

Rules & Regulations

March 2018

The Rules & Regulations are made in the best interest of all members of the Association. These policies are made to ensure the rights, safety, and enjoyment of persons residing within private property and sharing common property.

Definitions:

ASSOCIATION: Corona-Laurelwood Homeowners Association, a California nonprofit, mutual benefit corporation.

HOMEOWNER: The record owner or owners, if more than one, or the purchaser under an installment sales contract, of the fee simple title to any Lot in the Project, or purchaser of a leasehold estate in and to any Lot, but excluding those holding an interest in a Lot merely as security for the performance of an obligation.

RESIDENT: Any person residing within the unit, homeowner or tenant.

GENERAL:

1. Homeowners are responsible for all actions of, and damages created or caused by, their residents, tenants, invitees or their guests.
2. Only single families (and those unrelated but living as a single household) are permitted to live in a unit. Boarding houses or individual room rentals are not permitted. Homeowners must provide the property management with names of tenants for the purpose of safety and record of who will be using the common areas.
3. Quiet times within the Association are 10:00 p.m. - 8:00 a.m. All noise within the Association, i.e., loud television, music, instruments playing, groups of people gathered for a party should be kept to a minimum and cease by 10:00pm.
4. No recreational activities, such as structured games of baseball, soccer, hockey or football, are permitted to interfere with the use of streets, pool area or turf by others. A portable basketball hoop may only be used at reasonable hours in a private driveway, and stored out of view when not in use. Skateboards, bicycles and scooters are to be ridden in the street, not on walkways in the greenbelt. Vehicular and pedestrian traffic must not be diverted, slowed or hampered because of such recreational activities.
5. No charcoal or wood-burning stoves, barbeques, smokers or fireplaces are permitted on private patios or common areas, even when used at least 10' feet away from combustible materials. Propane or natural gas stoves, barbeques and fireplaces are permitted on private patios when properly maintained and attended by an adult.
6. Cigarette or cannabis smoke must not become a nuisance to neighbors. For courtesy to neighbors, residents should smoke at least fifteen (15) feet away from open doors and windows and run a fan. This policy may be amended in the future should new complaints arise.
7. For Sale, For Rent, or Security alert signs may be placed in a window or staked in a planter near the front or garage door. Signs must not exceed 18" x 24" and may not interfere with landscape or irrigation. Signs may not be fastened to the garage door or fences. Advertisements, political, or religious organization signs are not permitted anywhere in common areas, on fences or buildings. Non-commercial signs may not be more than 9 square feet. Non-commercial flags or banners, other than the American flag may not be more than 15" square feet.
8. Residents may install holiday decorations the weekend after Thanksgiving. Shrubs next to buildings can be decorated, but keep in mind landscapers trim these areas and will not be held responsible for damage to decorations. Decorations are not allowed to be installed on roofs or common area trees. Decorations may be attached under the eaves, with staples or Command strips. Tape, nails, screws and hooks are not allowed as they damage wood and paint. Two story units can be decorated as long as area can be reached with ladder or stool. No one is allowed on the roof without written Property Management approval. Residents must remove decorations by the weekend following the New Year. Other holiday decorations must be removed within seven (7) days following the holiday. The exception is the American flag may be flown and should be displayed properly.
9. All windows must be covered with proper window coverings. Foil, newspaper, or bedding are not substitutes for window coverings, and are not allowed. Laundry is not to be dried on the fence or within street view.
10. Screens on doors and windows must be kept in good condition. Torn screens or security screens with missing paint must be repaired or repainted.
11. Garage sales dates are determined by the Board of Directors so that all residents may sell from their garage on the same day. No individual garage sales are permitted.

VEHICLE, GARAGE, STREET AND GUEST PARKING RULES:

The following vehicles are not allowed to be parked inside of the Association at any time unless previously approved through the management company: cement trucks, tow trucks, moving vans, or any vehicle that does not fit in a parking space or on a driveway.

Definitions:

COMMERCIAL VEHICLE: Any vehicle which meets any of the following criteria is considered a "Commercial Vehicle" (1) Displays commercial signage of any kind; (2) has any racks for tools, equipment and or supplies; (3) has any visible tools, equipment or supplies, including pool supplies, ladders, power tools, lawn mowers; or (4) is a vehicle type commonly used for commercial purposes.

RECREATIONAL VEHICLE: Recreational Vehicles shall be defined as any trailer (loaded or unloaded), motor home, camper, motor-craft, aircraft, or watercraft which meets any of the following criteria: (1) is more than one (1) ton in weight; (2) is not used for everyday type transportation; or (3) is too large to fit within a garage, or on a driveway within the Association.

OVERSIZED VEHICLES: An oversized Vehicle is any vehicle which is more than nine feet (9') in height; too long to fit in a driveway without extending over the driveway onto any sidewalk or street; or too wide to fit entirely within a parking space with at least two inches (2") on each side before reaching the painted stripe.

Garages:

1. Vehicles are to be parked in garages, exclusive driveways and when necessary, in guest parking. Use of guest parking spaces is strictly on a first-come basis.
2. A garage may be used for personal storage or storage of a vehicle that cannot be driven or does not have current registration. Vehicles that cannot be driven, are in need of repair, or leak fluids are not to be in driveways or guest parking. Vehicles that are covered in driveways must be operable, with registration current.
3. No repairs of vehicles are permitted unless in the case of an emergency and only to the extent necessary to relocate the vehicle for repair.
4. Garages may not be used as living quarters or for commercial business.
5. Garage doors are to be kept closed, when unattended, for safety.

Street Parking:

1. No vehicle may park on the streets within the Association. The 27-foot wide streets must be kept clear for ingress/egress, allowing two-way traffic flow and passage of emergency vehicles at all times.
2. Resident vehicles may stop curbside in front of a unit for fifteen (15) minutes if a driveway is not available. Hazard lights must be on.
3. Service vehicles, i.e. plumbing, electrical, cable, satellite, can park temporarily in front of the unit under service when the driveway is not available. Hazard lights must be on.
4. Recreational or oversized vehicles may not be parked except for purposes of loading and unloading for a period of time not to exceed two (2) hours. While any recreational or oversized vehicle is being loaded or unloaded, such vehicle must have its hazard lights on, and the garage door must remain open for the entire loading/unloading period.
5. No vehicles may block neighboring driveways, street corners, signs, more than one parking space or otherwise cause an unreasonable obstruction.

Guest and Parking Permits:

1. Guest parking permits are property of the Association, issued by the property management, and are the responsibility of the homeowner. Each unit is issued one guest parking permit.
2. A lost or stolen permit must be de-authorized by property management, replaced with a new permit and number for a fee of \$50.
3. Use of a guest parking permit previously reported to be lost or stolen will subject the responsible owner to a fine of \$500 and the vehicle being towed. Likewise, use of a fraudulently duplicated permit will subject the owner of the vehicle to a fine of \$500 and the vehicle being towed.
4. Guest parking spaces may be used without a permit from 7:00am to 11:00pm daily.
5. From 11:00pm to 7:00am, a guest parking permit must be hung from the rear-view mirror of the vehicle with the permit number visible through the windshield. The vehicle must be parked head in, not interfering the ability of others to park in adjacent spaces. Vehicles not displaying the guest parking permit from 11:00pm to 7:00am are subject to towing.
6. Guest parking is limited to seventy-two (72) hours with no space hopping. Any vehicle parked in guest parking for more than seventy-two (72) hours is subject to towing at the vehicle owner's expense.
7. No recreational vehicle, commercial vehicle, or oversized vehicle may be parked in any guest parking space except service vendors when temporarily working within a home or the common area. When moving, a resident may contact property management for safe-listing of a moving truck.
8. Parking enforcement policy is to provide one warning to the owner of a vehicle improperly parked in guest parking within a three (3) month period. Upon a second violation, a vehicle can be cited and towed. A vehicle parked overnight in the street can be towed without warning.

POOL, SPA AND CABANA:

1. The common pool area is for exclusive use of residents of Laurelwood. Landlord owners are not permitted to use the common pool area. Residents without a pass key are not permitted to use the facilities.
2. Guests are allowed ONLY when accompanied by a resident. Four (4) guests are permitted per unit at one time without prior permission from Management of Board of Directors.
3. The homeowner is responsible for the conduct of their residents and guests.
4. Damage to the common pool area will be repaired by the Homeowner's Association at the expense of the responsible homeowner (i.e., if a tenant causes damage it will be charged back to the landlord owner).
5. There is no lifeguard on duty at the common pool area; all swim at their own risk.
6. All persons under fourteen (14) years of age must be accompanied by a responsible adult who is mentally and physically capable of swimming and caring for the minor.
7. Smoking of cannabis or tobacco or drinking alcoholic beverages is prohibited in the common pool area. Persons intoxicated or under the influence are not permitted in the common pool area.
8. Gates to the common pool area are to be kept closed and latched at all times. Leaving gates ajar presents a dangerous threat to small children. Residents and guests are prohibited from jumping the pool fence and may only enter using the pass key.
9. Persons using the pool or spa must shower before entering the water to remove excess lotion and oils.
10. No glass or other breakable items, such as ceramic, are allowed in the common pool area at any time.
11. Food is not permitted in the common pool area. Non-alcoholic drinks are permitted, but sticky, sugary substances should be avoided.
12. In order to reduce potential health risks and significant costs to the Homeowner's Association, it is important that fecal matter not enter the pool or spa. The Health Department requires a shutdown up to three (3) days when this occurs. Infants and toddlers who are not toilet trained must wear a leak-proof swim diaper, i.e., Huggies, Pampers, etc., preferably with a re-useable fabric swim diaper worn over the disposable, to reduce leakage. Incontinent children and adults must also wear appropriate diapers or other gear designed to minimize fecal matter contaminating the pool water. Persons having current active diarrhea or who have had active diarrhea within the previous fourteen (14) days shall not be allowed to enter the pool water. The responsible owner/resident of any person responsible for soiling the pool or spa will be billed for clean-up charges which can be significant.
13. Proper swimming attire must be worn at all times: no cutoffs, jeans or street attire are permitted. Nudity is prohibited.
14. Floating loungers are not allowed. Life preservers, life vests, "water wings," and other small devices to assist weak swimmer or those learning to swim are permitted in the pool only.
15. Pets are not allowed in the common pool area, except trained service animals when necessary to accommodate a person with a disability.
16. Audio equipment must be used with earphones, so no speakers are allowed to play music.
17. Diving, jumping, running along the deck or pushing on the deck is prohibited.
18. Stealing pool equipment such as the life-saving ring or hook, tampering with machinery or pool gate locks, or damaging chairs and tables are prohibited. Adding soap or bubbles to the spa is prohibited. If evidence is found from surveillance, the responsible owner will be called to a hearing for possible fine and or reimbursement of cost to repair or replace.
19. The common pool area is under 24-hour camera surveillance.

PLANTS AND LANDSCAPE:

Definitions:

PRIVATE LANDSCAPE AREA: The homeowner's outdoor land, hardscape or patio contained within fencing adjacent to the building.

COMMON AREA: Any turf, xeriscape, hedges, trees and planters outside of fences, past the driveway.

1. Common areas are maintained solely by the Association in contract with a landscape company. Any resident plantings in common areas that filled an empty planter prior to March 2018 may remain, without guarantee that the plant materials will be maintained in the future. No new plantings or modifications to existing landscaping in common areas by residents are allowed.
2. Garden hoses must be kept off sidewalks and driveways when not in use. A hose pot or reel may be used but must be maintained with a neat appearance.
3. No garden planters may sit directly on the fences. Hangers that hook on the fences supporting minimal weight are allowed. No nails or screws may be used that puncture the fencing.
4. Residents may plant in their own private landscape areas. Residents should exercise caution in the selection of their plants. Any private landscape area plants that become invasive, i.e., patio tree roots or branches that damage fences, branches that rub shingles, fascia, trim or stucco are the sole responsibility of the homeowner. Resident plantings must be kept trimmed away from fences and buildings.
5. The Association can fine and require remuneration for damage to fences, buildings and common areas of the Association. Property management and the Association are not responsible for one homeowner's private landscape area plantings that damage another homeowner's private property.
6. 5" hose reels will be accepted to maintain hoses at spigots. This rule is to help keep sidewalks and drives free for egress and ingress. Reels will be removed at owner's expense, when necessary for repair and painting.

PETS:

1. No more than two (2) common domesticated household pets, i.e., dog, cat, are permitted per unit.
2. Dogs must be kept on a leash no longer than six (6) feet at all times when pet is taken into the common area and the leash must be held by a person physically capable of controlling the dog. No pet shall be left unattended in common areas or streets, including in vehicles.
3. Residents are responsible for immediate clean-up of their pet's feces in the common areas. Likewise, for pest and odor control, private patios must be kept free of pet waste.
4. The Board of Directors has the right to require removal of any pet that creates a nuisance by menacing behavior (growling, lunging, displaying teeth or other signs of aggression), excessive noise – barking or whining, or is not properly cared for, creating unhealthy conditions for the animal or the residents
5. Pet dishes must remain out of sight, not in front of doorways or driveways. Pet food should not be left outdoors overnight, as it attracts vermin and wild animals.

TRASH, DEBRIS AND HAZARDOUS CONDITIONS:

1. Trash and recycling containers may be placed at the curb no earlier than the night before pickup. On holidays, pick-up is delayed twenty-four (24) hours. Trash and recycling are to be placed in secured containers. Trash and recycling containers and remaining waste must be removed the day following trash pick-up.
2. Trash and recycling containers are to be stored out of sight, not in the street or driveway, but in garages or private patios.
3. Residents may call Waste Management for a special pick-up of large items, and place items up to twenty-four (24) hours curbside. Leaving mattresses, appliances or furniture longer than twenty-four (24) hours is not permitted.
4. Storage of hazardous or flammable materials such as welding gas, commercial acids and explosives is never permitted. Garages that are overfilled with waste or hazardous items create unsafe conditions that can affect adjacent units and their residents. The Board of Directors can require inspection and disposal when dangerous and unhealthy conditions are observed in order to prevent the spread of pests and potential fire among units.
5. Driveways are to be kept free of oil, rust, paint and debris.

ARCHITECTURAL MODIFICATIONS

In order to retain property values and consistent appearances throughout the Association, no exterior modifications may be made, i.e., additional lighting, patio covers, windows, doors, gutters, hardscape, exterior plumbing without approval by the Board of Directors. Prior to installation or construction, the homeowner must submit a detailed plan of the work to be done, photos or samples of materials and colors, and the contractors involved. If a plan is not approved by the Board of Directors, the homeowner may submit an appeal, noting changes that were needed. Any installations or construction done without approval by the Board of Directors may require the homeowner to restore the property to its original state.

ENHANCEMENT POLICY

Front exterior enhancement will be the sole responsibility of the owner, per the governing documents. This policy grants homeowners to enhance their existing front areas with the following decorative items and with the following stipulations. All other enhancements must have approval prior to installation.

- Planted pots, with drains.
- Living plants only, no artificial plants allowed in pots.
- Total of three (3) pots in front/back of units.

NOTE: **NO** addition may infringe on the ability to park within the private parking spaces. All items must be **free standing** and removed when complex is under repair or maintenance. If items become unsightly they must be removed immediately or will be subject to fines.

ARCHITECTURAL MODIFICATIONS

FRONT DOOR POLICY

Front door replacement is the responsibility of the owner, per the governing documents. This policy grants homeowners to replace existing front doors with a style that is decorative with the following stipulations.

- Doors must be set in existing measurements.
- Doors must be replaced with original style or the two approved styles (HOC: BUL 400 or REN 110)
- All doors must be Mahogany, Oak or Almond/Beige in color.
- All owners must submit brochure of replacement door for approval prior to installation.

ARCHITECTURAL MODIFICATIONS

SECURITY SCREEN DOOR POLICY

Security Doors installation is the responsibility of the owner, per the governing documents. This policy grants homeowners to install security doors for Side Garage Doors and Front Entry Doors.

- Doors must be set in existing measurements.
- Doors must be Brown, Black or Almond
- All owners must submit door brochure with Architectural Application for approval prior to installation.

ARCHITECTURAL MODIFICATIONS

GARAGE DOOR POLICY

Garage door replacement is the responsibility of the owner, per the governing documents. This policy encourages homeowners to replace existing garage doors with a steel roll-up garage door with the following stipulations.

- Door must be 16 panels doors, 4 panels down and 4 across.
- NO windows allowed.
- No locks or handles on outside of door.
- Keyless entry pad on wood frame is permitted (Homeowner responsible to repair wood if pad is ever removed or disconnected).
- All doors must be almond/beige in color.
- All wood garage doors will have to be changed to roll up doors prior to close of escrow or new owner within 3 months of closing escrow.

ARCHITECTURAL MODIFICATIONS

WINDOW POLICY

Window replacement is the responsibility of the owner, per the governing documents. This policy grants homeowners to replace existing windows with the following stipulations.

- Windows must be set in existing measurements.
- Windows may be single or double pane, but not tinted.
- Windows must open the same as existing.
- Windows may NOT have grids/panels.
- All window trim must be almond/beige/chrome in color.
- All owners must submit brochure of replacement windows for approval prior to installation.
- All debris from project must be removed daily from complex.

ARCHITECTURAL MODIFICATIONS

PATIO FRENCH DOOR POLICY

Patio door replacement is the responsibility of the owner, per the governing documents. This policy grants homeowners to replace existing patio doors with a style known as French Doors with the following stipulations.

- Doors must be set in existing measurements.
- Doors may be single or double pained, but not tinted.
- Doors may be hinged or slider type.
- Doors may have grids from 16-20 panels (total)
- Trim s not to exceed 3" in width on the outside of the door (exterior).
- All doors must be almond / beige in color.
- All owners must submit brochure of replacement door for approval prior to installation.

ARCHITECTURAL MODIFICATIONS

CONVERTING A CEMENT PLANTER TO WALKWAY POLICY

Some units have a narrow rectangular planter located next to the side garage doors. In some cases, homeowners have chosen to modify the area to widen the walkway. The tire stop must not be removed as it is required to prevent vehicles from hitting the property. Stepping-stones must not be used to fill in the landscape. Properly poured cement may be used to fill in the planter. The following procedures must be followed to ensure safety.

- A request for architectural approval must be submitted to property management. If approval is given, the work must be completed within 30 days.
- Notice is given to property management one week prior to the start of the work. Landscapers will be notified to make irrigation changes and remove shrubs.
- Cement should start at the wall closest to side garage door and cannot be longer than 4 feet.
- Cement will be a minimum of 3 ½ inches thick with the sides formed.
- Cement cannot be colored or decorative.
- The homeowner is responsible for all costs involved to install the cement.
- The homeowner is responsible for any and all upkeep to the cement.
- Property management will conduct an inspection at completion so that landscapers are notified and the irrigation is re-checked.

Adopted January, 2018

ARCHITECTURAL MODIFICATIONS

PATIO COVERS, RETRACTABLE AWNINGS, SOLAR SHADES AND UMBRELLA POLICY

To reduce the effect of sun exposure on private patios, homeowners may place patio umbrellas, solar shades, retractable awnings and patio covers. Fabrics must be in keeping with the exterior paint palette. Solar shades and retractable awnings are to be constructed of a single continuous fabric that complements the exterior paint palette. Multiple shades and colors are not permitted. Homeowners assume all responsibility for fascia, trim, stucco when installing structures that attach to the building. Homeowners must receive architectural approval for modifications requiring construction.

- A request for architectural approval must be submitted to property management. If approval is given, the work must be completed within 30 days.
- For wood, alum-a-wood or composite material patio covers, permits for building must be submitted to and granted by the City of Corona.
- A licensed, bonded contractor must be used for construction of permanent structures and retractable awnings, with information submitted to property management.
- Notice is given to property management one week prior to the start of the work.
- Cement pours for footings must not interfere with fencing or fence post footings. The structure may attach to the exterior wall utilizing standard building code. Modifications must be made to match the existing structure and paint palette of the building.
- The homeowner is responsible for all costs involved for upkeep of the structure, including painting, repairs from termite damage, water leakage into the home or settling of the foundation.
- Property management will conduct an inspection at completion.
- If fabric items become unsightly they must be removed or will be subject to fines.

Adopted March, 2018

ARCHITECTURAL MODIFICATIONS

CONVERTING A DRIVEWAY / WALKWAY FOR ADA ACCESS POLICY

If a homeowner declares medical necessity for modifications to the driveway and steps to the home due to a disability, the following accommodations are allowed. Only in the case of ADA compliance may a driveway tire stop be removed to allow passage of a wheelchair, transport chair or walker from the car to the entry. Without the tire stop, the home is vulnerable to the vehicle running past the driveway and hitting the property. If the tire stop is removed and the driveway modified, the Association accepts no liability for damage to the home, structures or neighboring units due to a vehicle. All damages to the property from any vehicle are solely the responsibility of the homeowner.

The following procedures for construction must be followed:

- The City of Corona does not require a permit ADA ramps to single family homes.
- The Association does require a request for architectural approval for removal of the tire stop, the construction of a ramp over the stairs and, if needed, a cement pour. The architectural approval request must be submitted to property management. If approval is given, the work must be completed within 30 days.
- Notice must be given to property management one week prior to the start of the work. Landscapers will be notified to make irrigation changes and remove shrubs if needed per section of the Rules & Regulations: CONVERTING A CEMENT PLANTER TO WALKWAY POLICY.
- If a wooden ramp is constructed over the steps to accommodate a wheelchair or transport chair, the wood must be painted in the color of the trim.
- If a metal, free-standing ramp is constructed over the steps, no painting is required.
- If concrete is to be drilled to secure the ramp, the Association takes no responsibility for repair to the concrete.
- All cost for construction and maintenance of the ramp is solely the responsibility of the homeowner.
- All cost for liability from use of the ramp is solely the responsibility of the homeowner.
- Property management will conduct an inspection at completion of the project so that landscapers are notified and the irrigation is re-checked.
- When the ramp is no longer in use, or within 30 days of the sale of the home, the ramp is to be removed from the site. The driveway, tire stop and holes in concrete must be repaired and restored to the original state at the homeowner's expense.

Adopted June 2018

POLICY REGARDING (1) EXTERIOR REPAIRS BY HOMEOWNERS; AND (2) REPAIR AND MAINTENANCE REQUIRED BY WOOD-DESTROYING ORGANISMS

Background

The Association's exterior maintenance responsibility set out at Article V, Section 3(d), of the CC&Rs is limited by the second sentence of that subsection which states: "Provided, however, that the repair of damages to the Lot or exterior of a Residential Structure from causes other than normal wear and tear shall be the financial responsibility of the Owner" Accordingly, since the Association's regular maintenance obligations are limited to "normal wear and tear," the repair of damage to the exterior caused by homeowners, their tenants, guests, etc., are the responsibility of the individual homeowners.

Article X, Section 1, of the CC&Rs requires that "each Owner shall, at his sole cost and expense, maintain his Lot in good condition and repair, the doors, windows and interior of his Residential Structure (including, without limitation, heating equipment, air conditioning equipment, water heaters, utility outlets, and garage) and any patios or yards on his Lot which are enclosed by a fence or wall sold as a part of the Lot at the time of the first sale thereof by Declarant (including all landscaping and planting, if any, within such patios or yards)."

Owners of Homes that Include Skylights are Responsible for Skylight Repair and Maintenance

The Association considers skylights to be equivalent to windows and does not maintain, repair or replace skylights. This is the Association's policy as to both developer-installed skylights and later homeowner-installed skylights. (Please note that applications for homeowner-installed skylights must be submitted, in writing, to the Association for review and advance written approval by the Architectural Committee. The Committee reviews the application for harmony with surrounding improvements, etc., per Article VIII of the CC&Rs). Homeowner repairs to the exterior of the Residential Structures, whether performed because of damage other than normal wear or tear or because such repairs are within the individual homeowners' responsibility under the CC&Rs, can impact the Association's performance of its regular exterior maintenance duties. It is important that all homeowner repairs to the exterior of any unit be performed in a proper, safe, workmanlike manner.

Policy

Accordingly, the Association requires that all such homeowner repairs to the exterior meet the following requirements:

1. The homeowner should only attempt to personally perform minor repairs which can be competently and promptly completed by the homeowner.
2. All other repairs are to be performed by licensed, insured contractors qualified to perform the work in question.
3. All repairs which must be permitted by the City of Corona must be performed only after issuance of the required permit at the homeowner's expense.
4. Any required repairs which a homeowner is responsible for must be initiated and completed in a timely fashion.
5. All homeowner repairs to the exterior of the unit must restore the unit to its preexisting condition and appearance unless prior application to and approval by the Association's Architectural Control Committee of any change has been obtained in accordance with Article VIII of the CC&Rs.
6. No individual homeowner is authorized to contract in the name of the Association or incur liability to the Association in the performance of such repairs or otherwise.

7. The Association must be provided, upon request, the name, address, license number, and proof of insurance as to any contractor employed by a homeowner for such repairs. Upon request, the Association must be provided a copy of any permit issued for such repairs.

8. Any repair performed to the exterior which is not completed in accordance with the foregoing policy will be treated by the Association as R0050573.WPD 2 Amended (May, 2000) a failure on the part of the responsible lot owner to properly maintain his or her lot "in a neat, clean, safe, attractive, sanitary and orderly condition" as required by Article V, Section 3(d), of the CC&Rs. Accordingly, pursuant to that CC&R section, "... the Association shall have the right, but not the duty, to maintain same, and if the Association shall maintain same it shall levy a special assessment for the cost of such maintenance against the Lot Owner."

Repair and Maintenance Required by Wood-Destroying Organisms

Because Corona Laurelwood is a planned development and not a condominium, each individual homeowner is responsible for the repair and maintenance required as a result of infestation or damage by wood-destroying organisms. (Cal. Civ. Code §1364(b).) Typically, wood-destroying organisms in our area will be termites, but damage may be caused by dry rot or other organisms. Homeowners with infestation or damage caused by wood-destroying organisms are required to promptly correct the same. Infestations may be treated only by duly licensed, insured pest control operators. Otherwise, the above policy requirements apply equally to repairs and maintenance required as a result of infestation or damage caused by wood-destroying organisms.

Conclusion

Your attention to and compliance with the foregoing policy will protect your investment and the investment of your neighbors at Corona Laurelwood. Any questions regarding the application of this policy to specific circumstances should be brought to the Association's attention through its management company before repairs are initiated by a homeowner. Thank you for your cooperation.

Amended May, 2000

VIOLATIONS OF RULES, REGULATIONS & POLICIES

It is the hope of the Board of Directors of the Corona Laurelwood HOA that any violation would be the result of an oversight by a resident, and not a deliberate act. Therefore, the policy of the Board will be to notify the homeowner of any violations in order to correct the problem, unless the violation is of an egregious nature and requires immediate action. Property management, working with the Board of Directors, will make efforts to deter future violations of a similar nature.

VIOLATION PROCEDURE:

1. A homeowner or resident must make a written complaint to the property management. Landscapers, security patrol, utilities workers, peace officers and city officials may make verbal complaints of violations. The complainants name, address and phone should be included, along with the location and description of the violation, and preferably with pictures or video.
2. Upon receipt of complaint with evidence, a first violation letter is sent letter to the homeowner with a time period in which to correct or respond if applicable. If the violation is not of an egregious nature, no fine is imposed.
3. Upon receipt of a second complaint or evidence of a violation, a second letter may be sent to the homeowner. The owner will be asked to a hearing in order to respond to the violation.
4. At any point, the Board of Directors may turn the matter over to the Association's legal firm.
5. All damages of common area will be billed to the homeowner for repair or replacement following a noticed hearing along with a fine.
6. All violators will be allowed to address the Board of Directors in person at the Executive Session at the monthly meeting, or a written response may be reviewed by the Board in Executive Session.

SCHEDULE OF FINES:

Architectural, Trash and Debris Violations

First Letter - \$50

Second Letter - \$100,

Third Letter - \$150, etc.

Common Area Violation & Damage

First letter - \$100, plus the cost to inspect and repair any damage that occurred.

Second letter - \$150 plus incurred costs.

SATELLITE DISH POLICY

An FCC-permitted satellite dish with a diameter of one meter or less may be installed upon property within the exclusive use or control of the owner/applicant.

Guidelines: The FCC rule permits the Association to regulate the placement of FCC-permitted dish, and the Association's regulations apply so long as they do not cause an unreasonable delay or cost in the installation of an FCC-permitted dish or prevent the reception of an acceptable quality signal by an FCC-permitted dish. Accordingly, so long as there is no unreasonable cost or delay and an acceptable quality signal can be received, the Association hereby establishes the following guidelines for installation of FCC-permitted dish upon property within the exclusive use or control of the owner:

- The satellite dish should be installed in an unobtrusive location, preferably the rear patio area. A dish under one meter in width may be installed on the eaves at roofline, if reception is not acquired on the patio. Dishes are never to be installed over the garage at the street. They may be installed at the side of a garage by a driveway, at least 10 feet back from the front of the garage.
- The wiring should never be visible from the exterior of the building. Wire should never be attached to the stucco but may be attached to the wood trim/facia for not more than 24" at which point they must enter the building. The wire must be painted to match the wood.
- If the satellite dish is installed so that it hangs on or over common property, the owner will be held responsible for any damage to common property or any risk of any personal injury that may be caused by the installation.
- If dish is placed on the eave of the roof, the homeowner assumes all responsibility for any needed repairs to that portion of the roof for any reason. NO ONE may access the structures by walking on roofs. All installation must be conducted from a ladder. Any owner gaining access to the common roof will be held responsible for inspection and repair of damages.
- The homeowner must remove a dish that is no longer in use.
- The homeowner is responsible for costs of exterior damage to the building, such as holes in roof, flashing, eaves, stucco, trim and fascia as a result of dish installation.
- All owners must submit the "Permitted Satellite Dish Notice of Installation Form" accompanied with the required documents.
- CB Antennas are not allowed.

Adopted January 2000, Revised January 2018

SATELLITE DISH NOTICE OF INSTALLATION FORM

Submit this notification form along with the following information:

- Description of the satellite dish to be installed
- Sketch showing where the satellite dish will be installed.
- Dish installation is not permitted facing street

By signing, the homeowner is agreeing that all guidelines have been followed. Not following these guidelines will result in the removal and/or installation of any dish.

Corona Laurelwood HOA
C/O Diversified Association Management
180 E Main Street Suite 101
Tustin, CA 92780

Name of Applicant: _____

Address of Dish Installation: _____

Phone Number: _____

Proposed Start date: _____

Completion Date: _____

Installation is to be at no cost whatsoever to the Association. Any maintenance shall be the responsibility of the owner, heirs or assigns, any damage to improvements the Association is responsible for maintaining which is caused by or related to the installation of the satellite dish shall be the responsibility of the owner.

Owner Signature: _____

OFFICE USE ONLY

Date Received:	Date Reviewed:	Date Approved/Denied:	Conditionally Approved

Notes: _____

PARKING PERMIT REQUEST FORM

To assist you in obtaining a Parking Permit, please fill out the application below so the application can be reviewed and a decision made by the association. Please feel free to contact Management should you have any questions or concerns regarding the procedure at (714) 544-775 x:112. Once completed please e-mail form to alec@drpmsocal.com or fax it to (714) 544-7771.

Date: _____

Homeowner First Name: _____

Homeowner Last Name: _____

Homeowner Address: _____

Homeowner Phone Number: _____

Homeowner Signature: _____

Reason for Permit Request:

Replace Existing Permit Due to Loss or Damage _____ Old Permit # _____

Requesting Permit for the First Time _____

Notes:

OFFICE USE ONLY

Date Received:	Date Reviewed:	Date Approved/Denied:	New Permit #:

POOL KEY REQUEST FORM

To assist you in obtaining a Pool Key, please fill out the application below so the application can be reviewed and a decision made by the association. Please feel free to contact Management should you have any questions or concerns regarding the procedure at (714) 544-775 x:112. Once completed please e-mail form to alec@drpmsocal.com or fax it to (714) 544-7771.

Date: _____

Homeowner First Name: _____

Homeowner Last Name: _____

Homeowner Address: _____

Homeowner Phone Number: _____

Homeowner Signature: _____

Reason for Permit Request:

Replace Existing Permit Due to Loss or Damage _____ Old Pool # _____

Requesting Pool Key for the First Time _____

Notes:

OFFICE USE ONLY

Date Received:	Date Reviewed:	Date Approved/Denied:	New Pool #:

ARCHITECTURAL APPLICATION FORM

Use the form below to describe the changes you would like to make to the exterior of your unit. Please include with your application information such as items to be upgraded, the color selected, schematics, blueprints and/or printouts such as pictures, brochures for the Architectural Committee/Board of Directors to review. Architectural committee have up to 30 days to respond to your application.

Homeowners Name: _____

Phone Number: _____

Address: _____

Detailed description of Proposed Revision:

Proposed Start date: _____

Completion Date: _____

Homeowner Signature: _____

Date: _____

OFFICE USE ONLY

Date Received:	Date Reviewed:	Date Approved/Denied:	Conditionally Approved

Remarks/Notes: _____