

**VERMONT VILLAS CONDOMINIUMS
Homeowners Association**

A CALIFORNIA NONPROFIT CORPORATION

**RULES
AND
REGULATIONS**

REVISED: JANUARY 2014

Table of Contents

Page	Topic
3	A. Introduction
4	B. Contact Info
4	C. Definition of Terms
5	D. Change of Occupancy
5	E. Owner, Resident and Guest Code of Conduct
5	F. Calendar of Business
6	G. Upkeep of Premises and Costs
6	H. Common Area
7	I. Trash
7	J. Patios, Balconies, Landings, Privacy Areas (Exclusive Use Areas)
8	K. Gates, Fences, Walls, Keys and Remotes
8	L. Parking and Vehicles
9	M. Pool and Spa
9	N. Tennis Courts
10	O. Pets
11	P. Architectural
12	Q. Enforcement Policy and Fines

A. Introduction:

The Rules and Regulations of the Vermont Villas Condominiums Homeowners Association, a California nonprofit corporation (the “Association”), are established by the Board of Directors of the Association under the authority described in the Articles of Incorporation. The Board of Directors of the Association reserves the right to amend or supplement these Rules and Regulations from time to time.

These Rules and Regulations are designed to assist the Association in serving the best interests of the greatest number of owners and occupants while protecting, as much as possible, the rights of the rest of the owners and occupants. These Rules and Regulations are established to preserve the common area and its recreational facilities (herein collectively referred to as “Association Facilities”) of Vermont Villas Homeowners Association (the “Community”) for the wellbeing, convenience and enjoyment of the owners, occupants and their guests.

It must be recognized and understood by all owners and occupants that it is necessary for representatives of the Association to apply and enforce these Rules and Regulations against all owners and occupants equally. Owners and occupants have the right to enjoy the Association Facilities while respecting the rights of others. Courtesy and common sense must prevail in the proper utilization of the Association Facilities.

Please read this booklet carefully and be sure your family, occupants, and guests understand the rules fully. If there are any questions, please contact the property management company currently employed by your Association (see section B below).

All owners and occupants should have been given copies of the Declaration of Covenants, Conditions and Restriction (CC&Rs) and By-laws. We urge these parties to read both of these documents since they set forth in complete and detailed form the rights, duties and obligations of each homeowner. They, not the Rules and Regulations, are the official documents which cover these rights and responsibilities. These Rules and Regulations do not supersede the CC&Rs or By-laws in any way; rather, they are designed to supplement and support the primary governing documents.

Owners are responsible for the activities of their guests, residents, and occupants, for their compliance with these documents and for providing each new occupant with a copy of the CC&Rs and the Rules and Regulations. These documents can also be viewed at www.vermontvillas.org. Additional copies can be obtained from the management company for a nominal fee.

Vermont Villas falls under the jurisdiction of the city of Escondido and all Escondido city ordinances and codes also apply.

B. Contact Info:

Please report all emergency items to the management company immediately by phone. For all non-emergency requests, suggestions or observations, please contact the management company by phone, email or letter. Contact information as of this publication date is:

Vermont Villas Condominiums Homeowners Association
c/o Elite Community Management
11717 Bernardo Plaza Court, Suite 110
San Diego, CA 92128

Phone: 858-485-0881

Email: customercare@elitemanagement.com

Escondido police department 760-839-4722

All emergencies 911

HOA website: www.vermontvillas.org

C. Definition of Terms

Unless the context otherwise requires, all terms listed below but not otherwise defined in these Rules and Regulations shall have the meaning ascribed to them in the Vermont Villas Declaration of Covenants, Conditions and Restrictions (CC&Rs).

1. **Common Area:** The entire Vermont Villas Condominiums project, except the living units.
2. **Association or HOA:** Vermont Villas Condominiums Homeowners Association.
3. **Exclusive Use Area:** Those portions of the Common Area to which an exclusive right to use is granted to an owner and shall consist of patios, balconies, front door landings, parking areas and carports.
4. **Homeowner, Owner or Member:** The person or persons whose name(s) appear on the recorded deed to a Vermont Villas Condominiums dwelling unit.
5. **Owner:** Whenever the word or term “owner” is used in this document, the word “tenant”, “guest”, “occupant”, “resident”, “homeowner”, “member”, etc., shall apply equally for the use of the facilities of the complex and adherence to these Rules and Regulations.
6. **Complex:** The entire area of the Vermont Villas Condominiums complex and its buildings.
7. **Adult Supervision:** Supervision by a responsible owner or resident, 18 years of age or older, who is physically present and is responsible for the activities of a child or a specific group of children.
8. **Management:** Designated agents of the Vermont Villas Condominiums Homeowners Association’s Board of Directors. See part B for management company contact information.

D. Change of Occupancy

Owners must notify the management company of any change of tenancy and/or names addresses and phone numbers of any new tenant, occupant and family members thereof. Notification must take the form of filing an Owner/Tenant Registration form (available from the management company or at www.vermontvillas.org) within 10 days of the change.

E. Owner, Resident and Guest Code of Conduct

1. Do not jeopardize or interfere with the rights and privileges of other owners, residents or guests.
2. Owners are responsible for the conduct of their residents and guests, and may be served notice or be fined for any violation committed by them. Residents and guests are held to the same standard of conduct as set forth herein for members.
3. Refrain from loud, profane, indecent or abusive language.
4. Do not harass or accost any other owner, resident, guest, Association employee, director, officer or committee person.
5. Do not act in such a way as to compromise the safety of others.
6. Refrain from physical or verbal abuse directed at other owners, residents, guests, Association employees, directors, officers or committee persons.
7. Owners will be held responsible for any damage to Association property caused by the owner and/or residents and/or guests.
8. Obey all safety rules and do not engage in unsafe activity.
9. Quiet time is between the hours of 10 pm and 8 am. Noise can be a problem, especially during the summer months. As a common courtesy to neighbors, keep to a minimum any noise outside of the unit. This includes voices, televisions, stereos, etc.
10. A unit is allowed two (2) residents per bedroom + one (1). Thus a one-bedroom unit can accommodate up to three (3) residents, and a two-bedroom unit up to five (5) residents.

F. Calendar of Business

1. Meetings of the Board of Directors are usually held each month. Owners and residents are encouraged to attend these meetings. Please consult www.vermontvillas.org or the management company for the date, time and location of these meetings if you would like to attend. Meeting dates are also posted on the bulletin board by the mailboxes a few days prior to each meeting, and may also be published in the newsletter or noted on the monthly assessment notice.
2. Annual homeowners meetings are held in January. Notice of this meeting is sent to all owners of record approximately one month in advance. Please be sure to return your proxy/ballot to enable the Association to reach its quorum of 51% and conduct its business without having to reschedule the annual meeting.
3. A financial audit is performed yearly by an independent certified public accountant and mailed to all owners (usually in December).

G. UPKEEP OF PREMISES AND COSTS

1. Owners are responsible for payment of all costs for any damage to common property caused by the owner or a resident of that owner's unit during the moving in or moving out process.
2. Common area equipment (e.g. time clocks, watering systems, lights, etc.) is to be adjusted and set by authorized personnel only.
3. Destruction of Property—Living units: the owner shall reconstruct it as soon as reasonably practical, in accordance with the original plans and specifications or approved modifications. See Architectural Approval Request form, section P. Contact the management company or see www.vermontvillas.org for a description of the approval process.
4. Destruction of Property—Common area: each owner is liable and shall reimburse the Association for any expenditure incurred for damage caused by an owner, resident, an owner's or resident's guest, or originating in the owner's unit.
5. The level of assessments and fees which each homeowner is required to pay to the association depends, in large measure, on the care and consideration exercised by each and every owner. If increased maintenance costs are experienced because of abuse to the common area, then the current budget will not be sufficient to meet these increased costs. The net result will be that each owner's assessments will have to be sufficiently increased to cover the additional costs.

H. COMMON AREA

1. The common areas shall be used only for their intended purposes.
2. Use of roller skates, roller blades, skateboards, bicycles, scooters, etc. or any motor-driven/propelled vehicles is prohibited.
3. Painting, remodeling or alteration of any part or parcel of the exclusive use areas or any of the common property requires the prior written consent of the Board of Directors.
4. The Board of Directors must approve any installation of screen doors, patio shades or other fixtures that are to be installed on the exterior of the unit. See Architectural, section P.
5. Personal storage of items such as trashcans, woodpiles, shopping carts, bicycles and equipment is prohibited.
6. There can be no outside parking of skateboards, wagons, scooters, bicycles, etc.
7. No personal plants or other personal items can be stored in the common area. See section E for more information on plant policies.
8. No installations are permitted anywhere in the common area, including permanent walkways.

I. Trash

1. Place all trash in dumpsters located inside the trash enclosures. When the dumpster is full, please use another one. Please keep the gates to the trash enclosures closed and latched. Trash should be tightly secured. Trash thrown or spilled outside the bin will not be collected by the disposal service. If trash from a particular unit is found outside the bin, the cost of cleanup will be assessed to the responsible unit's account.
2. The disposal service will not pick up bedding, discarded furniture, electronic equipment, tires, lumber, appliances, etc. See www.vermontvillas.org for disposal and recycling options. To have the items removed is an extra expense which will be passed on to the owners through increased monthly assessments.
3. Recycling bins are located behind each trash enclosure. Please use them for disposal of paper, cardboard, glass, aluminum cans and plastic containers. Please break down cardboard boxes before depositing them into the recycling bins.
4. Pick up your own trash spilled on common areas and dispose of it in the proper receptacles. No trash, including cigarette butts, is to be discarded or thrown onto the common area.
5. Do not keep trash containers (bags, cans or boxes) at entryways or on patios at any time.
6. Do not dispose of hazardous waste anywhere within the complex. This includes oil, gasoline, and paint, etc.

J. Patios, Balconies, Landings, Privacy Areas (Exclusive Use Areas)

1. Laundry area doors are to be kept closed when not in use.
2. Approved uses for patios and balconies are for plants, patio-type furniture, BBQ grills and up to two adult bicycles. Please keep areas neat, clean and do not use for storage.
3. Owner is liable for damage to persons or property from plants. No plants can be hung from the stucco or set on, hung on or hung over the railing or fence. Arbors, trellises, or plant stands are to be no taller than 5 feet. For lower units, there are additional considerations:
 - a.) Plants cannot be hung from the upper balcony floor.
 - b.) Plants are not allowed to grow taller than 24 inches below the upper unit balcony.
 - c.) Arbors, trellises or plant stands are not allowed to show above the fence.
4. Up to three potted or hanging plants not to exceed 10 inches in diameter and not over 3 feet tall can be placed on the front door landing of an upstairs unit. One such plant is allowed on the front door landing of downstairs unit. All plants are to be kept in good condition, or removed.
5. No Indoor/outdoor carpeting is allowed in these areas.
6. No sitting, kneeling or standing on balcony or stair rails or patio fences.
7. No exterior clothes drying lines or racks. No clothing, rugs, etc. may be draped over walls, rails or furniture. Do not dry or air clothes outside the unit. This includes hanging on patio, patio doors or balconies.
8. No personal items can be stored outside.
9. Front door mats are limited to one per unit. Only mats designed for outdoor use are permitted.

K. Gates, Fences, Walls, Keys and Remotes

1. Owners are responsible for payment of all costs for any damage to the Association privacy gates, pedestrian gates or fencing caused by their actions or those of their families, occupants and/or guests.
2. No “riding” of the automatic driveway privacy gates.
3. Operate gate transmitters from vehicles and motorcycles only. Pedestrians are to enter and exit the complex from the pedestrian gates.
4. No climbing of the Association exterior perimeter fences, gates or walls by an owner, members of their family, occupants and/or guests.
5. Gates, both pedestrian and drive-through, cannot be left propped open, manipulated or altered.
6. Each unit is allotted two access control units and one non-duplicate gate key. In the event additional control units or keys are needed for any reason, the charge will be as follows: control unit, \$50.00 each; keys \$25.00 each. Orders can be placed through the management company.

L. Parking and Vehicles

1. Each two-bedroom unit is assigned one covered and one uncovered parking space. Each one-bedroom unit is assigned one covered parking space. No storage of personal property, trailers, boats, recreational vehicles, etc. is allowed in any parking space.
2. Vehicle must be placed front end first unless Board approval is given.
3. No vehicle shall be parked anywhere in the complex unless it has a current DMV registration. The storage of inoperable, damaged or unsightly vehicles is prohibited.
4. Pull as far into the parking space as possible to avoid obstructing the driveway.
5. No parking is allowed in fire lanes (red curbs) and other marked no parking areas.
6. Do not park in handicapped spaces without authorization.
7. If your vehicle is parked in a prohibited area for short periods of time (not to exceed five minutes), please use your emergency flashers.
8. Vehicles illegally parked or blocking free access to another resident’s assigned parking space may be towed at the request of that resident, providing the resident follows the Association’s established tow procedures. Parking in someone else’s parking space may result in towing of the offending vehicle. Towing procedure is posted at each entry gate.
9. Motorcycles must be parked in the unit’s assigned space and may be parked under the storage units located at the carports.
10. Only one motorized vehicle may be parked in any assigned space.
11. Vehicles in violation of parking rules will be towed away at owner’s expense.
12. Owners are responsible for cleaning leaking oil, gasoline, chemicals, detergents or other spots left on asphalt, concrete or surrounding structures.
13. Refrain from excessive motor noise. Blowing of vehicle horns in the complex area is prohibited, as is revving of motorcycles and automobile engines.
14. The speed limit within the complex is 10 miles per hour.
15. No vehicles shall be operated or parked on the sidewalk or landscaped area.
16. No vehicle repair, maintenance, painting, washing or sleeping in vehicles.
17. Doors to the carport storage bins must be kept closed when not in use.

M. Pool and Spa

1. **NO LIFEGUARD ON DUTY:** Lifesaving equipment is for emergency purposes only. Vermont Villas does not provide lifeguard services and assumes no liability and/or responsibility for the safety of anyone using the pool, spa and the adjacent areas. Those using the facilities do so at their own risk.
2. The Board of Directors reserves the right to deny the use of the pool or spa to anyone at any time for violations of any pool rules.
3. Except when entering and leaving, gates must be kept closed and locked at all times.
4. Use and entry to pool or spa areas is limited to resident owners, occupants and guests. Guests are limited to four per unit and must be accompanied by a responsible member of the host unit, age 18 or older.
5. In the pool and spa enclosed areas, there must be one responsible adult of 18 years or older for every four persons under the age of 14.
6. Unless otherwise posted at the pool and/or spa, the pool and spa hours are 8:00 a.m. to 10:00 p.m. daily.
7. Compliance to posted mandatory Health Code wording is required.
8. No glass containers, breakable materials or food are allowed in the pool or spa enclosures.
9. No running, diving, pushing, jumping, dunking, throwing of objects or loud or offensive activities in the pool or spa area.
10. No pets are allowed in the pool or spa areas or the clubhouse.
11. Do not apply suntan lotions or oils prior to going in the pool or spa. The oils will result in unsightly greasy ring around the pool area and clog motors and filters. Sunscreen is permitted.
12. Swimwear may be worn in the pool or spa, not cutoffs or hemmed shorts. Babies must wear a swim diaper.
13. No foreign items shall be permitted in the pool or spa, including but not limited to coins, rocks, Styrofoam, hairpins, bobby pins, soap, etc.
14. Place trash, papers, cigarettes, matches, etc. in the proper containers.
15. Only these items are allowed in the pool: ring toss games, water wings, noodles, float rings, personal flotation devices (life jackets), goggles and/or small blow-up plastic balls (32" circumference maximum). No rafts, boogie boards, surfboards or canoes allowed.
16. No radios without headphones are allowed in the pool or spa areas. No more than eight people can occupy the spa at the same time.
17. Only authorized maintenance personnel may adjust the thermostat on the pool or spa.

N. Tennis Courts

1. Tennis courts are to be used for tennis and basketball only.
2. Residents must accompany their guests when they are using a tennis court.
3. Food, tobacco products, alcoholic beverages and glass containers are not allowed in the court enclosure. Nonalcoholic drinks in unbreakable containers are permitted.
4. When playing at night, turn off the lights when finished.
5. Court time is one hour when other resident(s) are waiting to use the court.
6. Tennis court and basketball court hours are 8:00 a.m. to 10:00 p.m. daily.

0. Pets

1. Each unit will be permitted to have one usual and ordinary pet (e.g., cat or dog). Tenants must have owner or owner agent approval for said pet.
2. All pets must be restrained by a hand-held leash (including cats) when they are in the common area. Pets shall not be left tied to trees, fences, stakes or exterior building structures within the common area. Animals may not be kept in the patio areas or on balconies for long periods of time.
3. In the event of a pet soiling the common area, the pet's owner is responsible for immediately removing the pet's feces. Owners of dogs are requested to prohibit repeated urination in the same grassy spot to reduce damage to the landscaping.
4. If a pet becomes a general nuisance, the owner of the offending animal must take restrictive measures.
5. Excessively loud dogs or cats can be reported to animal control at 760-888-2236. If nighttime barking is disturbing the peace of the neighborhood, please call your local law enforcement agency's non-emergency number 760-839-4722.
6. No non-domesticated animals, livestock or poultry are permitted.
7. Owners and residents are responsible and liable for any personal injury or property damage caused by their pet or their guest's pet.

P. Architectural

Architectural Approval Request form is available from the management company or at www.vermontvillas.org

1. **Common Area Landscaping:** Do not alter original landscaping design or interfere with its maintenance.
2. **Signs:** For Sale, For Rent signs must be placed inside the unit window only.
3. **Patio Blinds:** Approved for horizontal operation only and installation to be made in exposed 2 x 10 facing headers at the roof of upstairs units or the leading edge of balcony overhang for downstairs units. Blinds material must be cleanable and mildew resistant, in a solid color (white, off white or light beige).
4. **Reflective Window Film:** Pre-approval required with Architectural Approval Request form.
5. **Satellite Dish:** Pre-approval required with Architectural Approval Request form. If approval is given, any satellite dish or antenna cannot be affixed to any common area, such as the walls or patio railings. No alteration to or modification of installed cable television system shall be permitted.
6. **Screen Doors:** Only black anodized extruded aluminum doors with an air closer are allowed. Doors must be maintained in an operable and structurally sound condition. Security doors are not required to have an air closure installed; however, screen doors are to be kept closed at all times.
7. **Shade Cloth:** No shade cloth covering on patios or balconies will be allowed.
8. **Shuttered Windows:** No exterior shutters.
9. **Window Coverings:** Interior window coverings visible from the common area must be neutral in color; white, off-white or beige.
10. **Stained Glass Window Decorations:** Stained glass window decorations in good taste are allowed.
11. **Stepping Stones:** Preapproval required with Architectural Approval Request form if in the common area.
12. **Stucco:** Nothing is to be attached to the stucco exterior of the buildings (e.g. hanging plants, wall plaques, wind chimes, wreaths etc.)
13. **Windows and Screens:** Broken windows or torn, bent or damaged window screens must be replaced immediately. If not repaired immediately, the Association has the right to perform repairs and invoice the owner. Screens and screen frames must match the current color scheme.
14. As a general rule, if it looks tacky, trashy or questionable, is of a loud or bothersome color, is broken, getting old, falling apart, or if it just doesn't fit in with the décor of the community, the owner is responsible to remove, repair or replace.

Q. Enforcement Policy and Fines

The CC&Rs provide that the Board of Directors may impose sanctions against an owner for violation of these Rules and Regulations (after notice and hearing, if required by the CC&Rs and/or By-laws), including without limitation the following:

1. Suspension of the voting rights of an owner;
2. Imposition of monetary fines;
3. Suspension of Pool, spa and tennis court privileges

Pursuant to item 2 above and after due notice, including a hearing if requested by the owner, the Board of Directors may impose a fine against the account of any owner(s) of a unit for the breach of the Rules and Regulations and/or the governing documents by any such owner, his/her family members, occupants, guests, in accordance with the following schedule of fines:

First offense.....	Warning
Second offense.....	\$250.00
Third offense.....	\$500.00
Every offense thereafter for the same or similar rule:	
Fine subject to Board discretion.	

Violations will be determined by observation or upon verification of a submitted complaint. The warning letter will contain information regarding a request for a hearing before the Board. Sanctions may be imposed within 15 days if no request for a hearing is received. The foregoing schedule is subject to change at the discretion of the Board; furthermore, different fine schedules may be adopted for specific violations and additional penalties may be imposed in conjunction with fines.

It is the responsibility of owners to inform occupants and guests of the rules and regulations. Owners are personally liable for their actions as well as the actions of their occupants, family members and guests.

Legal Action: The Board of Directors may in their sole discretion institute a legal action against an owner by seeking a personal judgment against such owner in order to impose the monetary penalty assessed pursuant to the governing documents together with court costs and reasonable attorney fees in such action, and the institution of such a legal action shall be deemed a fair and reasonable method utilized to collect monetary penalties assessed by the Board of Directors.