

Village Townhomes, Inc.

Rules & Regulations (pre 2004 rules with June 2004 parking rules added) Table of Contents

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DEFINITIONS:

1. VILLAGE TOWNHOMES - Refers to Village Townhomes Inc., a mutual benefit corporation designated to manage the business of the corporation and its Management Company as its agent.
2. DESIGNATED FACILITIES - Indicates the pool, clubhouse, tennis court, restrooms, and tot lot/park.
3. MANAGEMENT COMPANY - This term refers to Professional Community Management -or any other management company, which may be retained by VILLAGE TOWNHOMES from time to time to manage the maintenance of the common areas and the business transactions for Village Townhomes.
4. CC&R'S - The Covenants, Conditions, and Restrictions pertaining to the property you purchase. These define the use you may make of your property and spell out the protections made for the benefit of all owners. Each potential owner is responsible for examining these carefully before purchasing. These CC&R's are recorded with the County Recorder of Deeds and the use and enjoyment of the land is bound by the CC&R's in perpetuity. The CC&R's similarly bind all renters.
5. GLASS - Any material that shatters when dropped on a hard surface, such as ceramic or glass.
6. VILLAGE TOWNHOMES RECREATIONAL FACILITIES - Includes but is not limited to, the pool, tennis court, tot lot/park and landscape areas.
7. UNIT - One residence, whether owner or tenant occupied
8. RESIDENT - An occupant of a residence, whether an owner or a tenant.
9. STRUCTURED ACTIVITY - Organized play activity, event or game registered through Village Townhomes.
10. MOTORIZED VEHICLE - A motorized vehicle is a vehicle which will move under its own power (not trailer, boats, boats on trailers, quads, etc.)

MEMBERSHIP INFORMATION:

Village Townhomes Inc. is a California non-profit mutual benefit corporation organized for the residential property owners within the boundaries of Huntington Beach.

The purpose of Village Townhomes is to ensure the facilities and landscape areas remain an enjoyable amenity for the residents of Village Townhomes. All unit owners and tenants are subject to the Policies and Guidelines of Village Townhomes.

Recreation facilities available for Village Townhomes residents include but are not limited to: pool, clubhouse, tennis court, tot lot, restroom and landscape areas. Of these facilities the pool, clubhouse, tennis court, restroom, tot lot and landscape areas are more restrictive Policies and Guidelines.

RULES AND REGULATIONS

TRASH:

1. Regular trash day is and Saturday if there is a holiday.
Do not put trash out prior to 6:00 PM the day before.
2. There shall be no trash containers kept within the carports areas at any time.
3. Trash containers are permitted only in the street gutters and only for scheduled city trash pick-ups.
4. Please return trash containers to your patio as soon as possible after scheduled pick-up.

NOISE:

1. Association rules forbid disturbing the peace with excessive noise,

GENERAL:

1. Storage on top of patio lockers is prohibited.
2. Climbing trees or shrubs is prohibited.
3. Climbing walls or shrubs is prohibited.
4. No ball playing in court areas is allowed.
5. The tennis court is for tennis playing only.
6. Skateboards are expressly forbidden on any Village Townhomes property.
7. Clubhouse facilities may not be used without adult supervision.

PARKING RULES:

(Parking Rules changed May 2006)

1. Any vehicle parked in the parking lot or perimeter parking must display a VTH issued parking permit that matched your lot number.
2. Parking permits are not required in your designated carport stalls.
3. If you find an unauthorized vehicle parked in your carport, you may request to have it towed from your stall.
4. All vehicles in the parking lot and perimeter parking on Leighton and Cornwall must be currently registered and possess a valid VTH issued parking permit. If any vehicle is found in violation of the parking rules (i.e. permits that are duplicated, forged or copied as well as unregistered vehicles) it will be towed at owner's expense.
5. Only one vehicle per carport is allowed. Parking behind another vehicle is forbidden and will result in the car being towed at the owner's expense.
6. All vehicles parked in a carport stall must be motorized operational vehicles. A motorized vehicle is a vehicle that can move under its own power (examples of vehicles **not** included are: trailers, boats, jet skis, portable cement mixers, etc.)
7. No vehicle repairs of any kind are permitted in the carports, parking lot or perimeter parking on Leighton and Cornwall. Violators will be fined.
8. Each townhome will be issued **one** parking permit. If this permit is lost, a new one can be issued at a cost of \$150.00. The old permit will become void, and if it is found on a vehicle in the parking lot or perimeter parking that vehicle will be towed immediately.
9. Storage of vehicle in the carport is forbidden. All vehicles must be in working order and currently registered. No vehicles shall be dropped in a carport, parking lot or perimeter parking spaces by a towing service for repair or removal at a later date.
10. No vehicle may be parked in the parking lot or perimeter parking for more than **96 hours**. If a vehicle remains in the same space for more than 96 hours, it will be towed at the owner's expense. The parking lot and perimeter parking are not storage facility even if the vehicle has a proper parking permit. If you expect to be out of town on vacation for more than 96 hours, please call the Association Office at (714) 962-9911 to have your vehicle safelisted. No vehicle may remain on the safelist for more than two (2) weeks at a time.
11. All vehicles in the parking lot and perimeter parking must be parked in a marked stall. No exceptions will be made. Towing will be strictly enforced.
12. The parking lot and the perimeter parking are for Village Town home residences only. This is not to be used for visitor parking.
13. If renting the clubhouse for a party, please inform visiting guests not to park in the parking lot or perimeter parking or they will be towed.
14. Vehicles leaking excessive fluids onto the pavement of the parking lot, perimeter parking or carport will be treated as inoperable and towed at the owner's expense.
15. Parking in Red curb zones is prohibited by city ordinances.
16. Carports are not part of the individual units. The association owns them and their use by residents is subject to all the rules set forth by the Board.
17. Class C motor homes are allowed (25 ft. or less) in the parking lot.
18. If the homeowner sells their town home, the parking permit should be transferred to the new homeowner.

TOWING AND IMPOUND

1. Any vehicle parked in violation of the Association's Parking Rules will be subject to towing and impound.
2. With respect to violations of the 48 and 72 hour parking rules (Rules 6 and 8 above), a vehicle parked in violation may be towed (12) hours after issuance of the Warning Citation.
3. With respect to other violations the vehicle may be towed without further warnings or citations on each occasion the vehicle is parked in violations of the same Rule within ninety (90) days following the issuance of the Warning Citation.
4. When a vehicle is towed from the Village Townhomes, Inc. property the following procedures shall be taken in accordance with Section 22658.2 of the Vehicle Code:
 - a. **The towing service shall be contacted by an authorized representative of the Village Townhomes, Inc. Association as designated in subparagraph B below.**
 - b. **The following representatives of the Village Townhomes, Inc. Association Are designated to authorize towing of a vehicle from Village Townhomes, Inc. property.**
 - i. **The Associations Community Manager;**
 - ii. **Any association Board Member;**
 - iii. **The Association Patrol Service.**
5. If a vehicle is towed and impounded, the owner of the vehicle should contact the Huntington Beach Police Department @ 714-960-8811.
6. Towing and impound will be at the expense of the owner of the vehicle.

POOL RULES

1. The pool is for Association members **only**. The Board of Directors grants guests and tenant privileges.
2. The Board of Directors reserves the right to deny the use of pool to anyone.
3. All persons using the pool do so at their own risk. For safety sake no one should swim alone.
4. Children fourteen (14) years of age and under must be accompanied by an adult the entire time they are at the pool. Children **14 years and under may not carry the pool keys**.
5. Alcoholic beverages, radios, pets, glass containers, and chewing gum are not permitted in the pool area.
6. The use of shower and toilet is required before entering the pool. Bobby pins and hairpins are prohibited.
7. Bathing attire only may be worn.
8. Due to noise abuse all radios are banned from the pool.
9. Rafts, surfboards, bikes, scooters, Frisbees, roller-blades, and skateboards, etc. are not permitted in the pool area. Small inflatable toys may be used in the children's pool.
10. Running, jumping, pushing, roughhousing, ball playing types of games (marco polo or any variation thereof) are not permitted in the pool area.
11. The pool will generally be open daily from 10:00 Am; weather conditions and attendance will basically determine the hours.
12. The wading pool is limited to the use of children six (6) years of age and younger. Infants and young children must wear bathing apparel with snug fitting leg openings to avoid health hazards.
13. Keys may be obtained at the Village Townhomes office or by calling (714) 962-9911. A \$50.00 fee is charged. **You must have a key**. If you don't have one, you need to purchase one!!! The gate must be latched and closed at all times. Special care should be taken to assure compliance with this rule as it is for the safety of small children and is an insurance mandate. **Opening the gate for non-key holders is prohibited**.
14. The pool monitor is in complete charge and may restrict pool use to anyone at anytime. **They are not a babysitter or lifeguard**.

Village Townhomes, Inc.

PET RULES

1. The Village Townhomes Board of Directors has adopted enforceable rules and regulations pertaining to pets, which authorize the Board of Directors or their designate(s) to enforce pet regulation rules and to fine any resident(s) who violate any such rules or regulations.
2. Leash required - No person owning or having charge, care or custody of any dog shall cause, or allow, the animal to run free within the common area of the community.
3. Excreta Nuisance Prohibited - It shall be unlawful for the owner or person having charge, custody or control of any animal to permit, either willfully or through failure to exercise due care to control, any such animal to commit any nuisance by leaving its defecations (excreta) on the Association property.
4. Debris of any kind from animals shall not be allowed to accumulate in any lot within Village Townhomes in such a manner that it constitutes an odor or health hazard.
5. Animal Noise Prohibited - It shall be unlawful for any person to keep, or maintain or permit any animal, which by sound or cry shall disturb the peace or comfort of the inhabitants of the neighborhood or interfere with the reasonable enjoyment of life or property.
6. Animals are not permitted in the playground, tennis courts, basketball court, pool area or clubhouse.
7. The maximum number of pets (dogs or cats) per Village Townhomes household shall be two pets. Should a female dog or cat have puppies or kittens a maximum of 60 days will be allowed for placement in a new home. It is strongly recommended that all pets be spayed or neutered.

PROCEDURE

Each complaint must be in writing with a single complaint from three different people. Upon receiving a written complaint, the Association will send a courtesy warning letter of the alleged violation to the animals' owner, where applicable. Any subsequent complaints against a resident must be declared in writing to the Association. Those property owners who are experiencing the irritation of the improperly controlled animals must assist the Association in the enforcement of these rules. Upon receipt of a signed complaint, and recorded by the Association as a subsequent complaint for the same violation additional action will be taken.

SATELLITE DISH REQUIREMENTS FOR VILLAGE TOWNHOMES

1. A satellite dish may not be visible from any common area in the front.
2. Any dish must be 36 inches or less.
3. An application must be submitted to the Association for the approval describing the instrument to be installed, the proposed location of the instrument, the method of attachment and it's color.
4. Application must include a proposal for maintenance, repair or replacement of roofs or other building components affected by the proposed instrument.
5. The installer must sign an agreement indemnifying the Association and it's members for loss or damage caused by the installation, maintenance, or use of a satellite dish 36 inches or less.
6. Installation will not commence until the resident has received a written approval from the Association

IN NO CASE SHALL ANY DISH BE MOUNTED TO ANY CARPORT OR CARPORT ROOF, STUCCO WALL, COMMON FENCE, OR ROOF, NOR SHALL ANY WIRES RUN ON THE EXTERIOR OF THE BUILDING.

SATELLITE DISHES CAN BE MOUNTED ON THE FASCIA BOARD ON THE REAR OF THE BUILDING OR CARPORT FASCIA BOARD.

IN NO CASE SHALL ANY TELEVISION ANTENNAS BE ALLOWED ON ANY ROOF, STUCCO WALL OR CARPORT ROOF.

The Association reserves the right to issue a fourteen (14) day written request to the homeowner to remove satellite to allow Association to complete any necessary exterior repairs or additions. Should the homeowner not comply with the Association's request, the Association assumes no responsibility for any damage to the satellite dish or related equipment. The Association will not assume responsibility for re-installation of the satellite dish.

**VILLAGE TOWNHOMES, INC.
ARCHITECTURAL CONTROL COMMITTEE MODIFICATION FORM**

(Please Print Clearly and Submit Original and 2 Copies)

(date received stamp)

Homeowner's Name *(please print)*

Property Address

Mailing Address *(if different than property address)*

Home Phone: _____ WorkPhone: _____ Email: _____

Forecast Start Date (after approval): _____ Forecast Completion Date: _____

DESCRIPTION OF PROJECT: _____

LOCATION OF PROJECT:

- _____ Front
- _____ Rear
- _____ Left Side (From Street)
- _____ Right Side (From Street)
- _____ Interior

CHECK ALL THAT APPLY FOR THIS PROJECT:

- | | | |
|--------------------------------------|--|----------------------|
| _____ Air Conditioner (Central) | _____ Gazebo/Patio Cover (Free Standing) | _____ Playhouse |
| _____ Basketball Backstop (Portable) | _____ Green House | _____ Screen Door |
| _____ Children's Fort | _____ Hardscape | _____ Windows |
| _____ Doors | _____ Landscape | _____ Satellite Dish |
| _____ Drains | _____ Lighting | _____ Other _____ |
| _____ Fence/Wall/Retaining | | |

PLEASE FILL IN DETAILS BELOW IF NOT SHOWN ON PLANS:

Type of materials to be used: _____

Type of wood surfaces: _____

Color Scheme: _____

City of Huntington Beach Building Permits attached? **YES** _____ **NO** _____ Comments: _____

Impacted Neighbor Statement Attached? **YES** _____ **NO** _____ Comments: _____

Are all existing modifications shown on Plans? **YES** _____ **NO** _____ Comments: _____

Three Copies Attached? **YES** _____ **NO** _____ Comments: _____

Note: Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer and approved by the City of Huntington Beach . The review is intended to consider aesthetic appearance of the drains, pipes and coring and other applicable aspects of drainage. If plans denied or modified a new Impacted Neighbor Statements must be submitted.

Homeowners must provide photographs and/or brochures and all information needed to assist the Architectural Committee in making a determination.

Owner may also need to acquire approval from the City of Huntington Beach for permission to encroach within City easement. Furthermore, owner is responsible to comply with all building codes and laws for proposed modifications.

VILLAGE TOWNHOMES, INC.

Home Modification Disclaimer Statement

I/we certify that I/we have read and understand all pertinent sections of the Association's applicable CC & Regulations. I/we believe that the information on this application, including the plans and any other information, is true and correct. I/we understand that I/we are responsible for the actions of our contractors.

(date received stamp)

I/We understand that the Association will inspect the modification during and after construction to verify conformance with the approval. I/We understand and agree that any failure to complete the modification in accordance with the approved application, plans, and schedule may result in reconstruction at my/our expense, forfeiture of deposits, additional fines, and future action by the Association, as deemed appropriate by the Association.

Property Owner's Signature

Date

*******DO NOT WRITE BELOW THIS LINE*******

FOR ARCHITECTURAL COMMITTEE/BOARD OF DIRECTORS USE

The above request for modification has been:

- APPROVED as submitted
- APPROVED with the following changes and/or conditions: _____
- DENIED for the following reason(s): _____
- DENIED Incomplete Submission. Resubmit to include: _____

Architectural Committee: _____
Signature Signature Signature

Date: _____

WORK SHALL NOT COMMENCE WITHOUT RETURN RECEIPT OF THIS APPLICATION WITH ARCHITECTURAL COMMITTEE MEMBER SIGNATURES. FAILURE TO OBTAIN WRITTEN APPROVAL PRIOR TO COMMENCING WORK WILL RESULT IN AN AUTOMATIC FINE OF \$1,000.00 AND THE COST TO RESTORE TO ORIGINAL CONDITION.

MAIL COMPLETED APPLICATION TO:
Optimum Property Management, Inc. (CMF)
Certified Management Firm
17731 Irvine Boulevard, Suite 212
Tustin, CA 92780

VILLAGE TOWNHOMES, INC.

SIGNATURES REQUIRED FROM THE HOMEOWNERS

The attached plans were made available to the following **HOMEOWNERS** for review:

(date received stamp)

FACING NEIGHBOR / OWNER:

Name	Address	Signature	Date
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FACING NEIGHBOR / OWNER:

Name	Address	Signature	Date
------	---------	-----------	------

ADJACENT NEIGHBOR / OWNER:

Name	Address	Signature	Date
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ADJACENT NEIGHBOR / OWNER:

Name	Address	Signature	Date
------	---------	-----------	------

IMPACTED NEIGHBOR / OWNER:

Name	Address	Signature	Date
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IMPACTED NEIGHBOR / OWNER:

Name	Address	Signature	Date
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The above neighbors have seen the plans being submitted to the Architectural Committee for review. I understand that homeowner's objections do not in themselves cause denial. However, the Architectural Committee may contact homeowner's to review their comments, if necessary.

SUBMITTED BY:

Homeowners Name *(please print)*

Homeowners Signature

Property Address *(please print)*

Date

THIS STATEMENT MUST BE SUBMITTED TO THE ARCHITECTURAL COMMITTEE WITH THE COMPLETED REQUEST FOR MODIFICATION AND PLANS.

VILLAGE TOWNHOMES, INC.
C/O Optimum Property Management, Inc. (CMF)
17731 Irvine Blvd. #212 Tustin, CA 92780
Phone # (714) 508-9070 Fax (714) 508-9071

**POOL KEY
REGISTRATION FORM**

Date: _____

Owners: _____

Address: _____ Lot # _____

Resident(s): _____

I have been issued Pool Key #: _____ (\$50.00)

Signature of Key Recipient: _____
(Homeowner must submit a signed written permission statement if the resident is signing for the key)

I understand the Community Manager, Pool Monitors or the Board of Directors in reference to pool conduct (misconduct, damage, etc.) have the right to prohibit use of the pool.

VILLAGE TOWNHOMES, INC.
Optimum Property Management, Inc. (CMF)
17731 Irvine Blvd. #212 Tustin, CA 92780
Phone # (714) 508-9070 Fax # (714) 508-9071

VEHICLE REGISTRATION FORM

Lot Number:

Homeowner's Name:

Address:

Phone Number: Home

Work

Resident's Name:

Address:

Phone Number: Home

Work

At one time or other I park the following vehicle(s) in my carport:

Make	License Number	Color
Make	License Number	Color
Make	License Number	Color
Make	License Number	Color

I understand that the Association issues stickers must be displayed on any vehicle(s) I park in the carport or in any of the Associations private area. I understand that vehicles that do not display authorization stickers may be towed at any time.

I also understand that a specified carport is maintained for my use and that I may not do mechanical work on my vehicle in the carport and that any vehicle I park there must be properly licensed and in operating condition.

Date Owner's Signature

Date Resident's Signature

VILLAGE TOWNHOMES, INC.
REQUEST TO "SAFE LIST" VEHICLE

DATE: _____ TIME: _____

ASSOCIATION: _____

RESIDENT'S NAME: _____

PROPERTY ADDRESS: _____

DAYTIME PHONE (____) _____ EVENING PHONE (____) _____

SAFE LIST THE FOLLOWING VEHICLE:

MAKE: _____ MODEL: _____ COLOR: _____

LICENSE PLATE NUMBER: _____ STATE: _____

REASON: _____

I understand the above vehicle is subject to tow without notice at my expense on or after the following end date (*Please indicate dates to be safe listed below*):

Start Date: _____ **End Date:** _____

Resident's Signature: _____ Date: _____

Print Name: _____

PLEASE MAIL COMPLETED FORM TO:

Optimum Property Management

17731 Irvine Blvd. Suite #212

VILLAGE TOWNHOMES, INC.

FINE POLICY

If an account is delinquent, the owner's voting rights and/or privileges of the owner and the owner's guests, tenants and family members to use the common area facilities may be suspended following notice and an opportunity for a hearing pursuant to California Corporations Code 7341 and in accordance with the Association's CC&R's. Any such suspension shall continue for as long as the delinquency continues.

FINE SCHEDULE

Penalties (fines) for non-compliance of Association's governing documents may also be assessed, after notice and a hearing, in accordance with the following Fine Schedule:

<u>Description</u>	<u>Amount</u>
First Occurrence	\$100.00
Second or Continuing Occurrence	\$150.00
Third or Continuing Occurrence	\$200.00
Fourth or Continuing Occurrence	\$300.00

VILLAGE TOWNHOMES, INC.

PLAYGROUND RULES

- 1. Playground hours: 9:00 a.m. to dusk**
- 2. No glass or bottles in the playground area.**
- 3. No children over the age of 12 allowed on the equipment.**
- 4. No pets allowed in the playground.**
- 5. No offensive language allowed.**
- 6. No climbing on fences allowed.**
- 7. Use playground equipment at your own risk.**
- 8. No loitering.**
- 9. Trespassing Forbidden.**
- 10. Village Townhomes, Inc. assumes no responsibility for injuries.**