

**THE VILLAGE GROVE TOWNHOUSE ASSOCIATION
RULES AND REGULATIONS**

ENFORCEMENT

All owners, residents, and guests are required to abide by the established Rules & Regulations. Owners are held responsible for the actions of their tenants, guests and other residents of their home. Anyone who fails to abide by these Rules & Regulations, By Laws and the Association's governing documents (CCRs), will be subject to enforcement action.

The Property Management Company, acting on behalf of the Association, has been instructed, by the board, to require all persons on association property to comply with the provisions of the Rules & Regulations, CCRs, and By Laws. If there is a violation, please contact the Property Management Company.

Generally, but, not necessarily, the association will adhere to the following fine schedule:

1. A courtesy letter will be sent by regular first class mail granting either 10—15 or 30 days to correct the violation (non-emergency violations).
2. Should the violation not be corrected within the time frame specified in the letter, after a second letter, a letter will be sent requesting the owner to appear before the Board of Directors or submit in writing, why the violation has not been corrected. A phone call to the Management Company is not acceptable.
3. At said meeting, the Board may impose an initial fine of \$50.00.
4. Should the violation continue to exist, or if the owner does not appear at the hearing, the Board of Directors may impose an increased fine of \$150.00 for each further notice of the violation. This \$150 fine will continue until the violation is corrected.
5. Other disciplinary action may be imposed by the Board of Directors such as, suspension of voting privileges, suspended use of amenities, further fines, or a lawsuit.
6. Depending on the severity and or the frequency of the violation, the choice of enforcement and/or the enforcement remedy utilized may vary.

It is the duty of all owners who rent their property within the Association to notify and present a copy of these rules and regulations and the CCRs to their tenants prior to the unit being rented. All of these documents are available on the Association's web site at www.villagegrovetownhomes.net

ASSOCIATION PROPERTY

Except as otherwise provided in the CCRs, the Association property shall be used for the following purposes

1. Affording vehicular and pedestrian passage within the association property, including access to the unit (guest or owner parking anywhere on driveways is prohibited, unless loading or unloading)
2. Recreational use by the homeowners or occupants of the units, and their guests are subject to all rules established by the Board.
3. Beautification of association property through landscaping and other such means as the board shall deem appropriate. Owners and or residents may not plant or erect plants, trees, décor or hardscape, etc. anywhere in or on the common area without Board approval

No part of the Association may be obstructed in any manner so as to interfere with its use for the purposes permitted

No part of the association property may be used for storage purposes without the prior written approval of the Board

No part of the Association may be used in any manner to cause the cancellation of insurance, suspension or the refusal or renewal of the existing insurance policy by the company issuing the same.

Association property equipment IE: time clocks, water systems, irrigation controllers, lighting systems etc., are to be set and controlled by and supervised by authorized personnel only, to avoid any damage or breakage.

Except as specifically provided in the CCRs, no owner shall paint, decorate, remodel, landscape or adorn any part or parcel of Association property without the prior written consent of the Board. Everything outside your unit walls and fences is common area and is, therefore, the property of the Association.

Nothing in/on the association property which is the maintenance responsibility of the Association, shall be altered, constructed or removed except with prior written approval of the board.

No fences, hedges, or walls erected or maintained upon the association property except as installed as in accordance with the initial construction of the buildings, except with written approval of the Board.

No resident is allowed on the roofs of the units or on the garage roofs.

ARCHITECTURAL CHANGES

The Architectural Control Committee strives to maintain and preserve the highest standard quality of life and standard for each owner within the Village Grove Townhouse Association, any exterior changes or alterations must have the written approval of the committee and/or the Board prior to commencement of any and all work. All proposed work must comply with the committee/ board's guidelines set forth by the board. All work in/on and within the Association must be performed by a bonded licensed contractor who must first be vetted by the Management Company.

To hasten approval you must fill out an architectural form and submit it to the Management company, this form will be submitted to the board at the next convening board meeting and will either be approved or not approved. You will receive a letter as to the Board's decision.

- Include plans to scale
- Location of improvement
- Description and materials and color scheme
- Dimensions of proposed changes
- Windows almond, or sand vinyl--Gated Security doors, black, white or almond
- Photos if possible

Please note the decision could take up to 60 days. You can obtain an architectural form by calling the Management Company or print one out from the association website at: www.villagegrovetownhomes.net

FENCES

All wood fences which are the Association's responsibility will eventually be replaced with tan vinyl.

If you are responsible for maintaining your fence and it is in need of replacing, you must replace it with tan vinyl and get permission from the board. Any fence extensions must get permission from the Board by filing out an architectural form.

DRIVEWAYS AND GARAGES

1. Spray painting, car repair, or maintenance projects on the garage apron are prohibited.

2. Dumping of motor oil or any other hazardous material anywhere on/in the association is illegal—these materials must be taken to a disposal station (state law).
3. Trash and recycle cans may be set out anytime on Tuesdays (trash pick-up, at this time, is on Wednesdays), Closed containers provided by the city must be used

All trash must be contained within the trash containers provided by the city.

If you have bulk items waste management allows 3 bulk pick-ups a year. You may not leave bulk items sitting with your trash cans, IE: furniture, mattresses, TVs, cardboard boxes- refuse from remodeling , paint, appliances etc.

Trash and recycle cans must be removed off the driveway and stored away no later than Thursday afternoon by 6:00 PM.

4. Garages may not be used for extra living space and/or guest quarters. Garage should be able to house two vehicles. Excess vehicles may not be parked on the driveways.
5. Any work within the Garage which disturbs other residents is always prohibited. Residents can report this kind of non-compliance infraction which requires two homeowners in agreement to report the nuisance.
6. Garage must remain closed at all times unless you are loading or unloading, vehicles are entering or existing or reasonable cleaning and basic maintenance No welding in the garages or in the driveways.

ENVIRONMENTAL CONTROL

Please be considerate of those living close to you and keep noise levels down as much as possible.

All residents should not unnecessarily disturb others.

No member may cause or permit to be caused anything which constitutes a nuisance in the Property. To constitute a nuisance, the activity must be such that it causes an unreasonable disturbance or annoyance, be unreasonably injurious to health, be indecent, or be unreasonably detrimental to Persons or property.

Because a nuisance is largely subjective, the Association is not obligated to become involved in disputes where, in the opinion of the Board, the alleged disturbance does not constitute a nuisance.

If residents would like to bring the nuisance matter to the attention of the board, a non-compliance form needs to be returned and filled out by two homeowners reporting a nuisance.

Despite the Board's determination, the parties retain the right to take appropriate legal action against each other without involving the Association.

No clothing, clotheslines, household fabrics, rugs, external wiring, or other unsightly articles shall be hung from the balconies or common area.

Window coverings are to be properly installed blinds, or draperies, no sheets rags, blankets, cardboard, or foil etc. are allowed. Window coverings are to be kept clean and repaired.

All fires pits, fireplace or BBQ receptacles designed for such purposes should be in the rear yard only.

Per fish and wildlife, you are prohibited to feed ducks, turtles etc. This affects the balance of the lake.

No paper, sheets, blankets, foil or cardboard is to be used for window coverings on unit windows or garage windows

GARAGE SALES

Garage sales can only be held in common area, if approved by the Board. Garage sales are permitted without approval if held in your garage. Signs must be removed by the end of the day.

The City of Corona only allows three (3) sales per year per applicant or location.

If excessive garage sales are taking place, two residents have the option to submit a non-compliance form to raise this concern if the garage sales are causing a disturbance.

RENTAL AND LEASE AGREEMENTS

Each owner shall have the right to lease their townhome, provided the lease is in writing. No short-term leases (30 days or less) are allowed.

No garage shall be remodeled into a room or space for sleeping or habitation- either for permanent or temporary purposes. Homeowners are responsible for the proper maintenance of the units, patios and balconies, including all electrical, appliances and plumbing fixtures.

Owners are responsible for any damage caused by their tenants.

Tenants are required to comply with all governing documents, CCRs, by laws and Rules and Regulations—failure to comply with these articles will default to the owner.

All owners are required to provide their tenants with a copy of the CCR s by laws and Rules and Regulations.

SATELITE DISHES

If not actively in use, satellite dishes will need to be removed. Homeowners are responsible for any damages done by satellite dishes.

Wires need to be properly intact.

SOLAR INSTALLATION

Solar installation policy is available upon request and may not be installed without filling out an architectural application and reading and following all the associations requirements for installation.

SIGNS

For rent or for sale signs may not be placed in common area. They may be placed on an outward facing window or behind and above an outward facing patio wall.

SWIMMING POOL

See separate pool rules available from the Management Company.

VEHICLE PARKING& PARKING REGULATIONS

No vehicle may be parked in/on the driveways, or behind, besides, or partially within the garage at any time – all driveways and garage aprons are emergency vehicle fire lanes, legal signs are posted at each driveway entrance. These areas must always be kept clean and clear. Please note any vehicle that is left parked in the above areas may be towed at the owner's expense.

All garage doors are not to be blocked by any other vehicle. Preventing egress or ingress of any owner to their garage

LANDSCAPE

Residents are prohibited from destroying, removing, or altering the landscape in the common areas, this includes trees hedges bushes, flowers etc.

Also prohibited is adding any of the above to the common area outside your unit, either in the ground or in containers, to inhibit the work of the landscapers.

Some units have private gardens, these are to be maintained by the owner, if not maintained by the owner or if they become unsightly, the Association will have these areas removed at the owner's expense, after notifying the owner.

Personal vines, bushes and trees need to be maintained in such a way that they do not damage fascia and roof.

PETS

No livestock or poultry may be kept within the association and/or kept anywhere in/on the association or unit.

All pets must be restrained on a leash when outside the unit on Association property. Under no circumstances are any pets to be tied up to any trees, stakes pole signs, any exterior building structures, fences, or balconies.

Owners are responsible for any personal injury or property damage cause by their pets. All pets must have a current license and all inoculations up to date.