

Seaside Village
Towne Homes Association

Rules and Regulations

Adopted October 25, 2017

Seaside Village Towne Homes Association
Rules and Regulations

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INTRODUCTION

As used herein, the word "resident" shall mean owner or tenant. All of the Rules and Regulations herein may be changed, deleted, or added to at any time by the Board of Directors, in accordance with the By-Laws and the Covenants, Conditions and Restrictions adopted April 1, 1980. Such Rules and Regulations become the law of the Association and should be taken as seriously as any other matter where a deliberative body has established the law of the city, county, state or nation.

There is a system of fines in place to ensure compliance with the Seaside Village Towne Homes Association Rules and Regulations. Violations may result in revocation of privileges as specified in the CC&Rs.

Members must be current with their financial obligations to Seaside Village Towne homes Association (including dues, fines, and other assessments) homeowner's dues to use any of the common area facilities.

I. GENERAL RULES

1. Obstruction of walkways, driveways or entranceways is prohibited at all times.
2. No article shall be hung from any common area structure, bush or tree. No article shall be shaken or thrown from windows. External clotheslines may not be installed on patios, balconies, garage doors or any other external portion of each unit.
3. All garbage and refuse from the units shall be deposited in containers provided per City ordinance. The containers are to be placed on concrete areas only (not on grass) at collection time.
4. Garbage should not be placed out for collection until after 3:00p.m. of the afternoon preceding collection day and emptied cans must be removed by 8:00 p.m. on the day of collection. Thursday is the normal collection day unless there is a holiday, and then, Friday is collection day. **During the week,** trash and recycle cans are to be stored in the garage.
5. The County and City ordinances pertaining to cats and dogs, which provide in part that dogs be kept on a leash or confined within the owner's unit, apply to this community. With the exception of the Dog Run and exclusive use fenced in patio areas, dogs may not be off leash at any time when in the common area
6. If any pets become a nuisance, restrictions will be mandated. All animals are the responsibility of the owner, and the owner is responsible for the immediate cleanup of animal waste. Not picking up pet waste will subject the unit owner to progressive fines as outlined in our fining procedure. Animal waste should not be disposed of in common area trash cans; it must be disposed of in home owner trash cans. Owners are responsible for the actions of their tenants. If the tenant does not pick up their pet's waste, the unit owner will be responsible for any fine that may be charged.
7. Any damage to landscaping caused by animal waste will be repaired by the Association at the expense of the owner.
8. No resident or guest is permitted upon any roof, wall, fence, window ledge or gate.
9. State and local ordinances must be observed if explosives or flammable fluids are brought into the units. These substances are not permitted in the common areas with the exception of community-sponsored activities, e.g. outdoor barbecues.
10. Residents or guests are not permitted to borrow or remove any equipment or property from the common area.

I. GENERAL RULES (cont.)

11. Any damage to buildings, recreational facilities, equipment, or any other common area property, which is caused by a resident, guest, employee or contractor, shall be at the expense of the responsible resident. Unit owners are responsible for all damages and actions caused by their tenants or their tenants guests as listed above.

12. Climbing trees by Seaside Village children or adults is strictly forbidden

13. Bicycle, roller blade, or scooter use is only permitted on the streets.

14. The use of skateboards in Seaside Village is prohibited.

15. Noise from the units must be kept at a reasonable level at all times, especially in the evenings.

16. Garage sales are prohibited. The Board of Directors may allow, at their discretion, a community-wide garage sale.

17. All front hoses must be disconnected and stored after each use.

18. Wind chimes will be prohibited if deemed to be causing an annoyance.

19. Monthly homeowners' fees are collected to provide services, which include fire insurance, water, maintenance of common areas, etc. Those homeowners who are not current with their homeowner's fees will cause that unit's occupants to be denied use of the common areas and recreational facilities.

20. Feeding the ducks and any wildlife is prohibited. The California of Fish & Game, Code of Regulations, Title 14 specifically states: "*Section 251.1 Harassment of Animals – Except as otherwise authorized in these regulations or in the Fish & Game Code, no person shall harass, herd or drive any game or nongame bird or mammal or furbearing mammal. For the purposes of this section, harass is defined as an intentional act which disrupts an animal's normal behavior patterns which includes, but is not limited to, breeding, feeding or sheltering.*" In addition, and per Fish & Game Wardens, feeding ducks or wildlife is a misdemeanor in California, which require a mandatory appearance in Superior Court. Violations of these regulations could lead to strict fines and/or county jail time. We have been advised feeding the ducks hurts their ability to forage for food and is actually harmful to them when they return to the wild.

21. It is the responsibility of the property seller to turn over all facility keys, gate cards and mailbox keys to the new owner. For your convenience, a written demand will be requested through Escrow.

I. GENERAL RULES (cont.)

22. Garage doors must not be left fully open as it detracts from the beautiful surroundings of the Village. Violators will be subject to possible fines as outlined in the enforcement policy and fine schedule.

24. Pots and planters are allowed on your front porch, which is not designated as a common area. If you share a porch with another unit (i.e. common area), you may not place pots in the common area porch between the two doors. Hanging pots are allowed in entryways and patios. Pots are not to be placed upon any wood surface, on balconies, or outside the homeowner's patio and front fence area, and/or Association planters or greenbelts, that would obstruct any activity by the Association landscapers. **For safety reasons**, pots or planters are strictly prohibited from being placed on the top rail of all Tri-Level (Phase V) balconies. Pots should be ceramic or other nicer quality decorative material,

25. **UNDER NO CIRCUMSTANCES** may residents of Tri-Level (Phase V) Units install any type floor covering on balcony surfaces. This includes tile, outdoor carpet or any type covering over the original surface. **Carpeting, tile and any other type covering may result in serious damage to the balcony structure. Cost for repair resulting from installation of any covering including all of the above is the responsibility of the unit owner and will be paid for by the unit owner or charged to their account.**

26. Under no circumstances may the deck surface be penetrated.
(See attached deck maintenance instructions at the end of this document)

I. GENERAL RULES (cont.)

27. Guests must be accompanied by a resident at all times when using Association Facilities or Amenities.

II. DECORATIONS

Holiday decorations are welcome and encouraged in the Village. Caution must be taken to prevent damage to your unit and common area property, or injury to individuals. Decorations must be removed within thirty (30) days of the holiday. Holiday decorations may not be put up using screws, nails, hooks, or staples that penetrate wood trim. Repairs caused by any damage resulting from penetrating wood trim or facia will be the responsibility of the unit owner or repaired at the unit owners expense with a charge to their account.

III. SIGNS

The CC&R's of the Seaside Village Towne Homes Association state that "for sale" and "for rent" signs may not be greater than 18" x 24". In addition, they must be professionally fashioned. Handwritten signs are not acceptable. Security signs may be displayed in the front of each unit. Personal signs or names are prohibited.

The size of noncommercial signs, posters, flags and banners may not be greater than that allowed in accordance with Section 4710 of the Civil Code.

Definition:

- a. Temporary: Intended for showing a unit for a specific period of time, i.e. Saturday and Sunday Open Houses.
- b. Perpetual: To alert residents and visitors that a property is available.

Temporary signs shall be free standing and not attached to units, fences, mailboxes, etc. Signals and banners may be added but these must be attached to the signs and not free standing. Banner strings may only be used at the property being shown.

Temporary signs may be displayed as follows and must be removed after use each day or by 5:00 p.m. whichever is sooner:

NOTE: These signs imply access. Since Seaside Village is a gate controlled, restricted access community, the signs OUTSIDE the community should provide access numbers or names to call from the visitor's entry phone.

NOTE: Signs should be directional (pointing).

- a. At the corner of the street on which the property is located.
- b. At the property.

III. SIGNS (cont.)

One perpetual sign may be displayed in one of the windows of the residence. They shall not be lit, highlighted with flashing devices or be so installed as to detract from the beauty of the community.

Political signs may be featured within a unit. They are not permitted in the common area or on building exteriors.

Banners are not permitted on building exteriors. Sports team flags may be displayed on flag poles near front doors.

IV. SWIMMING POOL/JACUZZI

NOTE: It is the responsibility of residents not to allow access to the pool area to anyone they do not know as a resident/guest or to persons who obviously are not being supervised.

1. Pool hours: 7:00 a.m. to 10:00 p.m. Sunday through Thursday, 7:00 a.m. to 12:00 midnight Friday and Saturday.
2. Residents or guests may not bring into the pool/spa area portable radios, or any "broadcasting" devices except when used with earphones. Use of any type audio equipment including phones used for transmission of music or video without the use of earphones will result in a courtesy letter to the owner advising they or their tenant is in violation of pool and spa rules.
3. The swimming pool area is for the exclusive use of the residents and their guests.
4. All guests must be accompanied by a resident adult at all times.
5. Adult residents in possession of a gate key card are permitted **4 guests maximum**.
6. Residents are reminded that they are responsible for the conduct of their guests at all times. Adult resident must remain in pool area at all times with their guests.
7. Glassware, glass bottles or other breakable containers are prohibited in the pool area.
8. There is no lifeguard on duty, at any time, and residents assume full responsibility for themselves and their guests.

IV. SWIMMING POOL/JACUZZI (cont.)

9. Any person having a skin disease, sore or inflamed eyes, cough, cold, nasal or ear discharge, or any other communicable disease must refrain from using the pool or spa until the illness clears up.

10. No boisterous or rough play is permitted in the pool. No running is allowed around the pool area. Owners are responsible for the actions of their tenants, and their guests.

11. Riding of bicycles, skateboards, roller-skates, in-line skates, and other wheeled vehicles in the clubhouse or pool areas is prohibited.

12. Intoxication in the pool area is prohibited.

13. All trash must be deposited in trash containers.

14. No pets are allowed in the swimming pool, pool area or clubhouse.

15. Bathing suits will be worn for swimming. NO street clothes or cutoffs may be worn. Children wearing cloth diapers must wear plastic pants.

16. Furniture in the pool area and clubhouse shall be used for the purpose for which it was intended. Any damage done to the furniture will be the responsibility of the resident/unit owner. Those responsible for damaging or throwing pool/spa furniture into the pool will be called to an Association Hearing, possible suspension of pool privileges, deactivation of their pool key card, fining and/or repair assessments.

17. Large water flotation devices are not permitted in the pool. Boogie boards and surfboards are prohibited in the pool.

18. Unless otherwise noted, the pool heater is turned off from December through February.

19. Children under the age of 14 years are not allowed in the spa.

20. All children under the age of 13 must be accompanied in the pool area at all times by a resident adult. All supervising adults are responsible for the behavior of guests and residents they are supervising.

IV. SWIMMING POOL/JACUZZI (cont.)

21. The gate to the pool area must be closed and locked at all times. Propping the gate open or leaving the gate open is prohibited. This is a serious liability to the HOA. In addition, opening the pool gate for non-residents is strictly forbidden. The individual opening the gate becomes liable for those he/she lets in. Violators will be called to an Association Hearing, possible suspension of pool privileges, deactivation of their pool key card, fining and/or repair assessments.

22. Repeated violations of the rules may result in being called to an Association Hearing, possible suspension of pool privileges, deactivation of their pool key card, fining and/or repair assessments.

23. Clubhouse rental is not inclusive of pool area Use of the pool or pool deck for clubhouse party guests is strictly forbidden.

24. No smoking or vaping is allowed within the pool/spa area.

V. TENNIS & SPORTS COURTS

Your gate key to the courts will turn on the lights in the court in which you are playing. When the key is removed, the lights will go out.

1. Court hours: 7:00 a.m. to 10:00 p.m.
2. The tennis & sports courts are for the use of residents and their guests only. Guests must be accompanied by a resident. The number of guests in one group in the tennis court area may not exceed three.
3. Only non-marking shoes are allowed on the tennis & sports courts. No hard-soled shoes or barefoot play is allowed.
4. If people are waiting to use the tennis courts, there is a limit of one hour for singles play and two hours for doubles play. For the Sports court, there is a limit of one hour of play, per group.
5. Glassware, glass bottles or other breakable containers are prohibited in the tennis court area.
6. Gates must be secured at all times, including when the courts are in use.
7. Trash must be deposited in appropriate receptacles.
8. Any damage to the courts shall be the responsibility of the resident/owner.

V. TENNIS & SPORTS COURTS (cont.)

9. Bicycles, skateboards, roller-skates, in-line skates or other wheeled vehicles are prohibited in the tennis & sports courts.

10. Pets are not allowed inside the tennis & sports courts.

11. Lights must only be turned on for courts on which play is occurring.

VI. LAKES

1. The lakes are open from 8:00 a.m. to 10:00 p.m. daily.

2. No swimming or wading is permitted.

3. No personal motorized vessels may be used.

4. No vessels having a keel or centerboard may be used.

5. Poling of vessels is prohibited.

6. Dumping trash, refuse, or any other objects or wastewater in the lakes is prohibited.

7. No unattended vessels are allowed in the lakes or the common areas. If left in these areas, such vessels will be removed by the Association at the owner's expense.

8. No inner tubes, swimming pool type rafts or flotation devices shall be permitted in the lakes.

9. Vessels over 14 feet in length and/or 200 pounds of weight are prohibited.

10. Excessive noise and/or boisterous conduct on the lakes is prohibited.

11. Lakes may be used only by residents and their guests. Residents will be held liable for any damage.

12. Small children and non-swimmers must wear life preservers while in a vessel or near the water.

13. Vessels shall not be stored on the lakes, common areas or resident's patio.

14. Children 14 years of age or younger must be accompanied and/or supervised by an adult when operating a vessel on the lakes.

VI. LAKES (cont.) *(this section re-written, reviewed by the membership and adopted 10/28/20)*

15. Fishing in the lakes is permissible with an association issued permit. Catch and release only. Floating lures only. No over-head casting.

16. As set forth within Article VIII, Section 7 of the CC&Rs, no obnoxious or offensive activity shall be carried on in or upon the common area while fishing, nor shall anything be done while fishing which may be or may become an annoyance or nuisance to the neighborhood or which may in any way interfere with the quiet enjoyment of any Seaside Village homeowner or resident.

17. Non-residents are not permitted on the property to fish or use any of Seaside Village amenities unless invited by and accompanied by a resident who has been issued a fishing permit.

VII. CLUB HOUSE USAGE/ RESERVATIONS

1. Reservations are for the use of the Clubhouse indoor facility and concrete pad in front of Clubhouse only, for social purposes. Use of the pool, spa, and pool deck is strictly prohibited. Commercial use of the Clubhouse is prohibited.
2. The resident who signs the clubhouse Reservation and Conditions of Usage Agreement must be a legal resident of record of Seaside Village Towne Homes Association and must be present in the Clubhouse at all times during the event.
3. Reservations should be made at least two weeks in advance and no more than ninety days in advance.
4. Reservations are confirmed when all fees have been paid (Deposit fee of \$400 and Rental fee of \$175.00). Mail two separate checks for deposit and rental, payable to Seaside Village Towne Homes Association, to Total Property Management, 2301 Dupont Drive, Suite 100, Irvine, CA 92612.
5. The Clubhouse Committee retains the right to assign a security guard before or during any activity/function and charge the renter for said guard if it is deemed necessary.
6. Reservations are limited to one per week (Monday - Sunday).
7. Reservations are limited to six (6) consecutive hours or curfew hours whichever comes first. Curfew is 10 p.m. Sunday through Thursday, and midnight Friday and Saturday. The six (6) hour limit includes set up and clean up time.
8. Reserved gatherings are limited to eighty (80) persons.
9. All furniture must stay inside the clubhouse. Do not bring the clubhouse furniture to the pool area. **No exceptions.**
10. I assume all liability and hold harmless the Seaside Village Towne Homes Association from and against any or all claims for personal injuries (including death) and or property damages arising out of, or incurred in connection with, the use of the Clubhouse.

14. If the individual renting the Clubhouse is a tenant, the unit owner must sign the Clubhouse Agreement or e mail their approval for tenant use to our property manager at Total Property Management.

15. If the individual renting the Clubhouse allows their guests to use the pool or spa, or the surrounding deck their \$400 deposit is subject to forfeit the Homeowner will be called to an Association Hearing, revoking of future clubhouse privileges, fining and forfeiture of deposit.

16. Music whether recorded or live must be played at moderate levels so as not to disturb others in the community.

17. Live Bands must cease playing by 10:00pm

VIII. VEHICLES

1. The speed limit in Seaside Village is 15 miles per hour.

2. Unnecessary use of vehicle or other horns is prohibited. Vehicles, motorcycles, motor scooters, or motor bicycles that do not have a working muffler with functioning baffles shall not operate within the community.

3. Vehicles with straight pipes or unmuffled exhaust systems shall not operate within the community.

4. Work done on cars, motorcycles, boats, etc. must be done in garages and in such a manner so as not to restrict nearby areas. All work must be cleaned up immediately upon completion. No noise is permitted which would reasonably bother others in the area. Residents working on vehicles are limited to minor repairs. Maintenance that will create noise, smoke, or interfere with the quiet atmosphere of the Village is prohibited. Repairs are limited to resident's vehicles, and no commercial repairs are permitted.

5. Excessive volume from car radios and stereos is prohibited.

IX. PARKING

The Parking Rules are established to make Seaside Village as aesthetically pleasant as possible. Parking rules are in force twenty-four hours.

GENERAL PARKING RULES:

1. Parking stalls are considered guest parking, permit parking or safelist parking. They are not daytime parking for residents. Resident vehicles parked in guest spaces without a parking permit or safe listing authorization are subject to the parking violation process. Violation complaints should be directed to the property management company. The Board of Directors will review complaints that are submitted.

2. No one is permitted to park on the street, including residents, guests, and other visitors **from midnight through 4:00 A.M.** Vehicles parked on the street during this time will be subject to citation. Vehicles are subject to tow after the 3rd citation issued within a 90-day period of time. Motor Homes and recreational vehicles parked on the street for two days or more are subject to tow (see rule #7 below). Any vehicle parked in a red zone will be towed immediately with no warning or citation.

3. Vehicles not used as the resident's primary means of transportation shall be kept in the garage. Storage of vehicles is not permitted on the streets or in guest parking stalls.

4. Parking in the driveways is permitted as long as the vehicles do not block safe passage from adjacent driveways or extend into the street. Trailer hitches must be removed from vehicles if the trailer hitch extends past the concrete curb. (Trailer hitches are difficult to see at night). Vehicles parked in driveways must not have torn car covers, covers that do not fit or other issues that distract from the beauty of the community.

5. Vehicles having commercial markings, slogans, advertisements, and the like on the vehicle or vehicles containing visible equipment, tools or materials must park inside the garage or outside the community.

6. Campers, trailers, boats and other recreational vehicles must fit into the garage to be permitted on the property overnight except as cited in Rule #7.

7. Motor homes and recreational vehicles may be parked on the street near your unit overnight during trip preparation and unpacking upon return as long as they are not occupied and as long as they do not block any driveway of emergency access. Generators shall not be run while the vehicle is in the community. Vehicles must be removed by 12:00 Noon the following day. Vehicles may not be parked in any red zone or blocking driveways or street

IX. PARKING (cont.)

access. Motor homes and recreational vehicles are subject to tow if parked in the community, after 12:00 Noon the following day.

8. Vehicles shall not be parked on the grass or curbs. Any damage caused by doing so will be the responsibility of the homeowner and any expense for repair incurred by the Association will be charged to the unit owner. Vehicles parked in the street must be facing in the right direction.

9. Vehicles with fluid leakage, which damages or stains the streets or driveways, are subject to removal at the owner's expense, in accordance with Section 1351 of the Civil Code. Vehicle stains on the driveway must be professionally cleaned at the owner's expense.

10. Damage caused to any street surface for any reason by a resident shall be charged to the unit owners account.

PERMITS

1. In order to obtain a parking permit the resident's garage must be used to house two operational vehicles. The driveway must be used for parking two vehicles the exception being short driveways or shared driveways that will not accommodate the residents vehicle. A Board Member shall verify that the criteria is being met prior to approval of a parking permit.

2. Requests for permits must be submitted on the appropriate registration forms with copies of all vehicle registrations for the residence. The address on vehicle registrations must be the same as the unit address. All documentation is sent to management and reviewed for approval by the Board or the Director responsible for parking issues.

3. Permits will be issued to a specific vehicle and are not transferable without authorization from management.

4. Permits expire at the end of each year and a new registration form with documentation must be provided to obtain a new permit.

5. Vehicles with expired permits will be towed without warning.

6. Owners that are delinquent in their monthly assessments will not be entitled to apply for a permit (this includes their tenants).

7. Permits must be displayed at all times on the front windshield of the vehicle.

IX. PARKING (cont.)

8. Vehicles that do not fit in the garage or driveway may apply for a permit (maximum 1 vehicle, per household). Authorization is subject to approval by the Board Member responsible for Parking or the Board of Directors.

SAFE LISTED VEHICLES

1. All guests staying for a temporary period of up to three days in any given month are required to obtain a safe listing approval code from the parking enforcement company. A safelist code can be obtained by going to the patrol company's on-line web site, calling the patrol company's office, or by calling our property management company. Obtaining the safelist number via the parking patrol web site enables you to print the safelist information for the front window on line. Placement must be on the dashboard in front of the steering wheel.

2. Only the property management company can issue a safelist for a guest who will be visiting more than the three day monthly allowance. The property management company cannot issue a safelist for more than two weeks without Board approval.

3. A code for the vehicle that is being safe-listed for more than three days will be issued through management company and must be displayed on a piece of paper no smaller than 3x5 on the dashboard while parked in the community example: Safelisted Vehicle from date – to date, confirmation#. The safelist information for the window must be placed on the dashboard in front of the steering wheel.

4. All safe listed vehicles must be parked in a marked stall at night (see Rule #2 in the PARKING, GENERAL PARKING RULES section).

Vehicle owners cited for violations of the above rules will constitute cause for fining and/or towing. Towing will be enforced in compliance with Section 1351 of the Civil Code.

X. IMMEDIATE TOWING VIOLATIONS

1. Vehicles parking along Fire Lanes or along other red curbs.

2. Vehicles or trailers with flammable, explosive, toxic or other hazardous markings.

3. Vehicles not marked but carrying potentially hazardous materials.

XI. RULES ENFORCEMENT

It is understood that the homeowner is responsible for compliance with the rules and regulations of the Association. As such they are responsible for their guests, tenants and residents.

1. The Board of Directors may take disciplinary action against any homeowner for breach of the Association's rules and regulations. Those actions may include any or all of the following:

a. Written violation notification.

b. Fines are charged for violations of the Association's Rules and regulations. The dollar amount for the fine increases for the second offense and each offense thereafter. Fines are clearly posted in the HOA enforcement procedures and fine schedule

c. Suspension of the right to use facilities owned, operated or managed by the Association.

2. Before any disciplinary action is taken, the homeowner shall be entitled to a hearing before the Board of Directors no sooner than ten (10) days after receiving a written notice of the nature of the charge and the action taken. The homeowner shall have the right to appear in person and/or by counsel. Failure to attend the hearing or make reasonable attempt to reschedule shall constitute authority for the Board to impose disciplinary actions as listed above.

RULES ENFORCEMENT POLICY & FINE SCHEDULE

Each Owner, tenant or guest must abide by the governing documents of Seaside Village Towne Homes Association. These rules, regulations and restrictions have been adopted to promote the positive welfare of the community as a whole and preserve, protect and enhance the value of each homeowner's investment.

The Board of Directors is empowered to assess any penalties deemed reasonable, including monetary penalties or the suspension of privileges for the violation of these rules.

The Board may enforce its rules and regulations as follows:

1. **First Notice** – Notice of a violation incurred. Request to remedy violation within a reasonable period of time.
2. **Second Notice** – Reminder notice of the original violation requesting resolution.
3. **Hearing Notice** - The owner will be asked to attend a meeting with the Board, to show cause why a penalty should not be imposed for failure to correct the violation. Failure to clear the violation or attend the hearing may result in a penalty assessment.
4. **Succeeding Offense/Fine Notice** – The owner will be asked to attend a hearing with the Board, to show cause why a penalty should not be imposed or the Board may consider using all legal remedies available to ensure correction of a violation, including Alternative Dispute Resolution or other legal action.

The Board of Directors will establish a time frame under which a violation must be cured, which will be consistent with the remedies for similar occurrences.

SPECIAL NOTE: Should a violation occur which imposes a financial obligation to the Association, the party responsible will be held fully accountable for the cost of repairs, plus any penalty deemed appropriate by the Board.

Fine Schedule:

First Fine	\$100.00
Second Fine	\$150.00
Third & Subsequent Fine	\$200.00

APPROPRIATE LEGAL ACTION MAY BE TAKEN AT ANY TIME

XII. ARCHITECTURAL MODIFICATIONS

1. Exterior alterations or additions of any type are not permitted without written consent of the Board of Directors. Written requests must be accompanied by a duplicate set of plans and if applicable related drawings, pictures, samples/materials, etc. and submitted to the Property Manager. The Property Manager will forward the requests and attachments to the Architectural Committee for their review and recommendations. The Architectural Committee will work with the Board of Directors as soon as possible for Board of Directors approval or denial.
2. Only a unit owner can sign and arrange to have Architectural Requests submitted. The Architectural Request form is available from the Association web site or the Property Manager.
3. The Board of Directors has the right and authority to correct or remove, at the homeowner's expense, any outside alterations, changes, replacements, additions which have not been so approved.
4. The Architectural Committee and the Board of Directors are not responsible for reviewing, nor shall their approval of any plans or design be deemed approval of, any plan or design from the standpoint of structural safety or conformance with the building or other codes. The homeowner is solely responsible for obtaining all governmental approvals and permits that may be required.
5. Exterior painting of the units or fences by a resident is not permitted without prior approval of the Board of Directors.
6. The Property Manager will send correspondence to the unit owner to:
 - a. Confirm receipt of the Architectural Request.
 - b. Communicate the decision on the request.
7. The homeowner is responsible for the ongoing maintenance and repair of all alterations, changes, improvements, replacements, and/or additions made by the homeowner and made by all former residents of the unit. The homeowner is also responsible for any and all damage to property or persons resulting from or, related to such alterations, changes, improvements, replacements, and additions.

ARCHITECTURAL STANDARDS/GUIDELINES

Following is a list of proposed guidelines adopted for the Seaside Village Towne Homes Association. These guidelines are to be utilized when applying for Architectural approval for the following architectural upgrades.

1. Satellite Dish/Cable Installation

- A. Permitted to be installed on the top most portion of fascia board at the roof peak (wood trim below roof line) at back of residence.
- B. Coax cable must be contained within the unit. It may not be tacked along -- the exterior of the building.
- C. Any damage caused by installation of a dish is the unit owner's responsibility to repair.

2. Roll-Up Garage Doors

- A. If the garage door includes windows; they must be included in the upper (top) panel of the door only.
- B. Must be painted with Sherwin Williams Seaside Village Antique White.

3. Replacement of windows and sliding glass doors.

- A. The unit owner is responsible for obtaining any and all required building permits for the replacement of windows and doors.
- B. All window and door replacements must be in compliance with the color guidelines of the association on the last page of these architectural rules and regulations.
- C. Windows must slide side to side (horizontally).
- D. Windows must have plain, clear glass with no panes/grids, etc., unless otherwise approved by the Board of Directors and communicated via the Architectural Committee/Property Manager.
- E. Rear patio door may be sliding or French door style.
- F. Screens must be maintained.

Any deviations to the above must be approved by the Board of Directors, and communicated via the Architectural Committee/Property Manager.

4. Bay or Houseplant Windows

- A. May be installed on the back of a unit.
- B. Not to exceed 18"-24" deep and must fit into existing opening frame.

5. Front Door and Side Window Panel and frame

A. Replacements should fit existing opening.

6. Metal Screen Doors and Security Doors

A. Unit owner must maintain screen doors and their frames. Screens that are torn or missing and frames that are rusted must be repaired or replaced.

B. Metal Security Doors that are rusting must be repainted or removed.

7. Unit Front Entry Gate, Pavers between Driveways & Brick along Driveway

Illustrations

A. Please refer to facilities and forms in the seaside-village.com web site for color illustrations of entry gates, pavers between driveways and brick along driveways.

B. Front entry gates that are rusting must be repainted by the unit owner or removed.

8. Rear patio gate concurrent with vinyl style already in place. There shall be no deviation in height or width between the gate and the rest of the fence. Gate must match existing vinyl fencing.

9. Front Entry Walkway and Doorstep.

A, Requests must include drawings and/or material samples/pictures.

10. Approval is required for noise generating devices including, but not limited to, air conditioning, spas (hot tubs), etc.

11. Patio Cover, Awnings, or other Structures

A. Patio Covers must be properly anchored and meet existing city codes.

B. Requests must include drawings and/or material samples/pictures.

A chart has been prepared documenting the paint colors authorized in the community for various components such as garage doors, front doors, window frames, unit entry gates, etc. see last page of Architectural Rules and Regulations.

1. NOTE: All of the above approved standard designs must be reviewed by the Architectural Committee and approved by the Board of Directors. No work shall be started without prior written approval from the Board of Directors issued by our Property Management Company. All requests must be submitted to the Property Management Company by the first Monday of every month for possible review at the Board of Directors Meeting the third Wednesday of every month.

Paint Colors for Seaside Village

Sherwin Williams:

Stucco - SW 6101, Sands of Time

Trim - SW 7106, Honied White

Front and Garage Doors - "SV Antique White" (custom color) in Semi-gloss finish

Wrought Iron Gates 7106 – White, Black or Rust/Bronze

The nearest store is located at:

Sherwin Williams

17171 Beach Boulevard

Huntington Beach, CA

(714) 847-2944

**SEASIDE VILLAGE TOWNE HOMES ASSOCIATION
ARCHITECTURAL REQUEST FORM and GUIDELINES**

Mail or Deliver to:



Seaside Village Towne Homes Association
c/o Total Property Management
23792 Rockfield Blvd., Suite 100
Lake Forest, California, 92630
Office Number: (949) 261-8282
Fax Number – (949) 261- 6958

Please fill out the information below.

DATE _____ UNIT NUMBER _____

PRINT NAME _____

PRINT ADDRESS _____

PRINT EMAIL ADDRESS _____

PHONE NUMBER _____

SIGNATURE _____

DESCRIBE REQUEST AND ATTACHMENT

UNIT OWNER (IF NOT THE SAME AS ABOVE)

PRINT NAME _____ DATE _____

ADDRESS _____ Phone No. _____

SIGNATURE of UNIT OWNER _____

ACTION

RECEIVED BY _____ DATE RECEIVED _____

ARC SIGNATURE & DATE _____

BOARD APPROVAL DATE _____

BOARD PRESIDENT SIGNATURE _____

REVISED APRIL 24, 2013

DECK MAINTENANCE INSTRUCTIONS

****No punctures or penetrations of the new deck surface are allowed****

MAINTENANCE

Keeping the deck surface clean will decrease the possibility of permanent staining on the deck. The following is an approved cleaning procedure.

1. Periodically wash the deck surface using a solution of TSP (Tri Sodium Phosphate), 409 Kitchen/Bath cleaner or mild soap. Scrub lightly with a soft brush or broom. No solvents should be used, as they may cause damage to the deck surface.
2. Rinse all solutions completely off the deck surface using clean water and a mop.
3. Make sure all surfaces are completely dry before replacing floor mats, etc.
4. Do not allow cleaning solution or water to stand on the deck surface.
5. Stubborn stains may require repeating items 1 and 2 above.

PLACEMENT OF FURNITURE, BARBEQUES, POTTED PLANTS, ETC.

1. Do not drag heavy objects across the deck surface. Patio furniture, barbeque legs, etc. should have 2" coasters or plastic pads under the legs to prevent indentations or tears in the deck surface.
2. A protective pan (metal or heavy plastic) must be placed beneath barbeques to catch hot grease or coals that may spill.
3. Do not allow water from potted plants to puddle or drain onto the deck surface. This may cause staining from hard water or natural chemicals draining from potting soils that are hard to remove.
4. **Potted plants should be moved every month to allow the deck system to drain thoroughly and dry out.**
5. Self-contained or internal drainage systems for plants are recommended. **However, at minimum, plastic coasters or dishes should be used under all planters to protect the deck system.** Concrete or clay pots are not recommended.
6. DO NOT use concrete or clay pots on the new deck surface unless they have 'feet' that elevate them off the deck surface.
7. Do NOT cover the deck surface with carpet, astro-turf products, tile or any covering that has a rubber backing. A door mat at the sliding door entrance is acceptable; however, it must be porous and not have black rubber backing or be of a petroleum (oil) or rubber base.

SATELLITE DISHES, AIR CONDITIONING UNITS, WOOD TRELLIS/PRIVACY SCREENS

1. Equipment such as satellite dishes and/or cables shall not be mounted through any part of the deck system. Non-compliance will compromise the integrity of the system and void the warranty of the deck coating system. **Satellite dishes must be on stands, the stands cannot be bolted or screwed to the deck. No cable or wires can be nailed or stapled into the deck surface.**
2. Air conditioning units that sit on the deck must be placed on an approved and waterproofed platform (at least 2-3" is recommended) that raises the item up off of the deck surface. This will allow for proper ventilation and future deck maintenance without having to relocate the unit. Wood trellises or privacy screen cannot be attached to the deck.

PETS

1. Do not allow pets to scratch or chew the deck surface.
2. Pet waste contains acids which will stain and deteriorate the deck surface. Pet waste must be removed immediately, followed by a thorough cleaning as outlined above under "Maintenance".

GENERAL INFORMATION

1. Keep all drainage points clear of debris in order for water to drain properly from the deck.
2. Do not allow repeated or prolonged contact of oil or solvent-based materials with the deck surface.
3. If damage to the deck system occurs, it is critical that the affected areas be corrected immediately. Notify your Property Manager as soon as possible so that the problem can be immediately evaluated by the deck contractor. ****This is imperative to prevent collateral damage to the deck surface and structure. Homeowners may be responsible for any costs due to negligence or deliberate non-compliance.**

SEASIDE VILLAGE TOWNE HOMES ASSOCIATION

DOG RUN RULES

Enter at Your Own Risk

You are entering an off-leash dog run and you enter at your own risk. Dog owners or guardians are legally responsible for any damage, injury, or illness your dog(s) may cause to itself, other dogs, other people or yourself. Seaside Village Homeowners Association is not responsible in any way for people or their pets while inside the dog run.

Seaside Village Homeowners Association reserves the right to change these rules at any time

- The dog run is open from 8:00 AM to sunset daily. No people and/or dogs are allowed in the dog run outside of those hours.
- Dog owners/guardians must accept full responsibility for themselves, their children/guests and their dog(s) while inside the dog run. Owners are legally responsible for any damage, injury, or illness their dog(s) may cause to itself, other dogs, other people or themselves.
- No other person other than Seaside Village residents and/or their guest(s) is allowed in the dog run area.
- The only animals allowed in the dog run area are the owner's dog(s). Other pets may be considered as prey by some dogs.
- The maximum number of dogs per person is limited to two (2).
- Aggressive dogs are not allowed in the dog run area. Any dog showing signs of aggression shall be immediately removed from the dog run area. Aggressive dogs tend to engage in fighting behavior. Any dog that engages in fighting and cannot be stopped by voice command does not belong in the dog run area. If you observe aggressive conduct by other dog(s), immediately leash your dog and leave dog run area for the safety of you and your dog.
- Keep dogs on leashes at all times until you are inside the dog run area. Dogs who are leashed while inside the dog run area may feel threatened by free roaming dogs.
- Off-leash dogs must be under voice control by their owners at all times. If voice control is not possible, do not enter the dog run area. Voice control enables owners to stop dogs from misbehaving.
- Dog owners must have their leash in hand at all times. In the event of any problem, dog owners should be able to quickly leash and remove their dog from the dog run area.
- Dog owners must remain in the dog run area and keep their dog in view at all times. No dog may be left unattended. Unattended dogs are more likely to get into trouble and stay in trouble than dogs who are being watched.

- All dogs must have up-to-date vaccinations prior to entering the dog run area. Dogs who are up to date on vaccinations are less likely to spread certain communicable diseases.
- Dogs must have current rabies and applicable license tags clipped to their collars at all times. Rabies tags are a proof of vaccination, while license tags show compliance with state and local laws.
- Puppies under four months of age should not enter the dog run area. Puppies under four months of age may have not received all of their vaccinations. They should be kept away from the dog run for their own protection and that of other dogs.
- Owners must clean up any dog dropping made by their dog. Bag all droppings and remove them from the dog run area. Owners help keep the dog run area clean and well maintained by picking up after their pet.
- Un-neutered males over the age of six (6) months will not be allowed inside the dog run.
- No wolves or wolf hybrids are allowed inside the dog run.
- Owners must stop dogs from digging and immediately fill in any hole made by their dog. Owners who fill in holes dug by their dog help maintain the dog run area in a safe and clean condition.
- No infants or small children are permitted in the dog run area. Small children, especially running children, may be regarded as prey animals by some dogs. Dogs may also feel the urge to protect children they know.
- Female dogs in heat are not permitted in the dog run area. Female dogs in heat can cause aggression in male dogs. Also, females in heat should be kept away from the dog run area in order to prevent unwanted puppies.
- Do not brush or otherwise groom dogs inside the dog run area. Pet grooming often produces loose hair which can soil the dog run.
- Toys or food can be a source of confrontation between dogs. Please don't bring them if other dogs are present.
- Smokers must not throw cigarette butts on the grounds.
- Do not bring glass containers into the dog run.
- Alcohol is prohibited inside the dog run.
- In the event that any of the above mentioned rules is broken, Seaside Village Homeowners Association Board of Directors reserves the right to terminate access to the dog run area.
- Keep your dog(s) away from the gate when other dogs are entering or exiting the dog run area.
- Excessive barking is prohibited; any dog that barks excessively must be removed.
- In case of an emergency (dog bite, injury, or unsafe behavior) call 911 immediately. In addition, any incident involving a dog biting a person should be immediately reported to the Orange County Animal Care Services.