

Club La Costa Homeowners Association, Inc.



CAM Firm License # CAB 4083
18901 SW 106th Ave Suite 210 Cuttler Bay FL 33157
Tel: 305-242-7174
www.ipmsmiami.com
ApplicationsDept@ipmsmiami.com

OWNER / TENANT REGISTRATION

Listed below are the procedures and documents required by the Association for lease and purchase registration.

1. Unit owner form must be completed by the current buyer for purchases, or by the current owner and perspective tenants for leases.
2. Copy of valid driver's license for all applicants. Unit address needs to appear on the resident's driver's license and registration.
3. Vehicle registration form, along with a copy of valid vehicle registration, car insurance and photos of the vehicles. If the vehicle is not registered by the applicant a notarized authorization letter is required. Not applicable for investors.
 - a. No commercial vehicle(s) allowed by Association's governing documents.
 - b. Only one vehicle is allowed to be parked on common area parking lots as per governing documents.
 - c. Decals are only issued to vehicles belonging to registered residents living at that particular unit.
4. Pet registration form.
5. Acknowledgement confirming receipt of the Association Rules and Regulations. All prospective applicant(s) must sign and notarize the Addendum to Purchase/Lease. (Pg. 6)
6. Copy of the Executive Purchase or Lease Agreement.
7. Copy of the Section 8 HAP contract. (If applicable)

For Purchases

Title Company must contact the Management Company to obtain an Estoppel letter. The application will not be approved without a completed Estoppel. Estoppel must be requested by email to applicationsdept@ipmsmiami.com. The turnaround for the Estoppel is as follows: \$250.00 for (10) business days, or \$350.00 for (3) business days (RUSH), plus taxes and third-party service fee. If the account is delinquent a fee of \$150.00 may apply.

Club La Costa Homeowners Association, Inc.

UNIT OWNER FORM

FOR USE BY THE MANAGEMENT COMPANY

Application for occupancy Purchase Lease

Property Address _____

Owner's Information: (Must be completed by the buyer for purchase and by the current owner for lease)

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Person(s) who will normally occupy the unit:

<u>Full Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Email</u>	<u>Phone #</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

For tenants:

Lease term is from _____ to _____

** Copy of Section 8 voucher if applicable.

Club La Costa Homeowners Association, Inc.

EMPLOYMENT INFORMATION

APPLICANT 1

Employed Unemployed Student Retired

Occupation: _____

Employer Name: _____

Employer Phone Number: _____

Employer Address: _____

May we contact you at your place of Employment in case of emergency? Yes__ No__

APPLICANT 2

Employed Unemployed Student Retired

Occupation: _____

Employer Name: _____

Employer Phone Number: _____

Employer Address: _____

May we contact you at your place of Employment in case of emergency? Yes__ No__

Club La Costa Homeowners Association, Inc.

VEHICLE DECAL FORM

NO COMMERCIAL VEHICLES PERMITTED

Section I: GENERAL INFORMATION

Applicant(s) Name: _____

Property Address: _____

Cell: _____ Email: _____

Section II: VEHICLE INFORMATION

	Vehicle One (1)	Vehicle Two (2)	Vehicle Three (3)
Make			
Model			
Year			
Color			
Tag number			
State			
Expiration date			
Insurance Name			
Policy Number			
Expiration date			
DO NOT FILL OUT THIS SECTION - FOR OFFICE USE ONLY			
Decal #			
Date			
Issued by			
Initials			

- Copy of valid vehicle registration, car insurance and photos must be provided for each vehicle.
- Copy of driver's license. Unit address needs to appear on the resident's driver's license and registration.
- **No commercial vehicles** allowed by Association's governing documents.
- Only one vehicle is allowed to be parked on common area parking lots as per governing documents.
- Decals are to be permanently attached on the outside window, in **rear left side** of the vehicle.
- Decals will only be provided to **registered** occupants.
- Decals will NOT be issued if your account shows a balance past due, no exceptions.

Club La Costa Homeowners Association, Inc.

PET REGISTRATION FORM

Applicant(s) Name _____

Property Address _____

Dog's information

Breed of Dog _____ Color _____

Weight _____ Rabies Tag # _____ State _____

Breed of Dog _____ Color _____

Weight _____ Rabies Tag # _____ State _____

Pets are not allowed outside unattended in yard or on patios. Pets must be kept inside unless their owner is with them. They are to be kept on a leash and must be picked up after.

X _____

Applicant(s) signature

Club La Costa Homeowners Association, Inc.

ADDENDUM TO PURCHASE/ LEASE

This signed document acknowledges that the resident was provided a copy of Rules and Regulations of Club La Costa Homeowners Association, Inc., and that the resident has read said Rules and Regulations. All residents and guests must abide by these Rules and Regulations, if:

- The owner fails to adhere, the owner will be subjected to fines and/or injunctive relief legal action.
- The tenant fails to adhere, tenant will be subject to eviction.

This is to attest that all information provided on the attached information is true and correct and any false statements provided will result in disapproval and/or eviction.

Name _____ Signature _____ Date _____
Applicant #1

Name _____ Signature _____ Date _____
Applicant #2

State of Florida

Sworn to and subscribed before me this _____ day of _____ 20 _____, by

Please print applicant's name

() Personally, known to me () Produced Identification Type of Identification _____

() Did Take Oath () Did not Take Oath

Signature of notary public _____

Printed name of notary public _____

My commission expires _____

Club La Costa Homeowners Association, Inc.

EMERGENCY CONTACT

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Relationship: _____

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Relationship: _____

CLUB LA COSTA HOMEOWNERS ASSOCIATION, INC.
RULES AND REGULATIONS
Revised March 18th, 2024

SECTION I
RULES AND REGULATIONS

According to the Association's By-Laws, Article VII, Section 1. (a) The Board may adopt and publish Rules and Regulations governing the use of the common areas and facilities, and the personal conduct of the members and their guest thereon, and establish penalties for their infraction. These rules were passed to ensure the peace, security and safety of the homeowners. These rules are in addition to Declaration of Restrictions, By-Laws and Architectural Committee guidelines. The Rules and Regulations were created to uphold a pleasant appearance of the development, to provide safe and harmonious living environment and to foster a community of interest. The following are the Rules and Regulations of the Association.

A. USE OF UNITS AND COMMON ELEMENTS

1. The Common Elements shall not be obstructed or used for any purpose other than ingress to and egress from the Units. This includes the front of any unit and the Association's streets.
2. No vehicles, furniture, equipment, toys, games or other personal articles shall be placed or stored in the Common Elements (this includes the front of any unit and/or the street).
3. No resident, family or invitee shall make or permit any noise including continuously barking dogs or objectionable odor (specifically pet feces) that will disturb or annoy the owners of any other Unit or do or permit anything to be done therein which will interfere with the rights, comfort, convenience, safety or security of other residents or guests.
4. No person shall use the common areas or common parking spaces in any manner contrary to or not in accordance with such Rules and Regulations as are from time to time adopted by the Association.
5. Animals of any kind shall not be raised or kept outside of any unit. Pets must be kept indoors and must not be left unattended outside of the unit. Dogs must be properly leashed and not run loose on common areas. All dog feces must be picked up and properly disposed of in residents' waste containers. Care should be taken to keep dogs off lawns of unit owners. All residents are responsible for cleaning up after their pets. Each unit may have a maximum of two (2) dogs, and each dog can weigh up to 25 pounds when fully grown. Pitbulls or Pitbull mix are not allowed. Feeding of feral cats is discouraged; however, if cats are fed outside, it can only be done on homeowner's property and containers for the food must be picked up and removed immediately after feeding. Do not feed any other type of animals such as peacocks, ducks, etc.
6. Certain areas of the development are owned by the Club La Costa Homeowners Association, Inc. and are set aside for the use and enjoyment of all residents; they are: Common open spaces surrounding the buildings and common parking spaces. The common parking spaces are for the benefit of individual lot owners and their guests for nonexclusive vehicular parking. No one has any right to permanent use of these spaces. Roadways and parking spaces are to be used only for parking and vehicle traffic. No playing games and/or sports is allowed in or on Association streets. No sports equipment such as basketball hoops, soccer nets, etc. is allowed in front of any unit. Bicycle riding is allowed on the streets if traffic laws are observed, including lights on the bicycles after dark.
7. The mowing of grass and care of the landscaping in the common open spaces and the maintenance of the roads and common parking spaces will be done by the Association.
8. No structure of a temporary character, trailer, boats, tent, shack, garage, barn or other outbuilding shall be permitted on any lot or common area at any time as a residence either temporarily or permanently. Recreational activities are to be performed in the green areas only.

9. Temporary storage/moving containers are allowed for a maximum of 7 days, and only for the purposes of “move-in” or “move-out.” Containers are not allowed for storage purposes. The container must fit on the unit’s driveway and not extend onto the grass or street. An Architectural Request form must be submitted and HOA approval is needed prior to its delivery. The Owner of the property must sign stating that they will be responsible for all damages should any occur. Dumpsters and portable toilets are not allowed.
10. No sign of any kind shall be displayed to the public view on any Lot except one sign of not more than one (1) square foot used to indicate the name of the resident, or one sign of not than five (5) square feet advertising the property for sale or for rent.
11. No resident shall be permitted to plant any shrubs, vegetation or the like in the Common Areas or in front of units without prior written consent of the Board. An ACC form must be completed prior to the work being performed.
12. Residents shall keep their units in a good state of preservation and cleanliness and shall not sweep or throw, or permit to be swept or thrown there from, any dirt or other substance onto common areas or other homeowners' property or in front of units visible by other homeowners.
13. Every homeowner that decides to rent their unit must have the prospect tenant be screened and registered with the association before moving into the community. The Management Company must be contacted regarding the application process. Failure to do so represents violation of the Rules and Regulations, and the homeowner may incur legal fees for not complying.
14. Short-term rentals are not allowed. Owners may rent their properties for no less than 6-month periods and must provide the lease and other required information to the management company prior to tenant(s) moving in.

B. ACTIONS OF RESIDENTS

1. No Unit shall be used or occupied in such manner as to obstruct or interfere with the enjoyment of occupants of other Units, nor shall any nuisance or immoral or illegal activity be permitted or permitted to occur in or about any Unit or upon any part of the Common Elements. The garage space MUST NOT be converted into a room.
2. No noxious or offensive activity shall be carried out in any Unit or in the Common Elements, nor shall anything be done therein either willfully or negligently which may be or become an annoyance or nuisance to the other residents or occupants. No resident shall make or permit any disturbing noises in the Common Elements by himself, herself, their family, servants, employees, agents, visitors and licensees, nor do or permit anything by such persons that will interfere with the rights, comfort, convenience, safety and security of other residents. No resident shall play upon, or allow to be played upon, any instruments or devices or operate or permit to be operated, television or radio or other audio-visual equipment on the premises at such high volume or in such other manner that it shall cause unreasonable disturbance to other residents.
3. The unit owner shall not permit or suffer anything to be done or kept in his unit which will increase the rate of insurance for other units, or which will obstruct or interfere with the right of other unit owners or annoy them by unreasonable noise or otherwise.
4. No laundry is to be hung outside except in the rear of units. Laundry must be hung inside fences only, out of view of neighbors. No clothes or other items are to be hung on or across fences or walls. Laundry must be taken in when dry.
5. No owner shall cause improvements or changes to the exterior of their unit or lot, including color, without prior written consent of the Association.
6. No unit owner or resident shall direct, supervise or in any manner attempt to assert any control over any of the employees or contractors of the Association, nor shall he/she attempt to send any such persons upon private business of the unit owner or resident; such persons are to be directed only by board members of the Association or Management.
7. The unit owner shall be held responsible for all actions of their guests, family, tenants and invitee, whether adults or minors and for any damage to any property, private or otherwise at the Common Property areas caused by themselves or their guests, family, tenants or invitee.

8. In order to preserve the residential character of the development, no business, trade or profession of any type whatsoever, nor anything which detracts from that residential character, shall be conducted at any unit.
9. No canvas, pipe, or other type of carport shall be placed on the property-
10. Trash and recycling bins are not to be put out before the evening of the day preceding the trash pickup. Trash and recycling bins are to be removed from the street by the end of the day of pickup and stored so they cannot be seen from the street. For trash, which will not be picked up by regular garbage collection, call Solid Waste Removal and notify the Management Company, providing a work order number to properly document the request. Homeowner must post the county confirmation number on the pile
11. Trash/landscaping debris disposed on common area will be back-charged to unit owner(s).
12. Holiday lights and decorations can be installed during the Thanksgiving week and must be removed by January 15th.
13. Homeowners having a Garage Sale must comply with existing laws and city ordinances.
14. Because of liability, bounce-houses and similar temporary structures are not allowed in common areas.

C. INSURANCE

1. The Association assumes no liability for nor shall it be liable for any loss or damage to articles left in any common or other storage area.

D. MOTOR VEHICLES

- 1) Compliance with Law:
All persons must comply with the laws of the State of Florida, Department of Motor Vehicle regulations and applicable local ordinances, on the roads, drives and Property premises.
- 2) Speed Limit:
The speed limit on all roads within the development shall be no more than 15 miles per hour. However, care shall be taken to slow down when approaching an intersection or turn.
- 3) Parking Rules:
 - a) Vehicles parked in the Club La Costa Community (“Community”) overnight must have either a valid Permanent Parking Decal or Guest Parking Permit issued by the management office. No vehicle without a Permanent Parking Decal or Guest Parking Permit shall park in Common Area parking lots between 12am to 7am.
 - b) Parking on the grass or in the streets anywhere in the Community is prohibited and violators may be subject to being towed without advanced warning.
 - c) Off-Road Vehicles: Four-Wheelers, Quads, Golf Cars, ATVs, UTVs Dirt Bikes, Jet Skis and Scooters are not allowed. They cannot be parked, stored, ridden or driven anywhere in the community, including Private Driveways.
 - d) Parking Lots:
 - i) Common Area Parking Lots:
Trucks (except small noncommercial pickup trucks), commercial vehicles, campers, mobile homes, motorhomes, boats, house trailers, boat trailers, or trailers of every other description cannot be parked or stored on the Common Area Parking Lot.
 - ii) Private and Assigned Parking Lots:
Trucks (except small noncommercial pickup trucks), commercial vehicles, campers, mobile homes, motorhomes, boats, house trailers, boat trailers, or trailers of every other description cannot be parked or stored on any Lot located within the Community, except only during periods of approved construction on the Lot, except if stored or parked within garages or behind patio walls if not visible from the Access Areas, road, Common Areas, and other Lots. This prohibition of parking shall not

apply to temporary parking of trucks and commercial vehicles, such as for pickup, delivery and other commercial services provided during the day.

- e) No vehicle can exceed the size of a parking space and must fit properly in the driveway or parking spaces being utilized (including any hitch attached thereto). It is prohibited for a vehicle to extend onto the street. Vehicles exceeding the size of a parking space will be subject to tow or may be turned over to the Association Attorney.
- f) Vehicles must be appropriately parked between the painted lines and within the parking space or driveway. Vehicles may not be parked to take up more than one space.
- g) In order to allow sufficient parking spaces for all residents, no unit shall be allowed to have more than one (1) personal vehicle parked in the Common Area parking lots. Residents are encouraged to park their vehicles in their own garage and/or driveway(s). Any vehicle parked in Common Area lots must be moved every seventy-two (72) hours. A failure to comply may result in the towing of the vehicle. No vehicle may be stored or left in the Common Area parking lots.
- h) Abandoned and derelict vehicles and vehicles improperly or continually parked in the Common Area parking lots will receive a violation sticker and then be towed away at owners' expense. This includes vehicles with flat or no tires, expired or no license tags and otherwise in similar condition. Vehicles with no decals, tags, flat tires, and/or apparently derelict which are parked in the Community are considered a nuisance and are not permitted.
- i) No wrecked or nonoperational vehicle may be parked in a Common Area parking lot or anywhere in the Community. Vehicles that are wrecked, damaged or are not operational cannot be parked anywhere in the Community. Vehicles with extensive body damage must be removed from the Community until they are repaired.
- j) It is not permitted to drain oil from vehicles over or into storm drains or to pour any pollutant into the storm drains or otherwise pollute the water supply. Also, vehicles that show evidence of fluid leak must be repaired or removed. Performing any mechanical work on vehicles is not permitted anywhere in the Community, except that emergency repairs may be made to personal vehicles on a temporary basis.

4) Towing:

Vehicles in violation of the above outlined Parking Rules will receive a violation warning sticker. If the vehicle is still in violation of Parking Rules after twenty-four (24) hours, a second violation warning sticker will be issued. If the vehicle is still in violation of Parking Rules after forty-eight (48) hours, the vehicle will be towed. Vehicles parked on the street or on Common Area grass may be subject to immediate towing without warning.

5) Permanent Parking Decals:

Permanent Parking Decals are issued to residents of the Association subject to the following: (a) the vehicle is registered in the State of Florida; (b) the vehicle is properly insured; and (c) the owner of the vehicle has a current license issued by the State of Florida. A decal form must be completed and submitted to the Association Manager along with copies of identification, vehicle registration, proof of insurance and a photograph of the vehicle. No more than three (3) decals will be issued to each unit. Vehicle Decals can only be issued to residents residing in the Unit. Residents may not use addresses other than where they reside to obtain a decal. The Association Manager is to be contacted for specific instructions. A Permanent Parking Decal must be permanently attached on the outside, in the lower-left-rear of the back window. The Permanent Parking Decal and the vehicle license plate must be visible on all vehicles parked in the Community, including vehicles that are covered.

6) Guest Parking Permit:

Guests must obtain a Guest Parking Permit for overnight visit(s). To obtain Guest Parking Permit, the resident must contact the management office during regular business hours and request Guest Parking Permit, which can be picked up at the management office or emailed to the resident.

The request for Guest Parking Permit must include:

- address and phone number of Club La Costa's resident
- copy of the visitor's vehicle registration
- phone number of the vehicle's owner
- starting and ending dates of the visit

Guest Parking Permit must be placed on the driver's side dashboard and be clearly visible at night. Displaying an expired Guest Parking Permit is a violation and fines may be imposed or the matter turned over to the Association's attorney. In case of an unplanned overnight stay, guests must park in owners' private driveway(s) between 12am and 7am, in order to avoid being towed from Common Area parking lot(s).

7) Commercial Vehicles:

Non-commercial passenger vehicles, small noncommercial pickup trucks, motorcycles and small noncommercial vans are permitted. For the purposes of these Rules and Regulations Commercial Vehicles are defined as:

- a) Any vehicle being used for a commercial purpose.
- b) Any vehicle owned and registered to a business rather than to the resident and used for commercial purposes.
- c) Trucks, large vans or other vehicles having rear windows obscured, such as a panel truck, cargo van, vehicle being used for a commercial purpose, etc.
- d) Any vehicle regardless of size that has wording or lettering on the exterior, such as a company name, advertisement, etc. If the vehicle is a small passenger vehicle with lettering and can be covered with a magnetic sign or car cover, that is allowed only if lettering is covered at all times while parked in the Community.
- e) Any vehicle that has racks on top, sides or rear for hauling items, debris or equipment of any kind are not allowed.

E. ADMINISTRATION

1. Any complaint regarding the management of the Association or regarding actions of other residents shall be made in writing to the Board of Directors and mailed to the Management Company.
2. Any consent or approval given pursuant to these Rules and Regulations, or changes to these Rules and Regulations, may be added to, amended, or revoked any time by resolution of the Board of Directors.
3. Registration of Proposed Owners/Renters -All unit owners who plan to rent or sell their property, must comply with this regulation. Proposed buyers or tenants must contact the management company for the proper forms.
4. Every unit owner has an obligation to pay the assessment as established. These funds are used to pay for landscaping, maintenance, insurance, improvements and other services provided by the Association, and to promote the recreation, health, safety and security of the residents in the development. Failure of an owner to pay puts an unfair burden on other owners, and can result in the inability of the Association to carry out its functions. If not paid, the Association has a lien right against the owners' property, which can be foreclosed and also has the authority to proceed against the unit owner personally by lawsuit.

The carrying out of these rules is for the mutual benefit of all unit owners. These rules and regulations apply to owners, renters and guests. They have been established to make and keep Club La Costa a pleasant place in which to live. Failure to follow them will result in fines against the unit owner, as provided in the fines procedure.

SECTION II

GUIDELINES FOR THE ARCHITECTURAL CONTROL COMMITTEE

The Architectural Control Committee (ACC) shall be made up of volunteers appointed by the Board of Directors. The Committee will help to administer the rules and regulations as set forth in the Declaration and By-Laws. The Committee shall vote on requests for all extremal changes and shall present its recommendation to the Board of Directors for its approval or disapproval.

APPLICATION PROCEDURES

1. A written request describing any improvements, replacements or additions must be submitted to the Management Company and reviewed by Architectural Control Committee (ACC).
2. Plans or specifications of any changes must be approved by ACC before work has begun. The description must include all vital information pertaining to the changes to be made.

SPECIFIC REQUIREMENTS FOR ARCHITECTUAL CHANGES

Any change in the exterior appearance of any building, wall, other structure or improvements, and any change in the appearance of the landscaping, shall be deemed an alteration requiring approval in accordance with Article VIII of the Declaration of Restrictions & Protective Covenants.

Homeowners must submit an Architectural Control Committee (ACC) form for an approval of any modifications, additions, or alternations listed below. Work shall not start before the ACC form is approved. Construction materials may not be delivered until approval is received and work is commencing.

Homeowners are responsible for acquiring the proper city or county permit. Approval by the ACC does not constitute a building permit.

- **Specifications for Paint Color Scheme:**
See Appendix A
- **Specifications for Replacement of Doors and Windows:**
See Appendix B
- **Specifications for Roof Tiles and Shingles:**
See Appendix C
- **Specifications for: Wood Fences, Hurricane Shutters, Lighting Fixtures, Flag Poles, Security Cameras, Satellite Dishes and Antennas, and Solar Panels**
See Appendix D
- **Specifications for: Cloth Awnings, Aluminum Patio Covers and Screened Patios, Pavers and Concrete Patios, Sidewalks, and Driveways**
See Appendix E
- House numbers must be black or approved by the Architectural Control Committee (ACC). Self-adhesive numbers designed for mailboxes are not approved. House numbers are not to be installed on trim or fascia boards.
 - Units with garages must have house numbers installed next to the garage door (by the entry sidewalk) or directly above the garage door in the middle.
 - Units without garages must have house numbers installed by the entry sidewalk.
 - Units with wooden gates must have house numbers installed on the gate.

- No structures of any kind shall be permitted in the front of the unit.
- All wiring must be the same color as the structure it is attached to.
- Architectural Control Committee (ACC) form must be submitted and approved before planting new bushes or trees in front of the unit.
- No exercise equipment is allowed in front of the unit
- No items higher than the 6' fence-line shall be visible by the adjacent parcel, unless approved by Architectural Control Committee (ACC). This includes ladders, basketball hoops, and sheds.

SECTION III
FINES PROCEDURE

Policy concerning violations:

An owner in violation will be given 14 days grace period to clear the violation. After 14 days, a fine of \$50.00 per day, per occurrence, will be incurred until the violation is cleared up or eliminated.

The procedure is as follows:

1. The owner will be notified of a violation to the Rules and Regulations.
2. The owner will have fourteen (14) days to resolve the violation.

Unresolved violations will be reported to the Violations/Grievance Control Committee (herein after referred to as the VCC) for fining after the 14 days or will be turned over to the Association's attorneys for correction. If turned over to the attorney, the owner may be responsible for attorney fees and costs. Number of days may vary according to the nature of the violation. A hearing date will be set for the homeowner to attend and express his/her reasons as to why a fine should not be imposed. If you do not attend the hearing an automatic fine will be assessed and will continue to be added until the violation is complied with or until the Association decides to send the file to the Association's attorney for enforcement. All legal expenses and fines are the sole responsibility of the homeowner.

Unresolved violations will be reported to the Association's attorney after thirty (30) days of non-compliance.

The attorney's fees for an initial Notice of Violation letter will be paid by the Association. All additional fees will be the responsibility of the homeowner.

Absentee owners should be aware that they are liable for the actions of their tenants and any fines incurred. A copy of the Notice of Violation has not been sent to the tenant. It is the landlord's responsibility to notify renters of the enclosed Notice of Violation.

Since it is well established that violations are reported by neighbors as well as the Association, unit owners may contest the violation(s) reported; the procedure is as follows: All unit owners have the right to be heard at a hearing for said purpose. On all violation notices, you will be advised of the hearing date set aside for disputing said violations. In the event of any dispute arising concerning the violation(s) reported, the unit owner may petition the VCC for relief from the violation charges by arbitration. The unit owner must attend the hearing in person as instructed in the notice. The unit owner must set forth the reason for the dispute to the Grievance Committee and or Board.

Any consent or approval given pursuant to these Procedures or changes to these Procedures may be added to amended or revoked any time by resolution of the Board of Directors and/or the VCC.

NO FINES WILL BE WAIVED DUE TO NONCOMPLIANCE OF THESE PROCEDURES.

Appendix A

SPECIFICATIONS FOR PAINT COLOR SCHEME:

- Any exterior paint change must be approved by the Architectural Committee.
- Concrete driveways may be stained with approved paint/stain.
- Gutters and downspouts must be the same color as structure it is attached to.
- All PAINT and STAIN to be purchased at a local Home Depot.
- Behr paint products may be purchased with primer included.

PAINT COLOR SCHEME FOR MOST CLUB LA COSTA HOMES:

- Homes built around 1990: white walls with burgundy trim
 - Homes built around 2002: white walls with burgundy trim on 82nd Ave.
- | | |
|---------------------------------|---|
| House Color: | Behr Premium Plus Exterior - Satin - Ultra Pure White |
| Trim, Fascia, Flashing, Soffit: | Behr Premium Plus Exterior-Semi-gloss Burnished Mahogany, Code: 160 F-7 |
| Metal bird-stop/eave-closure: | Behr Premium Plus Exterior-Semi-gloss Burnished Mahogany, Code: 160 F-7 |
| Garage Door Color: | Behr Exterior Semi-gloss Clopay Chocolate CBP-5 for metal.
For New Garage Doors Order: Clopay "Chocolate" color
For Wood Garage Doors: Walnut stain for wood. |
| Front Door Color: | Front doors can be White or Brown:
White: Behr Premium Plus Exterior - Semi-gloss - Ultra Pure White.
Brown: Behr Exterior Semi-gloss Clopay Chocolate CBP-5 for metal.
Wood Doors: Walnut stain for wood. |
| Side Door Color: | Behr Premium Plus Exterior - Satin - Ultra Pure White |
| Driveway: | Concrete Stain - Behr, Code: 815 Pacific Fog |



PAINT COLOR SCHEME FOR MARINER HOMES:

- Homes built around 1974: two older buildings with gray trim, cedar shingles and flat roofs
- | | |
|---------------------------------|--|
| House Color: | Behr Premium Plus Exterior - Satin - Ultra Pure White |
| Trim, Fascia, Soffit & Shingle: | BEHR Multi-Surface Roof Paint – flat - #RP-34 Deep Gray |
| Gate Color: | BEHR Multi-Surface Roof Paint – flat - #RP-34 Deep Gray |
| Front Door: | White: BEHR Premium Plus Exterior - Semi-gloss - Ultra Pure White
Gray: BEHR Multi-Surface Roof Paint – flat - #RP-34 Deep Gray |



PAINT COLOR SCHEME FOR ALTON HOMES:

- Homes built around 2003: light-yellow homes - the newest homes located at SW 80th CT. & SW 79th PL.
- | | |
|----------------------------------|--|
| House Color: | Behr Premium Plus Exterior - Satin - Silky Bamboo, Code: UL 180 - 15 |
| Trim, Fascia, Flashing & Soffit: | Behr Premium Plus Exterior - Satin - Ultra Pure White |
| Metal bird-stop/eave-closure: | Black (same as existing ones) |
| Garage Door Color: | Behr Premium Plus Exterior - Satin - Ultra Pure White
For New Garage Doors Order: Clopay "Standard White" color |
| Front Door Color: | Behr Premium Plus Exterior - Satin - Ultra Pure White |
| Driveway: | Brick Pavers (same as existing ones) |



Appendix B

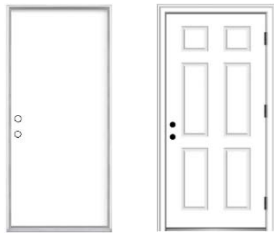
SPECIFICATIONS FOR REPLACEMENT OF DOORS AND WINDOWS:

- Window frames shall be white in color.
- All windows and glass doors must be “untinted” or may have “gray” tint.
- Units with grid style windows, i.e., Colonial Style windows, must use the same style as the rest of that block to maintain uniform appearance.
- Windows are not to be replaced with glass block.
- **Approved Styles for Front Entry Doors:**



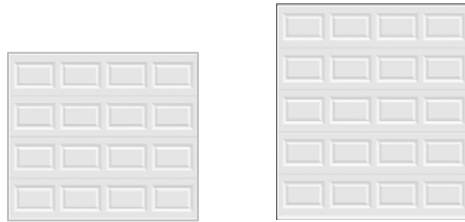
Flush panel door Six panel door Sunburst four panel door Full-lite glass door “White frosted glass” colonial style Full-lite glass door “White frosted glass” Glass sidelite (combined with any of these doors)

Approved Styles for Side Garage Doors:



Flush panel door Six panel door

Approved Styles of Garage Doors:



16-panel for all homes (20-panel for Alton Homes)
CLOPAY Steel HDB, Short Traditional Panel

Approved Styles of Windows:



Non-bar single or double hung window Colonial style single or double hung window Non-Bar style sliding window

Approved Styles of Back Patio Doors:



Sliding Patio Door (Non-Bar or Colonial Style) Double Hung Patio Door (Non-Bar or Colonial Style)

DOORS & WINDOWS SPECIFICATIONS FOR MARINER HOMES:

Homes built around 1974 - two older buildings with gray trim and cedar shingles.

Front Entry Door:

- Front door must be bronze, white, or gray (see Paint Color Scheme specification sheet)
- Front door must be made of metal, aluminum, fiberglass, or wood
- Front door must use “6-panel” style, “flush” (plain) style, or plain “full-lite glass door” style
- If aluminum full-lite glass door is used, it must be plain and use “white frosted glass”

Glass Door in the Backyard:

Door must have bronze or white frame, plain or colonial style, sliding, or a french door.

Windows:

New windows must use the same style as the surrounding units on the same block: either colonial style or plain style. Windows in the back of the units must also match the surrounding windows’ style: colonial or plain. Window frames must be bronze.



DOORS & WINDOWS SPECIFICATIONS FOR MOST CLUB LA COSTA HOMES:

Homes built around 1990: white walls with burgundy trim

Front Entry Door:

- Front door must be white or brown (see Paint Color Scheme specification sheet)
- Front door must be metal, aluminum, fiberglass, or wood
- Front door must use “6-panel” style, “flush” (plain) style, or plain “full-lite glass door” style
- If full-lite glass door is used, it must have hurricane rated glass and use “white frosted glass”
- Sidelite panel (glass panel next to the front door) must use “white frosted glass” or “clear” glass

Side Door for Garage Access:

Side garage door must be white and can be “6-panel” style or “flush” (plain) style

Glass Door in the Backyard:

Door must have white frame, plain or colonial style, sliding, or a french door.

Windows:

New windows must use the same style as the surrounding units on the same block: either colonial style or plain style. Windows in the back of the units must also match the surrounding windows’ style: colonial or plain.



DOORS & WINDOWS SPECIFICATIONS FOR HOMES ON 82nd Ave:

Homes built around 2002: white walls with burgundy trim

Front Entry Door:

- Front door must be white (see Paint Color Scheme specification sheet)
- Front door must be metal, aluminum, or fiberglass
- Front door must use “6-panel” style, “flush” (plain) style, or plain “full-lite glass door” style
- If full-lite glass door is used, it must have hurricane rated glass and use “white frosted glass”

Glass Door in the Backyard:

Door must have white frame, plain style, sliding, or a french door.

Windows:

New windows must use the same style as the surrounding units on the same block: Non-bar single or double hung windows in the front and in the back of the unit.



DOORS & WINDOWS SPECIFICATIONS FOR ALTON HOMES:

Homes built around 2003 – yellow and the newest homes located at SW 80th CT. & SW 79th PL.



Front Entry Door:

Front door must be white

Front door must be made of metal, aluminum, or fiberglass

Front door must use “6-panel” style, “flush” (plain) style, or plain “full-lite glass door” style

If aluminum full-lite glass door is used, it must be plain and use “white frosted glass”

Side Door for Garage Access:

Side garage door must be white and can be “6-panel” style or “flush” (plain) style

Glass Door in the Backyard:

Door must have white frame, plain or colonial style, sliding, or a french door.

Windows:

New windows must use the same style as the surrounding units on the same block: either colonial style or plain style. Windows in the back of the units must also match the surrounding windows’ style: colonial or plain.

WINDOW TREATMENTS:

Only white or beige window treatments are allowed.

Items not allowed to be displayed in windows: sheets, blankets, cardboard, aluminum foil, rugs, window decal decorations, signs, notices, advertisements, ventilators, or fans. The consent of the Association to all or any of the above may be withheld on purely aesthetic grounds within the sole discretion of the Board of Directors of the Association.

SECURITY BARS:

Security bars on doors and windows must be approved by the ACC before installation. Security bars must be approved and painted white or black color only.

Appendix C

Roof Tiles and Shingles:

Call Management Company to obtain application for approval if the entire roof needs to be replaced.

Homes built around 1974: Mariner Homes:

- flat asphalt roofs
- cedar wood shingle (shingle surface is smooth)
- installed staggered (“staggered style” has each individual shingle at a different height – see photo)
- Roof shingle must remain as the original style.



Homes built around 1990: the majority of homes with white walls and burgundy trim:

At this time, please choose one of two approved tiles below:

- **Roof Tile – Cement “S” Tile Profile**
- **Manufacturer:** Boral
- **Profile:** Barcelona 900
- **Color:** Burnt Mission
- (red/gray color, glossy top finish, gray-cement back)



OR

- **Roof Tile – Cement “S” Tile Profile**
- **Manufacturer:** Boral
- **Profile:** Barcelona 900
- **Color:** Gold Dust
- (solid red color, matte top finish, colored red throughout)



Homes on 82nd Ave built around 2002 with white walls with burgundy trim

- **Roof Tile – Curved Tile Profile**
- **Manufacturer:** Boral
- **Profile:** Villa 900
- **Color:** Gold Dust
- (solid red color, matte top finish, colored red throughout)



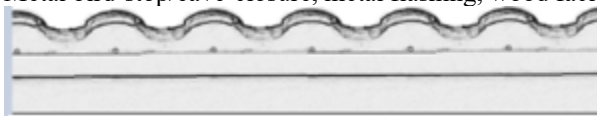
Alton Homes built around 2003: yellow walls, located at SW 80th CT. & SW 79th PL.

- **Roof Tile – Curved Tile Profile**
- **Manufacturer:** Boral
- **Profile:** Villa 900
- **Color:** Gold Dust
- (solid red color, matte top finish, colored red throughout)



Metal eave-closure:

Metal bird-stop/eave-closure, metal flashing, wood fascia board, and soffit must be painted using the approved color.



<- Metal Bird Stop/Eave Closure
<- Metal Flashing
<- Wood Fascia Board

} Painted the same color

Appendix D

GENERAL SPECIFICATIONS FOR: Wood Fences, Hurricane Shutters, Lighting Fixtures, Flag Poles, Security Cameras, Satellite Dishes and Antennas, and Solar Panels

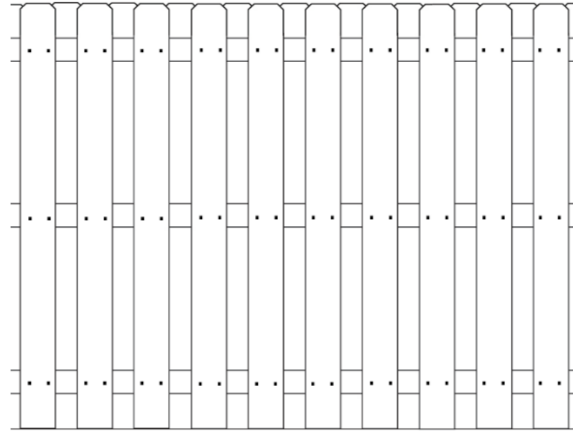
Homeowners must submit Architectural Modification form for approval, which can be obtained from the Management Company or downloaded at www.myLaCosta.com

Wood Fences:

Wood fences are not permitted in the front of the unit, with the exceptions of 10 Mariner Homes. Wood fences separating back yards must remain as the original style (shadowbox; not to exceed 6' in height.) If a homeowner wants to paint the fence white, ACC form must be submitted and approved.

Approved style: wood shadowbox style

- Natural wood
- Only clear protective coat is approved
- Colored stains are not permitted
- White paint can be used for sections where ALL the units on the block have painted the fence white.



Shadowbox fences feature the same look on both sides. This style has the look of a privacy panel but allows for more air circulation. Shadowbox style is specified in Club La Costa's Bylaws and can't be changed by the Board of Directors.

Wood gates may be installed to access common areas. Wood gates must be closed when not in use.

Hurricane Shutters:

The acceptable styles are accordion shutters, metal panel shutters, and plywood. If a homeowner wishes to use another type of shutters, please submit the specification to the Architectural Control Committee (ACC) for approval. If for any reason a homeowner wishes to leave hurricane shutters in place for an extended period of time, for example, if going on a vacation, request for approval is required to have shutters closed for the duration of vacation. Accordion shutters must be white. No plywood or metal panel shutters shall be allowed 2 weeks post hurricane and/or storm warning.

Lighting Fixtures:

Lighting fixtures can be black or white in Colonial Style. Exterior lighting brightness or direction of the lights shall not be directed in such manner as to create annoyance to neighbors.

Flag Poles:

Flags shall not be installed on easements to prevent damages to utility lines. Approval of ACC is required prior to flag pole installation. Flag poles shall not be more than 10' tall. U.S. flag should be only displayed from sunrise to sunset. If a homeowner wants to display the flag at night, it should have a proper lighting.

Security Cameras:

Security camera(s) must be positioned in such a manner as to view only the resident's property. The camera(s) must not monitor neighboring private property. If a camera is to be mounted on the front of a property, it should be mounted under the soffit. Installation of security cameras requires an architectural design form filed with the

Association's management office. A registration of each camera will be maintained by the management office. Doorbell cameras do not need an approval.

Receivers Such as Satellite Dishes, Radios, and TV Antennas:

- All receivers must be approved prior to installation
- All receivers must be mounted in the back of the unit
- Receivers are not allowed to be installed on the side of the unit, front of the unit, or common areas

Satellite dishes can be inconspicuously installed on rear wall, meaning the lower rear cement wall of each unit and positioned below the top of the wooden fence to minimize view of the dish, or rear wood fence, meaning below the top of the fence and secured to a 4x4 inch vertical fence post to minimize view of dish, or rear roof wood fascia trim or concrete firewall.

No radio or television aerial antenna, or related or short-wave radio transmission or receiving device(s) shall be attached to or hung from the exterior of the Units without submitting ACC form and receiving approval. All wiring must be white and properly attached to the building.

Solar Panels:

Solar panel installations are allowed pursuant to FL statutes; however, homeowners must submit an ACC for approval and provide the plans for placement.

Solar panels on roofs require 3-foot clearance between units for emergency access, roof replacement, repairs and maintenance. Homeowner installing solar panels must not use more than 18 inches of emergency access from the neighboring unit. Homeowner may use 18 inches of emergency access of their own property and up to 18 inches emergency access of the neighboring property, thus totaling 3 feet of emergency access. Solar panels may only be installed on the roof of the house, excluding the garage roof. Solar panels may not be installed over garage roofs, entrances, balconies or courtyards in front of the units.

Solar panels may be installed in the backyard, but must not be visible above the 6-foot fence.

Electric Vehicle (EV) Chargers:

Charging outlets for electric vehicles are allowed, however, they must be approved by the HOA and be permitted. Charging cords must be unplugged and stored out of site when not in use. The cords may not be hung on the front of house or left plugged in to the outlet.

Placement of EV chargers for units with garages:

EV chargers must be mounted on the side of the garage.

Placement of chargers for units without garages:

Please provide photos and proposed location of the charging station. Wires shall not pose tripping/falling hazard.

Appendix E

Specifications for: Cloth Awnings, Aluminum Patio Covers and Screened Patios, Pavers and Concrete Patios, Sidewalks, Driveways

Cloth Awnings:

Awnings may be installed only in the back of the unit.

Cloth-shade-covers shall not be attached the shared fence poles.

Canopy umbrellas must be mold free and must be replaced when torn.

Stationary or retractable cloth awnings must match the color of the trim.

Approved Awnings Colors:

- Burgundy cloth for all homes (with the exception of Mariner and Alton Homes, see below)
- Gray cloth for Mariner Homes
- Beige cloth for Alton Homes

Aluminum Patio Covers and Screened Patios:

- Screen enclosures and other structures in the front of the unit are not permitted.

- Any type of screen or other enclosure in the back of the unit must be approved by the Association.

Aluminum covers MUST NOT be built over homeowners' easement. (In most cases, the utility easement in the backyard is 6 feet.) Homeowner is responsible for providing property survey and proposed plans/drawings.

Plans/drawings must clearly show the dimensions of the backyard, dimensions of the proposed patio, and the dimensions of the homeowner's easement. Aluminum patio structures must be white.

Pavers and Concrete Patios:

Pavers and concrete patios in the back yard must not be installed on the homeowners' utility easements. Utility easements allow access to repair existing, or add new utilities. Homeowner is responsible for providing property survey and proposed plans/drawings. Plans/drawings must clearly show the dimensions of the backyard, dimensions of the proposed patio, and the dimensions of the homeowner's easement.

Sidewalk Leading to the House:

Tile for front entryway must be approved.

Sidewalk tiles:

Tile Size: between 3" and 16" inches

Tile Color: burgundy or terracotta for most homes, gray for Mariners Homes

Tile Design: plain tiles with no design

Tile Surface: non-slippery, exterior grade

Sidewalk paint/stain color:

Burgundy or terracotta for most homes, gray for Mariners Homes

Driveways and Driveway Extensions:

Homeowners are responsible for their own driveways and sidewalks. Driveways are to be free of oil stains.

Driveway extensions can be installed on homeowners' property. Driveway extensions must be concrete and must not encroach on neighboring lot or common area. Mariners Homes, 82nd Ave Homes, and Alton Homes already have two parking spaces and do not have the space for a driveway extensions. ACC form with sketch/drawing/plans/permits of the proposed driveway extension, along with photos of the area, must be submitted.