

Windwood Village Owners' Association, Inc.
Rules and Regulations
Effective September 1, 2009

100	Purpose
200	Authority
300	Responsibility
400	Member Penalties
500	Member Complaints
600	Architectural/Landscaping Modifications
700	Noise and Nuisance
800	Dogs/Cats and Animals at Large
900	Parking Regulations
901	Parking Regulations – Residents
902	Parking Regulations – Occasional Guest Parking
903	Prohibited Street Parking
1000	Satellite Dish Policy
1100	Garbage
1200	Restricted Uses

100 PURPOSE

The fundamental purpose of the Association Rules and Regulations is to provide a basis for protecting members' equity in the development, maximize enjoyment, assure the continued aesthetic beauty of the community, and to provide the framework within which people can live in harmony.

200 AUTHORITY

Both the Declaration of Easements, Covenants, Reservations, Conditions and Restrictions (CC&Rs) and the Bylaws require the Board of Directors to promulgate such Rules and Regulations for the general benefit of the community (CC&Rs pg 9, Section VIII, #1 & #5. Also Bylaws pg 8, Section 16).

300 RESPONSIBILITY

Homeowners are responsible for the actions of their family members and guests as well as their tenants' family members and guests and are responsible for providing a copy of the Rules and Regulations to their tenants. Homeowners are responsible for payment of all fines levied and costs incurred related to damages resulting from violations of these Rules and Regulations.

400 MEMBER PENALTIES

It is the policy of the Windwood Village Owners' Association (the "Association") to protect the rights and privileges of the Owners ("members") and to enforce the governing documents (CC&Rs, Bylaws and Rules and Regulations and Architectural/Landscaping Guidelines) of Windwood Village. Pursuant to the authority vested in the Board of Directors of the Association by the CC&Rs and its Bylaws, the following system has been established for penalties and fines. A member shall be responsible for the acts or omissions of his/her guests, lessees or invitees.

1. Fines

- (a) Any fine imposed by the Association cannot exceed \$100.00 for any single violation.
- (b) Fines must be paid within thirty (30) days of being levied by the Board of Directors.
- (c) Fines not paid within 30 days of being levied are considered late. At days 31 and 61 of non-payment, a \$15.00 late fee will be incurred.
- (d) After ninety (90) days of non-payment, the Board of Directors will file a lien against member's property in the amount of \$45.00 plus any costs incurred by filing said lien.

2. The Violation Process

Fines may be levied by action of the Board of Directors after notice and hearing in accordance with the schedule below:

- (a) Demand - Written demand to cease and desist from an alleged violation shall be served upon the alleged violator verifying:
- (i) the alleged violation;
 - (ii) the action required to abate the violation; and,
 - (iii) a time period, not less than ten (10) days (to be determined on a case by case basis), during which the violation may be abated without further sanction; if such violation is a continuing one, or a written statement that any further violation of the same rule has resulted, this may result in the imposition of a monetary penalty.
- (b) Notice of Hearing - At any time within twelve (12) months of the initial demand, if the violation continues past the period allowed in the demand for abatement without penalty, if the same rule is subsequently violated, the board or its delegate shall serve the violator with written notice of a hearing to be held by the Board of Directors or a committee designated by the Board to hold such hearings in executive session. The notice shall contain:
- (i) the nature of the alleged violation;
 - (ii) the time and place of the hearing, which time shall not be less than ten (10) days from the giving of the notice;
 - (iii) an invitation to attend the hearing and produce any statement, evidence, and witness on his or her behalf; and,
 - (iv) the proposed sanction and/or monetary penalty to be imposed.
- (c) Hearing - The hearing shall be held in executive session pursuant to this notice affording the member a reasonable opportunity to be heard. Prior to the effectiveness of any sanction and/or monetary penalty hereunder, proof of notice and the invitation to be heard shall be placed in the minutes of the meeting. Such proof shall be deemed adequate if a copy of the notice, together with a statement of the date and manner of delivery, is entered by the officer, director, or agent who delivered such notice. The notice requirement shall be deemed satisfied if the alleged violator appears at the meeting. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed.
- (d) If the hearing was before a committee other than the board of directors, the violators shall have the right to appeal the decision to the board of directors. To protect this right, a written notice of appeal must be received by the president or secretary of the Association within thirty (30) days after the hearing date. The action of the board shall be final.

500 MEMBER COMPLAINTS

Any member may submit a complaint to the Association. It must be in writing, signed and either mailed to the Owners' Association P.O. Box or hand delivered to a current member of the HOA Board of Directors. A letter or a Homeowner Complaint Form (HCF) may be used to document and report complaints to the Association. An HCF may be obtained from the Association's website at www.windwoodvillagehoa.com. All information is confidential.

1. Complaint Process

When the Board receives a complaint, it will consider the complaint and take appropriate action, which may result in a violation and/or a Request to Correct Letter to the property owner. Complaints must be in writing and signed by the person making the complaint.

600 ARCHITECTURAL/LANDSCAPING MODIFICATIONS

1. No building, fence, wall or other structure or improvement of any kind shall be commenced, erected, affixed or maintained upon owner's property and/or common area, nor shall any substantial alterations, repairs of or additions to any part of the Development be made until the plans and specifications have been submitted to and approved by the Building Control Committee (BCC).

2. The BCC has the authority to recommend removal of any construction from any premise and/or the correction of any violation within the jurisdiction of the BCC.

3. Inspections - The BCC may examine property while considering an application for proposed construction and at any time during and upon completion of the construction after consultation with the homeowner.

4. A separate set of Rules and Regulations addresses architectural and landscaping issues. Obtain a copy of the Architectural/Landscaping Guidelines from the Windwood Village website.

700 NOISE AND NUISANCE

1. Noise that is unreasonably loud, raucous or jarring to persons within the area of audibility between the hours of 10 p.m. and 8 a.m. is declared to be a public nuisance and subject to Board and Civil action.

2. Complaints made to the Association must be in writing for the Association to begin enforcement proceedings, see the section on Member Penalties.

800 DOGS/CATS AND ANIMALS AT LARGE

1. Restraint of Dogs and Cats

No dog or cat is allowed to roam freely within the grounds of Windwood Village.

2. Excreta Nuisance Prohibited

It is in violation of community Rules and Regulations for the owner or person having charge, custody or control of any animal to permit, either willfully or through failure to

exercise due care and control, any such animal to create a nuisance by leaving its excreta and to allow such nuisance to remain on common area or on any improved exclusive use property.

3. Nuisance/Disturbing the Peace

It is unlawful for any person to keep, maintain or permit on any common area under his or her control, any animal which may by any sound or cry, disturb the peace and comfort of the inhabitants of the neighborhood or interfere with reasonable and comfortable enjoyment of life and property.

900 PARKING REGULATIONS

No vehicle may park in the grass or on the road at any time. There is no parking in front of mailboxes, No Parking signs, and fire hydrants at any time.

901 PARKING REGULATIONS - RESIDENTS

1. Residents may only park in their garages or on their driveways. Any vehicle belonging to a resident parked in guest parking will be posted with a warning. If the vehicle is not removed from guest parking within 24-hours, it may be towed at owner's expense.

Residents may not park on the street or on the grass.

2. Residents may not rotate their vehicles between guest parking spots and/or own garages or driveways to circumvent time restrictions are prohibited. Any vehicle rotated between a residence's garage or driveway and visitor parking will be considered belonging to the owner of said residence. Any vehicle rotated in this manner will be posted with a warning. If the vehicle is not removed from guest parking within 24-hours, it may be towed at vehicle owner's expense.

902 PARKING REGULATIONS - OCCASIONAL GUEST PARKING

1. Guests may park in guest parking spots and/or on streets where parking is permitted any three out of seven consecutive 24-hour periods. The time period will begin at the first recording of the vehicle. On the third 24-hour period out of seven that a vehicle is parked in guest parking, not necessarily three consecutive periods, a warning will be placed on the vehicle. If the vehicle is not removed within 24-hours, the vehicle may be towed at the owner's expense. All exceptions must be approved by a quorum of the Board of Directors.

2. Guest parking spots are located as follows:

Where indicated by signs at the ends of Sonoma Way and Sierra Place.

3. Residents may request up to 14 days of extended guest parking each calendar year. The request for extended parking may be obtained through the Board of Directors. Residents must show proof of registration and driver's license with address other than Windwood Village for their guest. If this privilege is abused, the Board of Directors reserves the right to refuse extended parking. Guests who are not in compliance with the extended visitor policy will have a warning placed on their vehicle. If the vehicle is not then

removed within 48-hours, the vehicle will be subject to towing at vehicle owner's expense.

4. Rotating vehicles between guest parking spots and a unit's garage and/or driveway to circumvent time restrictions is prohibited. Any vehicle rotated between unit's garage and/or driveway and visitor parking will be considered belonging to the resident of said unit. Any vehicle rotated in this manner will be posted with a warning. The homeowner may also be fined. If the vehicle is not removed from guest parking within 24-hours, it may be towed at vehicle owner's expense.

903 PROHIBITED STREET PARKING

For the purpose of safety and access by emergency vehicles, parking on the street is NOT permitted.

1000 SATELLITE DISH POLICY

1. The installation of one satellite dish is permitted without the consent of the Association.
2. Structural damage resulting from the installation of a satellite dish is the responsibility of the homeowner.

1100 GARBAGE

1. Garbage containers should not be placed roadside prior to 6:00 a.m. on collection day. Garbage cans must be collected and concealed from the road by 9:00 p.m. on the day of collection.
2. Garbage containers of any kind must be screened and concealed from view from other units and the streets at all times other than on garbage collection day.

1200 RESTRICTED USES

No unit shall be occupied by more than three unrelated persons.