

***BIXBY HILL
COMMUNITY ASSOCIATION***

1198 Palo Verde Avenue
Long Beach, CA 90815

Bixby Hill homeowners, Bixby Hill Garden Homes Association, and Bixby Hill Manor are members of the Bixby Hill Community Association, a California corporation. The Association's Board of Directors consists of seven members: President, Vice-President, Secretary, Treasurer, and 3 Members at Large. Each member is elected for a three-year term. Elections are conducted at the Annual Meeting held in late November. ~~Proxies and~~ election ballots are mailed to each homeowner in early October.

Monthly meetings are held on the second Monday of each month. Notice is posted at the entrance to our community. Normally, meetings are held at the Garden Homes clubhouse, on the east side of Palo Verde Avenue.

It is the Board's responsibility to ensure that the community common grounds are adequately maintained. Each year the Board determines what finances are required to maintain the center islands, guardhouse and roads. It then establishes the amount to assess each homeowner based on the number of lots owned. The Garden Homes have 30 lots and pay 30 shares per year, the Manor has 8 lots and pays 8 shares, and every homeowner pays one share for each lot owned. The annual assessment is due on June 30th and is considered delinquent if not paid in full by July 31st. Late fees are assessed thereafter until paid.

It is the Board's responsibility to maintain the community architectural integrity as it pertains to the color and appearance of the home exterior, roofing material, and landscaping. Any remodeling, exterior painting, roofing or new landscaping requires prior Architectural Committee approval. Changes to the home color must be submitted before painting begins. New roofing material must also be submitted and approved before work begins.

With everyone's help and cooperation the Bixby Hill Community will remain the jewel of Long Beach.

VIOLATION PROCEDURE

When a reportable violation of the CC&Rs, By-Laws, Community Rules and Regulations, any city, county, or state regulation occurs, a notice will be given the responsible homeowner. If the infraction is not corrected within the time determined by the Board, the homeowner will be notified of the proposed fine and will be asked to attend the next regular meeting to discuss the continuation of the infraction. If a fine is imposed, it is payable upon billing.

Violations must be rectified according to the following schedule:

Immediately

Empty trash containers left out the day after city pickup
Visible overhaul of vehicles
Visible commercial vehicles
Parking / storing recreational vehicles / boats in streets or yards
Holiday lights up after the first of February
Athletic equipment in the street

Within 15 days

Unacceptable window covering
Yard maintenance problems or soil erosion

Within 30 days

No landscaping or repair of landscaping
Incomplete landscaping
Sheds visible from the street
Peeling paint
Building imperfections (e.g. hole in garage door, railing missing)
Large satellite disks visible from common areas

Penalties

Major infractions of the rules and regulations will require the homeowner of record to appear before the Board of Directors to explain the infraction and reach agreement on a corrective action plan. A reasonable amount of time will be afforded the owner to make necessary corrections.

If all methods for corrective action have failed, the next step will be to impose a fine, after proper notification has been given.

1. If the result of the hearing is a decision to impose a monetary fine, a fine of \$100 will be imposed against the member for each separate violation of the governing documents subject to the following.
2. If the violation is one that necessitates remedial action, and the member fails to remedy the underlying situation or circumstance so that it continues after 60 days from the original disciplinary action, a new alleged violation will exist, initiating an additional fine of \$200. If the situation or circumstance continues past 120 days from the original disciplinary action, an additional fine of \$400 will be imposed.
3. If a member violates the same provision of the governing document on two separate occasions within any 12 month period of time, the fine for the second offense will be \$200. If the member violates the same provision 3 or more times within any 12 month time period, the fine for each such violation will be \$400.
4. At any point, the Board may determine to use the legal system or cause a correction of violation to effect a remedy or cure, and the Owner may be responsible for legal fees and/or reimbursement of costs to the Association.
5. Should a violation occur which imposes a financial obligation on the Association, then the party responsible for said violation shall reimburse, by way of a Special Assessment, the Association for this financial obligation. If, for example, a party damages a fence, tree or any other common property, then repair replacement costs will be charged to that party.

YARD & AUTOMOBILE SIGNS

1. Only signs pertaining to the name, sale, open house, legal process or security of a home are permitted.
2. For Sale signs are not permitted in or on vehicles within Bixby Hill.
3. Signs must not constitute a safety hazard.
4. Building, remodeling and construction signs may be placed in the front yard during the construction period only.

SECURITY

General

1. Anyone damaging any Association property is responsible for its repair.

2. The guards are our representatives. When they are attending to visitors please exercise patience until the visitor is admitted.
3. Residents should explain the entrance procedure to all their guests.
4. To avoid delays admitting guests, anyone having a large party should send a guest list to the guard gate in advance of the date of the event.
5. Guard gate phone number is **(562) 430-5020**. The gate is manned 24-hours a day, seven (7) days a week.

Guests and Visitors

1. All guest and visitors must be approved by the homeowner before admittance will be allowed. To expedite visitor's admittance, please call the guard in advance when you expect visitors.
2. It is the guard's responsibility to call residents before admitting unannounced visitors to Bixby Hill.
3. Residents should maintain a current guest list with the guard to avoid calling first.
4. Regular maids and service personnel lists should also be given to the guard to assure their access and avoid calling first.
5. Anyone walking or riding a bicycle through the guard gate must identify themselves to the guard.

Deliveries

1. For home deliveries, residents must call the guard in advance. Common carriers, e.g., UPS, FedEx and other similar companies are exempt.
2. The guard will not accept deliveries for residents.
3. The guard will, however, accept Bixby Hill Board of Directors business material.

Transponders/Windshield Stickers

1. A copy of the vehicle registration certificate showing a Bixby Hill address must accompany all Transponders/Windshield sticker requests. The guard will process the request and issue the Transponders/Windshield sticker.
2. Bixby Hill Transponders/Windshield stickers are issued to residents only.

3. Windshield stickers are to be placed on the lower left-hand corner of the Windshield.
4. Residents are required to remove stickers when vehicles are sold or traded.
5. Each homeowner will receive two (2) free transponders. Additional transponders are \$25.00 each. Replacement transponders are \$25.00 each.
6. Transponders/Windshield stickers can be issued to non-residents who need access to residents or family because of age, sickness or disability. Board approval is required.

REAL ESTATE SALES

1. Real Estate caravans are permitted only after the listing agent makes arrangements with the security guard and provides a list of the homes to be visited.
2. To visit a home for sale, unannounced non-residents must call the Realtor or the resident at the home for sale to be admitted. This procedure applies to both the resident and non-resident Realtors. Guards will not contact the Realtor's office.
3. Upon sale of a home, the former resident gives up all rights of access to Bixby Hill. All association entrance cards, windshield stickers and any guest passes must be returned during escrow.
4. All Realtor signs must be removed within 15 days of the closing of escrow.
5. Telephone messages will not be forwarded by the security guards.
6. Resident real estate brokers may invite clients to Bixby Hill by informing the security guard in advance. Resident real estate broker must be on a site when the client arrives. Non-resident brokers will not be afforded this opportunity, the selling resident must make arrangements with the security guard.
7. Security guards are not permitted to pass out real estate cards to prospective customers.
8. Real estate sign shall be NO larger than twenty-four (24") inches by thirty-six (36") inches and must be professionally prepared on weather resistant material. A brochure box may be attached to the bottom of the sign.

9. Only one (1) sign is permitted per residence and must be displayed in the area directly in front of the residence.
10. All “Open House” signs are to be placed across the street from the guard station, NOT in front of the guard station or surrounding planters or sidewalks.
11. No real estate signage is allowed in common areas within Bixby Hill.

MOTOR VEHICLE REGULATIONS

This section includes motor vehicle restrictions, speed and parking regulations.

1. Residents’ commercial vehicles (commercially marked vehicles used in business) may not be stored on any Bixby Hill street, driveway or lot. It may be parked in the resident’s garage.
2. No recreational vehicles, boats, jet skis, trailers, or motor homes may be parked or stored on any Bixby Hill street, in any front yard or driveway. Recreational vehicles or trailers may park for no more than 6-hours in any one-day for loading and unloading. Illegally parked vehicles will be subject to towing at the owner’s expense.
3. Non-commercial vans, sports utility vehicles, and passenger vans are considered to be the same as passenger cars and afforded the same parking privileges.
4. Vehicles cannot be repaired, rebuilt or painted on the streets or where such activities can be seen from the street or by neighbors. Oil drip pans are not allowed on streets or driveways.
5. All city, county and state vehicle laws apply in Bixby Hill.
6. Maximum speed limit is 25 miles per hour throughout Bixby Hill.
7. All resident vehicles must have a Resident Windshield Sticker on the lower left corner of the windshield. Guest Overnight Street parking permits must be visible in the front window of the car.
8. No vehicle may be parked continuously on the street for more than 72 hours. Therefore, if automobiles are reported parked for more than 72 hours, they will be deemed abandoned and subject to being towed away by the Long Beach Police Department.
9. Unlicensed vehicles and vehicles not approved for use on public highways may not be operated on Bixby Hill streets.

10. Vehicles parked in driveways may not extend onto the sidewalk.
11. Vehicles in excess of 9,500 pounds gross weight may not operate on a regular basis on the streets of Bixby Hill, except for loading and unloading.
12. Storage containers are not permitted on Bixby Hill streets.
13. Small bicycles, tricycles, mini-motorcycles and quads, wagons, skateboards, roller blades, and roller skates are not allowed on Bixby Hill streets.
14. Portable basketball backboards are not to be left on the streets, sidewalks or driveways overnight.
15. There is no parking in red zones or blocking of driveways or fire hydrants. Vehicles in violation are subject to immediate towing at the owner's expense.
16. Only homeowners can park beyond Bouton Creek Bridge. All other vehicles (townhomes/apartments, their visitors and students visiting the apartments) will be subject to ticketing and towing.
17. Property owners are responsible for monitoring and reporting to security all parking violations of tenants and guests.

LANDSCAPING

1. Homeowners must obtain approval from the Architectural Committee for changes to front or side yard landscaping.
2. Every homeowner is responsible for maintaining their landscaping in an attractive, clean, and weed free condition. Soil erosion must be corrected immediately.
3. Homeowners are required to keep all landscaping (trees, shrubs, branches, ground cover, etc.) from becoming a nuisance to other homeowners.
4. Trees, shrubs or landscaping that in the opinion of the Architectural Committee has grown to an excessive height can be resolved by lacing, thinning, topping or removal.
5. Front yard vegetable gardens are not permitted.
6. Homeowners shall be required to reimburse the Association for damages to landscaping of common area property caused by owners/children, guests or pets.
7. Homeowners shall maintain all trees on their property at their own expense.

8. Each homeowner shall refrain from interfering with or altering the established drainage pattern of his lot.

DOOR TO DOOR SOLICITATION

1. Door to door solicitations for commercial purposes are prohibited.
2. Bixby Hill residents may solicit for non-profit organizations. (e.g. Girl Scout, Boy Scouts, fund raising for school activities, etc.).
3. Board of Directors may circulate community material, which is necessary information.
4. Non-residents are not permitted to distribute material in Bixby Hill.
5. Door hangers, flyers, real estate brochures or any other type of advertising material may not be distributed door to door by residents or non-residents.
6. Homeowner mailing lists may not be used for solicitation.

POLITICAL CAMPAIGNS

1. Door to door political campaigning is allowed in Bixby Hill when the political candidate is escorted by a resident.
2. No door to door solicitation for political fund raising is permitted.
3. Residents may distribute campaign literature if it is handed directly to the homeowner.
4. No door hangers may be placed on any doors. No literature may be put in mailboxes.
5. Political posters or signs may be posted on homeowners' property and should be removed immediately after the election.

PETS

1. All local laws, including leash laws, pertaining to pets will be enforced.
2. Pet owners must prevent dogs from continuous loud barking and must not leave them unattended for long periods of time.
3. Pet owners will be held responsible for animal waste and actions of their pets.
4. When walking dogs owners must carry a doggie bag and pickup waste immediately.
5. No animal shall be kept, bred, or maintained for any commercial purposes.

PLEASE BE CONSIDERATE OF YOUR FELLOW HOMEOWNERS.

TRASH PICKUP

1. Trash is picked up every Tuesday by City of Long Beach trash trucks unless a legal holiday falls in the week. In that case, the trash will be picked up on a Saturday.
2. Trash cans and recycle bins should not be placed on the street earlier than 3PM on the afternoon preceding the day of pick up. Empty trash cans and recycle bins must be stored where they are not visible from the street.
3. Under no circumstances, during renovating or remodeling, should large bins or containers be left at the site longer than is necessary.

STREET SWEEPING

Street sweeping takes place early in the morning on the **FIRST AND THIRD WEDNESDAY** of each month. Vehicles should not be parked on the streets between the hours of 8 AM and 12 Noon on that day. Parking violation at these times will be strictly enforced by security personnel or the Long Beach Police Department. The fines under the violation procedures will be enforced.

NEW RESIDENTS

From time to time properties in Bixby Hill change hands. A move in fee of \$500.00 is payable by the new resident in escrow, and covers the administration costs involved in the transferring the membership in the Association. Check are to be made payable to the Bixby Hill Community Association.

COMPUTER SECURITY

The Bixby Hill Community Association has a computer installed in the guard house. You may leave a list of your regular visitors/relatives and service personnel who are approved by you for entry without a special phone call from the guard. The guard can program these individuals into the computer. Please NOTIFY the guard when ANY changes become necessary to update your list.

VANDALISM

1. All physical attacks in Bixby Hill will be promptly reported to the proper authorities.
2. Homeowners who rent or lease their property are cautioned that they will be held responsible for damages from vandalism and other damages caused by tenants.
3. Any vandalism to Bixby Hill property is a criminal offense and the vandalism will be reported to the Security Guard and the Long Beach Police Department.

NUISANCE

1. If you are hosting a large party and anticipate the noise level to be above normal, please notify your neighbors ahead of time along with the security guard and be as considerate as possible and discontinue at a reasonable time as per city ordinance.
2. Homeowner will be held responsible for the actions of their children, visitors, guest or pets as provided by law.
3. The selling of goods, services, food, or drinks is prohibited within Bixby Hill.

ELECTION PROCEDURE

Qualification for Director Candidates

A member may place another's name or his or her name in nomination for election to the Board of Directors by submitting a letter of nomination to the Association no later than sixty (60) days prior to the election.

Record Date for Voting

The record date of ownership for a member to be entitled to receive notice of any association election, as well as to be entitled to vote shall be the 40th day before the meeting of the members during which the ballots will be counted.

Selection of Inspectors of Election

The Board of Directors shall select three (3) inspectors of election at the last open board meeting conducted prior to the distribution of the ballot material. The inspectors of election may be selected from the following:

1. A member of the Association's management company;
2. The Association's Certified Public Accountant;
3. A member of the Association's retained law firm;
4. A notary public;
5. A member of the Association;
6. A volunteer poll worker with Los Angeles Registrar of Voters or an election management company, provided that the inspectors of election may not be members of the Board, a nominee for the Board, related to a member of the Board by blood or marriage or related to a nominee running for the Board by blood or marriage.

Power of Inspector of Election

The inspectors of the election shall determine the number of memberships entitled to vote and the voting power of each membership, receive the ballots, hear and determine all challenges and questions in any way arising out of or in connection with the right to vote, count and tabulate the ballots, determine the results of election and shall further perform any acts which maybe proper to conduct the election with fairness to all members in accordance with Civil Code § 1363.03 and the association's governing documents. The inspectors may also appoint and oversee additional persons to verify signatures and to count and tabulate votes as the inspectors deems appropriate. However, any appointees must meet the same qualifications as the inspector.

Secret Ballot

Notwithstanding any other law or provision of the association's governing documents, board of directors elections and other matters required to be submitted to the membership pursuant to Civil Code § 1363.03(b) shall be conducted by a secret written ballot. A ballot and two pre-addressed envelopes with instructions on how to return ballots, shall be mailed by first class mail or delivered by the Association to every member not less than thirty (30) days prior to the deadline for voting. In order to preserve confidentiality, a voter may not be identified by name, address or lot, parcel or unit number on the ballot itself. The balloting materials shall include all of the following:

1. The ballot itself is not signed by the voter, but is placed into a ballot envelop, pre-marked "Ballot Envelope" which is then sealed. The Ballot Envelope is then inserted into the second pre-addressed envelope ("Address Envelope") that is then sealed. In the upper left hand corner of the Address Envelope, the voter shall sign his or her name, print his or her name and indicate the address or separate interest identifier that entitles him or her to vote.
2. The Address Envelope is to be pre-addressed to the inspectors of election for the tallying of votes. The Address Envelope can be mailed by the member to the inspectors of election on the pre-addressed envelope or delivered by hand to a location specified by the inspectors of election. Any member can request a receipt for delivery of their ballot.
3. No person, including any member of the association or an employee of a management company, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated by the inspectors of the election.
4. No member may vote by proxy. All ballots must be submitted by mail or personal delivery only.
5. The tabulation and counting of the votes by the inspectors of election and the other appointees shall be conducted at the annual meeting of the members, beginning immediately upon the calling to order of the annual meeting of the members. The tabulation and counting shall be conducted in public. Any candidate or other member of the association may witness the counting and tabulation of the votes.
6. The sealed ballots shall at all times be kept in the custody of the association's management company until after tabulation of the votes and until the time allowed by Section 7527 of the Corporation Code for challenging the election has expired. In the event of a recount or other challenge to the election process, the inspector of election shall, upon written request, make the ballots available for

inspection and review by association members or their authorized representatives. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote. The election ballots shall be stored by the association in a secure place for no less than one (1) year after the date of the election.

Other Ballot Measures

The balloting process for amendments to governing documents shall be submitted to the membership in a similar manner as the election for the Board of Directors, except that:

1. The ballot could be sent to the membership at any time and not in conjunction with the timing of any annual meeting.
2. Ballots distributed to all members for voting, other than for elections, shall identify the proposed measure, provide an opportunity to specify approval or disapproval and provide at least thirty (30) days upon which to return the ballot. The ballot and voting instruction contained within the ballot material will set forth (1) the number of ballots necessary to establish a quorum, (2) the number of affirmative votes necessary for the measure to pass, (3) the date of the meeting by which the ballots must be received to be counted, and (4) the location designated by the Board of Directors where ballots may be delivered or mailed prior to such meeting.
3. The Address Envelope shall include the following statement above the signature line: **By signing below, my vote shall act as my written approval or disapproval of the pending ballot measure.**

Election Results

The tabulated results of any election shall be promptly reported to the board of directors and the members present at the meeting where the tabulation and counting was carried out and shall be recorded in the minutes of the next board meeting and shall be available for review by members of the association. Within fifteen (15) days of the election, the board shall publicize the results of the election in communication directed to all members. Such notice may be given in a flyer, letter or newsletter by mailing it to the members within the fifteen (15) day period allowed.

Limits on Using Association Funds for Campaigns

Association funds shall not be used for campaign purposes in connection with any association election, except to the extent necessary to comply with the duties of the association imposed by law. For purposes of this paragraph, the association can use its funds to have corporate counsel (or other Board-designated individuals) prepare and review appropriate ballots as well as the copying, printing and mailing costs necessary to provide the ballots to the membership consistent with the Association's governing documents and California law. The Association can also provide neutral background information and explanations with non-election ballot material. For elections other than board of director elections, the board can add a one-sentence recommendation, requesting

approval or disapproval of such election. The Board, however, may not advocate the election or defeat of any candidate that is on an Association election ballot for the Board of Directors.

Lost Ballot Procedures

If the owner loses his/her ballot, he or she may request another ballot, along with the appropriate envelopes from the inspectors of election, but they must sign a statement, under penalty of perjury that the original ballot was either lost, destroyed or never received. The inspectors of election shall maintain a record of each such request and, if it is determined that the owner voted twice, even by mistake, neither ballot will be counted.

Association Media Access

Neither candidates nor persons advocating a point of view shall have any exclusive access to association media, including but not limited to the association's newsletter, website, common area bulletin board and cable channel, if any exists, for the purpose of advocating for or against the following:

1. The election of any candidate running for the Board of Directors or any other election position;
2. The passage of any amendment to the governing documents;
3. The imposition of any assessment requiring a vote of the membership;
4. The passage of any other proposal requiring a vote of the membership.

Common Area Meeting Place

The Association has no common area meeting place at which to conduct a "Meeting of Candidate Forum" for any election of board of directors or a "Town Hall Meeting" for persons to express point of view concerning other matters subject to membership vote.

All candidates are permitted equal access to the Association's media, newsletter and website during the campaign for election of Directors.

The Board of Director may not edit or redact content from campaign materials.

Voting qualifications and voting power

Each member of the Association as of the "record date" will be sent a secret ballot for voting purposes. The Board will set the "record date" for determining which member are entitled to receive ballots and vote. Proxies are NOT permitted.

Voting Periods

The election for Director shall be completed and ballots tabulated at the annual meeting of the Association. The votes will be tabulated by the inspector(s) in public and may be witnessed by any member or candidate. The Board will determine the voting period for each election, which shall not be less than 30 days.

Inspector of the Election

1. Ensure that any candidate or member advocating a point of view is provided equal access to the Association's media, newsletter or internet websites during a campaign, for purposes that are reasonably related to that election. This includes candidates that are not endorsed by the Board. The Association may not edit or redact any content from these communications but may include its statement that the Association is not responsible for that content;
 - a. The Association must ensure access to any common area meeting space during a campaign at no cost to all candidates regardless of whether or not they are incumbents, members advocating a point of view or those not endorsed by the Board;
 - b. The Association must specify and advise the membership of the qualifications for candidates for the Board of Directors and any other elected position and the procedures for the nomination of candidates. The self nomination of a candidate for the Board of Directors must be allowed;
 - c. The Board must specify and advise the membership of the qualifications for voting, the voting power of each membership, the authenticity, and the voting period for elections, including the times at which the polls will open and close;
 - d. The Board must specify a method of selecting one or three independent third parties as inspectors of election. The inspectors may be appointed by the Board or elected by the members of the Association. If any other method of selection is utilized, the Board must specify the method and advise the membership accordingly;
2. All elections must be conducted by secret ballot utilizing the following procedures:
 - a. The inspectors of the election should be selected. The inspectors may be volunteer poll workers with the County Registrar of Voters, a licensee of the California Board of Accountancy or a Notary Public. An inspector may not be a member of the Board of Directors or a candidate for the Board of Directors or related to any member of the Board of Directors or candidate for the Board of Directors. An inspector may not be a person who is currently employed or under

contract to the Association for any compensable services unless expressly authorized by the rules of the Association.

- b. The inspectors of election shall determine the number of memberships entitled to vote and the voting power of each membership; determine the authenticity, receive ballots; hear and determine all challenges and questions in any way arising out of or in connection with the right to vote; count and tabulate all votes; determine when the polls shall close and determine the results of the election.
3. Every member entitled to a vote must receive a ballot, two preaddressed envelopes and instructions on how to return the ballots, at least 30 days prior to the election.

A voter may not be identified by name, address, or lot, parcel or unit number on the ballot.

After voting, by written ballot, the member inserts the ballot, unsigned, into a sealed envelope. The sealed envelope is placed in a second envelope, the voter prints and signs his name in the upper left hand corner of the second envelope, setting forth the members address and lot/parcel/unit number that entitles him to vote. The second envelope is addressed to the inspector or inspectors of election who will be tallying the votes. The envelope may be mailed or delivered by hand to a location specified by the inspector or inspectors of election. The member may request a receipt for delivery.

All votes shall be counted and tabulated by the inspector or inspectors of election in public or at a properly noticed open meeting of the Board of Directors or members. Any candidate or other member of the Association may witness the counting and tabulation of the votes. No person, including a member of the Association or an employee of the management company shall open or otherwise review any ballot prior to the time and place at which the ballots are counted or tabulated.

The results of the election shall be promptly reported to the Board of Directors and shall be available for review by the members of the Association. Within 15 days of the election, the Board shall publicize the results of the election in a communication directed to all members.

After tabulation, the ballots must be stored by the Association in a secure place for no less than one year after the date of the election. In the event of a recount, or challenge to the election process, the Association must, upon written request, make the ballots available for inspection and review by Association members or their authorized representatives. Recounts shall be conducted in a manner that preserves the confidentiality of the voter.

4. Association funds shall not be used for campaign purposes in connection with any Association Board election. Association funds shall not be used for advocating the election or defeat of any candidate that is on the Association election ballot, including the photograph of or prominently featuring the name of any candidate on a communication from the Association or its Board. However, Association funds may be used for the printing of the ballot and ballot materials within 30 days of an election.

ARCHITECTURAL PROCEDURE

ANY REMODELING WHICH AFFECTS THE OUTSIDE APPEARANCE OF THE HOME, COLOR, ROOF, OR LANDSCAPING MUST BE SUBMITTED TO THE ARCHITECTURAL COMMITTEE AND APPROVED BY THE BOARD OF DIRECTORS BEFORE BEGINNING ANY WORK.

All work requiring City building permits must obtain Architectural Committee approval before submission of plans to the City of Long Beach Building and Safety Department.

Homeowners should request a copy of the Bixby Hill Architectural and Landscaping Guidelines, and an Approval Request Form. More information may be obtained by calling the Architectural Committee Chairperson.

The following procedure should be used when planning any home:

Remodeling

1. Obtain an Architectural Approval Request form from the front gate.
2. Submit three copies of plans / specifications to the committee chair, two for association records, and one copy to be signed, by the Committee Chairperson. Upon approval, the signed copy will be returned to the homeowner.

Building plans and/or specifications are required for the following:

1. All room additions, (Bixby Hill has a 5' set back for all buildings)
2. Any alteration to existing structure, including changes to front doors and windows
3. Playhouses
4. Greenhouses
5. Re-roofing
6. Masonry work
7. Cabanas
8. Solar energy / sky lights
9. Exterior water softener / air conditioning equipment

Unauthorized Patio Structures

1. Aluminum or other metals
2. Plastic or fiberglass
3. Cloth or canvas awnings or patio covers
4. Composition shingles

In connection with construction and remodeling, the following are not permitted:

Attachments not permitted on walls, windows, doors and roofs

1. Awnings / moveable shutters
2. Bars on windows or doors
3. Sun shades
4. Window / wall or roof mounted air conditioning units
5. Screen doors on front entry doors
6. Reflective aluminum window covering

Side yard and patios (if viewed from the street)

1. No clothesline, poles or stands
2. Temporary lighting, not removed in a timely manner

ADDITIONAL ARCHITECTURAL PROCEDURES

Landscaping plans

Plans for walkways, planters, masonry work, trees, shrubs, lawns, or plants must be submitted prior to installing or making changes to front or side yard.

House Painting

Painting or staining of exterior surfaces requires prior approval from the Architectural Committee. Color samples must be submitted and approved before work begins. There is no charge for this service. Violations will require the owner to repaint the home.

Roofs

All re-roofing material must be submitted and approved before work begins. Guidelines of approved roofing materials is located in Appendix A. Unauthorized roofs must be removed.

Contractor's Responsibility

1. Daily clean up on debris in front yard and street.
2. No washing of dirt down street gutter.
3. No deliveries before 8AM Monday through Saturday without Board member approval.
4. Work hours are from **8:30 AM to 5:30 PM. No work allowed on Sunday.**
5. Only one construction container is allowed per site.
6. No street storage bins allowed.

7. Contractor must supply security with a list of workers working on the job.
8. Homeowner is required to provide this list to the security guard.
9. Construction and landscaping should be performed in a timely manner.

Appendix A

APPROVED ROOFING MATERIALS

The following are guidelines for roofing materials for use in the Bixby Hill Community:

1. Clay tiles
2. Cement fiber shakes
3. Slate tiles
4. Lightweight tile – color MUST be approved.
5. Cement tiles
6. Wood shingles and Wood shakes – are acceptable, but not recommended by the Long Beach Fire Department.

ROOFING MATERIALS THAT ARE NOT APPROVED

Composition asphalt shingles, fiberglass roofing or aluminum roofing

REMINDER: Prior to any construction, exterior alteration, and all re-roofs, you must obtain approval of your plans by the Architectural Committee. Color must be approved in all instances. The association is very progress and will take recommendations and work with the homeowner on any new products that come available on the market.

Please contact:

Dave Omel
Architectural Chairman
(562) 596-8446

Appendix B

SATELLITE DISH & BROADCAST ANTENNAE POLICY

The Board of Directors of Bixby Hill Community Association recognizes a homeowner's right to install a satellite or other antennae to receive video programming services. To accommodate the rules of the FCC as well as the Board's intentions to maintain an aesthetically pleasing community, the following policy and guidelines are hereby adopted:

a. ***Dishes:*** Satellite dishes that are designed to receive video programming services are allowed within Bixby Hill on an owner's property, so long as such antennae and satellite are (i) one meter or less in diameter, (ii) installed in the least visually obtrusive portion of an owner's property where an acceptable quality signal can be received, so long as such installation is not unreasonable expensive, and (iii) either screened from view or painted to match the surrounding area, so long as such screening or painting is not unreasonable expensive directs all homeowners to mount all satellite dishes on the roofs, at near, or on the chimney, in the least visible location. Connecting cables are to be run the least visually obtrusive portion. It is preferred that the cable colors closely matches the color of the house so as to blend in with the house. Dishes are not to be mounted on the sides, front or rear of the house so long as an acceptable quality signal can be obtained from the roof area.

b. ***Broadcast Antennae:*** Antennae designed to receive television broadcast signals may be installed in an area under owner's exclusive use or control so long as (i) an acceptable quality signal cannot be received via an indoor antennae (e.g., an antennae mounted in the attic, "rabbit ears", etc.) (ii) the antennae used is the smallest size available at a reasonable cost that receives an acceptable quality signal, and (iii) the antennae is installed in the least visually obtrusive portion of an owner's property where an acceptable quality signal can be received, so long as such installation is not unreasonably expensive. It is the Board's intent to have all television antennae mounted within the confines of a homeowner's house and not visible from common or neighboring property.

c, ***Notification:*** Approval from the Architectural Committee prior to installing a satellite dish or television antennae is not needed. However, if you have any questions or need assistance, the Architectural Committee would be happy to meet with you. After installing an outdoor antennae or satellite dish pursuant to Paragraph (a) or (b) above, the owner must complete and submit a Notification form to the Association. The Association will inspect the antennae or satellite dish to determine compliance with the above requirements.