East Garrison Community
Rules

1 November 2017
Table of Contents

Introduction ........................................................................................................................................... 1
Animals .................................................................................................................................................... 1
Clotheslines and Side Yard Storage ......................................................................................................... 1
Common Areas ........................................................................................................................................ 1
Garages .................................................................................................................................................... 2
Garage Sales ........................................................................................................................................... 2
Holiday Decorations ............................................................................................................................... 2
Maintenance/Construction Hours ............................................................................................................ 2
Neighborhood Parks .............................................................................................................................. 2
Noise Control ........................................................................................................................................ 2
Rental of Lots ........................................................................................................................................ 2
Sign Control .......................................................................................................................................... 3
Trash Regulations ................................................................................................................................. 3
Vehicle and Parking Regulations .......................................................................................................... 4
Yard and Landscaping Requirements ...................................................................................................... 4
East Garrison Community Association Rules Enforcement Policy ......................................................... 4
General Violations/Penalties .................................................................................................................. 6
Architectural/Landscape Violations/Penalties ....................................................................................... 6
Short-term and Airbnb Rental Violations/Penalties ............................................................................. 6
Formal Complaint Form ......................................................................................................................... 7
Introduction
These rules have been established to serve as comfortable guidelines for enjoying East Garrison without infringing on the rights and common benefits of all owners.

In maintaining the quality of the community, observing and enforcing these rules and regulations is the responsibility of each owner, resident, tenant, and guest.

The rules and regulations are issued by the Board of Directors as authorized by the Declaration of Restrictions (CC&Rs). All owners have been given copies of the Bylaws and the CC&Rs of the East Garrison Community Association. Owners are urged to read these documents carefully since they set forth, in complete and detailed form, the rights, duties, and obligations of each owner.

Although this summary of the rules and regulations supports the CC&Rs, it does not cover the entire document. Please read these rules carefully and be sure that your family, guests, and tenants understand the rules fully. If there are any questions, or if you do not have copies of the association’s documents, please contact the property management company.

Animals

• The Board can prohibit the keeping of any animal that constitutes, in the reasonable opinion of the Board, a nuisance to any other owners.

• Any litter deposited by pets on lawns, sidewalks, paths, or other common areas must be removed immediately by the animal’s owner.

• Residents are responsible and liable for any personal injury or property damage caused by their pets and their guest’s pets.

• No household may keep more than an aggregate of 3 dogs and cats.

• All pets must be kept within an enclosure or enclosed yard, or on a leash held by an individual capable of controlling the animal.

• Only domesticated dogs, cats, or other ordinary household pets may be kept on the lots. No other animals may be kept, bred, or maintained for any commercial purpose. Livestock, poultry, or farm animals are strictly prohibited.

• Residents who are disturbed by an animal are urged to first contact their neighbor and, if unsuccessful, to contact the association’s management company or the Animal Control Department (831-769-8850).

Clotheslines and Side Yard Storage

No exterior clotheslines or other clothing drying or airing facilities may be erected or maintained on any lot, except below the fence line. No personal property may be stored along the side yard area immediately adjacent to a residence’s garage, except below the fence line and not visible from the common area, streets, or any other residences.

Common Areas

Each owner is liable to the association for any damage to the common area landscaping, equipment, or improvements that are sustained by the negligence or misconduct of the owner, owner’s family, tenants, or guests. Nothing can be placed, kept stored, or parked on the common area without the prior written consent of the Board. Owners may not place rubbish, debris, or other unsightly or unsanitary materials on the common area. Residents can help in the overall maintenance of the common areas by reporting any problems to the association’s management company.
Garages
Garages may not be remodeled or used as a workshop, storage space, or hobby facility, or for any other purpose that would interfere with the ability of the owner of the lot to accommodate the number of vehicles the garage was originally designed to contain. In no event may any garage be converted to or used as a living space.

Garage Sales
A community garage sale is permitted 1 time during the year at one of the community parks; the date and location of the sale must be approved by the Board, although the sale is not sponsored by the association. The garage sale must have at least a community coordinator and a clean-up committee. Signs may not be posted on any poles, and all signage must be removed by the end of the sale day.
Garage sales are not permitted in garages because of concern for pedestrian safety in the alleys, and the use of private front yards is not allowed to prevent damage to association-maintained landscape.

Holiday Decorations
• The acceptable time frame for winter holiday decorations is the day after Thanksgiving until January 10.
• All other decorations must be displayed no more than 15 days before the day of the holiday and must be removed within 7 days after the holiday.
• Ensure that holiday lights do not disturb other residents.
• Residents who do not comply will be sent a violation notice.
• All holiday lighting must have a “UL” or comparable rating. Outdoor lights must be designed for outdoor use.
• Residents may not place holiday decorations on plants in the common area or on association property.
• Each owner is liable to the association for any damage to the common area or association property (including holes, tape marks, abrasions) caused by that owner or owner’s guests, tenants, invitee, or any resident of the residence.

Maintenance/Construction Hours
Construction/maintenance on any lot is limited to the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday and from 9:00 a.m. to 5:00 p.m. on Saturday. No construction on a lot, other than minor maintenance, is permitted on Sundays or legal holidays.

Neighborhood Parks
The association is responsible for the operation of the neighborhood parks irrigation timers and for all maintenance, repair, upkeep, and replacement of landscaping and irrigation systems located within the community’s neighborhood parks.

Noise Control
Residents should be considerate of their neighbors and keep noise levels as low as possible. Avoid noises that disrupt the community’s tranquility or interfere with the quiet enjoyment of other occupants.
Do not conduct noxious, harmful, or offensive activities within the community.
Avoid doing anything that may—
• be or become a nuisance
• cause unreasonable embarrassment, disturbance, or annoyance to any resident in the community
• interfere with residents’ use and enjoyment of the common area and facilities or their lots or residences.
Residents must not allow noise—including without limitation the barking of dogs or excessively loud music—to disturb another resident’s enjoyment of his/her lot or the common areas.

**Rental of Lots**

- Owners who rent their lot must notify the association of the duration of the lease (term may not be less than 30 days) and provide the association with the names of the tenants, the tenants’ telephone numbers, and any addition information the Board deems appropriate. Rentals of fewer than 30 days are not permitted.
- Each written rental agreement must expressly provide that it is subject to all of the provisions in the association’s governing documents, that tenants must comply with all provisions of the governing documents, and that any violation of any provisions of the governing documents will constitute a breach and default of the terms of the rental agreement.
- The rental agreement must not attempt to transfer membership in the association to the lessee; any such agreement will not be effective.
- All owners must provide their tenants with a copy of the association’s CC&Rs, rules and regulations, and architectural design guidelines. Any rental agreement must be in writing and must expressly provide that it is subject to all provisions of the association’s governing documents.
- All tenants must comply with the rules and regulations, bylaws, architectural guidelines, and the CC&Rs. Owners are held responsible for their tenants and guests.
- Owners may not rent or hire any garage, accessory building, or similar improvement to anyone who does not have the right of possession of the entire lot.

**Sign Control**

- No commercial signs are allowed that can be seen outside any unit or home with the exception of a security sign or a single “For Sale” or “For Rent” sign.
- A maximum of 1 security sign is permitted in the front yard.
- Security signs may not exceed 8" x 8", and they may not be placed more than 3 feet from the house and more than 3 feet above the foundation level.
- Two additional 4" x 4" security decals may be attached to the windows of the house.
- One temporary realty sign advertising a home for sale may be placed on the front yard of a property that is for sale. Realty signs must be of professional quality or of weather-resistant material. Realty signs may not exceed 18" x 30". “Sold” signs may not be displayed for more than 30 days after the sale of the home.
- Residents may not place signs of any kind in the common areas or on association property, such as light poles, traffic sign poles, and mailbox clusters.
- No more than 3 election signs may be placed in a front yard 45 days before an election, and the signs must be removed within 5 days after the election. Signs may not exceed 20 square feet.

**Trash Regulations**

- Residents are responsible for picking up their trash if it is spilled, blown, or otherwise deposited onto a common area and for disposing of it in a proper container or receptacle.
- Large discarded items, such as old furniture and appliances, are the sole responsibility of the homeowner to remove from the premises and dispose of properly.
- No trash or debris may be left in any area that is visible to others from walkways, decks, patios, common areas, alleyways, etc.
- Trash containers must be covered, kept in a sanitary condition, and stored away from public view except on trash pickup day.
• On trash pickup day, residents of lots that are served by common area alleys must place their solid waste containers along the side of the common area roadway that connects to the common area alley serving the resident’s lot.

• Trash containers may be placed by the street for pickup no earlier than the evening before pickup and must be removed from the street the day of pickup, no later than 9:00 p.m.

• Owners who wish to create a concrete or similar path from their rear yard to the alley for ease of moving garbage cans must submit an application to the Architectural Review Committee before beginning any construction or plant removal.

**Vehicle and Parking Regulations**

Residents are responsible for following the community's vehicle parking regulations. Please refer to the Vehicle Parking Regulations, which are available on the East Garrison webpage at GMManagement.com, EG password eg1gm.

**Yard and Landscaping Requirements**

The association is solely responsible for the operation of the front yard irrigation timer and for all maintenance, repair, upkeep, and replacement of the landscaping and irrigation system within the front yard of each lot. Each owner is responsible for providing the water and electricity for the landscaping irrigation system located on his/her lot.

Each owner must maintain any enclosed yard landscaping on his/her lot in a neat, attractive condition. All landscaping installations must comply with the established architectural design guidelines for East Garrison Community Association.

**East Garrison Community Association Rules Enforcement Policy**

All homeowners, residents, and their guests are expected to abide by the establish rules of the East Garrison Community Association. Violations of the CC&Rs, bylaws, design guidelines, or rules and regulation will result in enforcement procedures by the association, including the levying of monetary penalties, as well as the requirement to pay for damages to association property caused by the association member, family, tenant, or guests.

The Board is responsible for enforcing the rules of the association and has the authority to interpret and define the rules when questions arise, but the Board does not have the authority to contravene the CC&Rs.

The Board will use the following procedure before imposing any penalty:

• If a finable violation is cited, you will be sent a letter so informing you and giving you a date when a hearing will be held by the Board to consider or confirm the fine. The hearing notice date will be sent at least 15 days before the hearing date. You are welcome to attend this hearing and participate, and you may request that such a hearing be conducted privately in executive session rather than during an open Board meeting. If the Board chooses to impose a fine, you will receive a written notice within 15 days after the hearing, and you will have an additional 5 days in which to appeal the fine before it is levied against your account.

• If the violation results in damage to Association property, you will be charged any expense incurred for repairing or otherwise correcting the damage. These charges will be in addition to any penalties imposed for violating the rules and regulations or the CC&Rs.
• Anytime during the enforcement process, and before the issue is referred to the association’s legal counsel, you may request to meet in an informal dispute resolution (IDR) proceeding in an effort to resolve the dispute. The request for a meeting must be made in writing. If the matter remains unresolved, the association’s legal counsel will send a notice of a formal alternative dispute resolution (ADR), a request that the matter be heard in either a binding or non-binding mediation or arbitration. The cost of an ADR will be borne equally by both parties. If there is a lawsuit, you may be liable for the association’s legal costs and fees.

Any association member who wishes to report a violation of the rules and regulations, design guidelines, bylaws, or CC&Rs should notify the association’s management company by mail, FAX, or e-mail:

East Garrison Community Association
c/o GM Management Services
40 West Easy Street, Suite 1
Simi Valley, CA 93065
FAX: 805-526-8175
E-mail: EG@GMManagement.com

Provide all details of the violation (eg, date, time, duration, license number, and vehicle make and color). Your name will not be disclosed to the violator without your permission. We will not respond to anonymous complaints. Do not contact board members at their homes.

Landscape complaints or problems should be directed to GM Management. Do not contact the landscaper directly or attempt to give instructions to the landscaper’s employees.
<table>
<thead>
<tr>
<th>Violations/Penalties</th>
<th>General Violations/Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>First violation:</td>
<td>Courtesy letter</td>
</tr>
<tr>
<td>Second violation within 6 months:</td>
<td>$50 penalty</td>
</tr>
<tr>
<td>Third violation within 6 months:</td>
<td>$100 penalty and, for any continuing violations, without additional hearings, further penalties of $10 per day until the violation is corrected</td>
</tr>
<tr>
<td>Fourth violation within 6 months:</td>
<td>$250 penalty and, for any continuing violations, without additional hearings, further penalties of $10 per day until the violation is corrected</td>
</tr>
<tr>
<td>Fifth violation within 6 months:</td>
<td>$500 penalty and, for any continuing violations, without additional hearings, further penalties of $10 per day until the violation is corrected</td>
</tr>
<tr>
<td>Hazardous activities (risk of harm to person or property):</td>
<td>$500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Architectural/Landscaping Violations/Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following is the schedule of penalties for making architectural or landscaping changes—including painting, door or window replacement, or the addition or deletion of plants, grass, or trees—with first obtaining approval in writing from the Architectural Review Committee (ARC), regardless of whether or not the work is ultimately approved by the ARC:</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Violations/Penalties</th>
<th>Architectural/Landscaping Violations/Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>First violation:</td>
<td>$250 penalty and, for any continuing violations, without further hearing, further penalties of $10 per day until the violation is corrected</td>
</tr>
<tr>
<td>Second violation:</td>
<td>$500 penalty and, for any continuing violations, without further hearing, further penalties of $10 per day until the violation is corrected</td>
</tr>
<tr>
<td>Third violation:</td>
<td>$1000 penalty and, for any continuing violations, without further hearing, further penalties of $10 per day until the violation is corrected</td>
</tr>
</tbody>
</table>

To avoid problems, refer to the architectural and landscaping rules before beginning work on any landscape or architectural change that requires Board approval.

<table>
<thead>
<tr>
<th>Short-term Rentals (less than 30 days) Violations/Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>First violation:</td>
</tr>
<tr>
<td>Second violation:</td>
</tr>
<tr>
<td>Third violation:</td>
</tr>
<tr>
<td>Fourth violation:</td>
</tr>
</tbody>
</table>

**Violation of other Community Rules**

<table>
<thead>
<tr>
<th>Violations/Penalties</th>
<th>Violation of other Community Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police called to residence:</td>
<td>up to $500 fine; may double with each violation</td>
</tr>
<tr>
<td>Noise:</td>
<td>up to $500 fine; may double with each violation</td>
</tr>
<tr>
<td>Trash in common area:</td>
<td>up to $250 fine; may double with each violation</td>
</tr>
<tr>
<td>Damage to common area:</td>
<td>up to $500 fine and cost of repairs; fine may double with each violation</td>
</tr>
</tbody>
</table>
East Garrison Community Association
Formal Complaint for CC&Rs, Rules, Policies,
and/or Design Guidelines Violations

Date: ________________________________

Person Making Report
Name: ________________________________
Address: ________________________________
Telephone: ________________________________
E-mail Address: ________________________________
Signature: ________________________________

Description of the Violation
Date: ______________ Time: ______________
(Fill in as completely as possible)
Location: ________________________________
Description: ________________________________

Violator Information (if known)
Name: ________________________________
Address: ________________________________

Witnesses (if any)
Name: ________________________________
Address: ________________________________
Telephone: ________________________________
E-mail Address: ________________________________

Mail to: East Garrison Community Association
c/o GM Management, Inc.
40 West Easy Street, Suite 1
Simi Valley, CA 93065

FAX: (805)856-2200
e-mail: gm@gmmanagement.com