

FOOTHILL VILLAGE HOMEOWNERS ASSOCIATION RULES & REGULATIONS 2014

[Author Name]



**FOOTHILL VILLAGE
HOMEOWNERS ASSOCIATION**

RULES & REGULATIONS 2014

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1. **Introduction**

Welcome to Foothill Village Homeowners Association! As a new or existing homeowner, we welcome you to our common interest development (CID). All CID's allow individual owners the use of common property. CID's are subject to the Davis-Stirling Common Interest Development Act (California Civil Code Sections 1350 et seq.), which is designed to provide homeowners with a system of self-government and dispute resolution. When a person buys a property in Foothill Village, they automatically become a member of the Foothill Village Homeowners Association.

2. **The Three Documents That Govern an Association**

Each association, including Foothill Village Homeowners Association, has three governing documents. Each homeowner should have received a copy of each of these documents at the closing of their properties escrow.

A. **Covenants, Conditions, and Restrictions (CC&R's)**

The CC&R's contain the ground rules for the operation of the association. This governing document identifies the association's common area and responsibilities, explains the obligation of the association to collect assessments, as well as the obligation of the owners to pay assessments. It also outlines the legal rights of the association and homeowners.

B. **Bylaws**

Since the association is a corporation, the Bylaws establish the rules by which the corporation will be run. The Bylaws include such aspects as how members vote for the board of directors, the number and term limit of board members, and the duties of the board.

C. **Rules and Regulations**

Under the CC&R's, the Board of Directors has the authority to adopt rules and regulations as it deems reasonable to govern the community. The purpose of the rules and regulations is to outline proper conduct for all residents where their behavior may affect another resident or the use of common property (noise levels, pets, parking, trash, etc.). They have been established to maintain and enhance property values, and to regulate the use and enjoyment of the property for all residents and their guests.

3. **Purpose of This Booklet and Authority of the Rules and Regulations**

The purpose of this booklet is to provide each homeowner with information on the Rules and Regulations that govern our community. These Rules and Regulations apply to everyone. The Rules and Regulations are to be used, along with the CC&R's and Bylaws, to govern our Association. The Board of Directors has adopted these Rules and Regulations by the authority of Foothill Village Homeowners Association (HOA) CC&R's. The Rules and Regulations, as herein stated, are designed to supplement the CC&R's and are in no way intended to supersede or be in conflict with the CC&R's. In the event of a conflict, the CC&R's and Bylaws of Foothill Village Homeowners Association will prevail.

The Board of Directors will review the Association Rules and Regulations on a regular basis. The Board reserves the rights to change, add, or delete any information contained within the Rules and Regulations. Any changes approved by the Board of Directors to the Rules and Regulations will be sent to each homeowner for their review for a thirty-day period. If there is no objection within that time the newly revised Rules and Regulations will go into effect. The implementation of the updated Rules and Regulations supersedes any existing written or verbal rules and regulations implemented by this or past Board of Directors.

4. **Property Management Company**

The Foothill Village Homeowners Association has hired the services of a management company to assist the Board and homeowners in the daily management of our Association. Their duties include billing and collection of monthly association dues, general correspondence, and guidance on vendor selection and legal matters. Owners/residents can contact the Management Company to get information and to report violations of CC&R's, Bylaws or Rules and Regulations (prior to a written report). Please send all correspondence and/or communications to our Management Company.

Lordon Management (Corporate Office)

1275 Center Court

Covina CA, 91724

Phone: (626) 967-7921

Fax: (626) 966-3918

customerservice@lordonmanagement.com

5. **Emergency Notification**

EMERGENCIES ARE DEEMED AS FIRE, FLOOD, OR LIFE THREATENING ISSUES.

Any homeowner reporting an emergency can call our Management Company 24 hours a day, 7 days a week. After hours and weekends, please call the same number and follow the prompts.

If you are calling regarding a broken sprinkler, or your neighbor parking in a fire lane, etc., please wait until the following business day to report the matter. Example of an emergency is: a broken water line.

Emergency Notification (continued)

Emergency situations dealing with the immediate safety of individuals should be reported to the:

- Glendora Police or Fire Department: dial 911
- Police Business matters: (626) 914-8250
- Gas Company for escaping gas: (xxx) xxx-xxxx

6. **Board of Directors Monthly Meeting**

The Foothill Village Homeowners Association Board of Directors meets monthly on the **third Wednesday of each month at 7:00 p.m. at the Board President's residence.**

Each meeting usually starts with a homeowners open forum, which is a time when homeowners can bring up their concerns, complaints, questions or suggestions to the Board of Directors. At these meetings you can watch the Board conduct the business for the Association, which would include; updates of the association's finances, property management report, committee reports, maintenance issues, and consideration of vendors bids. At some point during the meeting, the homeowners may need to be excused so the Board can go into Executive Session to discuss confidential business.

NOTE: The Board of Directors reserves the right to cancel or change the meeting date or time. Every effort will be made to notify the homeowners of any changes. However, changes are sometimes made with short notice. Please look for the signs posted at the bulletin board by the pool.

7. **General information**

A. **Items Needing To Be Transferred**

The following items are property of the Foothill Village HOA and should have been transferred over to new owners at the purchase and close of escrow of that Foothill Village unit. It is the responsibility of the selling agent to make sure keys and pool passes are transferred through escrow. The sellers' agent should pay any replacement costs. If you did not receive or have lost any of these items, contact our Management Company to purchase a replacement.

- One (1) – Pool Gate Key
- One (1) - Copy of each of the Association's three (3) governing documents: CC&R's, Bylaws and the Rules and Regulations.

B. **Replacement Costs**

Pool/Spa/Gate Keys \$ 50.00 each

8. **HOA Monthly Dues**

You have now become a part of the Foothill Village community. Your monthly assessment fee covers the maintenance of the association, such as recreation areas (pool, spa, grass area), common area gardening service, exterior maintenance, property insurance and more. These services and the funds required maintaining reserves for future replacements are acquired through HOA monthly dues. Our property Management Company will send you a computerized billing each month. This bill will specify the amount to be paid and any delinquent amounts or special assessment fees due. Please make a check payable to Foothill Village HOA and include your remittance slip or your home address and number. Contact the Management Company Accounting department if

HOA Monthly Dues (continued)

you would like to set up an automatic withdrawal of payments from your checking account. All money that is collected is placed in our Foothill Village HOA account and is only used for our association purposes. Reminder, all fees are due on the 1st and delinquent on the 15th of the month.

Please note that any assessments not paid in accordance with our collection policy will be subject to late penalty fees and/or interest fees levied by Foothill Village HOA. If your account reaches a delinquent status, per the CC&R's, a lien may be placed against your property and you will be assessed a lien fee. If a lien is recorded against the property, the association will have the option of initiating foreclosure proceedings in order to collect all fees due and payable.

9. **HOA Board of Directors Annual Election Held in December**

Each December our Association will conduct its HOA Board of Directors Annual Election and Meeting. At the Annual Meeting, you will have the right to run for a Board position and to vote for members of your Board of Directors. There are two ways to become a member of the Board of Directors. The first is to request that the association place your name on the election ballot. The second is to request that the Board of Directors consider appointing you to any interim vacancy on the Board.

It is important for you to either appear in person to vote or to submit your proxy ballot before the meeting. To hold the election the Association must have a vote or ballot returned from 51% of the 58 homeowners. Please participate in the annual election by either sending in your ballot or coming out to vote.

There are other opportunities to volunteer in the Association besides running for the Board of Directors. The Association has a number of committees that perform valuable functions such as; the

HOA Board of Directors Annual Election Held in December
(continued)

Architectural committee that oversees requests for modifications to properties, or the Landscape committee that oversees the landscaping of the complex. Fill in a committee volunteer form at a monthly HOA meeting or pick one up at the HOA bulletin board.

10. **HOA Insurance Policy**

Foothill Village HOA carries an insurance package through Allstate Insurance Company, and it covers common area and common area buildings only to protect the Association and its members from third-party liability.

11. **Rentals or Sub Leasing of Homes**

When a home is occupied by anyone other than the titleholder and immediate family, a Tenant Compliance Form must be on record with the Board of Directors. All off-site owners must provide the HOA President of the Board of Directors with information about the occupants of their homes and update the information whenever there is any change in occupants. It is the homeowner's responsibility to:

- Give the new occupants a copy of the current HOA Rules and Regulations and pool keys.
- Complete the Tenant Compliance Form and mail it to the Management Company within one week of a change in tenants or be subject to a fine. Tenant Compliance Forms are included at the end of this booklet.

12. **Definitions of HOA Terms**

A. **Alternative Dispute Resolution (ADR)** - Procedure under AB 1836 Civil Code 1363.810 et seq. requires associations to establish a “fair, reasonable, and expeditious procedure for resolving a dispute” between the association and a member of the association (homeowner). The party pursuing the dispute, prior to filing any lawsuit, must serve the other party a “Request for Resolution”. Each year an explanation of the ADR Procedure is sent to every homeowner.

B. **Assessments** – There are three types of assessments that could apply to our association.

- **Regular assessment** is the monthly HOA dues that are needed for the day-to-day operation of the association and for the funding of the reserve account. Limited to not more than a 20% annual increase.
- **Special assessments** are those levied by the association for common area major repairs, or for one-time, unanticipated expenses, which cannot be covered by the regular assessment. The CC&R’s limit the amount of special assessments to 5% of the yearly operating budget. The Civil Code permits a majority of a quorum of members to approve a higher special assessment.
- **Emergency Special Assessment** is one that in cases of emergency such as an extraordinary expense required by order of a court, or for repairs with dangerous safety issues. The CC&R’s state no limit to the amount of emergency special assessment.

No approvals are required for repairs deemed dangerous safety issues.

- C. **Common Area** - is the area in front of your home. There are two types of common areas within the complex.
- Private Use Common Areas: each home's patios are considered Private Use Common Areas. They are governed by the HOA Rules and Regulations and maintained by the homeowner.
 - General Common Areas: include the green grass areas, pool, spa, common area buildings, parking area, and complex streets. They are governed by the HOA Rules and Regulations and are maintained by the Association.
- D. **Fiscal Year** – the operating year for the association. Our associations operating year is from January 1st to December 31st of the same year.
- E. **Guest** – a guest is someone who doesn't live in the community.
- F. **Maintenance Responsibility** – Homeowners are responsible for the maintenance of their homes.
- G. **Secret Ballot** – Civil Code section 1363.03 (2006) allows for votes to be submitted without attending a meeting.
- I. **Reserves** - the reserve account are the amounts of money that must be set aside for future replacement of the various components of the common areas, such as; common area building roofs, slurry of the streets, pool/spa, lighting, exterior walls, landscape, etc.
- J. **Reserve Study** – is done to determine the amount of Reserve funds needed for long-term replacement and improvements to the common area.

13. **Violation Reporting Procedures**

Any homeowner has the right to report what appears to be a violation of our CC&R's and/or Rules and Regulations. Alleged violations may be observed and reported by owners/residents.

Homeowners should report alleged violations in writing/email or by calling the Management Company. All information is kept confidential including the identity of the person making the report. All reports must include name, address and phone number of the person reporting the violation. When reporting a violation, give specific information about the incident (who, what violation, where, when). The Complaint Form can be submitted by email to the Management Company. There are Violation Complaint Forms included at the end of this packet.

14. **Enforcement Policy**

The power to enforce the Association CC&R's, Bylaws and Rules and regulations is given to the Board of Directors in Article VII, section 7, of the CC&R's and Article VI, section 1(b), of the Bylaws. The California Civil code now requires all associations to publish a fine schedule.

VIOLATION OF RULES AND REGULATIONS POLICY

Owners are responsible for adherence to the Association Rules and Regulations as well as for the actions of their family and guests, and if they rent their homes, for their tenants and guests. This is authorized in our Covenants and By-Laws and an owner has agreed to these conditions when they have accepted title to their property. First violation fines will be treated as warnings and a request for your prompt cooperation. Failure to remedy the subject violation will result in the issuance of a second notice that carries a fine of \$25.00 subject to Civil Code 1363(h). Subsequent failure to remedy the same specific violation will result in an additional fine of \$50.00, and will increase to \$100.00 for the third notice. All further violations will

Enforcement Policy (continued)

result in a fine of incremental increases of \$100.00 up to a maximum of \$500.00.

All fines are levied against the homeowner, who is responsible for payment. If the owner has rented the home, the owner is still responsible for payment to the Association.

Civil Code section 1363(h) states what is required as follows:

“(h) When the board of directors is to meet to consider or impose discipline upon a member, the board shall notify the member in writing, by either first-class mail, at least 10 days prior to the meeting. The notification shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a member may be disciplined, and a statement that the member has a right to attend and may address the Board at the meeting. The Board of Directors of the Association shall meet in Executive Session. If the Board imposes discipline on a member, the Board shall provide the member a written notification of the disciplinary action, by first-class mail, within 15 days following the action. A disciplinary action shall not be effective against a member unless the Board fulfills the requirements of this subdivision.”

The Board's decision is then binding on the owners. If the owner does not agree with the Board's decision and does not comply, the Association can request alternative dispute resolution and can collect the fines through a property lien or other available remedies.

15. **Enforcement Fines**

First Notice.....	Warning
First Notice for Special Circumstances	\$ 25.00 Fine
Second Notice.....	\$50.00 Fine
Third Notice.....	\$100.00 Fine

The above list is not intended to be all-inclusive and additions will be made as required. Fines may vary depending on severity, increased due to repeat violations and be assessed monthly until violation has been corrected.

16. **RULES AND REGULATIONS**

A. **Common Area**

1. Climbing fences, walls, trees and roofs is prohibited. Owners/residents will be held responsible for any damage caused by them or their guests.
2. No bicycling, skateboarding or riding scooters will be allowed on sidewalks within the complex. Safety is the primary concern.
3. No signs or decorative items such as flags, wind socks, bird feeders or baths may be placed in the Common Areas, except as permitted herein. Homeowner must submit an Architectural Modification Application Form to the Board for their approval.
4. No garage/yard sales are permitted unless community sponsored. Estate sales are permitted if the following conditions are met: 1) Secure Board approval, 2) If organized by a professional estate sale agent, 3) If done by invitation only, and guests are escorted by owner/ agent.

5. The use of motorized pleasure vehicles (i.e. quads, dirt bikes, mini bikes etc.) not registered for street use is prohibited.
6. The use of remote control cars, planes, boats, or other such devices is strictly prohibited.
7. Garage doors are to be kept closed at all times except for entering/ exiting the garage or at times the homeowner is present and working in the garage.

B. Holiday Decorations

Holiday decorations may not be put up more than thirty (30) days in advance of the holiday and must be removed within two (2) weeks following the holiday.

C. Landscape

1. An Architectural Modification Application must be submitted and approved before any landscape alteration is allowed in the common area, which is the area outside your home.
2. Plants must be maintained such as trees trimmed away from siding, flowers and plants replaced as they die out, etc. Failure to trim trees will result in the HOA contracting for the service and subsequently bill back the owner.
3. No plants should hang out or be allowed to grow beyond the limits of the patio, or be allowed to climb the walls of your neighbor's home, including the roof.
4. Plants in pots or planters installed by owner/resident must be maintained by the owner/resident. Plants need to be kept trimmed and replaced when they die out.

D. Building and Architectural

1. In order to maintain the architectural character and quality of Foothill Village, any modifications to the exterior of a home shall be subject to approval by the Board of Directors through the use of an Architectural Modification Application.
2. Homes must be painted the same original colors we originally had when our neighborhood was first developed. You may paint your home the same colors without approval but if you wish to paint your home one of the other approved colors you must get architectural review approval. If you paint your home a color that is not approved you will be required to repaint it immediately regardless of the expense.
3. Walls are the responsibility of the owner whose home they attach. Walls that separate two properties, but not attached to a home, are the joint responsibility of the owners whose properties they divide.
4. Replacing old windows increase efficiency and property value. Windows facing the street must match those in place and trim and grids must be brown in color. The Board must approve window replacements. Submit an Architectural Modification Application with a description of what is proposed, a sketch, and brand name of proposed replacements, or a brochure from your window company.
5. Outdoor light fixtures must be brown, and must be in the style and character of the community and must be approved prior to installation. All exterior bulbs must be clear or white in color.

6. Satellite dishes are to be installed after Board approval only by professional satellite company installers per the Board of Director's guidelines.
 7. Screen/Security doors must be brown in color. Homeowners are to follow the approved color scheme.
 8. Aluminum foil, paper, or bed sheets in windows and doors are not permitted, as they downgrade the appearance of our community.
 9. Items of personal property in the patio area that can be viewed by others are prohibited. Examples of such items are: storage sheds, refrigerators, old sofas, etc. which can be seen above the wall or gate or from the sidewalk.
10. *Articles such as towels, swimsuits and clothes are not to be hung over walls, shrubbery, or dried on outside lines or racks above the wall line.*

E. Motor Vehicle and Parking

1. Parking for each home is limited to two (2) spaces in the garage and two (2) spaces in the driveway.
2. In Foothill Village, the speed limit is 5 mph. In addition, all provisions of the Motor Vehicle Code, pursuant to Section 3185-D of the California Vehicle Code (CVC) and the municipal Code, are enforceable in the community by citation, by law enforcement, or Glendora Fire Department.

3. All streets inside Foothill Village are FIRE LANES and emergency access roads. Any unattended vehicles parked in these areas are STRICTLY PROHIBITED, and will be cited and towed away at owner's expense. The only exceptions are services vehicles, while the service is being performed, and loading and unloading (15 minutes max) of vehicles.
4. No boat, trailer, recreational vehicle, camper, truck over one ton, or commercial vehicle shall be parked anywhere within the complex except for loading and unloading.
5. No vehicle repair or maintenance is permitted on any street, common area, or driveway.
6. Vehicles parked in guest parking spaces for 72 hours will be tagged for tow and removed at vehicle owner's expense. The Board of Directors must be notified if your guests will require a guest parking space for more than three days/nights.
7. Vehicles must be kept in a clean presentable state. No cobwebs, bird droppings, or excessive dust indicating inactivity or storage.
8. Owners/residents are responsible for keeping driveways clean and free from excess oil, grease, litter, etc. Any grease, oil, or other fluids must be cleaned up immediately.

F. Swimming Pool, Spa and Barbecue Area

1. Pool/spa hours are from 6 a.m. to 12 midnight. Quiet use of the pool is expected after 9:00 p.m. Unauthorized persons found in the pool area between midnight and 6:00 a.m. will be reported to the police.

2. LIFEGUARD SERVICES ARE NOT PROVIDED. Owners/residents and guests swim at their own risk and homeowners are responsible for the safety of themselves, their children and their guests.
3. Pool facilities are for owners/residents in good standing to use for themselves and their guests. Each home is limited to six (6) persons at any time. Adult owners/residents must accompany their guests at all times.
4. Owners/residents have the ultimate responsibility to inform their guest(s) of the rules/conduct in the pool. Owners/Residents will be held responsible for any misconduct.
5. Gate must be kept closed and locked at all times. Owners/residents must have a pool key in their possession while using the pool. Entrance is only through the gate using the pool key provided. Climbing over walls, fences or gate is not permitted.
6. Children under the age of 14 must be actively supervised by a responsible resident adult while in the pool. Resident adult must be 18 years of age and be able to show valid proof of age. Do not assume any adult at the pool will provide supervision for your children.
7. Health Department regulations stipulate that no more than twenty (20) people may be in the pool at one time, and no more than six (6) people in the spa.
8. Children or infants not toilet trained are not permitted into the pool/spa water unless wearing proper water resistant pants. No diapers are to be worn in the pool for health/safety reasons.

9. Any alcoholic beverages and illegal drugs are strictly prohibited anywhere in the pool/spa/common area.
10. No glass bottles or glass containers of any kind are permitted in the pool.
11. Life saving equipment must not be used for recreational purposes.
12. Running and jumping into the pool/spa water are not allowed. Diving into the pool is not allowed. Horseplay is not allowed in or around the pool.
13. Pool toys, tubes, floats, beach balls, etc., may be used in the pool provided they do not constitute a nuisance. These items may not be permitted during crowded conditions. Surfboards, boogie boards, inner tubes are not permitted.
14. Running, disruptive conduct, abusive language, and vandalizing of pool area is prohibited.
15. Appropriate swimwear must be worn in the pool/spa water. Women must wear bathing suits, and men must wear swim trunks. No cotton fabric shorts or tee shirts allowed preventing damage to the filters.
16. Battery operated radios are allowed but may not be operated unless earphones are used.
17. Use of soap, or other bubbling agents are not allowed in the pool area. Suntan oil/lotion must be removed before entering water. Any person that enters the pool/spa water must shower before entering.
18. Bicycles, skateboards, roller blades, and scooters are prohibited in the pool area.
19. Pets are prohibited within pool/spa area.

20. Additional rules and regulations are posted in the pool/spa area and must be obeyed.
21. Smoking **is** allowed in the pool area. Smokers are requested to use the south end of pool to allow non-smokers ample space to enjoy the pool area. Smokers must dispose of cigarette butts and ashes in the proper containers provided.
22. The **spa** is only for use by those over the age of 14 for health and safety reasons. Always use caution in the spa.
23. The pool and spa area must be left in order after each use—furniture restored to position and all trash removed. Restrooms must be left in a neat and sanitary condition—all toilets flushed, no litter or debris, no plugged drains. Check spa to verify all valves are working.
24. **Barbeque must never be left unattended when lit.** Anyone using cooking area is responsible for cleaning that area when finished. This means cleaning the tables, deck and barbeque. The cleaning tools are provided.
25. All food or beverages must be consumed in picnic table area. Eating or drinking is not allowed in the water, or around edge of pool or spa.
26. No glass containers or breakable items are permitted in pool area. Food used in cooking area must be in unbreakable containers.

G. POOL PARTIES AND OTHER RESERVATIONS

1. **On holidays, the pool is reserved for Foothill Village owners/residents only.** No guests will be allowed in the pool area during this time. Example: If a holiday falls on a Friday or Monday, no pool parties or guests will be allowed that weekend.
2. A two-week notice must be given in advance of any pool/lawn party. This allows for a notice to be posted and all homeowners are made aware of the planned party.
3. The pool is available at other times for private parties of no more than five (5) hours, including set-up and cleanup. All pool rules apply. The owner/resident must be present at all times during the event.
4. Reservations are required if there are more than eight (8) in total attendance. This includes the owner/resident. A maximum of twenty-five (25) people are allowed for pool parties—no more than 20 in the pool or 6 in the spa. CC&Rs PAGE #24—“The Association shall have the power to limit the number of owner’s guests who may use the recreational facility.”
5. To reserve pool and or lawn area, please contact **Kevin Huang at 943-0101** or email shuang@apu.edu or contact **Evie Dyer at 335-2863**. You will need to submit a Pool/BBQ Reservation form. Provide your name, phone number, date and time of your event and the approximate number of people expected.

6. A cleaning deposit of \$25.00 is required to reserve the area. The deposit will be refunded if pool, spa, barbecue area and restrooms are left clean and neat. **Don't forget to take all trash home with you. There is no trash pick up at the pool.**
7. Homeowner/resident hosts are responsible for their guests' behavior. Flagrant rule violations, particularly involving safety or legal issues, or restrooms left in an unsanitary condition, will result in deposit being forfeited and privilege of reserving common area revoked for a period of one year. After that, privilege will be sectoried, but a second violation will result in permanent revocation. If there is damage to property, the homeowner/resident hosts will pay actual cost of professional cleaning or repair.
8. Homeowners/residents may reserve the grassy area outside the pool for special events, bouncy house, or more than twenty-five (25) people. This allows for parties larger than 25 people to be enjoyed by Foothill Village owners/residents and guests. Scheduling and cleanup rules are the same.
9. The grassy area events are limited to forty (40) guests. Anyone wishing to host a group larger than that must get Board approval so that problems of parking and adequate restroom facilities can be solved.
10. One can reserve both pool and grassy area for one party, but two separate parties will not be scheduled at the same time.
11. A notice of party will be posted on bulletin board outside pool area. Reserving an area does not mean other residents can't use the pool, spa or grassy area, but that your group has permission to use the area and special courtesy will be extended to guests.

H. **Trash**

1. No rubbish, trash, garbage, animal waste, or other waste material shall be kept or permitted upon any portion of the property, except in the trashcans or appropriate trash receptacles.
2. It is illegal to dispose of oil, coolants, toxic materials, e-waste (computers, TV's, cell phones), batteries and light bulbs in the trash receptacles. For more information call Athens Services at (951) 342-0070.
3. All trash must be placed in appropriate trash receptacles.
4. Trash receptacles must be kept in the garage or backyard of the home. No trash receptacles may be stored outside in plain view of the community. Trash receptacles may be placed out no sooner than 5:00 p.m. the night before pickup (Sunday), and removed the night of pickup.

I. **Real Estate Rules**

1. Two (2) "For Sale" signs only are allowed: One on the northwest corner of Barranca and Foothill and one in front of your home. No sign may be placed at either entrance to Foothill Village. If signs are placed at either entrance, they will be removed and stored in the basketball court for five (5) days and then discarded.
2. Flagpoles are permitted in common areas to facilitate the seller/seller's agent in helping foot traffic locate a home for sale, only on the day of the open house. Seller/seller's agents are responsible for the placement and removal of all flags.

J. **Pets**

1. Homeowners with will solely be responsible for damage or injury caused by their pet.
2. All dogs in the common area and must be attended and on a leash and walked by someone capable of controlling the animals. Pet owners are required to pick up their pet's waste and dispose of it in a sanitary manner.
3. Homeowners/residents with complaints about pets should contact Inland Valley Humane Society by calling (909) 623-9777.

FOOTHILL VILLAGE HOA
ARCHITECTURAL MODIFICATION REQUEST APPLICATION

APPLICANT (OWNER) _____ DATE _____

UNIT ADDRESS _____

PHONE (Home) _____ (Work) _____ (Cell) _____

TYPE OF MODIFICATION:

() Install Satellite Dish () Structural Modification () Landscape Modification () Other

EXPLAIN REQUESTED MODIFICATION:

PROPOSED STARTING DATE _____ **COMPLETION DATE** _____

SATELLITE INSTALLATION GUIDELINES: Satellite dishes are to be installed after Board approval only by professional satellite company installers per the following Board of Director's guidelines:

- 1.) Attached to the back of a chimney (out of public view)
- 2.) Attached around an air vent on the flat of the roof
- 3.) Attached to a pallet or non-penetrating mount (metal sled) on the flat of the roof.
- 4.) Have satellite company install their own system out from sight. Do not use existing cable system. Use their own coax cable.

Name of Satellite Company _____ Phone _____

INFORMATION NEEDED FOR ALL MODIFICATION REQUESTS
(except installing satellite dishes)

Three (3) copies of the following information should be attached to this application:

- 1.) Description of improvement (Include dimensions, materials to be used, color)
- 2.) Location of improvement
- 3.) Elevation drawings of proposed improvement relating to existing dwelling

I UNDERSTAND AND AGREE THAT no work on this request will begin until written approval has been granted by the Architectural Committee. I agree to complete all improvements and maintain my property in accordance with my approved plans and the CC&R's of my Homeowners Association.

Signature of Owner _____ Date _____

ARCHITECTURAL COMMITTEE

Date Received: _____ () Approved () Disapproved () Further Information Required

CONDITIONS OF APPROVAL OR REASON FOR DISAPPROVAL: _____

The owner is responsible to obtain all necessary permits from governmental agencies.

Approval by the committee does not state that this request meets city, county or other agencies' requirements.

Signature: _____ Date: _____

FOOTHILL VILLAGE HOA TENANT COMPLIANCE FORM
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A Tenant Compliance Form is needed when a unit is occupied by anyone other than, or in addition to, the titleholder and immediate family, a Tenant Compliance Form must be on record with the HOA Board.

All off-site owners must provide the HOA President of the Board of Directors with the following information about the occupants of their unit(s) and update the information whenever there is any change in occupants. It is the homeowner's responsibility to:

- Give the new occupants a copy of the current HOA Rules and Regulations and pool keys, gate cards and mailbox keys.
- Complete the Tenant Compliance Form and mail it to the Management Company within one week of a change in tenants or be subject to a fine.

Foothill Village HOA Rules and Regulations for Real Estate and Rental Units,

Fill In Requested Information Below Sign And Return It To Management Company

Unit Address: _____

Owner Name (Please Print): _____

Owner Residence Address: _____

Home Ph: () _____ Wk Ph: () _____ Cell Ph: () _____

Name of Tenants:	Phone No:	<u>Adult / Child</u>
1. _____	() _____	() ()
2. _____	() _____	() ()
3. _____	() _____	() ()
4. _____	() _____	() ()

Have you hired a management company to manage your unit? () Yes () No

Name Of Company: _____ Phone: _____

Address: _____

I have given my tenant(s) a copy of the HOA Rules and Regulations and understand that I am responsible for the actions of my tenants and their guests. I also understand that the HOA Board via the Management Company is to be informed within a week of any change in tenants.

Date _____ Signature of Owner _____

**FOOTHILL VILLAGE HOMEOWNERS ASSOCIATION
VIOLATION COMPLAINT FORM**

Owners/Residents must report alleged violations in writing to the Management Company in any of the following ways: The identity of the person making this report will be kept confidential. Send or fax this form to the management company.

Fill in below the Name and/or Unit # (Address) of individuals in alleged violation of Rules and Regulations: (One address per complaint form)

Name and Address and Unit # _____

Date of Violation: _____

Time of Violation: _____

License Number of Vehicle (if appropriate): _____

Place of Violation: _____

CLEARLY STATE THE FACTS CONCERNING YOUR COMPLAINT:

(If you have any evidence in addition to your observations please include it with this form. Such as; a picture, name of a witness, etc...)

FOR CONFIDENTIAL USE ONLY: Person making this complaint please fill in this bottom portion.

Your Name (Please Print)

Your Daytime Phone Number

Your Address in Foothill Village including Unit #

Your Signature

Date

NOTE: No action will be taken if this form is anonymous. However the identity of the person making this complaint will be kept confidential. Send or fax this form to the management company.

**FOOTHILL VILLAGE HOA
POOL/BBQ RESERVATIONS**

DATE OF REQUEST: _____
DATE OF GATHERING: _____

LOCATION REQUESTED: () Grass Area () BBQ Area () Pool Area

BEGINNING TIME: _____ ENDING TIME: _____
(maximum 5 hours, including clean-up)

APPROXIMATE # OF ATTENDEES: _____ () Adults () Children

RESIDENT NAME: _____ PHONE: (____)____-_____

NOTE: TAKE YOUR TRASH WITH YOU. THERE IS NO TRASH PICKUP AT THE POOL AND GRASS AREA.

**FOOTHILL VILLAGE HOA
GRASS/POOL/BBQ RESERVATIONS**

DATE OF REQUEST: _____
DATE OF GATHERING: _____

LOCATION REQUESTED: () Grass Area () BBQ Area () Pool Area

BEGINNING TIME: _____ ENDING TIME: _____
(maximum 5 hours, including clean-up)

APPROXIMATE # OF ATTENDEES: _____ () Adults () Children

RESIDENT NAME: _____ PHONE: (____)____-_____

NOTE: TAKE YOUR TRASH WITH YOU. THERE IS NO TRASH PICKUP AT THE POOL AND GRASS AREA.