

THE HILLS AT YORBA LINDA COMMUNITY ASSOCIATION
C/O SEABREEZE MANGEMENT COMPANY, INC.
39 ARGONAUT, SUITE 100
ALISO VIEJO, CA 92656

The Hills at Yorba Linda Community Association

Rules & Regulations

The following common area and recreational area rules and guidelines are intended for the mutual benefit and protection of all The Hills residents and their guests. Each resident must be responsible for adherence and enforcement of these rules in order to promote the general welfare and to achieve a harmonious community environment.

The provisions for these Rules & Regulations and the authority for enforcement are contained in the Association's Governing Documents. These documents give the Board of Directors the power to establish and enforce these Rules & Regulations. In the event of any conflict between these Rules & Regulations and the Association's Governing Documents and / or California Law, the Governing Documents and / or California Law will supersede.

ARCHITECTURAL IMPROVEMENTS & ALTERATIONS

1. All exterior alterations must be approved by the Board of Directors or the Design Review Committee. Alterations performed without prior approval are subject to removal.
2. All external wiring, antennas (including Satellite dishes), telephone equipment, or other external modifications require express written approval from the board of Directors or the Design Review Committee.
3. Approval by the Board or Design Review Committee does not constitute approval by the city, nor does approval by the city constitute approval by the Board or Design Review Committee.
4. All necessary Architectural Change forms are available from the Management Company.

BBQ

1. Due to insurance requirements, the use of Charcoal Grills is prohibited on all balconies, patios, walkways, and landings.
2. To reduce the risk of fire, no gas and or similar devices used for cooking, heating, or any other purpose should be used on any balcony, under any overhanging portion or within 10 feet of any structure.

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BOARD MEETING CONDUCT & PROCEDURES

1. Board Meetings take place quarterly for the purpose of conducting the corporate business of the Association. Homeowners will be notified no less than four (4) days prior to each meeting. Conforming to dictates of the By-Laws, California Corporation's Code, Parliamentary Procedure, and the Association's Governing Documents, only Board members may speak to issues on the floor during the business portion of the meeting. All attendees shall observe simple rules and basic courtesies.
2. Although Homeowners are not permitted to speak during the business portion of the meeting, unless recognized by the Chair, they may stay to listen and become familiar with the issues facing the Association.
3. Homeowners are welcome to address the Board during the Homeowners Open Forum portion of the meeting. When recognized the Chair, please state your name, property address, and briefly state your question or comments. Each Homeowner will be allotted no more than three (3) minutes to speak. The Board may take all matters under submission and may not necessarily respond to your request to answer your question(s) at this meeting. The Board, or designated representative, may respond by telephone or in writing after sufficient research, consideration, and decision.
4. Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor. (California Penal Code §403)

CLUBHOUSE RENTAL

1. Rental of the Association's Clubhouse requires adherence to the Association's Clubhouse Rental Policy. For a copy of this policy, please contact the Association's Management Company.

COMMITTEES

The Board encourages homeowners to support the Association through participation on one or more The Hills at Yorba Linda committees.

1. Design Review Committee (DRC): This committee establishes guidelines governing Residential Lot improvements installed by homeowners. This committee also reviews homeowner applications for home and landscape improvements. Home and Landscape Improvement Application forms are available from the property management company.

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2. Grounds Committee: This committee monitors the maintenance of the Common Maintenance Area and recommends improvements in that area to the Board.
3. Newsletter Committee: This committee prepares the periodic Association Newsletter.
4. Social Committee: This committee organizes, coordinates, and facilitates social activities for residents who wish to participate.

COMMITTEE GUIDELINES

1. Committee Members:
 - a. A committee must have at least three (3) members.
2. Committee Appointments:
 - a. All committee members, who are not members of the Board, are appointed by the board.
 - b. Any The Hills at Yorba Linda Homeowner who wants to serve on a committee should contact the Board or management company.
3. Board Liaisons:
 - a. Board Liaisons (committee members who are members of the Board) are responsible for ensuring that their assigned committee abides by the Association Bylaws, CC&R's and Board policies, procedures, and guidelines.
 - b. All Board liaisons are expected to be present at the meetings of their assigned committees. However, if all Board liaisons on a committee agree, the committee chairperson may be authorized to hold a meeting with only one liaison present.
4. Committee Chair Responsibilities:
 - a. Scheduling and running committee meetings.
 - b. Notifying all committee members of the time and place of committee meetings.
 - c. Reviewing all Design Review Committee correspondence to ensure that all communications to Homeowners are written in a professional tone and style (applies to DRC only).

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- d. Forwarding all committee correspondence to the management company for processing. Committees (except DRC committee) are not authorized to send written correspondence directly to any Homeowner under any circumstance.
 - e. Ensuring the management company receives a copy of all committee minutes.
5. Committee Meetings:
- a. All three (3) committee members (including at least one Board liaison for the DRC) must be present to conduct business at all DRC or Grounds Committee meeting.
 - b. The DRC is required to hold regular quarterly meetings, unless the Board approves a less frequent meeting schedule. If a backlog of committee work develops, the board may request more frequent meetings.
 - c. All other committees are encouraged to hold regular quarterly meetings and must have at least three (3) members present.
6. Committee Minutes:
- a. Documented minutes are required for all DRC meetings.
 - b. Documented minutes are encouraged for all other committee meetings.
7. Committee Actions:
- a. All committee actions must be consistent with the Association By-Laws, CC&R's, Board policies, procedures, and guidelines.
 - b. All committee actions require a majority vote of the committee members in attendance.
 - c. Any vote on a committee action must be taken in the presence of at least one liaison (applies to DRC only).
8. Committee Reports:
- a. All Committees are encouraged to present written quarterly status reports to the Board. The report should include the committee's recommendation if Board action is required.

COMMON AREA

- 1. The use of recreation, sports and hobby equipment, including but not limited to toys, bicycles, mopeds, skateboards, skating ramps, basketball hoops, and rollerblades is

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- prohibited on walkways, stairways, greenbelt areas, or in pool/spa or laundry facilities.
2. Homeowners will be held financially responsible for any damages to property or landscaping caused by owner, their tenant, or guests.
 3. Placement of personal items (i.e. clothing, plants, birdfeeders) in common area is prohibited.
 4. Dumping of gasoline, paint, vehicle/household cleaners, and/or other volatile fluids in gutters, drains, community grounds, parking, landscaping and recreations facilities is strictly prohibited.
 5. Residents shall not post notices or advertisements anywhere in the common area without the prior written consent of the Board of Directors. One standard "For Sale" or "For Lease" sign may be placed in accordance with the Association's CC&R's. Commercial signs, of any type, are prohibited anywhere within the Community.
 6. Holiday decorations may be displayed thirty days prior to the holiday and must be removed within fifteen days following the holiday.

COMMON AREA FACILITIES

1. With respect to all common area facilities, including but not limited to, clubhouse, pool, spa, sauna the Board of Directors reserves the right to close such facilities, or restrict access thereto, for cleaning, repair, maintenance, meetings, Association functions, and other similar or related activities. Closure or restriction of access to any or all of the common area facilities shall not constitute grounds for Homeowner to withhold or abate dues payment.
2. All common area facilities shall be used only during the hours posted except for private functions in the clubhouse.
3. Smoking and alcohol are prohibited in all common area facilities including, but not limited to the clubhouse, common area bathrooms, and pool and spa areas. Alcohol may be allowed, if approved by the Board of Directors prior to an event.
4. Animals are prohibited in all common area facilities including, the clubhouse, common area bathrooms, and pool and spa areas. Assistance Animals to aid with physical impairment are an exception.
5. Feeding animals/wildlife in common areas, including exclusive use common areas is prohibited.
6. Guests must be accompanied by residents at all times.

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7. Total pool capacity: Phase 1 & 4 = 30.
8. Total spa capacity: Phase 1, 2, & 4 = 7 / Phase 3 = 9
9. No more than two guests per condominium may use the common area facilities at any one time, as the limited space must be kept available for other residents.
10. Use of spa is limited to one hour if others are waiting.
11. Persons under the age of 14 years of age are prohibited to use the Recreational Facilities unless supervised by a responsible person 18 years or older.
12. There is no lifeguard on duty at anytime. Use of pool and spas by residents and their guests is at their own risk and all safety rules must be observed.
13. Diving or jumping into the pool or spa is prohibited.
14. Glass bottles/containers are not permitted in the pool and spa areas.
15. In consideration of other residents, earphones must be used when listening to radio, CD players, iPods, or portable televisions otherwise, they are not permitted.
16. The Board of Directors reserves the right to control access to all common area facilities and to ensure only authorized and conforming individuals utilize such facilities. No intoxicated person or person having an infectious disease, skin abrasion, colds, coughs, inflamed eye infections, or wearing bandages shall use the pool or spa.
17. Appropriate swim attire must be worn at all times. All diapers must be waterproof.
18. Pool play equipment, such as rafts or inner tubes, is not permitted. No Styrofoam floating devises in the pool or spa.
19. All gates and doors must remain closed and locked. No method of propping open is permitted for any amount of time, **no exceptions.**

General

1. The common area, community grounds, streets, parking, and recreation facilities are restricted for use by owners, residents, and their guests. No others may use said facilities without written consent of the Board of Directors.
2. Any individual or group abusing the rights of use granted in the Governing Documents of the Association may have those rights suspended at the discretion of the Board of Directors after a notice and hearing.

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3. Each owner who rents his/her condominium is responsible for giving his/her tenant(s) a copy of these rules and is liable for any and all fines, and/or assessments incurred by his/her tenants. Owner must bind any tenants/occupants to the Association's Governing Documents via a Residential Lease Agreement.
4. Residents shall not make or permit any disturbing noises in their condominium (including balconies/patios) or elsewhere on the premises. Stereos, televisions, musical instruments, and any other noise producing devises shall not be played so as to disturb neighbors at any time. Please report any complaints to the Brea Police Department at (714) 990-7625, and in writing the Board of Directors, in care of the management office.
5. All move-ins/move-outs must be completed during normal business hours: 8:00 a.m. – 600 p.m., 7 days a week.
6. Residents shall not conduct garage sales, yard sales, or any other type of sales without Board of Directors prior written permission.

KEYS

1. Replacement Facilities Keys \$100.00

MANAGEMENT COMPANY:

Seabreeze Management Company
39 Argonaut, Suite 100
Aliso Viejo, CA 92656
(949) 855-1800 Office
(949) 855-6678 Fax

PARKING & CARPORTS

1. All vehicles must be operational and currently registered. Unauthorized or improperly parked vehicles may be towed away at vehicle owner's expense.
2. Motor vehicles shall not be parked in common area parking longer than 96 consecutive hours without moving. Vehicles parked over 96 hours may be towed away at vehicle owner's expense.
3. Parking in the fire lanes is prohibited. Vehicles, boats, trailers, and inoperative vehicles shall not be parked or stored on the premises.
4. Commercial vehicles, recreational vehicles, boats, trailers, and inoperative vehicles shall not be parked or stored on the premises.

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5. No part of the premises shall be used by residents or their guests for car washing, painting, or otherwise servicing vehicles including changing oil. The association has the right to clean the premises of fluids and other discharges from vehicles and to charge such cleaning and disposal costs to the Homeowner.
6. The storage of gasoline and other volatile fluids is strictly prohibited in any storage areas, including homes, carports, patios, balconies, and water heater/storage closets.
7. No motorcycle or moped is to be stored on patios, balconies, under stairways or in any other area.
8. Designated Handicapped spaces are for vehicles with currently active Handicapped placards. Vehicles that do not have a placard may be cited and/or towed away at the vehicle owner's expense.

PATIOS, BALCONIES, & STORAGE/WATER HEATER CLOSESTS

1. The Association reserves the right to set standards for balcony and patio appearance. All balconies and patios must be kept clean and orderly. Accumulation of trash or animal waste is prohibited. Storing of cartons, buckets, appliances, stuffed furniture, or other objectionable items on the balcony or patio is prohibited.
2. Residents are responsible for the maintenance and upkeep of their individual balconies, patios, stairways, and entryways. These areas must be kept clean and tidy.
3. Potted plants or other items are not permitted on second floor common area railings or ledges, neither common nor Exclusive Use, due to safety and insurance reasons. Plants place on ground floor, Exclusive Use, railings or ledges must be placed in a catch basin, saucer, or self-contained pots. Plants or other items are not permitted on first floor common area railings or ledges. Owners will be held responsible for damage to these areas.
4. Hanging plants or other items from stucco ceilings, walls, or fire sprinklers heads is not permitted. Towels, clothing, rugs, etc., may not be draped over railings for any period of time.
5. Plant material planted within the unit's patio area must be maintained to stay within that area and may not extend over exclusive use or common walls, through fencing into common areas, or into adjoining yards.
6. Vines and landscaping must be maintained at least 2 feet below roofline and gutters and may not cover windows.

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7. All potted plants must be kept in self-contained pots. Potted plants cannot drain onto decks, stairs, walkways, or entry areas. Owners will be held responsible for damage to these areas.
8. No exterior clothesline shall be erected or maintained. There shall be no exterior drying or laundering of clothing anywhere within the community, including patios, balconies, or any exclusive use area.
9. The storage of gasoline and other volatile fluids is strictly prohibited in any storage area, including homes, carports, patios, balconies, and water heater/storage closets.

PETS

1. The only animals that may be raised or kept in any Condominium are dogs, cats, fish, birds, reptiles, and other usual household domesticated animals, provided that they are not kept, bred, or raised for commercial purposes.
2. Two pets per Condominium allowed.
3. All dogs must be attended and under control by a capable person and on a leash while in the common area at all times. Local municipal ordinances regarding leash laws will be enforced.
4. Cats are not allowed to roam the common areas freely.
5. Pet waste must be picked up by the owner or caretaker of the animal.
6. Pet owners will be responsible for any damages caused by their pets.
7. Feeding animals in common areas is prohibited.
8. The Board of Directors reserves the right to prohibit the maintenance of any animal within a Condominium or on common area which, in the Board's determination, may create a threat to the safety of the Community's residents. The Board may also prohibit the maintenance of any animal that becomes a nuisance to the Community's residents.
9. The excessive noise caused by pet will be deemed a nuisance. Please report all violations to the Orange County Animal Control, (714) 935-6868 or www.ocpetinfo.com.
10. Pets are restricted by weight and can weigh no more than fifty (50) pounds.

REFUSE

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1. Residents must make their own arrangements for the removal of special pickups of larger items such as furniture or appliances. Any additional cost to The Association will be charged to the unit Owner.
2. No temporary storage of trash outside unit door.
3. Dumping of gasoline, paint, vehicle/household cleaners, and/or other volatile fluids in gutters, drains, community grounds, parking, landscaping, and recreations facilities is strictly prohibited. Any cleanup and/or disposal charges incurred by the Association will be charged to the unit Owner.

SATELLITE DISHES & ANTENNAS

1. Satellite dishes must be one meter or less in diameter. (CRF §1.4000) (Civil Code §1376)
2. Dishes must be installed on the inside balcony or patio that is under the exclusive control or resident. Said satellite dish, or any part of, shall not extend beyond the balcony or patio railing.
3. Resident is prohibited from making physical modifications to the premises and is prohibited from installing satellite dish in common area, including but not limited to, outside walls, roof, window sills, common balconies, or stairways.
4. Satellite dishes shall not be installed in a manner which causes physical or structural damage to the premises, excluding ordinary wear and tear, including but not limited to holes drilled through exterior walls.
5. Homeowner shall install, maintain, and remove satellite dish in a manner, which is consistent with industry standards and shall be liable for any damages or injury sustained as a result of the negligent installation, maintenance, or removal of the dish.
6. Homeowner shall indemnify, defend, and hold Owner harmless of any damage of injury resulting from said negligence, including paying Association's attorney fees and costs.
7. Homeowner shall obtain and at all times retain a liability insurance policy for satellite dish with a minimum for \$100,000.00 coverage and cause Association to become an "additional insured" under said policy. Homeowner shall provide proof of said insurance to the satisfaction of Association before satellite dish is installed.

SECURITY

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1. The Association does **not** provide security, law enforcement, or private protection services for residents. The Association does provide unarmed courtesy patrol that patrols random patrols throughout the day, seven days a week. **IN CASE OF A DISTURBANCE OR EMERGENCY, YOU SHOULD REQUEST ASSISTANCE FROM THE APPROPRIATE LOCAL AUTHORITY (POLICE DEPARTMENT, FIRE DEPARTMENT, PARAMEDICS, ETC.)** We request you also notify the Management Office that such disturbance or emergency has occurred.

WINDOW TREATMENTS

1. All exposed window coverings shall be of neutral color harmonious with and not conflict with the color scheme of the exterior of the building.