in violation of the parking rules within thirty (30) days following the issuance of the Second Warning citation. Towing and impound fees will be the sole expense of the vehicle owner. The Association's retained patrol service is an authorized agent of the Association for purposes of authorizing the towing of vehicles from the community found to be in violation of these rules.
- D. **Recreational Vehicles** (including, without limitation, dune buggies, motor homes, boats, personal watercraft and trailers) may not be parked or stored anywhere within the community of Costa Brava, unless parked in the garage and does not affect the homeowner's ability to park in the garage/carport without the need of a obtaining a permit. Recreational vehicles are subject to the same citation and towing rules as applied to passenger vehicles.

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- E. **Tenants and Guests** are subject to all parking rules and regulations established for the Community. Residents and homeowners are responsible for all parking violations of tenants and guests.

- F. **Oversized and Commercial Vehicles.** Oversized vehicles, such as commercial and commercial-type vehicles and any other vehicle or vehicular equipment deemed to be a nuisance by the Costa Brava Board of Directors may not be parked or stored anywhere within the Costa Brava community. Boats, campers, motor homes, trailers, trucks, other vehicles having more than two axles or four tires, and commercial vehicles are prohibited in common area parking areas or carports. Temporary loading and unloading, for periods not in excess of ten (10) hours, or as may be designated by the Board of Directors is permitted. Construction equipment used in the actual repair, construction or maintenance of the property may not be so restricted at the discretion of the Costa Brava Board of Directors.

- G. **Moving Vans and Moving Storage Units.** Moving vans will be parked to minimize impact to traffic flow on the streets. Any storage unit that is to be placed in the Common Area, must have prior approval from the Board of Directors. Moving storage units will be placed in a marked parking space. Any storage unit that is not approved in advance or that remains beyond the time approved by the Board of Directors will be subject to removal at the homeowner's expense. As a courtesy, please notify your neighbors well in advance if your moving van will block their garage so that they can remove their vehicles.

RESIDENT PARKING & PERMIT POLICIES

A. COMMON AREA RESIDENT PARKING

All Common Area streets and marked parking spaces within the community of Costa Brava are designated as **GUEST PARKING ONLY**. Residents may not park anywhere within the community (between the hours of 12:01 AM and 6:00 AM), unless the vehicle properly displays an OVERNIGHT PERMIT or ANNUAL PARKING DECAL.

Parking enforcement hours are daily between the hours of 12:01 AM to 6:00 AM.

As outlined in these Parking Regulations, if you own more vehicles than your garage can accommodate, or if you own an oversized vehicle that will not fit within an unmodified garage, you must contact the Patrol Service to apply for an Annual Parking Decal which will authorize you to park a designated vehicle in the Community. The Annual Parking Permit fee will apply to each additional vehicle (up to the maximum of one vehicle).

B. ANNUAL PARKING PERMIT (DECAL)

Cost and Qualifications. The Annual Parking Permit Fee of \$240 has been established by the Board of Directors and is designed solely to defray the cost of the Patrol Service and the parking program. Permit fees are non-refundable and non-transferrable. Annual Parking Permits are valid for and will be prorated monthly based on the date of application (\$20.00 per month).

Units with a Two-Car Garage: If you have a two car garage and own more than two vehicles, you may apply for **ONE** Annual Parking Permit for a vehicle registered to your residence. You must designate two vehicles to be parked in the garage before requesting Annual Parking Permit allowing you to park up to one additional vehicle in Guest Parking. The Annual Parking Permit fee will apply to each additional vehicle.

Units with a One-Car Garage and Carport: If you have a one car garage and a carport and own more than two vehicles, you may apply for **ONE** Annual Parking Permit for a vehicle registered to your residence. You must designate two vehicles to be parked in the garage and carport before requesting Annual Parking Permits allowing you to park up to one additional vehicle in Guest Parking. The Annual Parking Permit fee will apply to each additional vehicle.

Units with a One-Car Garage: If you have a one car garage and two vehicles, you must designate one vehicle to be parked in the garage before requesting an Annual Parking Permit authorizing you to park the other vehicle in Guest Parking. **There is no permit fee for the second vehicle.**

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All vehicle registrations must show the Applicant's address within Costa Brava. In cases where the vehicle is registered elsewhere, but the resident is given full care, custody and control of the subject vehicle, the resident must provide other proof of residency.

There are a total of 85 marked Guest Parking spaces located throughout the Community (not including handicap permit parking). The Board of Directors has approved the issuance of 60 Annual Parking Permits. This allows 15 parking spaces to be retained for short-term and overnight guest parking, which should be sufficient to accommodate the needs of our residents.

The number of guest parking spaces allocated for Annual Parking Permits will be reviewed by the Board of Directors on a periodic basis. As a result of the periodic reviews, the number of Permits issued may be increased or decreased to best serve the needs of the Community.

C. CONDITIONAL PERMITS FOR RESIDENTS WITH SPECIAL CIRCUMSTANCES

Residents with specific circumstances, who may not otherwise qualify for an Annual Parking Permit, may appeal to the HOA Board of Directors in writing to request a Conditional Permit. The resident's request for a Conditional Permit will be reviewed by the Board of Directors who will determine if there are enough spaces to accommodate the request.

Conditional Permits will be issued at the sole discretion of the Board of Directors and applications will be accepted on a "first come, first served" basis. The Annual Permit fee will apply and permits are non-transferrable. Conditional Permits are valid for and must be renewed annually. Refund requests for Conditional Permits are subject to Board review.

D. REQUIREMENT TO PROPERLY DISPLAY THE PERMIT DECAL

Each Permit Decal is color coded and is issued to a specific vehicle (make, model and license plate number). Residents must commit to which vehicle will be parked in Guest Parking and which vehicle(s) will be parked in the garage. Permit Decals may **NOT** be transferred between vehicles.

Permit Decals must be displayed on the assigned vehicle. To be valid, the decal **MUST** be affixed to the inside window (lower driver’s side corner) and be clearly visible from outside the vehicle.

Decals placed behind heavy window tint are difficult to see at night. Be sure your decal can be seen at night from outside the vehicle. This will help the Patrol Service do their job and prevent unnecessary citations.

E. LOST OR STOLEN PERMIT DECALS

The Patrol Service will replace permit decals that are reported as lost or stolen at no charge. However, those permits reported as lost or stolen will be immediately “Hot Listed” and any vehicle displaying the lost or stolen permit will be subject to an immediate tow without warning.

F. OVERSIZED VEHICLES – GARAGE INSPECTIONS

If your vehicle will not fit safely inside your garage, the Board has directed the Patrol Company to confirm that the reason is not due to modifications to the interior of the garage (e.g. addition of shelves, cabinets, storage or other obstruction caused or resulting from the actions of the resident).

To arrange for a garage inspection, contact Patrol Masters at (949) 209-6370 and request a garage inspection. Patrol Masters will set up an appointment to inspect your garage and the oversized vehicle.

At the time of the inspection, you will need to provide the following items to the Patrol Masters Officer:

- The completed Parking Permit Application
- A check payable to Patrol Masters in the amount of \$25 for the Garage Inspection and a check payable to Costa Brava HOA for the Annual Parking Permit (Decal) in the amount of \$240. The fee for the Parking Permit will be prorated at the rate of \$20 per month.
- The Garage Inspection Fee is not refundable.

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If approved, you will receive an Annual Parking Permit (Decal) for the oversized vehicle. If the Annual Parking Permit is not approved, the check will be voided and returned to you.

The HOA Board of Directors has instructed Patrol Masters to follow these guidelines:

- The garage may not be modified so as to preclude the accommodation of a standard passenger car or truck. This means cabinets or shelves may not interfere with the parking of a vehicle.
- If the vehicle in question can safely be parked in the garage, it will not be approved for a permit and decal.
- A maximum of one (1) Annual Parking Permit (Decal) for an Oversized Vehicle will be issued per Residence. The Parking Permit fee of \$240 will apply. The fee for the Parking Permit will be prorated at the rate of \$20 per month.

G. TEMPORARY OVERNIGHT PARKING PERMIT

If you have a guest (or other vehicle) needing to park overnight (between the hours of 12:01 AM and 6:00 AM), you must **SAFELIST** the vehicle with the Patrol Service to ensure that the vehicle does not receive a citation or be towed. The Patrol Service Operator will ask you for your safelist code, name, address and telephone number. You will also be asked to provide the license plate number and description of the vehicle. The Operator will provide you with a **CONFIRMATION NUMBER** and ask that you write it down and place the paper on the dash of the guest vehicle in a visible location. A Temporary Permit can be issued for a minimum of one day at a time, up to a maximum of 20 consecutive days within a rolling 120 day window.

All Homeowners are allowed a maximum of twenty (20) Temporary Overnight Parking Permits in a rolling 120 day window.

If you are in need of a Temporary Permit, which exceeds the maximum number of days allowed, you **MUST** request a variance from the HOA Board of Directors through Total Property Management. Please allow sufficient time for the item to be placed on the Board's Agenda for review during regularly scheduled Board meetings.

H. PARKING PERMIT APPLICATION PROCESS

Annual Parking Permits are valid from January through December of each year. Permit fees are pro-rated monthly based on the date of application. Permits issued during the month of December will be valid beginning in January, and the vehicle will be “safelisted” at no charge during the month of December.

Permits will be issued only if the vehicle and residence qualify for participation in the Parking Permit program.

HOW TO APPLY FOR AN ANNUAL PARKING PERMIT (DECAL)

1. Complete the Parking Permit Application. An application is included in this handbook.
You may also request an application be mailed to you by contacting Patrol Masters at (949) 209-6370 or on-line at www.patrolmasters.com.
2. Contact Patrol Masters to arrange for a Garage Inspection. A physical inspection of the garage is required before a Parking Permit will be issued. The cost for the inspection is \$25 and is payable by check (no cash) to the Patrol Masters at the time of the inspection. To schedule the garage inspection, call 949-209-6370 and speak with the Permit Administrator. Garage inspection fees are non-refundable.
3. Have the following documents and information ready at the time of the Garage Inspection:
 - The completed and signed Parking Permit Application.
 - Copies of valid vehicle registration(s) and designation of which vehicle(s) will be parked inside the garage/carport and which vehicle will be parking outside.
 - Copies of valid Driver’s Licenses for all licensed drivers. There must be 1 driver per vehicle to qualify for a permit. The Driver’s License must list the current Costa Brava address or proof of residency must be provided.
 - A check in the amount of \$25 payable to Patrol Masters for the Garage Inspection. (The Garage Inspection Fee is non-refundable)
 - A check payable to Costa Brava Homeowners Association for the Annual Decal. The fee for the Annual Parking Permit is \$240 and will be prorated at the rate of \$20 per month.

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If the Annual Parking Permit is not approved, the check will be voided and returned to you.

4. If you are applying for a Parking Permit for an unmodified “oversized” vehicle which will not fit within an unmodified garage, a Garage Inspection fee of \$25 is required to be paid at the time of the inspection. A Garage Inspection fee is non-refundable.

I. ANNUAL PARKING PERMIT RENEWAL PROCESS

Residents will be contacted by mail in December of each year to remind them to renew their Annual Parking Permit. It is necessary to reapply for a permit every year, even if there have been no changes to the vehicles. Permits are valid from January through December of each year.

K. QUESTIONS & CONTACT INFORMATION

Any questions concerning the Permit Application Process should be directed to:

Patrol Masters
1651 E. 4th Street, Suite 124
Santa Ana, CA 92701
(949) 209-6370 or www.patrolmasters.com

Any questions concerning the Parking Policies within Costa Brava may be addressed to:

Lauren Swiderski
lswiderski@totalpm.com
Total Property Management
2301 Dupont Drive, Suite 100
Irvine, CA 92612
(949) 261-8282 or www.totalpm.com

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PARKING PERMIT APPLICATION

All items in this application must be completed in full. Incomplete applications will be returned unprocessed. Any false statements made on this application may result in forfeiture of the Permit. Permits are only available for vehicles registered to the residence. Garages must first be used to the maximum designed capacity before a Permit is approved.

Be sure to include copies of the DMV Registration for each vehicle, which reflects an address located within the Costa Brava at Rancho Niguel community.

of Permits Requested _____ Email Address _____

Unit Owner's Name _____

Address _____ Phone _____

I have a () 1-Car Garage () 1-Car Garage+Carport () 2-Car Garage () Oversized Vehicle

I REPRESENT THAT THE FOLLOWING VEHICLE(S) WILL BE PARKED IN MY GARAGE/CARPORT:

	MAKE	MODEL	COLOR	STATE / LICENSE #
1.				
2.				

I HEREBY REQUEST PARKING PERMIT(S) FOR THE FOLLOWING VEHICLE(S):

Registered Owner's Name _____

MAKE	MODEL	COLOR	STATE / LICENSE #

Registered Owner's Name _____

MAKE	MODEL	COLOR	STATE / LICENSE #

The undersigned Owner does hereby attest that the statements made on this application are true and accurate and agrees to be bound to all the terms and provisions set forth on this Application and the attached Parking Permit Agreement. The undersigned Owner further acknowledges that they have read and understand all of the Association's parking rules and regulations and agrees to follow them, and that any illegally parked vehicle may be towed as provided by law. **RECEIVING A PERMIT DOES NOT GUARANTEE OR RESERVE A PARKING SPACE.**

Signature

Date

ARCHITECTURAL CONTROL

Owners should carefully read the provisions of the CC&R's that relate to Architectural Control.

All proposed changes or additions to the exterior of units must be submitted for approval to the Board, in writing, on forms available from Total Property Management.

Total Property Management
2301 Dupont Drive, Suite 100
Irvine, CA 92612
(949) 261-8282 or www.totalpm.com

To expedite the processing of your request, please submit three (3) complete sets of plans and specifications, directly to the Property Management office.

The provision of the Community Association documents preempt and supersede any inconsistent provision of any rules or restrictions of any project association if they are in conflict with the Community Association provisions.

The Architectural Committee strives to preserve the highest standards and quality of life for each homeowner within Costa Brava.

**PLEASE NOTE:
IT MAY TAKE AS LONG AS THIRTY (30) DAYS FOR THE
ARCHITECTURAL COMMITTEE REVIEW PROCESS**

1. The Association shall provide all maintenance of the common area. In addition, the Association shall provide exterior maintenance to each unit, except for glass surfaces, interior surfaces of doors including the metal frames, tracks and exterior, screens of glass doors and windows, and deck and patio areas which shall be maintained by each owner in a manner acceptable to the Board of Directors.
2. Each owner has the right at his sole cost and expense, to maintain, repair, paint, paper, panel, plaster, tile and finish the interior surfaces of the ceilings, floors, window frames, door frames, trim and perimeter walls inside the living unit. However, no hard surface flooring (including, but not limited to, wood, tile, un-cushioned vinyl or linoleum) shall be installed on the floor of any Living Unit located above another Living Unit, except in the entryway.
3. No changes or additions to the exterior including patio areas and balconies of any structure including planting of trees, shrubs, flowers and vegetables, exterior painting, or installation of antennae, satellite dishes, patio covers, screen doors, driveways or walks, etc., may be made unless approved by the Architectural Review Committee.

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4. No outside television or radio antennae, masts, satellite dishes, transmitter tower or facility, poles or flag poles may be constructed, installed or maintained on Association property for any purpose whatsoever, except with the prior written approval of the Board of Directors. No holes may be made anywhere in exterior stucco walls. The Board has adopted a separate policy specifically addressing installation of satellite dishes and antennas set forth in a subsequent section.
5. No window air conditioning units or balcony enclosures are permitted.
6. Decks and patios are not to be used for such purposes as drying laundry miscellaneous storage, etc. These areas are considered an aesthetic addition to the buildings and should be utilized in good taste so as to be generally attractive and inoffensive to other residents.
7. All equipment, garbage cans, wood piles or storage piles must be screened and concealed from view of neighboring units, streets, association property and common area.
8. All rubbish, trash or garbage must be regularly removed from each unit and shall not be allowed to accumulate therein or on the adjacent Association property or common area.
9. No fences, hedges or walls may be erected or maintained on the Association common area.
10. No exterior clotheslines shall be erected or maintained and there shall be no outside drying or laundering of clothes on Association property or on the common area.
11. Only conventional patio furniture and potted plants are permitted on a balcony or patio; however, no items (including potted or hanging plants) may be placed upon or over any deck railing. Potted plants must have a tray placed underneath the pot to prevent water spillage onto the deck. The owner shall be responsible for any damage caused to the balcony or patio arising from any items placed or maintained on the balcony or patio.
12. Owners may not paint, decorate, remodel, alter or attach any items to any Exclusive Use Common Area or any other part of the common area without the prior written consent of the Board.
13. All window coverings exposed to the exterior of the living unit must be of a neutral color and be of drapery, blind or shutter material. Windows shall not be painted or covered by aluminum foil, paper or similar material. Window tinting must be submitted for approval by Architectural Application.
14. Homeowners will be financially responsible for any changes to soil grade or drainage. Damages will be solely the responsibility of the homeowner.

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15. Elastomeric seal damage on patios or balconies due to pet abuse or rot under flower pots that result in damage to the surface membrane or underlying structure will be solely the responsibility of the homeowner.
16. An Architectural Request form must be submitted for decoration on patios, including plants, windsocks, chimes, etc.
17. Four inch (4”) to six inch (6”) area drains installed for drainage are required whenever the homeowner ties into the common area drainage system. Homeowners should also have a method for manual clean out of the drains at one end or the other end of the line. A licensed plumber should perform this work.
18. Because the drainage system serves an entire building it is necessary that clean-outs to the drainage system be installed whenever there are tie-ins. Homeowners must have clean-outs installed in the portion of the common area drain that they have utilized.
19. Once clean-outs are installed by the homeowner’s licensed plumber, he needs to do a clean-out of the common area drain that the homeowner tied into and he needs to report to the Association, in writing, that:
 - a. The common area drainage system the homeowner tied into was cleaned out after construction, and
 - b. The common area drainage has not been blocked, the direction has not been changed and it has not been altered so it does not change its intended use.
20. Planting areas abutting the building should have a drainage system. It is not allowable for the areas up against the building not to have a drainage system that will take the excess moisture away from the building.
21. It is standard building practice to have one (1) to two (2) inches of clearance between the stucco screed (where the stucco begins at ground level) and a cement pad.
22. Please be aware that Board approval is given pending the meeting of all City and County Code requirements, as well as meeting all building and safety requirements of the City of Laguna Niguel. If, after any improvement or change is build out and these requirements have been found not to have been met, all improvements must be removed or modified at the expense of the homeowner who currently owns the property to bring the property into compliance.
23. For additional information, refer to the **Architectural Guidelines for Costa Brava at Rancho Niguel Association**.

GARAGES AND GARAGE DOORS

1. **Garage Doors**

Garage doors should be kept closed while unattended. Keeping garage doors closed minimizes the opportunity for items to be stolen from your garage, as well as presenting a neat appearance for neighbors and our community.

2. **Garage Door Maintenance**

The Costa Brava Homeowners Association maintains the garage door of each unit within Costa Brava. Do not nail, tape or fasten items of any kind to the garage door, including holiday decorations. The garage door springs and all related hardware, including the metal arms and the garage door opener, are the responsibility of the homeowner and are to be properly maintained by the homeowner. The homeowner is responsible for the completion of regular maintenance on the door hardware and opener to keep the door in proper working order. If a garage door is damaged or becomes inoperable as a direct result of homeowner negligence, the cost of repair or replacement of the garage door may be charged back to the homeowner.

3. **Intended Use of the Garage**

No boat, trailer, non-motor driven vehicle, personal watercraft or other recreational vehicle can occupy space in a garage if by doing so it displaces a registered vehicle from the garage into common area parking. Garages may not be used for storage or recreation, if such usage displaces vehicles from a garage or causes any vehicle to be parked in common area parking.

4. **Designed Capacity**

Garages must be used to their designed capacity before utilizing any Common Area or Guest Parking; i.e., a single car garage must be able to accommodate one vehicle and a two car garage must be able to accommodate two vehicles.

GARAGES MAY NOT BE USED AS LIVING SPACE OR FOR BUSINESS PURPOSES AT ANY TIME

OPTIONAL ARCHITECTURAL UPGRADES

Based on the number of recent homeowner requests, the Board of Directors has increased the number of options you have for optional architectural upgrades.

Please remember, even though these upgrades are permissible, prior written approval is still required and will be processed and returned to you within thirty (30) days. An Architectural Application must be submitted to the board before initiating any construction or installation.

The purchase and installation costs and maintenance, repair, and replacement costs associated with these Architectural Upgrades is the sole responsibility of the Homeowner, unless the Board of Directors agrees in writing to assume responsibility for an Architectural Upgrade. The Association may require, among other conditions, the applicant homeowner(s), at the homeowner's expense, to enter into an agreement or Covenant acceptable to the Association to further confirm the homeowner's responsibilities and liability for such Architectural Upgrade(s), which the Board may require to be recorded in the County Recorder's office to clarify further that the terms of the agreement or Covenant is binding upon future owners of the unit.

Exterior Lanterns

Hampton Bay Carriage Lamp model #248493 with motion detector is available in polished brass, or #303562 in standard polished brass. Additional approved colors include white, brown and antique green finish for these models. The Architectural Committee will also consider any exterior light fixture found to be harmonious with the exterior structures and architectural theme of the community.

Screen Doors

Monte Carlo, Capistrano, Aspen and Chateau (security door) manufactured by Academy and Seaview manufactured by ScreenTight are approved as standard screen door models. Other makes matching the design and appearance of the approved models, may be accepted with approval from the Architectural Committee. Please remember all doors must have a white enamel or vinyl finish.

SATELLITE DISH / ANTENNA POLICY

In accordance with FCC Guidelines, the Costa Brava Homeowners Association allows Homeowners to install satellite antennas, which are less than 1 meter (39.37 inches) in diameter and installed in accordance with Association Policy.

1. General Guidelines

Satellite dishes may only be installed in areas within the exclusive use or control of the owner. Mounting of antennas on roofs or in the Common Area (including exterior building surfaces) is prohibited. Areas considered to be “exclusive use” would include unit balconies, enclosed patios and fenced yard areas.

- A. Satellite dish must be mounted on a tripod or pole, but may not be attached to the floor of the balcony or patio or the walls or railing of the balcony using any type of fastener that puts a hole into the floor or wall surface.
- B. Satellite dish may not be attached to the stucco, fascia, mounted on the roof or attached to the building.
- C. No stucco may be penetrated to install the satellite dish.
- D. Stucco may be penetrated under eaves for the purpose of running the cable into the residence.
- E. Any penetrated area must be sealed.

2. Application and Approval

PRIOR to the installation of such devices, the Homeowner must submit the following information to the Board of Directors for review and approval. Provided that all information is complete and submitted in a timely manner, approval by the Board of Directors will not be unreasonably withheld.

- A. A fully completed Architectural Application.
- B. Photo(s) of the proposed installation location at the Homeowner’s unit.

Request for approval will be handled by the Board of Directors, during monthly Board meetings. In the event a monthly meeting does not take place as scheduled, requests will be reviewed or approved as quickly as possible to avoid delay in the installation of the satellite dish.

Upon review of the installation plan by the Board of Directors, the Homeowner will be notified in writing regarding approval. At that time, the Homeowner may also receive additional installation guidelines deemed necessary by the constraints of their particular unit. It is the Homeowner's responsibility to convey all installation requirements to the installer.

3. Homeowner Responsibility

Installation may only be performed by certified, licensed installers. Homeowner is responsible for verifying the installer's insurance and license. The purchase, installation and maintenance of the satellite dish is the sole responsibility of the Homeowner.

The Homeowner owner will be responsible for any all costs resulting from, but not limited to:

- A. Repair and maintenance of the area where a satellite dish is installed, where such installation (or removal) has caused any damage whatsoever.
- B. Removal of a satellite dish found to have been previously installed without prior authorization.
- C. Damage to any other unit caused directly or indirectly by the installation of a satellite dish.

4. Installation

Individual unit satellite dishes cannot exceed 1 meter (39.37 inches) in diameter. Satellite dishes, which are larger than 1 meter in diameter, are prohibited.

Under no circumstances will roof mounting be permitted. No person is allowed on Costa Brava roofs for any reason unless approved by the Costa Brava Board of Directors and the Association Property Manager.

If a unit is occupied by a Tenant, the request for a satellite dish installation must be submitted by the Unit Owner. A tenant may not submit the request directly.

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If possible, it is preferred that the satellite dish not be visible from the common area.

Wires must be hidden under or behind fascia boards and secured.

The Association may ask the unit owner to paint or to take other reasonable steps to minimize the impact of the satellite dish so long as it does not impair the performance or operation of the satellite dish.

The Association may regulate placement and indicate a preference for installations that are not visible, or minimally visible, as long as the preferred placement allows for an acceptable quality signal and does not unreasonably increase the cost of, or unreasonably delay installation.

Satellite dishes may not be installed on fences or balcony railings.

5. Removal

The Homeowner will be responsible for any and all costs related to the installation, removal and repair of any damage caused to the building where it is installed. Removal of the satellite dish is also required if the satellite dish causes interference with other television or radio reception or the operation of any electronic device in neighboring residences.

6. Other Antennas

Antennas that are not designed to receive television signals, such as radio antennas, citizen band towers and/or parabolic dishes that receive or transmit signals other than television signals, are not permitted.

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MAINTENANCE & UTILITY RESPONSIBILITY CHECKLIST

Landscape	HOA	OWNER
Common Area Landscape, Irrigation	X	
Front Entry Walk	X	
Rear Yard Landscape, Irrigation and Drainage		X
Building Exterior	HOA	OWNER
Roofs	X	
Garage Doors (structure)	X	
Garage Doors (hardware/springs, opener, maintenance)		X
Rear Yard hardscape (repair and maintenance)		X
Balcony/Front Deck (repair)	X	
Balcony/Front Deck Drains (cleaning)		X
Rain Gutters	X	
Stairway and Railings	X	
Exterior Lighting/Stairwell Lighting	X	
Building Interior	HOA	OWNER
Windows and Screens		X
Doors (front and interior)		X
Sliding Glass and Screen Doors		X
Interior Walls/Ceiling (drywall) ¹		X
Floor Coverings		X
Cabinets, Appliances, Fixtures		X
Exclusive Use Plumbing and Drain Lines		X
Fireplace and Chimney		X
Exterior Painting	HOA	OWNER
Buildings/Walls/Fences	X	
Garage Doors (wooden)	X	
Interior Garage Passage Doors		X
Front Door (exterior)	X	
Front Door (interior)		X
Storage and Utility Doors	X	
Patio Covers (owner installed)		X
Utilities	HOA	OWNER
Gas, Electric, Telephone, Cable TV, Satellite Dish		X
Water	X	
Trash Pick Up	X	

Plumbing & Electrical	HOA	OWNER
Water and drainage pipes (exclusive use)		X
Valves and connections (exclusive use)		X
Gas connections (exclusive use)		X
Water and sewer pipes (common use)	X	
Water Pressure Regulators & Back Flow Devices	X	
Hot Water Heater and Connections		X
Furnace and Air Conditioning Units		X
Electrical Wiring and outlets (exclusive use)		X
Circuit Breakers		X
Exterior Entry Light Fixtures and Bulbs		X
Plumbing Outlet/Fixtures		X
Electrical Outlet/Fixtures		X
Garage Door Opener/Light		X
Telephone Wiring		X
Balcony/Patio Lighting and Fixtures		X
Ducts/Structure and Repair ²	X	
Ducts/Maintenance and Cleaning ²		X
Other	HOA	OWNER
Drinking Fountain	X	
Walls and Fences	X	
Mailboxes (structure)	X	
Mailboxes (lock, key)		X
Driveways and Streets	X	
Address Numbers	X	
Carports ²	X	
Gates (structure, painting, latch)	X	
Pool Gates and Locks	X	
Pest Control (common areas)	X	
Pest Control (Interior & exclusive use areas)		X
Birds, Bees and Wasp Nests ³	X	

Notes:

1 – HOA is responsible for drywall repairs resulting from a roof leak.

2 – HOA is responsible for the duct structure; owner is responsible for cleaning interior of ducts, i.e., clothes dryer lint.

3 – Owner is responsible for cleaning oil spills and damage to structure caused by their vehicle.

4 – Active swallows' nests cannot be removed. Abandoned nests are to be removed by the Association only.

EMERGENCY PREPAREDNESS GUIDE

BE INFORMED

All members of your household need to be familiar with the location and operation of each main utility service of their individual residence and the building. This includes the following:

- Main gas meter shut-off valve, have wrench available to utilize.
- Main water valve.
- Electrical panel in your unit.
- Main electrical panel in the building’s exterior closet.

Refer to the information in your local telephone book on earthquake preparedness, basic first aid and CPR.

Develop a family emergency plan, which includes a place to be reunited after evacuation.

Designate a contact person 300 miles away or more. Provide that person with a list of people to call and notify for you outside of the disaster area.

Learn first aid and CPR.

Make sure every member of the family over the age of ten years old knows how to shut-off gas, water and electricity.

Move heavy items to lower shelves. Remove or isolate flammable materials. Install latch locking devices on cabinet doors.

ADD YOUR OWN NOTES: _____

EMERGENCY PREPAREDNESS GUIDE

FIRE EMERGENCY

Upon taking occupancy, every Homeowner or Resident should set aside time to walk around and familiarize yourself with your condominium, the building and the Association's grounds as you would a house. This will enable you to become a more informed Homeowner or Resident with the emergency equipment and water and electrical devices.

Be certain, when first moving in, to test your smoke detector to make certain it is in proper working order. EVERY BUILDING HAS ONE FIRE EXTINGUISHER LOCATED AT THE BASE OF EVERY STAIRWELL, IN CASE OF AN EMERGENCY.

CALL 911

FOR EMERGENCY ASSISTANCE FROM FIRE / POLICE / PARAMEDICS

1. Upon hearing the smoke detector **DO NOT PANIC! KEEP CALM!** Go to the nearest closed door and feel the door with your hands to see if it is hot. **DO NOT OPEN THE DOOR UNTIL YOU FEEL IT WITH YOUR HANDS FIRST.**
2. If the door is not hot, brace your body against the door and open it a crack. Be prepared to clam it shut if heat or smoke rushes in. If it is clear, open the door slowly all the way and leave the fire area quickly, closing all doors that you pass through on your escape route and proceed directly to the nearest fire exit. If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward an exit.
3. If any of your doors are hot or you see smoke seeping into your Condominium, **DO NOT OPEN THE DOOR.** Seal off the cracks around the door to keep the smoke out.
4. If necessary, dampen a cloth to breathe through to filter out smoke and gases.
5. If possible, immediately call **911** and tell them exactly where you are – even if you can see fire trucks on the street below.
6. Try to get to a window in the room you are in or to the balcony, closing the sliding door behind you. Then go to the railing and yell **"FIRE"** to alert other residents and incoming firemen. Wave something light colored to attract their attention.
7. **THINK BEFORE YOU ACT!!** Don't jump. Don't panic. Keep calm. Rescue will arrive shortly. Rescuers will begin with those in the most immediate danger.

EMERGENCY PREPAREDNESS GUIDE

BE PREPARED

- Earthquake kit which can be purchased at most home improvement and surplus stores
- Flash light, spare bulbs, extra batteries
- Portable radio with extra batteries
- First aid kit which can be purchased at drug stores and surplus stores
- Fire extinguisher with a rating type of A.B.C
- Candles and matches. Be sure there are no gas leaks before lighting candles.
- Basic tool kit
- Non-perishable food items. Suggested to store provisions to last two weeks per person.
- Manual (non-electric) can opener
- Water (1-2 gallons per person per day. Water filter kits that connect to your water heater are a great idea. The average water heater holds 30 gallons. Filter kits can be purchased at home improvement stores.
- Crowbar. Keep a crowbar under bed for use in forcing open jammed doors. Keep shoes and eyeglasses handy.
- Essential medications.
- Spare pair of eyeglasses
- Whistle
- Watch/clock (battery powered)
- Cash - ATM machines and banks may be out of service.
- Your vehicle. It may be a good idea to store some of these items in your vehicles. First aid kit, sturdy shoes, etc.

ADD YOUR OWN NOTES: _____

EMERGENCY PREPAREDNESS GUIDE

AFTER EARTHQUAKE CHECKLIST

- ✓ Yourself – make sure you are uninjured and capable of helping others.
- ✓ Search for family and neighbors who may be trapped or injured.
- ✓ Check for gas leaks. **Do not shut off your gas unless you smell gas!**
 - Fireplace
 - Water heater
 - Stove area
- ✓ Electrical. Visually check for electrical sparks or broken wires, which pose a hazard. If your unit’s circuit breaker cannot isolate the problem, shut off your main breaker in the exterior main electrical room.
- ✓ Water. Check for broken water and sewer lines. Don’t drink water unless your are certain it is safe.
- ✓ Phone. Check for dial tone. **Do not use your land line or cell phone unless it is an emergency. Using the telephone systems may only delay help for people truly in need.**
- ✓ Flooding.
- ✓ Watch for broken glass and any other hazards

ADD YOUR OWN NOTES: _____

EMERGENCY NUMBERS & CONTACT INFORMATION

Police / Fire / Paramedics – Emergencies Only	911
Orange County Sheriff – Non Emergency	(949) 770-6011
Orange County Fire Department - Business Office	(949) 249-9681
Poison Control	(800) 222-1222
Mission Viejo Animal Services (Mon-Fri 8 am – 5 pm)* *(after hours assistance – contact Orange County Sheriff)	(949) 470-3045
Total Property Management, Inc 2301 Dupont Drive, Suite 100 Irvine, CA 92612	(949) 261-8282 FAX (949) 261-6958 www.totalpm.com
Patrol Masters (Parking Control) 1651 E. 4th Street, Suite 124 Santa Ana, CA 92701	(949) 209-6370 (714) 648-0602 www.patrolmasters.com
City of Laguna Niguel Planning Department	(949) 362-4360 www.cityoflagunaniguel.org
CR&R Trash Disposal 31641 Ortega Highway PO Box 1100 San Juan Capistrano, CA 92693	(877) 728-0446
Moulton Niguel Water District	(949) 831-2500
Vector Control	(800) 734-2421
Sea Country Senior Center	(949) 425-5151
Master Association of Rancho Niguel Seabreeze Property Management	(949) 855-1800 www.seabreezemanagement.com