



**RULES AND REGULATIONS**



**RULES OF CONDUCT  
AND  
SUMMARY OF GOVERNING DOCUMENTS**

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**MEADOW VIEW VILLAS**  
**RULES AND REGULATIONS**  
*Effective October 2005*

There are certain regulations regarding the complex, and we would like to make you aware of them at this time. Meadow View Villas is a condominium community and not an apartment complex.

The Association's Directors work under the assumption that all homeowners and renters are responsible adults who share an interest in maintaining our beautiful complex.

Your sincere participation in association activities is always appreciated and very important. You are "The Association", respect yourself and your neighbors, and our association will be a better place for everyone.

If at any time you would like to volunteer your services for a special project or committee, or have ideas which you believe would make our community a better place to live, please attend a board meeting, contact a board member or the Management Company for the Meadow View Villas Homeowners Association:

All Community Management  
Phone: (707) 685\*9559  
Email: [denise@allcommunitygmt.com](mailto:denise@allcommunitygmt.com)

**Homeowners should be aware they are completely responsible for the activities of themselves, their family members, renters and guests. Owners are responsible for informing renters of all rules and regulations.**



## PREAMBLE

The basic rules for residents of Meadow View Villas are contained in the Declaration of Covenants, Conditions and Restrictions (CC&R's), and the By-Laws of Meadow View Villas. When you took title to the property you, your tenants, and your property became subject to the provisions of these documents.

The Rules & Regulations contained in this handbook are taken from the Association's Governing Documents. These rules have been determined to be in the best interest of the majority of residents.

As a guide for everyone's use, the rules are listed here. These rules are not to be construed as superseding or in any way amending the CC&R's or By-Laws of the Association. ALL FEDERAL, STATE, COUNTY AND CITY LAWS SUPERSEDE OUR RULES AND REGULATIONS.

## RESPONSIBILITY

Each owner shall bear ultimate responsibility for compliance the CC&R's and By-Laws by their guests, tenants, or guests of their tenants; and the owner may be held responsible for the actions of, and any damage caused to the common areas by such tenants or guests.

## SPECIAL INSTRUCTIONS TO LESSORS

All tenants currently residing within Meadow View Villas, and all future new tenants, will be required to check in with the Association's management and sign for a copy of the Association's Rules and Regulations. Property owners who lease their property are responsible to ensure that their tenants adhere to this request.

## MONTHLY ASSESSMENTS

Your monthly assessments provide the financing for Meadow View Villas services. These include landscaping, pool utilities, pool maintenance, trash service, hot water, exterior maintenance, outside electricity, water for all the common areas, and insurance, just to name a few. Trash services include collection and occasionally providing a dumpster for disposal of accumulated large trash items. The monthly maintenance fees may be changed from time to time as may become necessary and in accordance with applicable laws.

Monthly assessments are due on the first of each month for that month, and shall be delinquent on the 15th day of the month.

The Monthly and Special Assessments, together with such interest thereon and cost of collection thereof as is hereinafter provided, shall be charged against the respective unit and can become a lien upon the unit against which each such assessment is made. A late charge (see attached Delinquency Policy) will be added for each monthly assessment not received by the 15<sup>th</sup> of the month. A lien may be filed and foreclosure proceedings initiated if you are delinquent. The late charges are subject to the same rights as the monthly assessments.

Your remittance should be accompanied by the payment section of your monthly statement which is provided for your convenience. Checks or money orders should be made payable to:

MEADOW VIEW VILLAS HOMEOWNERS ASSOCIATION

GENERAL INFORMATION

Fire Extinguishers:

Fire extinguishers are located throughout the complex and are for use in an emergency. Utilize these fire extinguishers when the need arises; however, if you use one, please notify All Community Management (707-685-9559) immediately afterwards so that it can be replaced or recharged.

Plumbing Problems:

Dripping faucets and other leaks directly associated with the faucets or fixtures within a unit are the responsibility of the unit's owner. This includes the seals on the toilets, waste and overflow seals and pipes for bathtubs, leaks in basin and bath drains and all plumbing fixtures and pipes inside the unit.

Broken water service pipes behind the walls are the responsibility of the Association. The clearing of sewer stoppages will be arranged by the Association. The plumbing firm clearing the stoppage will investigate the cause of the stoppage, and the person responsible for stopping the pipes will be charged with the cost of repairs. Occupants are cautioned not to allow grease, hair, diapers, feminine products, or other foreign matter to be placed in toilets or drains.

Cold Water Problems:

If you experience a problem with your cold water, check to see if the water service was turned off.

Resident Service Requests:

To report service problems concerning your building, or problems involving the common area, please contact Denise at All Community Management at (707) 685-9559. The after-hours emergency number is (855) 698-1800.

Common Area Facilities

The Association shall maintain the common areas and facilities and each owner of unit shall maintain the family unit and related areas in good repair and in such condition as will preserve the safety of the members. In case of an emergency, such right of entry shall be immediate.

## GENERAL POLICY GUIDELINES

The *RULES OF CONDUCT* represent some basic guidelines for resident activity and property use. The origin of the guidelines stems from the Covenants, Conditions and Restrictions (CC&R's) and policy guidelines/resolutions of the Homeowners Association. The purpose of the guidelines is twofold: first and foremost, the care and upkeep of the common properties belonging to the homeowners and the Association; secondly, to promote the health, safety, and welfare of all residents.

When applied to PROPERTY CARE AND MAINTENANCE, this policy dictates that expenses related to common areas such as the landscaping, pool area, private streets and the like are to be funded by the Association on behalf of ALL the homeowners. Service expenses, which are not common in nature, should be funded by the corresponding property owner only.

When applied to RESIDENT ACTIVITY violations of the Rules of Conduct, the policy is substantially the same. The management service is contracted to service the Association's corporate structure and normal Homeowner/Resident service requests and complaints. Repetitive violations of the Rules of Conduct are deemed abnormal by virtue of their unacceptable effect on other resident's health, safety and welfare and their repetitive nature. Since the time required to deal with specific recurring resident activity violation is an additional burden/expense to the Association, it becomes a cost element, which should be funded by the specific unit/property owner and/or their tenant.

In the event of tenant/rental guideline violations, the Association's policy will be to hold the absentee homeowner financially responsible for their tenant's activities and/or damages.

In summary, the time and materials expense incurred by the Association in order to correct abnormal property maintenance/use and activity violations is an expense assignable to a specific property owner. (Special Reimbursement Billing Program SRB)

The Rules and Regulations on the following pages are not meant to be restrictive; rather, they are provided to allow flexibility and still be consistent with the rules and regulations, which are established by the recorded CC&R's. Please take the time to read the CC&R's. It contains the basic rules for the way your community will be run.

These guidelines are, of course, intended to promote and protect your rights and investment in your home as well as the Association. Your cooperation in adhering to them will be appreciated by your neighbors.

### I. DEFINITIONS

- a) **Association:** Meadow View Villas is a non-profit California Corporation governed by Covenants, Conditions and Restrictions (CC&R's), Bylaws, Rules and Regulations and a seated Board of Directors.
- b) **Owner/Members:** As a corporation, Meadow View Villas is comprised of shareholders; commonly called members or owners. Only members have privileges within the corporation, i.e., the right to attend meetings, the right to vote for directors, etc.. Non-members are only able to attend corporation functions upon invitation.

- c) **Unit/Condominium:** Dwelling space bounded by and contained within the interior surfaces of the perimeter walls. Unit includes the windows, glass, screen doors and window screens.
- d) **Common Area:** Lawns, sidewalks, private streets, carports (with or without garage doors), pool area, recreational facilities, driveways and/or all that is not classified as part of a specific unit.
- e) **Restricted Common Area:** Refers to any portion of the Common Area, the exclusive use of which is restricted to a particular Unit. Restricted Common Area shall include the patios as defined herein. Restricted Common Area shall also include any owner's garages.
- f) **Patio:** A portion of the Common Area defined on the Condominium Plan as a portion of the Restricted Common Area. Also includes upstairs balcony areas.
- g) **Fire Lanes:** The project's driveways are ALL classified as FIRE LANES in that they represent the "primary" ingress and egress for many of the buildings throughout the project.
- h) **Office Time Expense:** Administrative materials and efforts currently established at \$35.00 per hour.
- i) **Special Reimbursement Billing (SRB):** The billing format established for non-assessment type billing to unit/property ownership. Used primarily for noncompliance with Association Rules of Conduct and/or adopted guidelines.
- j) **Inoperable Vehicles:** Any vehicle requiring and/or undergoing repairs that renders the vehicle inoperable. Any vehicle lacking current posted registration, having flat tires or missing major parts.

## **II. RENTAL PROPERTY RECOMMENDATIONS**

- a) **Number of Residents Per Unit:** Units are designed as single-family dwellings. Residency must comply with all governing laws and regulations.
- b) **Property Review:** Some type of physical property review/inspection should be conducted on a monthly or quarterly basis.
- c) **Real Estate Management:** Homeowners who have contracted with a real estate firm for the management of their unit should notify the Association's management in WRITING. Please include the name of the person to be contacted and a phone number to call during normal work hours.
- d) **Self Management:** Homeowners who elect to manage their own rental should notify the Association in WRITING. Please include your new residence address and applicable phone numbers. Please see "d" above.
- e) **Lease Agreements:** Most CC&R's require rental/lease agreements to be made subject to the CC&R's. Be sure to check your agreement form to see if it includes this stipulation.



- f) **Rules of Conduct Booklet:** Please furnish your tenant with a Rules Booklet and Insist that a statement be signed indicating they have read, understand and will abide by the document.

### III. GENERAL GUIDELINES

- a) **Property Use and Resident Conduct:** No unit shall be used in such a manner as to obstruct or interfere with the enjoyment by residents of other units or annoy them by offensive noises, nor shall any nuisance, offense, or illegal activity be committed or permitted to occur.
- b) **Violation Control:** Repetitive violations of the Rules of Conduct guidelines are subject to warning notices and Special Reimbursement Billing (SRB) or fines. Please refer to the following information/guidelines as to when a violation is subject to a Special Reimbursement Billing (Office Time Expense).
- c) **Pest Control:** Should the interior of the unit become infested with insects/pests that will spread to the other units, the property owner of the infested unit is required to notify the Association and the other unit owners of the infestation problem.

### IV. ARCHITECTURAL CONTROL

- a) **Alterations of the Common Area:** Additions to or remodeling of any common area, including landscaped areas, must be submitted IN WRITING through the management company to the Architectural Control Committee and approved by the Association. Changes and/or additions, unapproved or unauthorized, are subject to returning the area to approved condition and/or a Special Reimbursement Billing covering the Association's cost for restoring it to an approved condition. Homeowners are responsible for insuring compliance by their tenants.
- b) **Exterior Wiring:** No resident or vendor under the direction of the owner, shall install wiring for electrical or telephone installations, television antenna, or satellite dish, machines or air conditioning units, etc., on the exterior of the buildings, or that protrude through the walls or the roof of the buildings except as authorized by the Association.
- c) **Antennae and External Fixtures:** No antennas or external wires, fixtures or modifications are allowed on or within the common area other than those originally installed by the builder. Any changes must be submitted IN WRITING through the management company to the Architectural Control Committee and approved by the Association. Changes and/or additions, unapproved or unauthorized, are subject to returning the area to approved condition and/or a Special Reimbursement Billing covering the Association's cost for restoring it to an approved condition. Homeowners are responsible for insuring compliance by their tenants.
- d) **Signs:** No signs shall be posted in the common area unless authorized by the Homeowners Association. One sign of not more than sixteen (16) inches by sixteen (16) inches and not to exceed two square feet may be posted inside the unit (window area). Real estate signs posted outside of these approved areas are subject to removal without notice. Sign removal is a Special Reimbursement Billing item.

- e) **Awnings, Screens, Doors and Drapes:** No awnings, ornamental screens, screen doors, sunshades or walls of any nature shall be erected or maintained on or around any portion of or elsewhere within the Development except such as are installed in accordance with the original construction of the Development, and any replacement thereof, or as are authorized and approved by the Board of Directors. Drapes, only white and natural backed curtains or natural colored window coverings are permitted at Meadow View Villas.
- f) **Clotheslines:** No exterior clothesline shall be erected or maintained and there shall be no exterior drying or laundering of clothes on Patios, or any other areas.
- g) **Structural Alterations:** No structural alterations to the interior of any Unit shall be made and no plumbing or electrical work within any bearing or common walls, if any, shall be made by any Owner without the prior written consent of the Architectural Committee.

#### **V. GUIDELINES FOR COMMON AREA USE**

- a) **Yard Sales:** Garage/yard sales are not permitted at Meadow View Villas.
- b) **Recreational Activities:** Common area shall not be used in such a manner as to obstruct or interfere with the enjoyment by residents of other units or annoy them by unreasonable noises, nor shall any nuisance or immoral or illegal activity be committed or permitted to occur. Homeowners are responsible for all actions/damages caused by their tenant's children and/or guests and shall be subject to Special Reimbursement Billing.
- c) **Common Area Parking (Unassigned Parking):** No vehicle shall remain parked in a Common Area parking spot for more than seventy-two (72) hours. No boats, trailers, recreational vehicles, campers, trucks, or commercial vehicles shall be parked or left in Common Area parking spots. Parking spots shall be used for the parking of automobiles only and shall not be converted for living or recreational activities. Vehicles that lack current posted registration, are undergoing repairs, are inoperable or stored are prohibited and subject to removal. (Association will mark tire and issue a ticket/citation as a courtesy.)
- d) **Stairways, Sidewalks, Lawn areas and Driveways:**
- e) Storage of items outside of the unit in the common areas such as shared walkways, stair landings, under stairways, etc. is prohibited.
- f) No bicycle-riding, roller skating, skateboarding, on the lawn, sidewalks or driveways within the project.
- g) No playing in the trees, shrubbery or landscaped areas.

#### **VI. GUIDELINES FOR RESTRICTED COMMON AREA**

- a) **Refuse Areas:** Refuse areas must be kept clean and free of debris. Refuse must be put INSIDE the refuse containers. Please break down all cardboard boxes before discarding. If an excess of refuse occurs, please do not use paper bags, use ONLY plastic bags securely fastened for excess garbage. In addition, kitty litter should be

placed in securely fastened plastic bags before disposing of in the refuse dumpster to prevent spillage. Please do not send small children out with the trash.

- b) **Refuse Pick-Up:** The refuse service is paid for by the Association through the monthly dues. Do not leave garbage on the ground in the dumpster area.
- c) **Lighting:** Common Area lighting and stairway lighting is maintained by the Association. Please do not tamper with or adjust lighting control units. Should the lighting require other than regularly scheduled service, please notify UAll community Community Management.
- d) **Vehicle Condition:** All vehicles in the common area must be kept operable and in such a manner that it does not interfere with the areas assigned to the other occupants of Meadow View Villas, their freedom of access to, or use thereof. The storage of a vehicle is prohibited. Vehicles undergoing repair so as to render them inoperable and/or vehicles without current posted registration and/or license plates are considered stored. Stored vehicles are subject to towing at owner's expense. No major repair work to be done on vehicle while on the premises.
- e) **Vehicle Repair:** All repairs that render vehicles inoperable in the common area are prohibited. This includes oil changes, draining radiators and/or any other major repair. Inoperable vehicles are subject to removal without notice at the owner's expense.
- f) **Oil Drippings:** Oil drippings from vehicles are not allowed. Should this happen, the excess oil must be cleaned immediately. Violations of this guideline are subject to clean up by the Homeowners' Association without notice. Cleaning by the Association is subject to Special Reimbursement Billing (SRB).
- g) **Vehicle Painting:** No vehicle may be spray-painted in or on the common area.
  
- l) **Storage of Items:** Flammable materials or flammable liquids are not allowed in any common area at any time. Under no circumstances may any occupant cause to be accumulated debris such as old papers, magazines, boxes, loose lumber, furniture, appliances or the like. ALL STORAGE WITHIN ANY COMMON AREA IS SUBJECT TO REMOVAL BY THE HOMEOWNERS ASSOCIATION WITHOUT PRIOR NOTICE.
- j) **Additional Vehicles:** No boat, truck, trailer, camper, recreational vehicle or tent shall be used as a living area while located on the development. Vehicles in violation of any of the above rules are subject to citation, fines and towing at the owner's expense.

### **NOTICE OF RESOLUTION**

The following are resolutions adopted by the Homeowners Association. The purpose of these resolutions is to create an additional avenue for administering repetitive violations of the Rules of Conduct and a responsibility factor for abusive use of the facilities comprising all common area. These resolutions are deemed deterrents for abnormal behavior and abusive use of property. These resolutions are necessary because membership funds should be used for common expenses. The following summaries are submitted for ease of understanding.

### **SUMMARY OF RESOLUTION EXTRAORDINARY ADMINISTRATION**

Repeated violations of the Homeowners Association Covenants, Conditions and Restrictions (CC&R's) by homeowners and/or their tenants requiring correspondence from the Homeowners Association or its management will be recorded and logged so that office time and materials can be billed back against the homeowners creating this additional demand on administrative time. Each billing will be sent to the homeowners and may constitute a lien against title. The billing cost for office time is \$35.00 per hour.

### **SUMMARY OF RESOLUTION EXTRAORDINARY MAINTENANCE**

This resolution allows identification of homeowner responsibility by visual inspection or observation. It deals only with abusive property damage and allows for property restoration and billing without prior notice of intent to do so.

### **COMPLIANCE SUMMARY**

The vast majority of Homeowners/Residents will never be exposed to potential effects of these resolutions. Records indicate that a small number of residents account for most of the administrative time dealing with extraordinary resident activity problems. It is this small number of persons that these programs will affect and financially penalize.

Since there may be obvious injustices to the enforcement of the foregoing resolutions, all Special Reimbursement Billings are subject to appeal. The appeal process must be in written form and/or a hearing with the Board of Directors. Please contact your Association's Project Manager at the Management Office for hearing time and date arrangements.

Funding Disclaimer: All funds derived from the resident activity portion of this program are the sole property of the Homeowners Association.

### **RESOLUTION FOR EXTRAORDINARY ADMINISTRATION**

WHEREAS: The Homeowners Association is primarily responsible for the enforcement of those Rules of Conduct as recorded in the Covenants, Conditions, and Restrictions (CC&R's) and adopted by the Board of Directors.

WHEREAS: The cost associated with the labor and materials needed to effectively process repetitive complaints of this nature represent a burden on the administration of the project as a whole.

WHEREAS: Each unit owner is by property ownership and title assumed to be in possession and responsible for written documents containing the above referenced Rules of Conduct.

IT IS HEREBY RESOLVED: The labor and materials cost associated with repetitive violations of the Rules of Conduct will be the responsibility of the unit owner from which the violation originated.

BE IT FURTHER RESOLVED: Repetitive violations are defined as violations occurring after written notice has been mailed to the address of the unit owner.

BE IT FURTHER RESOLVED: Proper notice will be assumed if mailed to either the property address or the address supplied the Homeowners Association by the unit owner.

BE IT FURTHER RESOLVED: The cost for administrative labor and materials is set at \$35.00 per hour.

BE IT FURTHER RESOLVED: Mailing of written notice of violation shall serve to initiate this program without subsequent notice of intent. The cost of violations will be invoiced to the unit owner separately on billing forms titled Special Reimbursement Billings.

BE IT FURTHER RESOLVED: Disputes arising from this resolution are subject to appeal and review/hearing by the Association/Board of Directors provided the objection and the request for appeal are submitted to the Homeowners Association in writing.

#### **RESOLUTION FOR EXTRAORDINARY MAINTENANCE**

WHEREAS: The monthly assessments collected by the Homeowners Association from the property owners are intended for use in carrying out the responsibilities associated with the project as a whole and as listed in the Covenants, Conditions and Restrictions (CC&R's).

WHEREAS: The funding of cost categories associated with the maintenance of all common area (including but not limited to, buildings, laundry rooms, carports, storage lockers, refuse areas, patios, and all unrestricted common area whereon landscaping or improvements lie) is calculated from normal maintenance schedules.

WHEREAS: The property abuse and/or vandalism of the above referenced areas can be isolated to their respective location in the project.

WHEREAS: The cost of repair and replacement for abusive and/or vandalized property represents an improvement to property to wit property title is specific and recordable.

WHEREAS: This type of repair to specific property is in conflict with the concept of "common funding for common expenses" and an unnecessary burden on all homeowners.

IT IS HEREBY RESOLVED: Responsibility for cost of repair on restricted common property vandalized or abused will be assigned to those property owners holding title to the property address.

BE IT FURTHER RESOLVED: Restricted common areas such as refuse containers, balconies and refuse areas are isolated for responsibility as follows:

1. Refuse areas designated for specific use by restricted access to residents of the building will be designated the responsibility of all unit owners comprising the building as a whole. (Exception: verified responsible party for damage or abuse.)
2. Balconies designated for specific use by unit number will be assigned cost reimbursement responsibility. (Exception: verified responsible party for damage or abuse.)

BE IT FURTHER RESOLVED: The procedure for enforcing these policy resolutions will not require that notice to repair be sent prior to effecting repair. Responsible parties will be invoiced separately on billing forms titled "Special Reimbursement Billing."

BE IT FURTHER RESOLVED: Disputes arising from this resolution are subject to appeal and review/hearing by the Association/Board of Directors provided the objection and the request for appeal are submitted to the Homeowners Association in writing.

#### **ABSENTEE HOMEOWNER RESOLUTION**

WHEREAS: Unit owners are expressly given the right to rent or lease their property rights subject to the responsibilities as set forth in the Covenants, Conditions and Restrictions (CC&R's).

WHEREAS: The practice of indiscriminate rental procedures has created unacceptable, abnormal living activities from the tenants of these leased or rented properties.

WHEREAS: Unacceptable, abnormal living activities create repetitive violations of the Rules of Conduct and abusive property use.

WHEREAS: The administration of the project as a whole is designed primarily for resident homeowners and the administration of tenant-oriented problems create an additional burden on project administration.

IT IS HEREBY RESOLVED: The labor and materials cost associated with administering repetitive violations of the Rules of Conduct or extraordinary property maintenance and repair shall be the responsibility of the unit owner.

BE IT FURTHER RESOLVED: Repetitive violation of the Rules of Conduct is defined as violations occurring after written notice is mailed to the address supplied the Homeowners Association by the absentee homeowners. Extraordinary property maintenance and repair is defined as that which is set forth in the resolution entitled "Resolution for Extraordinary Maintenance."

BE IT FURTHER RESOLVED: Proper notice will be assumed when mailed to the address supplied the Homeowners Association by the unit owner.

BE IT FURTHER RESOLVED: The cost for administrative labor and materials is set at \$35.00 per hour.

BE IT FURTHER RESOLVED: Mailing of written notice of violation shall serve to initiate this program without subsequent notice of intent. The cost of violations will be invoiced to the unit owner separately on billing forms entitled Special Reimbursement Billing.

BE IT FURTHER RESOLVED: Disputes arising from this resolution are subject to appeal and review/hearing by the Association/Board of Directors provided the objection and the request for appeal are submitted to the Homeowners Association in writing.

### **ADDITIONAL RULES FOR CONSIDERATION**

#### **RULES AND REGULATIONS**

1. Owners are responsible for the conduct of their family, tenants, and their guests and will be held responsible for any damage against Association property.
2. Any owner leasing his/her unit must make available to the Management Company a copy of the lease agreement as well as accurate names and phone numbers of the tenants within ten (10) days of change. Owner must provide proof that tenant received Rules and Regulations, Bylaws and Covenants, Conditions and Restrictions.
3. Owners are responsible for see that their tenants have a copy of and abide by the Association's Rules and Regulations, Bylaws and Covenants, Conditions and Restrictions.
4. Any person within the Meadow View Villas complex who is not a resident, bona fide guest of a resident or in the process of proper business is a trespasser and subject to prosecution under criminal laws.
5. No noxious or offensive trade or activity shall be carried on, within the project or within any home situation thereon, nor shall anything be done therein or thereon which may be or become an annoyance to the neighborhood or the other co-owners.
6. There shall be no loud or unusual noises day or night. Musical instruments, radios, televisions, stereos, amplifiers, etc., shall be used in a manner so as not to disturb other residents. This includes the use of sound systems in vehicles.
  - a. Any loud or disturbing noise in the common areas is prohibited especially during the hours of 10:00 PM and 8:00 AM.
  - b. Noise heard between homes by residents should be handled between the residents involved. Persistent noise problems not solved in this manner may be brought before the Board for appropriate action.
7. For general safety, skateboards and rollerblades will not be permitted on Association property.
8. No metallic foil or other similar material shall be allowed in \ on any window.
9. No antennas or satellite dishes of any nature shall be permitted that are more than 18" in diameter. Dishes must be installed in such a way so as they are not visible from any street or common area. *See the Board of Directors for specific installation procedures.*
10. No shades, awnings, curtains or similar items shall be hung outside any home.
11. No exterior clothes lines shall be erected.
12. No shopping carts are to be left in common areas and streets.
13. Only one "For Sale" or "For Rent" sign may be displayed and it must be in accordance with established community standards. "For Sale" or "For Rent" signs must not be attached to the fences and must not be placed in common areas.

14. All decks, fences and window sills must be kept free of clothing, towels or other materials.
15. Decks and patios should be kept in a clean orderly manner. All personal items should be kept in storage areas. Patios should not appear disorderly to upstairs neighbors.
16. No owner shall make any additions, alterations, modifications, or improvements of or to any portion of the common area. Refer to Architectural Guidelines.
17. Any costs incurred by the Association in enforcing these rules shall become a charge against the property whose owner, resident or guest is responsible for or otherwise caused the violation or damage. Cost shall include court costs and attorney's fees when utilized.
18. Guidelines for the display of holiday decoration are as follows:
  - a. Decorations may be displayed for a reasonable amount of time during a holiday; 4 to 6 weeks. They are not to be left up year-round.
  - b. They should not play music or make noise.
  - c. They should be confined to an owner's space or in the common area with Board approval.
  - d. Lights must be turned off by 10:00 PM.
  - e. Decorations should be sensitive to other neighbors and in good taste.

#### **PARKING AND TRAFFIC RULES**

1. The speed limit within Meadow View Villas project is 5 miles per hour.
2. Residents are to park their vehicles in their assigned carport.
3. Non-designated parking and visitor parking are allotted on a first-come basis.
4. No vehicle shall be parked in such a manner as to block thoroughfares or the ingress or egress of residents. Violator's cars will be subject to immediate towing at owner's expense and all costs incurred in the removal of such vehicle, including, but not limited to, towing, storage and attorney's fees, if applicable, will be charged to the owner of the vehicle involved.
5. All vehicles in non-operable condition, unlicensed or not having current registration shall be subject to immediate towing away and/or such other action by the Board as it may deem necessary. All costs incurred in the removal of such vehicles, including, but not limited to, towing, storage and attorney's fees, if applicable, will be charged to the owner of the vehicle involved.
6. All vehicles parked in designated fire lanes, in front of the fire hydrants or red zones are subject to immediate towing and all costs including but not limited to, towing, storage and attorney fees, if applicable, shall be that of the owner of the vehicle involved.
7. Trailers, boats, campers, recreational vehicles and commercial vehicles are expressly prohibited from being parked or stored on the Association grounds. Violator's trailers, boats, campers, recreational vehicles and commercial vehicles will be subject to towing at owner's expense and all costs incurred in the removal of such vehicle, including, but not limited to, towing, storage and attorney's fees, if applicable, will be charged to the owner of the vehicle involved.



8. Unlicensed motor vehicles such as motorbikes or go-carts shall not be ridden within the complex. No person shall operate a motorized vehicle within the complex without proper operating license.
9. Any damage to property within the complex by use of any vehicle including hired and leased moving vans shall be punishable by an amount to repair, replace or legal action as shall be determined by the Board of Directors.
10. No repairs to or maintenance of any automobile or other vehicle shall be performed on common area grounds.
11. Any oil stains or related problems will be the responsibility of the owner to clean. If the problem is not resolved, owner will be subject to a fine as well as the cost of cleaning.
12. The Association shall not be responsible for any vehicle parked in the common area of the project.

#### PET RULES

Animals. Normal and customary household pets may be maintained within the Development under the following conditions:

1. There shall be no more than one dog or two cats maintained in any Condominium;
2. Owners shall clean up immediately after their pets;
3. Dogs shall be on a leash at all times while within the Common Area;
4. No animal shall be maintained for any commercial purposes;
5. The use of the Common Area by pets shall be subject to such Rules as may be adopted by the Board;
6. After making a reasonable attempt to notify the Owner, the Association or any Owner may cause any unleashed animal found within the Common Area to be removed to a pound or animal shelter by calling the appropriate authorities. The Owner shall be responsible for all payments required to repossess the animal;
7. Each Owner authorizing, bringing or keeping a pet within the Development shall be liable to other Owners, their family members, guests, invitees, tenants and contract purchasers, and their respective family members, guests and invitees, for any damage to persons or property proximately caused by any pet brought upon or kept within the Development by that Owner or by members of his or her family, guests or invitees;
8. Owners are required to inform the Association of the type of breed of pet upon commencement of occupancy and provide the Association with proof of rabies vaccination; and
9. In no event shall any Owner authorize, bring or keep within the Development (a) any pit bull, rottweiler, doberman pinscher, mastiff, canaria press, or any other breed known as a "fighting breed" or any dog being a mix thereof; or (b) any snakes, pigs, large lizards, spiders, rats or vermin.

The Board, after notice and a hearing, may require the permanent removal from the Development of any animal that the Board, in its discretion, determines is a nuisance, a danger to the health or safety of any occupant, or otherwise interferes with the quiet use and enjoyment of occupants of any Condominium. The Board may find that an animal is a nuisance if the animal or its Owner continues to violate the Rules regulating pets after receipt of a demand from the Board to comply with the Rules.

### **ARCHITECTURAL CHANGES**

#### **Use of Family Units - Internal Changes**

1) All units shall be utilized for residential purposes only. Exceptions exist for the keeping of a personal library, taking professional phone calls, maintaining records, etc.

2) An owner shall not make structural modifications or alterations in his unit, or to installations located therein, nor shall additions, remodeling or defacement of any common area or restricted common area be made without previously notifying the Association in writing, and obtaining advance approval thereof. Such notification shall be made through the Administrator, or through the President of the Board of Directors if no Administrator is employed. Any such changes or additions, if unauthorized, may be subject to an order to return the area to its original condition or a special assessment to cover the cost of restoring it to its original condition may be levied, and/or a lien may be recorded against the property.

3) Before any structural or architectural alteration is started, the owner and/or occupant must conform the alteration to meet all standards predetermined by the Board of Directors, and must submit written plans and necessary drawings to the Board of Directors for approval. (Application forms for architectural changes can be obtained through UNC Community Management. Building permits may be required by the City of Vacaville for modifications or alterations to the structure.

### **VEHICLE AND PARKING REGULATIONS**

#### **Boats and Recreational Vehicles:**

No owner or resident shall place, keep or store any boat, watercraft, trailer, motor home, camper, or any other vehicle other than an automobile or motorcycle on the premises, except as authorized by the Association.

#### **Designated Parking Areas:**

All vehicles parked on the Association property must be parked in the carport or on the concrete driveway pad adjacent thereto.

#### **Proper Parking:**

Permitted vehicles shall be parked in such a way that they do not interfere with the areas assigned to the other occupants of the building. Vehicles shall not be parked in front of laundry room doors, in front of garbage corrals, or in front of any access or entrance to a building. If access to a building, laundry room, garbage corral or utility control panel is blocked, the vehicle will be towed without notice.

#### **Parking Extra Vehicles:**

If the residents of a unit have more than one vehicle, extra vehicle may not be parked on the driveway pad or directly behind the vehicle parked in the carport of that unit. If space does not permit, the residents must park on the street.

#### Parking Over 72 Hours

No vehicle will be permitted to park in one area of Association owned common area property for longer than 72 hours - other than the designated owner's parking space. If an emergency arises whereas a vehicle must be parked in one common area for longer than 72 hours the owner of the residence must notify the management company. Failure to do so could result in the vehicle being towed away at the owner's expense.

#### Operational Condition

All vehicles parked within Meadow View Villas on Association owned property (which includes carports and carports with garage doors) shall be maintained in operational condition at all times, have a valid state registration tag attached.

#### Parking On Landscaping

No vehicle is permitted to park on any Association common landscaped area. (Areas filled with cobble stones are considered landscaped areas).

#### Vehicle Repairs

Only minor emergency repairs may be made on vehicle maintained on any Meadow View Villas property. General maintenance such as oil changes may not be performed within the complex. Minor repairs shall not last longer than 12 hours in duration. Painting and major vehicle repairs on any Association owned property, which includes carports, is strictly prohibited. Vehicles in violation of these policies are subject to towing.

#### Spilled Oil

Oil dripping from must be cleaned up immediately - otherwise the Association will levy a special assessment against the unit owner for professional cleaning. Vehicles found to be dripping oil must be removed from the Association property until they are repaired. Vehicles in violation are subject to towing.

#### Prohibited Operation of Vehicles:

Motorcycles, motorbikes, pocket-rockets, motorized skateboards, etc., may not be operated on Association property under any circumstances.

### **USE OF PARKING AREA**

#### Storage

No items may be stored in carport areas other than that which will fit within designated storage cabinets, except as may be approved by the Association.

#### Hazardous Materials

No hazardous or flammable materials are allowed in carport/garage areas at any time.

#### Damage to Parking Area

Any damage to the carport entrance ways, walls, ceiling, lockers, etc., must be repaired at the expense of the owner who caused the damage, or whose tenant or guest caused the damage.

### **MISCELLANEOUS REGULATIONS**

#### Exterior Clothes Lines

No exterior clotheslines shall be erected or maintained and there shall be no laundering or drying clothes on the balconies, patios, porches, shrubs, hedges or other common areas.

#### Fences

No fences of any kind or nature shall be erected or maintained around any of the buildings except as authorized by the Association.

#### Lights

Carport and slide door lights are automatically controlled. Do not tamper with or adjust the settings of the switches. If an outside, or carport light burns out, please contact the management company and request replacement. Do not connect appliances into any of Association light fixture.

#### Signs

No resident of the project shall post any advertisement or posters of any kind in or on the project, except as authorized by the Association or except a sign of customary and reasonable dimensions advertising the unit for sale or rent.

#### External Wiring

No owner or occupant shall install wiring for electrical service, telephone installation, television antennae, machines, or air conditioning units, etc., on the exterior of any building in the project which protrudes through the walls or the roof of the building, except as authorized by the Association.

#### Unreasonable Noise or Nuisances

No unit shall be used such manner as to obstruct or interfere with the quiet enjoyment by residents of other units or annoy them by unreasonable noises or other disturbing activity. No noxious or offensive activity shall be permitted.

### **ENFORCEMENT**

In order to assure all members of the Association that all others will comply with the requirements of the regulatory documents, there must be provisions made for the enforcement of the requirements. The enforcement provisions are set forth in these Rules and Regulations, the CC&R's, the Bylaws, and the California Statutes.

The obligation, and the power, to enforce all of the requirements are conferred upon the Board of Directors. The methods of enforcement include suspension of voting rights, suspension of the right to use recreational facilities, the towing or removal of personal property, the levy of fines, penalties, and special assessments, the creation of liens against property, foreclosure against property, the pursuing of legal actions such as injunctions and writs of mandate, and such other methods as may be contained in the regulatory documents or California Statutes.

The Association, in its By-Laws, has the right, and routinely enforces the right, to record liens against any unit for which assessments are unpaid. Each owner should refer to the Association's Delinquency Policy.

# SWIMMING POOL RULES

## WARNING: NO LIFEGUARD ON DUTY

### POOL/POOL AREA USE:

1. You must access the pool area with an authorized key.
2. Guests may use the pool facilities only when accompanied by an adult resident of Meadow View HOA. The adult resident must remain with their guests at all times. No more than 4 guests are allowed per resident household.
3. You may not give access to other residents/guests by opening the pool gate. Everyone must use their key to gain access.
4. Children 14 years and under are not allowed without adult supervision (18 years and over is the State requirement)
5. Wheeled toys, such as: Bicycles, Tricycles, skateboards, roller skates and roller blades are forbidden in pool area.
6. At all times appropriate swimming wear must be worn (no cut offs or regular clothing). Babies must wear swim diapers.
7. No rough games, running, noisy behavior including "dunking" activities.
8. There will no foreign objects used as toys in the pool (i.e. boards, rocks, coins, towels, etc.)
9. Loud music is not allowed (please no obscene or vulgar lyrics)
10. The possession or drinking of alcohol is not permitted within the pool area. Beverages consumed should be in plastic or metal (no glass).
11. All trash must be cleared away before leaving the pool area. Any items left in the pool area will be thrown away.
12. Safety equipment are to be used only in time of emergencies
13. The gate to the pool area must be kept closed at all times
14. Due to safety and sanitation reasons, **Pets/animals are not permitted for any reason.** (Authority cited: sections 100275 and 116050, California health and safety code, reference: section 116043, California Health and safety code)
15. Charcoal /Gas BBQ's are not allowed.
16. Those that obtain unauthorized access may have their privileges taken away.

# Meadow View Villas Homeowners Association

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C/O All Community Management

## Parking Permit Policy

### Dear Meadow View Villas Member/Resident

In an effort to allow all residents and their guests the opportunity to park within the association and eliminate the storage of vehicles, the board has decided to implement a parking permit system.

Each unit has been assigned two parking permits which allows for residents and/or their guests to park within the association. If a vehicle does not have a parking permit displayed on the rear view mirror, it is considered an unauthorized vehicle and may be towed at the vehicle owner's expense with no further warning. If you have a guest that you would like to have park within the association, you must give the permit to your guest to display while being parked within the association. It will be your responsibility to have your guests return your parking permits and there is a replacement cost of \$25.00 per permit.

If you should have any questions, please feel free to contact Denise at All Community Management at (707) 685-9559, or via email at [denise@allcommunitygmt.com](mailto:denise@allcommunitygmt.com).

Respectfully,

The Board of Directors

# Meadow View Villas Homeowners Association

C/O All Community Management

## DISCLOSURE REGARDING HEARING PROCEDURE AND FINES

1. **Notice and Hearing Procedures.** The following notice and hearing procedures will be used whenever the Board meets to consider an alleged violation which could result in disciplinary action against a Member.
  - a. **Notice of Hearing.** Notice of the hearing will be sent at least ten (10) days prior to the hearing and will be given either personally or by prepaid first-class mail to the most recent address shown in the Association's records. The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a Member may be disciplined, and a statement that the Member has a right to attend and may address the Board at the meeting.
  - b. **Opportunity to Be Heard.** Members have the right to send a letter, send a representative, or appear in person to present evidence as to why they should not be disciplined. Members also have the right to bring an attorney with them to advise them or to speak on their behalf. The hearing will be held in executive session unless the member requests otherwise.
  - c. **Rescheduled Meetings.** Upon timely, written request and for worthy cause, an accused party may be granted a continuance to a new hearing date. In the event a person fails to appear for a hearing, the Board will review the evidence presented and make its decision accordingly.
  - d. **Correction of Violation.** In the event the violation is corrected prior to the hearing date, the Board may, if appropriate, discontinue the proceedings.
  - e. **Notice of Decision.** Within fifteen (15) days of the Board's decision, the Member will be given written notice of the decision.
  - f. **Conflicts of Interest.** If members of the Board have a conflict of interest (i.e., they filed the complaint, or the complaint was filed against them) such persons may not vote on the issue.
2. **Remedies for Enforcement.** To enforce the governing documents, the Board may impose one or more of the remedies described below as it deems appropriate to be effective. The selection of one remedy does not preclude the Association's right to pursue others.
  - a. Warning letters
  - b. Monetary penalties
  - c. Suspension of membership privileges
  - d. Alternative dispute resolution (arbitration or mediation)
  - e. Litigation

***Failure to pay fines within thirty (30) days may result in legal action to collect the fines. If the Association is forced to retain an attorney to ensure compliance, collect fines, etc., the owner shall be liable for those attorney fees and all related expenses in addition to the fines.***

3. **Fine Schedule.** Violation of the association's governing documents may result in a warning letter, fine, suspension of privileges and/or continuing fines as the Board may determine to be appropriate to the situation and as provided for in the fine schedule below. In addition to fines, the Board may file a lawsuit seeking judicial relief. The imposition of penalties and suspension of privileges will be subject to notice and hearing procedures.
  - a. **1st violation, Warning Letter or a fine of up to \$100.00**
  - b. **2nd violation, same offense: \$150.00**
  - c. **3rd violation, same offense: \$250.00**
  - d. **Additional violations, same offense: up to \$500.00**
  - e. **Safety violations may receive a warning or a fine up to \$500.00, depending on the violation**
  - f. **Continuing violations: fines up to \$100 per day may accrue until the violation is cured**
  - g. **Assessment: may be levied to reimburse HOA expenses**

The Association may pursue one or more remedies simultaneously. The selection of one remedy does not preclude the Association's right to pursue others.