

**WINDWOOD TOWNSHIP HOA  
RULES AND REGULATIONS  
1994**

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## INTRODUCTION

Condominium living should be comfortable, enjoyable and free from conflict in areas which are common to all residents. To reach these objectives, it is necessary to establish rules and guidelines that should be followed by all, including guests. Adherence to these rules will result in an equitable environment, fairly observed and fairly administered.

Your Board of Directors has given careful consideration to the items addressed in this pamphlet, yet are the first to admit there will probably be areas which are not being addressed herein, but will be important as they arise. That is when courtesy, common sense and consideration for your neighbors will be most necessary until your Board may act as a mediator or arbitrator.

Adherence to established rules will make day to day living more enjoyable for all owners, tenants, their neighbors and any guests. By the same token, common facilities are for common use and should not be monopolized or abused. As long as each resident maintains pride in all areas and demonstrates friendly consideration for others, Windwood Township will remain a choice location for our personal living pleasure. Clearly then our rules will benefit us all. As needs arise, the rules may be revised by your Board of Directors.

Perhaps our rules at first reading, may seem restrictive; but please remember, our limited common facilities must serve all the residents equally and each resident is entitled to the same consideration from others. It is only through mutual respect and general cooperation that Windwood Township will remain a desirable residence. Your support to conform these rules of high standards is the answer to harmonious living.

The community rules are in compliance with the C.C. & R.'s and By-Laws of the Windwood Township Condominium Association. These rules will serve as a definition to the vagueness of the C.C. & R.'s and By-Laws.

It is the responsibility of the Board of Directors to maintain the highest property values at a minimum cost for the benefit of ALL homeowners in Windwood Township. Because some residents

disregard the C.C. & R.'s, the Board has unanimously approved the "SPECIAL CORRECTIVE ASSESSMENT CODE". The purpose of the code is to penalize offending Windwood Township residents for infractions of the C.C. & R.'s as declared in the property deed. Special assessments will be levied against the unit owner on a per unit, per homeowner basis and enforced by the collection procedures in the project deed.

**EACH UNIT OWNER SHALL BE LIABLE TO THE ASSOCIATION FOR ANY INFRACTIONS, BREACH, OR VIOLATIONS OF THE CODE, WHICH MAY BE SUSTAINED BY THEIR HOUSEHOLD, GUESTS OR TENANTS.**

## **RULES AND REGULATIONS**

### **SECTION A**

#### **I.. EMERGENCIES**

Emergencies concerning the building or grounds, such as leaks in the water lines, power failure etc. should be reported to the Association agent, Premier Property (909) 396-6161, or a board member as soon as possible. Many emergencies can be handled by common sense. If you know your neighbors, sometimes you can tell them of the problem before calling the agent or a board member.

#### **II. MAILBOXES**

There will be no notices or advertisements attached to the mail boxes or building except with the approval of the Board of Directors.

CITED VIOLATIONS: Unauthorized Notices/Flyers

#### **III. PARKING**

Residents are requested to park their vehicles inside of their garages and assigned parking spaces.

Repairing vehicles in driveway is not allowed.

There is no parking in driveways except when washing & unloading. Parking is allowed on street sweeping days between 9am. to 2pm. ONLY. No parking is allowed on any landscaped area and owner is subject to expense of repair.

Violators will be subject to towing, or a citation by the Homeowners Association and/or the Sheriff's Department.

CITED VIOLATIONS: Repairing of vehicles on the common property (including in the driveways).

Parking in driveway, unattended; blocking access to garages, reserved parking spaces or entry/exit of driveway.  
Vehicles driven or parked on landscape.

#### **IV. NUISANCES**

No horns, whistles, bells, radios, television sets, stereos, barking dogs or other loud noises that can be heard within 100 feet in any direction from the residence shall be permitted. Only security devices used exclusively to protect the security of the residences and the contents will be permitted. Automatic garage doors openers must be maintained so that they open and close quietly.

CITED VIOLATIONS: Loud noise (radio, stereo, T.V., etc.) which can be heard more than 100 feet away in any direction from residence.

#### **V. SIGNS**

No signs, posters, displays or other advertising devices of any character shall be erected or maintained without prior written approval from the Board of Directors. This does not apply to any sign or notice of customary and reasonable dimension which states that the premise is for sale or rent. Signs declaring a property for sale or rent shall be placed in the planter area immediately adjacent to front door of subject unit. No "Open House" signs may be placed on common property.

The Association may summarily cause all unauthorized signs to be removed and destroyed.

CITED VIOLATIONS: Non-Standard Signs, Improper Sign Placement.

#### **VI. ALTERATIONS AND/OR ADDITIONS**

No outside television or radio pole, antenna, trellis or clothesline shall be constructed or maintained on or at any residence. No wiring or installation of air conditioning or other machine shall be installed on the exterior of the buildings or be allowed to protrude through the walls or the roof of the buildings.

U.S. Flags may be flown on legal holidays between sunrise & sunset.

Each homeowner is responsible to advise outside services to install wires or cables according to the deed requirements. Failure to do so will result in the homeowner incurring the cost to correct the violation.



Torn screens or broken windows must be repaired immediately. No sun screens and/or shades are allowed inside or outside of windows. Torn drapes, curtains or other window covering shall be repaired immediately.

If a resident wishes to put up Christmas lights during the Christmas holiday season, the lights may not be installed before December 1st and must be removed no later than January 10th of the new year. Further, the homeowner accepts the total responsibility for any damage done to the exterior of the unit. Residents and/or decorations are not allowed on the roofs.

CITED VIOLATIONS: Common property change without authorization. Installation of wires, cables and/or antennas.

## **VII. PET REGULATIONS**

Domestic dogs, cats, fish and birds inside cages are permitted in the residence and restricted common area of the unit owner. The number of dogs, cats and birds shall be limited to two (2) each.

The County of Los Angeles leash law requires that all pets must be on a leash at all times when they are outside the private residence where they live. Residents are responsible for any personal injury or property damage caused by their pets.

CITED VIOLATIONS: Failure to remove pet feces from common and restricted common property. Pets leashed to buildings or common property. Unleashed pets on common property or in pool area. Horses on common property.

## **IX. LANDSCAPING**

No hedge, hedge row, shrub, tree, wall or fence shall be planted, erected or maintained upon any common area without prior written approval from the Board of Directors. No roses, cactus, or geraniums will be allowed.

Because of problems with wood damage (dry rot) sustained by the units with wood patio, walls or window shelves, it is necessary to prohibit all planters and plants that do not have a proper drip pan and standoffs to raise the pan and the planter off of the patio fences and/or balconies.

Shrubs or vines will not be allowed if attached to fences or building. Patio trees cannot be more than 12 feet tall, close to the building nor overhang the fence.

CITED VIOLATIONS: Any shrub or vine-like plants growing on fences and/or buildings located on restricted common areas (patio). Improper planters on walls or shelves.

## **IX. GARAGE /CARPORTS**

Garage doors should remain closed while not in use. This is not only for security reasons, but as a courtesy to residents using the driveways and to those who overlook the garage.

Garage door openers shall be installed and adjusted so as to minimize noise and vibration transmitted through walls and floors to any units. Noise and vibration to be judged by the Association Agent and or the Board of Directors upon the receipt of a written complaint. Those without automatic door openers shall be opened and closed with minimal force and noise.

Storage in carports is not permitted except in enclosed area.

CITED VIOLATIONS: Noisy openers, improper hand operation.

## **X. SWIMMING POOL**

The pool hours are as follows:

Sunday through Thursday:	7:00 AM. to 11:00 PM.
Friday and Saturday:	7:00 AM. to Midnight

Children 16 years of age and under, MUST be accompanied by a resident adult while in the pool area.

All pool users must enter by using their own pool key. If your key is lost or stolen, you can obtain a new one from the management company

The pool is reserved for the exclusive use of the residents and their guests only. Each resident is responsible for the conduct of their guests and to make certain they do not monopolize the pool area. Guests must be accompanied by an adult resident at all times.

Proper bathing attire must be worn. No t-shirts, cut-offs or regular shorts will be allowed.

Pool etiquette should be observed at all times to insure that all can enjoy our pool area at the same time. Using the restrooms instead of the pool, will maintain the water at the proper hygienically safe level. Children not yet toilet trained are to have diapers on at all times. There shall be NO EXCEPTIONS.

Hairpins, clips or any metallic objects that could cause rust spots on the floor of the pool are not allowed in the pool.

No breakable containers, glass bottles, dishes and etc. are permitted in the pool area. Everyone is responsible for their own trash.

Bikes, skateboards, rollerskates and pets are not allowed in the pool area at ANYTIME.

Patio furniture can be used in the pool area in an orderly fashion by the residents and their guests. The patio furniture will not be allowed to be left in the pool area overnight. The association is not responsible for unclaimed articles or furniture left in the pool area.

Persons having infections, communicable diseases, open sores or bandages are prohibited from using the pool.

The facilities at the pool may be used only in such a manner as not to disturb other residents. Boisterous talk, unorderedly conduct, loud music, running, pushing or other disturbing actions are strictly prohibited and will result in the violators being told to leave.

Discretion should be used by residents when inviting guests to use the pool, especially on weekends and holidays. Our space is limited. Adult homeowners must accompany guests at all times.

The self-locking gates to the swimming pool are required by code. They must be kept free of silencing devices which hinder the locking action. Everyone is required to close and keep the gate locked at all times. Failure to do so could result in the death of a child.

No food is allowed in the pool at anytime.

Safety equipment is not to be used as toys. They are to be used for EMERGENCY use only.

CITED VIOLATIONS: Owner or guest entering pool area without the proper key. Unsafe conduct within the pool area. Children 16 and under without the supervision of an adult. Inappropriate attire, pets, bicycles and skateboards.

## XI. DISPOSAL OF TRASH

Please keep the park and pool area clean by using proper trash cans located at the pool and park area. Trash is picked up once a week on Wednesday. Crush or break up all cardboard boxes and place in trash containers or tie them up in an orderly fashion. The refuse company will not pick up mattresses, chairs, sofas, refrigerators, bicycles or other large items. Please call a charitable organization to pick-up these items or take them to the dump yourself.

Trash cans are to be placed adjacent to the curb without blocking the sidewalk access. Trash to be placed outside no earlier than the night before and to be removed no later than the night of pick-up. Trash containers must have lids.

The area under the stairs is shared by the downstairs and upstairs units. The area behind the building is shared by the two 2 story units. If the areas are not kept clean, the association will have the area cleaned and billed to the two homeowners who share that area.

CITED VIOLATIONS: Littering common area. Trash in non-standard containers. Trash container left for pick-up sooner than 24 hours prior to scheduled trash service (usually Wednesday) and/or leaving trash containers on the street for 24 hours or longer after scheduled trash service. Placing toxic materials in trash, such as oil from vehicles. Depositing of non pick-up items.

## XII. CHILDREN

There is no bicycle riding, skate boarding, or roller skating on sidewalks or driveways between buildings, pool area or on any landscaped area. Ball playing is prohibited anywhere within the complex except basketball at the basketball court.



Toys and bicycles must not be left on any common area when not in use. Climbing or walking on or in trees, buildings, roofs or fences is strictly prohibited.

**CITED VIOLATIONS:** Riding of bicycles on landscaped areas, or between buildings. Children climbing trees, buildings, roofs or fences. Toys and bicycles not put away when not in use and kept clear of all common areas. Children playing between buildings and in the driveways. Any ball playing except as noted.

### **XIII. DAMAGE TO PROPERTY**

The Board of Directors reserves the right to charge a homeowner for damage to property, including but not limited to buildings, equipment, and landscaping, as a result of any activity, intentional or accidental.

No washing of parts, equipment or furniture or dumping of cleaning solvents within the common area. Washing your vehicle is permissible as long as the driveway is not blocked. The vehicle must be moved from the No Parking area if unattended.

**CITED VIOLATIONS:** Property damage. Dumping of fluids.

## **SECTION B**

### **I. COMPLAINTS OR SUGGESTIONS**

Any suggestion or complaint should be submitted in writing, with a signature and unit number reference and presented to a Board Member or Premier Property Management for the appropriate action.

### **II. GUESTS AND TENANTS**

Residents are responsible for informing their guests of ALL RULES. Owners are responsible for the actions of their guests and tenants.

### **III. COMMON AREAS**

Guests are permitted to use the common area facilities only when an adult resident is present.

Courtesy and rules should be practiced and abided by at all times when any common facility is used by a guest or a resident.

Water bottles on the front porch must be removed as soon as possible. Hoses used to wash windows, cars and etc. must be removed and not left in the common area after the completion of the chore. Garage sales or display of personal property for sale shall not be held on common areas. Garage, carport or assigned parking is okay.

**CITED VIOLATIONS:** Unescorted guests. Offensive or objectionable behavior common area usage. Garage sales on common area.

### **IV. VIOLATIONS**

Upon written notice to the Board of Directors or Premier Property Management of a violation of the Rules and Regulations, C.C. & R.'s or By-Laws a notice of violation will be written to the owner of record. The owner will be provided with a form which the owner will fill out requesting a hearing. When the notice is received a hearing date will be set. If the owner does not file a request for hearing, then the owner waives their right for a hearing and the Board of Directors will act accordingly.

### **V. INSURANCE**

Unit owners are entirely responsible for partial or total loss of any and all personal contents of any unit or garage regardless of cause or fault of loss. It is strongly suggested that insurance be obtained by all homeowners for protection against such losses.

Losses and/or damage to Association property due to negligence, lack of maintenance, or failure of any homeowner or tenant owned maintained property or equipment, either catastrophic or gradual in nature will be billed to the homeowner up to the amount of the deductible of the Associations Master Insurance Policy.

Losses and/or damage to Association property due to gradual failure of Association maintained property within the restricted area of a homeowner may be billed to the homeowner up to the amount of the Master Insurance Policy deductible. This will be billed if it is determined that the homeowner is found negligent of not reporting the occurring damage to Premier Property Management.

## VI. HOMEOWNER/RESIDENT RESPONSIBILITY AND LIABILITY

1. Every owner must perform promptly, all maintenance and repair work within the owner's condominium which if omitted would effect the project as a whole or in part, belonging to the Association and/or other owners.
2. All repairs of internal installations of the unit such as, water, power, sewage, telephone, sanitary installations, doors, windows, lamps and all other accessories belonging to the unit area shall be maintained at the owner's expense.
3. An owner shall reimburse the Association for any expenditure incurred in the repairing or replacing of the common area and other owner's damages through the fault of the owner and/or any personal property malfunction or failure up to the amount of the Master Insurance Policy Deductible.
4. Exclusive use of any exterior part of the units such as water heaters and air conditioners shall be maintained and repaired by the unit owner. Patio fences are not for the exclusive use of the owner and shall be maintained by the Association, with the exception of the fences separating the two end units.
5. It is the responsibility of the Homeowner to notify the Association Agent or the Board of Directors, in writing any change in occupancy (i.e.: new tenants or billing address) so appropriate changes can be made to the records of the Association.
6. The homeowner is solely responsible and liable for the actions of their guests and/or tenants.

## "SPECIAL CORRECTIVE ASSESSMENT CODE"

INFRACTION	ASSESSMENT			REF. CCR'S		
	1st Offense	2nd Offense	3rd Offense	PAGE	ARTCL.	SECT.
1. Unleashed pet on common property or in pool area.	\$25.	\$50.	\$100.	6	2	7
2. Littering common property.	\$25.	\$50.	\$100.	7	2	11
3. Trash containers on the street for pick-up sooner than 24 hours prior to scheduled trash service and/or leaving trash containers on the street for 24 hours of more after scheduled trash service.	\$25.	\$50.	\$100.	7	2	11
4. Trash in non-standard containers	\$25.	\$50.	\$100.	7	2	11
5. Parking in driveway and leaving vehicle unattended; blocking access to garages, reserved parking spaces or entry/exit of driveway.	\$25.	\$50.	\$100.	4	2	2
6. Unattended children (under 16 years of age) in pool area.	\$25.	\$50.	\$100.	5	3	2
7. Common property change without authorization; installation of wires, cables and/or antennas. Torn screens, broken windows, sun shades inside or outside of windows. Torn drapes, curtains etc.	\$25.	\$50.	\$100.	8	3	2
8. Outdoor repair of vehicle.	\$25.	\$50.	\$100.	5	3	2
9. Loud noise (radio, stereo & etc), other than alarm devices, heard for more than 100 feet in any direction from residence.	\$25.	\$50.	\$100.	5	2	3
10. Motor vehicles driven or parked on landscaping.	\$25.	\$50.	\$100.	5	2	3
11. Children playing between the buildings and or in the driveways.	\$25.	\$50.	\$100.	5	2	3
12. Children climbing trees, buildings, or on roofs.	\$25.	\$50.	\$100.	5	2	3



## NOTES:

13. Failure to remove pet feces from common property.	\$25.	\$50.	\$100.	5	2	3
14. Real Estate sign infraction.	\$25.	\$50.	\$100.	5	2	4
15. Owner/guest entering pool area without proper key.	\$25.	\$50.	\$100.	21	11	7
16. Non-functional vehicle stored on common property (garages are excluded from this rule). Storage in carport other than in compartments.	\$25.	\$50.	\$100.	4	2	2
17. Riding bicycles on landscape (grass areas etc.)	\$25.	\$50.	\$100.	5	2	3
18. Pets leashed to buildings or common property.	\$25.	\$50.	\$100.	6	2	7
19. Garage sales held on common or personal property displayed for sale on common property (restricted common property is excluded from this rule).	\$25.	\$50.	\$100.	6	2	7

**NOTES:**

**IMPORTANT TELEPHONE NUMBERS**

**TESS Property Management** .....(951) 3398659

**Business Hours (Monday thru Friday)** .....9:00 AM. to 4:00 PM.

**Insurance Company** .....(714) 859-8360

**SHERIFF DEPARTMENT**

**EMERGENCY** .....911

**Business** .....(909) 595-2264

**FIRE DEPARTMENT**

**EMERGENCY** .....911

**Business** .....(909) 629-9671

**Southern California Gas Company**

**EMERGENCY** .....(909) 967-7411

**WALNUT VALLEY WATER DISTRICT**

**EMERGENCY** .....(909) 595-1917

**Business** .....(909) 595-7554