

# VILLAGE GROVE TOWN HOUSE ASSOCIATION RULES & REGULATIONS

## INTRODUCTION

The attached Rules & Regulations have been designed to provide each resident with maximum comfort and community enjoyment. In order to accomplish this, it is necessary for the Association to enact Rules & Regulations in order to prevent any infringement upon owners' rights and to protect the Association's common areas.

The basic purpose of an association, is to protect, enhance, and maintain, the owners' assets (i.e. common areas) and facilities, in a working and attractive manner and keep them available for the enjoyment of all residents. Keep in mind your automatic membership in the association provides a membership base to share in the future costs of common area maintenance.

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## Enforcement

All owners, residents and guests are required to abide by the established Rules & Regulations. Owners are held responsible for the actions of the tenants, guests and other residents of their home. Anyone who fails to abide by the Association's governing documents, 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, CC&Rs and Bylaws. 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 reminder notice will be sent by regular, 1<sup>st</sup> class mail, granting thirty (30) days to rectify the violation (for non-emergency violations).
2. Should the violation not be corrected within said thirty (30) days, a second 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.
3. At said meeting, the Board may impose an initial fine of \$50.00.
4. Should the fine not be corrected within an additional 30 days, the Board of Directors may impose a second fine of \$100.00.
5. Should the violation continue to exist, the Board of Directors may impose a fine of \$100.00 for each notice of the violation.

Other disciplinary actions may be suspension of privileges (voting, use of facilities, etc.), special assessment, or lawsuit.

Depending on the severity and the frequency of the violation, the choice of enforcement procedures and/or the enforcement remedy utilized may vary.

It is the duty of all owners who rent their units to notify and present a copy of these Rules & Regulations to all tenants, as well as the CC&Rs prior to the unit being rented.

### Association Property

Except as otherwise provided in the CC&Rs, the Association property shall be used only for the following purposes:

1. Affording vehicular passage and pedestrian movement within the Association property, including access to the unit.
2. Recreational use by the homeowners, occupants of units, and their guests, subject to rules established by the Board of Directors.
3. Beautification of the Association property through landscaping and such other means as the Board shall deem appropriate.

No part of the Association property shall be obstructed so as to interfere with its use for the purposes permitted.

No part of the Association property shall be used for storage purposes without the prior written approval of the Board.

No part of the Association property shall be used in any manner, which shall increase the rate of insurance, cause the cancellation, suspension, or the refusal of renewal of the existing insurance policy by the company issuing the same.

Association property equipment, i.e., time clocks, watering systems, etc., are to be adjusted and set by authorized personnel only, to avoid breakage.

Except as otherwise specifically provided in the CC&Rs, no owner shall paint, decorate, remodel, landscape or adorn any part of parcel of the Association property without the prior written consent of the Board (see ACC guidelines).

Nothing in the Association property, which is the maintenance responsibility of the Association, shall be altered, constructed or removed, except upon prior written consent of the Board.

No fences, hedges or walls shall be erected or maintained upon the Association property except as installed in accordance with the initial construction of the buildings or as allowed by the Board.

## Architectural Changes

The Architectural Control Committee strives to preserve the highest standard and quality of life for each owner within the Village Grove Town House Association. Any exterior changes, additions or alterations must have Architectural Control Committee approval prior to commencement of any work. All proposed work must comply with the Architectural Guidelines set forth by the Board of Directors (available upon request).

To hasten the approval process, please follow these guidelines:

1. Complete an Architectural Control Committee (ACC) application.
2. Include plans to scale that show:
  - Location of improvement,
  - Dimensions of proposed changes,
  - Description of materials and color scheme.

We will confirm the receipt of your application and plans. The plans will be sent to the Committee for review and you will receive a written notice of the decision. Please note the approval process could take up to 30 days. We encourage you to begin this process well before the work is scheduled.

## Driveways & Garages

1. Spray painting, car repair, or maintenance projects on the garage apron or in the driveway are prohibited.
2. Dumping of motor oil is illegal. Used oil must be taken to a disposal station (State law).
3. Trash maybe set out no earlier than Wednesday AM in closed containers or tied bags. The empty containers must be moved inside no later than Wednesday PM.
4. No furniture, appliances, paint or hazardous materials are to be included in the trash. The resident must disposed of these items through charities, at the dump, or the Hazardous Waste sites.
5. Garage doors are to be kept closed at all times except when vehicles are entering or exiting, or when the resident is working in the garage.
6. Garages shall not be used for any purpose such as storage, workshops, living, etc., that would cause the resident to park vehicles in the driveway common area.
7. Any work within the garages that disturbs other residents is prohibited at all times.

### Environmental Control

Please be considerate of those living close to you and keep noise levels as low as possible. Excessive noise-making is prohibited.

It is the responsibility of parents to see that their children do not unnecessarily disturb other residents. Association property is not to be used for skating, skateboarding, or bicycling.

Radios, stereos, televisions, musical instruments, party activities, repeated false car alarms, and other noise sources must be restricted at all times to a level that is not disturbing to other residents. Any activity, which constitutes disturbing the peace or creating a public nuisance, as determined by the Board, is prohibited.

No clothing, household fabrics, clotheslines, external wiring or other unsightly articles shall be hung, dried, or aired on any portion of the property, including the interior of any residence, so as to be visible from other units, Association property or public areas.

There shall be no exterior fires whatsoever, except barbecue fires contained within receptacles designed for such purposes.

No person(s) shall discharge into the Association's sewer system or storm drain any toxic or noxious matter as to be detrimental to, or endanger the public's health, safety, and welfare. The owner or resident is liable under state and federal laws for cleanup, or for damage to, neighboring property as a result of such activity.

No power equipment, hobby shops or car maintenance (other than emergency work) shall be permitted in the Association, except with prior written approval of the Board and subject to the requirements of the City's Zoning Ordinance.

No playing, congregating or loitering in the driveways, on sidewalks, or landscaped areas, except for the park area in front of the pool.

No paper, sheets, cardboard, or aluminum foil may be used as a window covering.

### Garage Sales

No yard sales are allowed within the Association. The Association will conduct a community yard sale twice a year on the third Saturday in May and the third Saturday in September.

Directional garage sale signs are to be attached to stakes and placed in grass area only. Signs are not allowed to be placed on trees, buildings, or poles. Signs must be removed by the end of the day of the sale.

### Landscape

Residents are prohibited from destroying, removing or altering the landscaping in common areas regardless of the condition of the plantings.

No littering of the common area is permitted.

No fires, in containers or barbecues, are allowed on the Association common property. Barbecues may be used on the concrete pad at the park greenbelt by the pool, after obtaining permission from the manager.

Personal vines, bushes and trees on patio areas must be maintained in such a way that they do not grow onto the exterior of any unit, garage or fence, and must be cut back to clear the roof.

### Pets

Ordinary household pets may be maintained within a unit without the prior written consent of the Board provided that they are not kept, bred, or raised for commercial purposes or in unreasonable quantities (more than two (2) pets per residence), exclusive of caged birds or aquarium fish.

No animals, livestock, birds or poultry shall be brought within the community, kept in any unit, or on any portion of the Association's property.

All pets must be restrained on a leash at all times when in the Association property. Under no circumstances may pets be allowed to run free or be tied up to any trees, stakes, any exterior building structures or balconies of a unit.

All pets kept within the Association should have a current license and name tag. Loose, unattended pets without a name tag will be reported to the Animal Control Division for pickup.

Residents who are disturbed by any loose and/or unattended animals which threaten others, make excessive noise, and/or cause a disturbance, are urged to first contact the owner and, if unsuccessful, to report such disturbance in writing, as soon as possible, to the Management Company or to the Animal Control Department, providing breed, color, time and location of occurrence and the owner's name and address, if known.

The Board reserves the right to control any pet which becomes a nuisance.

Homeowners are responsible for personal injury or property damage caused by their pets.

**Please do not allow pets to urinate on Association property, grass, plants, shrubs or walkways. Owners must dispose of their pet's waste immediately.**

### Rental & Lease Requirements

Each owner shall have the right to lease their townhome, provided that such lease is in writing.

No short-term rentals of fewer than thirty (30) days shall be allowed. No unit shall be divided or conveyed upon any form of time increment basis, commonly referred to as "timesharing".

No lease shall relieve the owner from the obligation to pay assessments in accordance with the CC&Rs.

Homeowners, *not tenants*, are responsible for the proper repair and maintenance of the units and patios or balconies, including all electrical appliances and plumbing fixtures.

The tenant shall be bound by and obligated to the provisions of the CC&Rs, the Bylaws and the Rules & Regulations of the Board, and failure to comply with the provisions of these documents shall default to the owner.

All owners must provide their tenants with a copy of the Rules & Regulations and all tenants must comply with these regulations, the Bylaws and CC&Rs.

### Satellite Dishes

Owners may not install an antenna or satellite dish prior to reviewing and signing the Association's policy and requirements.

The Satellite Dish and Antenna Installation Policy is available upon request.

### Signs

No signs are allowed which can be seen outside any unit with the exception of a security sign or a single "For Sale" or "For Rent" sign with dimensions not to exceed 18" x 24" and of professional quality on weather resistant material. "SOLD" signs may not remain for more than 30 days after the sale of the unit.

Security signs may be no larger than 12" x 12" (1' square).

A maximum of one sign shall be permitted. Signs should be free-standing and not attached to the unit or garage. The signs must be placed directly in front of the unit no more than 4' from the unit.

## Swimming Pool

The Townhouse pool is a private membership pool for the exclusive use of current residents and owners that are in good standing.

No lifeguard is on duty, SWIM AT YOUR OWN RISK. The Association or its Managing Agent is not responsible for personal or property damage in connection with the use of the pool.

Owners and residents are limited to three (3) guests per unit.

All requests for more than three (3) guests must be approved by the manager in advance.

Residents and owners are responsible to see that their guests obey all pool rules.

All gates to the pool area are to remain locked at all times. To gain access to the pool area residents must use an officially identified gate key and also must have a current photo I.D. card from the Homeowner's Association. There are no exceptions.

Keys can be purchased for a \$10.00 refundable deposit with proof of residency (photo I.D.) No keys will be sold to minors.

Life jackets, floatees, inflated cuffs, etc., that are worn are permitted. All other balls, rafts, floats, pool toys are permitted at the discretion of the Pool Monitor.

Persons under fourteen (14) years of age must be accompanied in the pool area by a responsible adult (18 or older) at all times. (California State Law)

Minors may not have guests unless an adult resident is present.

Use of the pool facilities while under the influence of alcohol, narcotics, or drugs is prohibited.

Persons with skin disorders, communicable diseases, or open wounds are not allowed in the pool.

All pool furniture is to remain on the pool deck at all times.

Persons using suntan oils and lotions must shower before entering the pool.

All trash must be placed in the proper receptacles.

Children who are in diapers MUST wear swim diapers.

### **PROHIBITED IN THE POOL AREA**

**No running**

**No glass or Styrofoam**

**No food**

**No alcohol**

**No pets**

**No skateboards, bicycles, scooters, skates or motorcycles**

**No loud or disturbing noises**



### Vehicle & Parking Regulations

No vehicle may be parked in the driveways behind, beside, or partially parked within the garage, at any time. These areas must be kept open at all times for access by emergency vehicles.

No owner shall park, store, or keep anywhere on the property or on any public street abutting or visible from the property, any large commercial-type vehicle (including, but not limited to, any dump truck, cement mixer truck, oil or gas truck, or delivery truck).

No person shall park, store, or keep any recreational vehicle (including, but not limited to, any camper unit, house car, or motorhome), bus, trailer, trailer coach, camp trailer, boat, aircraft, mobile home, inoperable vehicle or any other similar vehicles anywhere on the property or on any public street abutting or visible from the property except wholly within a garage and only with the garage door closed.

In addition, no person shall park, store, or keep anywhere on the property or on any public street abutting or visible from the property, any vehicle or vehicular equipment, mobile or otherwise, deemed to be a nuisance by the Board.

Restoring or repairing of vehicles shall not be permitted anywhere on the property or on any public street abutting or visible from the property. Notwithstanding the foregoing, such repair shall be permitted within an owner's garage when the garage door is closed, provided such activity is not undertaken as a business and provided further that such activity may be prohibited entirely, or in part, by the Board if the Board determines that such activity constitutes a nuisance.

COVENANT\I&R.VGT

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