



VILLA CAVALAIRE HOMEOWNER'S ASSOCIATION

HANDBOOK OF RULES AND REGULATIONS

REVISED: July 12, 2021

INTRODUCTION

Villa Cavalaire is a condominium complex containing 34 units in four separate buildings. Your decision to live in such a residential community signifies your willingness to conform your life style to this type of living and obligates you to respect all of your neighbors-in other words, to be cooperative, courteous and considerate. Acceptance of this obligation by all members and residents will lead to something we all desire--a pleasant and harmonious community.

We really are like a small town, and consequently we must be governed by standards that will promote harmonious living conditions for homeowners and residents. The Association's Governing Documents, including these Rules and Regulations, set forth these standards.

A. ARCHITECTURAL AND PROJECT APPEARANCE CONTROL

1. A completion deposit of \$500 must be paid by the applicant Owner at the time that an architectural application is submitted to the Board. The application shall not be complete until such deposit is paid in full. The deposit shall be used to reimburse the Association for the first \$500 of damage sustained as a result of the architectural application or related work, or to reimburse the Association for the first \$500 of costs incurred in connection with its approval of an architectural application or the performance of the related construction work. Any amounts remaining after any authorized reimbursements to the Association are made shall be refunded to the Owner.
2. Replacement windows must be either vinyl or aluminum, and the plans, specifications and drawings for any replacement windows must be preapproved by the Board in writing. Owners may use the contractor of their choice and all plans and sample of product must be submitted to the Board for written approval. The following contractor and specs have been pre-approved by the Board for the installation of vinyl replacement windows:

Contractor:

California Deluxe Windows
20735 Superior St
Chatsworth, CA 91311
866-988-5100
www.cdwindows.com

Specs (for California Deluxe Windows only):

Color of exterior frame: Almond
Windows: Gold or Premium
No French Doors

3. Any proposed changes or alterations to the landscaping within the Association require the prior written approval of the Board.
4. Any proposed repainting, change or alteration of any exterior surface within the Association requires the prior written approval of the Board.
5. No clothes line, athletic equipment or dog house shall be placed or maintained on the Common Area or in any location which is visible from the Common Area or from any unit or restricted common area.
6. Any architectural change or alteration which requires approval of the Board, and which begins or is completed without the prior approval of the Board, must be restored to its original condition at the Owner's expense within thirty (30) days after the Board gives the Owner notice to restore same.
7. No items may be stored in a garage in a manner which precludes the parking of any vehicle.
8. When garages are not in use, garage doors shall be closed.
9. Trash receptacles shall not be placed outside until after dark on the evening prior to pick-up day, and shall be removed as soon as possible after actual pick-up, but in any event no later than 11:59 pm on the evening of the pick-up day. Items not put in trash receptacles for pick-up may not be left out for more than 24 hours. It is the resident's responsibility to comply with this rule even if absent.
10. No items may be hung or otherwise attached to any part of the restricted common area that affects the structural integrity of the building. Patios and balconies shall not be used for storage. No items shall be hung from or otherwise attached to any portion of a balcony or patio (including ceilings, ledges and walls) except for flower pots or similar landscaping item.
11. Upstairs balconies are susceptible to water and weight damage. In order to help protect balconies, balconies may not be covered with tile, carpet or other material. Planters must be placed on rollers. Weight of planters shall not exceed a total of fifty pounds per balcony. The water drain on the balcony must remain open and uncovered.
12. Board approval is required prior to installation by an Owner of security cameras, lighting, or signs. Owners may not attach security cameras, lighting or signs to common area railings, ceilings, or walls. Security cameras and lights cannot be a nuisance to other owners. Security cameras and lights cannot be pointed toward another owner's windows, doors or balconies, or the common area pool or spa.

B. VEHICLES

1. No vehicles shall be parked in any alleys or in front of any garage. Any vehicle parked in in an alley or in front of a garage is subject to being towed pursuant to applicable law.

2. Noises from vehicles (including but not limited to horn blowing, loud mufflers, loud radios, etc.) which unreasonably annoy or disturb any resident are prohibited.

C. COMMON AREA CONTROL

1. No person shall traverse over, onto, or under the security walls or landscaping which surround Villa Cavalaire.

D. RESPONSIBILITY FOR DAMAGE

1. Each Owner shall be liable to the Association, and the Association shall charge and assess a monetary charge against the Owner and his/her Unit, for any costs incurred by the Association relating to damage (including damage to any Improvement, Unit, Restricted Common Area, Common Area, Community Facility and personal property) which was caused by: a) anything emanating from inside the Owner's Unit, b) an act or omission of the Owner, c) an act or omission of a family member, guest, or invitee of the Owner, d) an act or omission of a tenant or resident in the Unit; ore) an act or omission of a family member, guest, or invitee of any tenant or resident in the Unit.

E. SIGNS, POSTERS, FLAGS BANNERS AND FLYERS

1. No sign, poster, flag, banner or flyer of any kind shall be permitted on the Common Areas or Community Facilities except as authorized by Bylaw section X(12) or by law.

F. NOISE AND NUISANCE CONTROL

1. No noxious, unreasonably annoying, or unreasonably offensive activity shall be carried on anywhere within Villa Cavalaire, including on any portion of the Common Area, nor shall anything be done thereon which is or may reasonably become an annoyance or nuisance.
2. No smoking is allowed in any common area of Association property, including the pool area, interior courtyard, alleys, and exclusive common areas including patios and balconies.
3. Each Unit is permitted to have up to two "garage sales" or "yard sales" per year on Villa Cavalaire premises, provided that written approval of the date, time and location of the proposed garage sale is obtained in advance from the Board. No unattended items of personal property shall be placed or kept on the Common Area.
4. Bicycle riding, skateboarding, roller skating, mopeds, etc. on sidewalks or walkways is prohibited. Skateboards are prohibited in the alleys.

5. The Association shall enforce the following “quiet hours”. Residents shall not allow any noise (including parties, loud talk, stereos/music, auto horns, workman, etc.) whatsoever outside or inside one’s home to unreasonably disturb any person after 11:00 pm on weeknights and after midnight on Friday and Saturday nights, and before 8:00am on weekdays and before 9:00am on Saturday and Sunday mornings. Construction work, including remodeling and renovation, is allowed only between the following hours: Monday through Saturday, 8:00 a.m. to 6:00 p.m. No construction work is permitted on Sunday. These quiet hours will be strictly enforced.

G. PET CONTROL

No animals, birds, reptiles or insects shall be kept by any person or allowed within Villa Cavalaire, except that domesticated birds, cats, dogs and aquatic animals may be kept as household pets as specified below:

1. No household pet shall be kept, bred or raised within Villa Cavalaire in unreasonable numbers or for a commercial purpose. More than two dogs or cats, in any combination, is considered unreasonable.
2. Public leash laws apply within Villa Cavalaire. Any dog or cat permitted herein to be kept within Villa Cavalaire shall be kept on a leash and under the full control of a responsible person when not within a Unit.
3. “Pooper scoopers”, doggy bags or equivalent are to be used immediately for cleaning up after any household pet within Villa Cavalaire.
4. Household pets are prohibited in the pool, the pool area, or within any other Community Facility of Villa Cavalaire, including all grassy areas, except as allowed by applicable disability laws.
5. Pets are not allowed to urinate or defecate anywhere within the common areas.

H. POOL/JACUZZI RULES

EACH USER OF THE POOL AND JACUZZI IS RESPONSIBLE FOR:

1. The protection and safety of himself/herself, their family members and guests.
 - a. **POOL: NO LIFEGUARD IS ON DUTY. CHILDREN UNDER THE AGE OF 14 SHOULD NOT USE POOL WITHOUT AN ADULT IN ATTENDANCE. DO NOT SWIM ALONE.**
 - b. All potentially unsafe acts in the pool or Jacuzzi (including horseplay and diving), and in the areas around the pool or Jacuzzi (including running) are prohibited.

- c. **JACUZZI: NO LIFEGUARD IS ON DUTY. CHILDREN UNDER THE AGE OF 14 SHOULD NOT USE THE JACUZZI WITHOUT AN ADULT IN ATTENDANCE. DO NOT SWIM ALONE.**

2. Consideration of neighbors.

- a. Pool hours are 8:00 am to 10:00 pm daily.
- b. The noise level in the pool and Jacuzzi areas must be kept to a minimum so as not to unreasonably annoy or disturb other persons.
- c. Guests are permitted within the pool area and Jacuzzi area only if accompanied by a resident of Villa Cavalaire.
- d. Parties are allowed on specified locations within the Common Areas if the prior written consent of the Board is obtained and upon such conditions as the Board imposes.

3. Care of the pool.

- a. Animals are prohibited in the pool area except as authorized by applicable disability laws.
- b. Glass containers are prohibited in the pool and Jacuzzi areas. Beverages in unbreakable containers are permitted.
- c. Each person's trash must be picked up and disposed of by such person.
- d. All personal items such as towels, sandals, rafts, etc. must be returned to the resident's unit immediately upon leaving the pool area.
- e. All lounge chairs must be returned to the ends of the pool before the user leaves the pool area for the day. All chairs must be placed around the applicable table before the user leaves the pool area for the day.

I SPECIAL INSTRUCTIONS REGARDING RENTALS

1. Each Owner is responsible for his or her tenants' compliance with, and for the compliance by each Unit's residents, guests and invitees with, the Association's CC&R's, By-Laws and Rules and Regulations. Each Owner will be responsible for any damages caused by their tenant, and for any damages caused by their tenant's co-residents, guests or invitees.
2. Immediately upon entering into a lease of their Unit, each Owner must deliver to the Association a full and complete copy of the fully executed lease along with a written document containing the names, email addresses and phone numbers of all tenants.
3. A lease or rental agreement of a unit shall contain a statement to the effect that the unit is located in a condominium community and the resident is subject to the terms of the governing documents.

J. ENFORCEMENT OF GOVERNING DOCUMENTS

A. HEARING RULES

1. *Procedures.* The following hearing procedures will be used whenever the Board meets to consider an alleged violation of the governing documents which could result in disciplinary action or the recovery of a monetary charge against a member.
 - a. *Time for Notice.* When the Board meets to consider or impose discipline on a member or seeks recovery of a monetary charge, the Board shall notify the member in writing by either personal delivery or individual delivery pursuant to Civil Code section 4040 at least 10 days prior to the hearing. Provided that, if the Board is considering suspending any membership privilege, then the Board shall give such notice to the member in writing, by either personal delivery or individual delivery pursuant to Civil Code section 4040, at least 15 days prior to the hearing.
 - b. *Content of Notice.* The notice shall contain the date, time, and place of the hearing, the nature of the alleged violation for which the member may be disciplined, the nature of any damage for which a monetary charge may be imposed, and a statement that the member has a right to attend and may address the Board at the hearing.
 - c. *Method of Notice.* The Board shall provide notice of the hearing to the member in writing by either by either personal delivery or individual delivery pursuant to Civil Code section 4040.
 - d. *Failure to Appear.* The member has the right to attend and may address the Board at the hearing. In the event that the member fails to appear for a hearing after proper notice, the hearing may take place without the member's attendance.
 - e. *Notice of Decision.* If the Board imposes discipline on a member or imposes a monetary charge on the member, the Board shall provide the member a written notification of the disciplinary action or charge, by either personal delivery or individual delivery pursuant to Civil Code section 4040, within fifteen (15) days following the action.
2. *Discipline, Remedies, Orders, etc.* If the Board determines that there has been a violation of the governing documents or if the Board determines that a monetary charge shall be imposed on a member, then the Board may impose

any orders, charges, remedies, penalties/fines as set forth in the Schedule of Monetary Penalties, discipline, suspensions, and assessments which it determines in its discretion are appropriate, including but not limited to one or more of the following:

- a. Warnings;
- b. Monetary penalties and fines, including continuing per diem fines as set forth in the Schedule of Monetary Penalties;
- c. Suspension of membership rights and privileges;
- d. Orders;
- e. Charges and Assessments,
- f. Payment for any damages sustained by the Association.

B. SCHEDULE OF MONETARY PENALTIES

1. Each violation of the governing documents may result in the imposition of a monetary penalty or fine of up to \$500, at the discretion of the Board.
2. Continuing violations of the governing documents (including but not limited to continuing violations of any leasing restrictions) may result in imposition of a monetary per diem penalty or fine of up to \$100 per day, at the discretion of the Board.