

**WOODLANE VILLAGE  
CONDOMINIUM ASSOCIATION**

**RULES AND REGULATIONS**

*Approved and Adopted May 28, 2013*

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# WOODLANE VILLAGE CONDOMINIUM ASSOCIATION

## RULES AND REGULATIONS

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## **I. INTRODUCTION**

Woodlane Village Association is providing this booklet to the residents of Woodlane Village Condominiums as an introduction and quick reference to the Rules, Regulations and By-laws of our community. Condominium living should be comfortable, enjoyable and free from conflict in areas which are common to all residents. To reach those objectives, it is necessary to establish rules and guidelines, which are to be followed by all property owners, residents, family members, guests, employees and agents. Adhering to these rules will result in a pleasant environment, one that is impartial in judgment and fairly administered.

Your Board of Directors has given careful consideration to the items addressed in this “booklet” yet they will be the first to admit there will probably be areas which are not discussed herein, but which will be important when they arise. That is when courtesy, common sense and consideration for your neighbors are necessary. In the event of a dispute, your Board may act as a mediator or arbitrator.

Perhaps our rules, when first reading them may seem restrictive in some areas, but please remember, **our limited common facilities must serve all residents equally and should not be monopolized or abused by a few persons**. As long as each resident maintains pride in all areas and demonstrates friendly consideration for others, Woodlane Village will remain a choice location for our personal living pleasure. These rules are surely a benefit to each and every resident.

As the need demonstrates, your Board of Directors may revise these “Rules and Regulations” from time to time. Your support to the uniform treatment of high standards in our common areas is the answer to harmonious living. The community rules are in compliance with the CC&R’s and By-laws of Woodlane Village. In the case of conflict between the wording of these documents, the By-laws will prevail.

## II. RULES & REGULATIONS

### 1. EMERGENCIES

Emergencies concerning the building or grounds, such as leaks in the water lines, power failure to the common area lights, etc., **should be reported to the Property Management Company as soon as possible.**

### 2. MAIL BOXES

- a. No notices or advertisements by individuals shall be attached to the mailbox areas, except notices or information placed there from the Board of Directors for your information.
- b. Please pick up your bulk/junk mail and dispose of any unwanted mail properly.
- c. Each unit owner is responsible for repair or replacement for his or her individual mailbox lock.
- d. Anyone found littering shall be fined in accordance with these rules.
- e. **Tampering with mailboxes or mail is a Federal offense and punishable by law.**

### 3. COMMON OPEN AREAS

Signs of any kind are not permitted on doorways, windows or any location in the common area, except with prior written approval of the Board of Directors. Real Estate "For Sale Signs" or "For Sale by Owner" signs for an individual unit for sale can be put on the "Common Display Area Sign Frame" located on San Bernardino Road. Use of the Common Display Area Sign Frame" will be on a first come basis.

### 4. GATES AND FENCES

- a. The self-locking gate to the swimming pool is a requirement of the City of Covina building code. It must be kept free of all silencing devices, which hinder the locking action. **Everyone is requested to please close the gate quietly and keep the gate locked at all times for the safety of children. This rule will be strictly enforced. Anyone in Violation of this rule is subject to a fine.**
- b. Please keep patio fences free of garments, rugs, towels and climbing vines, etc.
- c. No item within the patio area can be higher than the fence, except trees or plants that have been approved by The Board of Directors. Plants or trees planted within the patio area are the unit owner's responsibility. The unit owner is responsible for all maintenance and any damage that might arise from these trees or plants.

- d. Residents may NOT attach anything to fencing, lean any items against fences, or damage the interior or exterior of fencing in any way (no screws, bolts, nails, wire, tape, adhesive, paint, decorations, etc.), not even the interior fence inside your patio. Owners will be responsible for any damage to fences caused by residents, tenants or guests.
- e. Residents must keep barbeques away from fencing. Owners will be responsible for any damage to fences caused by barbeques (such as heat or any other damage).
- f. **Please trim your trees in your patio so that they do not create a fire hazard. Patios must be maintained and kept in a clean and orderly condition at all times and not to be used for storing items.**
- g. Owners and residents of each unit are solely responsible for maintaining proper water drainage around the patio slabs and under fences.

## 5. PARKING

- a. There are 68 parking spaces for 68 units; therefore, parking is very limited. Residents are urged to park their vehicles inside their garages.
- b. Guests are requested to park their vehicles on the street or at the north end of the complex for up to 24 hours only.
- c. **Vehicles in the parking area must be maintained in good mechanical condition and show current registration at all times.** Vehicles parked over 24 hours or without current registration or no license plates shall be removed at owner's expense.
- d. **NO PARKING in the driveways.** Those who park in the driveways will be cited or towed away at the vehicle owner's expense and subject to a fine by the Association – no exceptions!
- e. Vehicles that exceed the parking space limits, such as a camper or recreational vehicle, trailer, boat, motor home, panel truck, etc. may not park within the complex except to load and unload. The term camper shall mean any shell, which exceeds the height of the cab and/or exceeds the width of the vehicle and/or length of the bed. **Vehicles with more than two (2) axles are prohibited from entering the complex at any time. Violators will be responsible for any damage caused to pavement.**
- f. The speed limit is 5 miles per hour within the complex.
- g. No motorized devices including non-automobiles of any type may be used in the parking lot or common areas. California Vehicle Code applies to private property/Woodlane Village. Examples are scooters, mini-bikes, go-carts, etc.

## 6. GARAGE DOORS

Please keep garage doors CLOSED when sensible and during overnight. This is for security purposes and as a courtesy to residents and guests using the driveways.

Unit owner(s), resident(s) are responsible for keeping the garage door in good condition and repair at all times, which includes all hardware and their repair or replacement.

## 7. PETS

- a. The City of Covina leash law requires that pets be on a leash at all times when they are outside the private residence where they live.
- b. No pet shall be left unattended in the common area.
- c. **No pets allowed in the recreation room or pool area at any time.**
- d. Residents must carry plastic bags when walking pets in order to pick-up after their pets.
- e. Pet owners are solely responsible for any personal injury or property damage caused by their pets.
- f. No owner/resident may have more than two pets.
- g. Fines may be imposed for those owners/residents whose pets become a nuisance or create damage.

## 8. SWIMMING POOL & SPA

**POOL HOURS: Sunday through Thursday**

**Children 9:00 A.M. - 9:00 P.M.**

**Adults 6:00 A.M. - 10:00 P.M.**

**POOL HOURS: Friday & Saturday**

**Children 9:00 A.M. - 9:00 P.M.**

**Adults 6:00 A.M. - 11:00 P.M.**

**Warning: The pool area has no lifeguard on duty.**

**Because of the limited capacity of the pool the limit of individuals per unit are 4 at any given time.**

### **RULES FOR POOL & SPA**

- a. **Keep gate closed at all times**
- b. **No trespassing, pool is for the exclusive use of residents and their guests of Woodlane Village.**
- c. **Maximum 4 persons per unit.**

- d. Resident adult must be present with any guest.**
- e. No Smoking.**
- f. No food, alcohol or illegal substances allowed.**
- g. No loitering.**
- h. No running, diving, throwing any object or ball play allowed**
- i. No children under the age of 2 years allowed.**
- j. Children 2 and 3 years old must wear plastic shorts.**
- k. Swimsuits required. No cut-off shorts or t-shirts in pool.**
- l. Bubbles, soaps, lotions or oils may not be placed into the pool or spa.**
- m. All waste must be disposed in proper waste container.**
- n. Resident adult MUST accompany all children/ minors under the age of 16 years.**
- o. No animals in pool area.**
- p. No breakable glass, dishes, etc. allowed.**
- q. No person shall use pool or spa with communicable disease, bandage, cast, soars, wounds.**

#### **SPA RULES**

- a. Maximum 8 people.**
- b. No children under 18 years allowed.**
- c. Do not tamper with controls for heater or jets.**
- d. Any problems with equipment or furniture, pool, or spa, please notify the Property Management Company.**
- e. The spa may be hazardous to some people, enter at your own risk.**
- f. \*The Board of Directors reserves the right to close the pool or spa or ask anyone to leave if rules are not followed.**

The Maintenance Committee and the Property Management Company regulate temperature controls to the Pool and Spa. If you notice that the temperature in the Pool or Spa is not appropriate, please call the Property Management Company.

The Patio/Pool furniture is for your use while visiting the Pool and Spa Area. Please return the furniture to a suitable location when finished using the furniture. The Pool furniture is for the Pool and Spa uses only. Please do not remove any furniture from the Pool and Spa area.

Safety equipment is installed in the Pool and Spa area for Emergency use only. Please use it accordingly.

## 9. RECREATION ROOM (CLUBHOUSE)

### a. RECREATION ROOM HOURS:

Sunday through Thursday: 9:00 A.M. - 10:00 P.M.

Friday through Saturday: 9:00 A.M. - 12:00 A.M. (Midnight)

- b. The recreation room may be used by making reservations with the Property Management Company. Owner or Residents must monitor the recreation room while under their control. The use of the recreation room is on a first-come, first-served basis. Please call at least two weeks or 10 working days in advance for your reservation.
- c. A \$65.00 rental fee and \$60.00 cleaning deposit are required for use of the recreation room when making your reservation. A rental agreement will be given to the resident and must be signed before the reservation date. If your check must clear the bank before the recreation room key will be given to you.
- d. The \$65.00 rental fee includes a \$20.00 administrative fee for the use of the party room for necessary time and paper work required. The remaining \$45.00 is used for Association meetings and events. If for any reason damages or violations are imposed, you will be notified and billed by the Association Management.
- e. Due to the limited size of both the recreation room and parking lot, the maximum capacity is 50 people. The use of the landscape area surrounding the recreation room or pool is not reserved and is not to be used in conjunction with any activity in the recreation room at the time of rental.
- f. The use of illegal drugs or alcohol is prohibited in the recreation room at any time. No illegal or immoral acts are permitted. Noise must be kept to a reasonable level at all times. Loitering in the common areas and parking lot is prohibited.
- g. No jumping devices whether inflatable or not may be placed on Woodlane Village property for any reason.
- h. The resident (lessee) using the recreation room assumes all responsibility from the time they receive the key until the time they return the key.
- i. Please leave the recreation room in a neat and orderly fashion. Turn off all appliances, lights, air conditioning or heater, and make sure the recreation room is completely locked. By doing so, others will be able to enjoy the use of the recreation room.



## 10. DISPOSAL OF TRASH

- a. Please keep the premises clean by using the metal trash bins provided in the rubbish areas. All refuse must be deposited within the containers. When trash is disposed, the lids **MUST** be closed to the containers. Fines will be imposed on violators.
- b. All cardboard boxes must be crushed or broken-up before placing in the trash container.
- c. Any large items or construction debris such as carpet, mattresses, chairs, bicycles, etc., must be removed at the expense of unit owner/resident. Residents must make their own arrangements for disposal of large items. Violators will be subject to a fine.

## 11. GREEN AREAS

No change in the common area landscaping is permitted by homeowners or residents. If you see any problems with the landscaping, please notify the Property Management Company.

Children are not permitted to play and/or dig in these green areas or flowerbeds.

## 12. ALTERATION OR ADDITIONS

- a. No alteration or addition is permitted to the garage or exterior of any unit or structure. Any request for alteration or addition shall be presented to the Board of Directors for review and approval prior to the commencement of work. **Proposed alterations and additions must be submitted in writing complete with drawings at least ten (10) working days prior to commencement of the project.**
- b. Upon approval, the alteration or addition must be completed within one (1) year from the approval date. If the changes are not implemented within 1 year, the resident must re-submit their request for approval.
- c. Garage areas may not be converted into living spaces. Garages may not be altered.
- d. Sunshades, external radio or television receiving or transmitting antennae are prohibited.
- e. The installation of satellite dishes, cable and wiring must be given approval by the Board prior to installation. Any installation not so approved is in violation of this rule and is subject to modifications required by the Board at the owner's expense in order to comply with architectural guidelines.
- f. Unit owners are responsible for maintaining window covering to be in good conditions and attractive. No aluminum foil on the inside of your windows.
- g. Screen doors must be approved by the board and must match existing wood trim. The unit owner shall remove, repair or replace any screen door that is bowed, ripped, chipped/flaking paint or otherwise damaged. If you choose to remove the screen door, the resident must restore the door jamb to its original condition.
- h. Outdoor Christmas lights may not be installed before Thanksgiving, and must be removed by January 10th of the New Year. The unit owner assumes responsibility to any damage caused by installation or removal of all Christmas lights.

### **13. DAMAGE TO PROPERTY**

The Board of Directors reserves the right to charge homeowners for damage to the property, including buildings and equipment, as a result of negligence, carelessness or misuse.

### **14. COMPLAINTS OR SUGGESTIONS**

If you should have a suggestion or complaint, please submit it in writing with your signature. Present it or mail it to the Board of Directors in care of the Property Management Company for immediate action. Your letter will be confidential.

So Cal Property Enterprises, Inc.  
1855 Sampson Avenue  
Corona, CA 92879

Phone: (951) 270-3700  
Fax: (951) 270-3709  
Email: [frontdesk@socalenterprise.com](mailto:frontdesk@socalenterprise.com)  
Website: [www.socalenterprise.com](http://www.socalenterprise.com)

### **15. RULES OF GUESTS**

Residents are requested to make known to their guests the rules, which are appropriate to the guests. All homeowners and residents are responsible for the conduct of their guests.

### **16. NOISE**

Excessive noise, loud or vulgar music, or annoying disturbances are prohibited. Please use restraint whenever possible.

### **17. CHILDREN**

- a. Please restrain children from loud playing or running through the grounds.
- b. Bicycle riding, skateboarding or roller-skating in the Common Area is not allowed. All types of ball playing within the complex are prohibited. This includes baseball, basketball, tennis, volleyball, soccer, football, Frisbee tossing, etc.
- c. **WITHIN THE COMPLEX** means driveways, sidewalks walkways, pool and spa area and all greenbelt areas.

## 18. COMMON AREA

- a. Guests are permitted to use the common area facilities only when the resident is present. Non-resident relatives must be considered as a guest.
- b. Non-resident homeowner(s) are considered a guest.
- c. Water bottles on the front porch must be removed as soon as possible. Potted plants, pottery, rugs, etc. will not be allowed on the front porch.
- d. Hoses used to wash the car or windows, etc. shall be removed upon completion of your work.
- e. No vehicle repairs will be allowed in the common area driveways. Washing of parts or dumping of cleaning solvents within the Common Area or the unit's patio is not permissible.
- f. Washing your car outside the garage is permitted. Please do not block the driveway. Upon completion, remove your hose and park your vehicle in the garage or in a designated parking space.
- g. No basketball hoops may be placed within the Complex.

### **III. EMERGENCY TELEPHONE NUMBERS**

#### **PROPERTY MANAGEMENT COMPANY**

So Cal Property Enterprises, Inc.  
1855 Sampson Avenue  
Corona, CA 92879

Phone: (951) 270-3700  
Fax: (951) 270-3709  
Email: [frontdesk@socalenterprise.com](mailto:frontdesk@socalenterprise.com)  
Website: [www.socalenterprise.com](http://www.socalenterprise.com)

#### **POLICE**

**Covina Police Department EMERGENCY .....911**  
Covina Police Department Business .....(626) 331-3391

#### **FIRE**

**Covina Fire Department EMERGENCY .....911**  
Covina Fire Department Business .....(626) 967-6464

#### **GAS**

**Southern Calif. Gas EMERGENCY .....(800) 427-2200**  
Southern Calif. Gas Company Customer Service .....(877) 238-0092

#### **ELECTRIC**

**Southern Calif. Edison Downed Power Line .....911**  
**Southern Calif. Edison EMERGENCY .....(800) 611-1911**  
Southern Calif. Edison Customer Service .....(800) 655-4555

#### **IV. VIOLATIONS**

1. Upon written notice to the Board of Directors of a violation of the “Rules and Regulations”, “Covenants, Conditions and Restrictions” or “By-laws”, a formal letter will be written to the legal owner of the unit.
2. The Board of Directors may impose with notice to the legal owner of the unit a \$25.00 fine. Time will be set aside at the next Board of Directors meeting so the owner of the unit will have the right to appeal the fine.
3. The Board of Directors may impose for repeated violations a fine of \$50.00 and further violations may be subjected to a fine of \$100.00. Each successive violation thereafter is subjected to a fine of \$50.00.
4. If a fine is not paid within 45 days of billing, the Board of Directors may take legal action, as required, to collect the fine as well as court costs and legal fees.

#### **V. INSURANCE**

1. The unit owner is responsible for the insurance deductible of the Association’s Master Policy when damage occurs to the internal structure (walls, carpets, ceiling), which is caused by external forces damaging common property maintained by the Association.
2. The unit owner is responsible for any damage to personal property caused by the same external forces damaging common property.
3. The unit owner agent must exercise good judgment and precaution to keep damage to the internal structure at a minimum. Reimbursement for damage, covered by Insurance will not be paid to the unit owner until the Property Management Company and/or Insurance Agent approve the repair work (or replacement). The repair must be completed prior to any payments made.
4. If the Unit Owner does the repair, the repair is subject to inspection by the Property Management Company or Board of Directors (Inspection will be for work performed, not the quality of work).

## **VI. HOMEOWNER/RESIDENT RESPONSIBILITY & LIABILITY**

1. Every unit owner or resident must promptly perform all maintenance and repair work within his own condominium which if not completed would cause damage to property outside of that unit. The unit owner is responsible for these damages.
2. All repairs on or in the unit property such as water, gas, electric, drainage, telephone, doors, windows, lighting, and all other accessories belonging to the unit area, shall be maintained at the owner's expense.
3. The unit owner shall reimburse the Association for any expenditure incurred in repairing or replacing the Common Area facility damaged through a unit owner's or resident's accident or fault.
4. **"EXCLUSIVE USE"**
  - a. Exclusive Use of any exterior part of the unit, such as water faucets, screens and air conditioners shall be maintained and repaired by the Unit Owner.
  - b. Patio fences are not for the exclusive use of the owner and shall be maintained by the Association. Owners/Residents are not allowed to damage or alter fences in any way – nails, holes or markings, etc. are not allowed.
  - c. Any questions concerning Exclusive Use please call the Property Management Company or Board of Directors.
5. **USE RESTRICTIONS FOR EACH UNIT:** Pursuant to Article VII, Section 1 of the CC&R's. The unit can have but one use. Business use is prohibited. All units in the project shall be used solely for single family residence.
6. **LEASING RESTRICTIONS:** Pursuant to Article XIV, Section 4 of the CC&R's. Any lease agreement between unit owner and lessee shall be in writing and subject to in all respects to the provisions and bylaws of Woodlane Village. Copies of lease agreement are to be on file with the Property Management Company. Any and all fees in conjunction with administrative costs for the handling of such documents shall be the sole responsibility of owner and not the Association. Unit owner is responsible for insuring that tenant is compliant to all rules and regulations of the Woodlane Village. **No unit owner may lease for transient or hotel purposes. No unit owner may lease less than the entire unit.** The unit owner shall be responsible for all costs including reasonable attorneys in order to enforce these rules.

## **VII. BOARD OF DIRECTORS MEETING PROCEDURES & ETIQUETTE**

### **1. PROCEDURES**

The Unit Owner/Resident of Woodlane Village is responsible to confirm where and when a Board Meeting is scheduled. Due to the individual Board Member's schedules, there are times when a Board Meeting will be postponed, rescheduled or canceled without notification to the Association. Therefore, to comply with the Woodlane Village by-laws, Article VI, Section 4, "Meetings", pages 21 and 22, the Unit Owner/Resident should do the following;

- a. If the Unit Owner/Resident is appealing a fine;
  - (i) Notify the Property Management Company of their request and provide the Property Management Company with their name, unit number and item(s) to be reviewed;
  - (ii) Verify the date, time and place of the next Board of Directors Meeting.
- b. If Unit Owner/Resident requests time on the Agenda they should do the following;
  - (i) Notify the Property Management Company of their Agenda item(s) 10 days prior to the next Board of Directors Meeting. Provide your name, unit number, phone number and best time of day or night to call.
  - (ii) Confirm the Board of Directors meeting a minimum of 5 days before the scheduled meeting for time and place of the meeting.
- c. All Appeals will be heard before the "Regular Order of Business." The discussion and decision of the Appeal will be made in Executive Session and the parties notified in writing of the Board decision.
- d. Non-Board Member Agenda item(s) will be discussed with the Unit Owner/Resident after the administrative matters of the Board are completed.
  - (i) The Board may decide on the issue(s) at this time or defer it to "New Business", or
  - (ii) If the Board perceives the subject to be controversial it may defer any further discussion and/or decision to "Executive Session".

### **2. GUEST ETIQUETTE**

Unit Owners and Residents of Woodlane Village are welcome to attend the Board of Directors Meeting when it is not in Executive Session. Below is listed several guidelines which will assist you in attending a Board of Directors Meeting:

- a. The Unit Owner/Resident or Guest(s) in attendance that are there to observe or are scheduled for the Agenda shall observe the meeting without talking to the Board or to others in attendance. You may not record the Board's meeting, in any form, without the unanimous prior written consent of the Board Members.

- b. If any person(s) becomes disruptive in any manner, all Unit Owners/Residents and Guests will be asked to leave. If they do not leave voluntarily, the Board will recess into Executive Session or recess to another time.
- c. If you would like to participate in any certain subject during a Board of Directors meeting, please request time on the agenda by following the procedures above in Section VII of this booklet.

## **VIII. ASSESSMENTS & LATE CHARGES**

1. Dues and Payments are due the first of the month.
2. Payments are considered delinquent after 15 days.
3. A late charge of \$10.00 will be assessed after the 15th day on Dues and Payments if delinquent.
4. A Delinquent Account Advisory letter will be sent and a delinquent processing fee will be charged if delinquent after 45 days.
5. If an owner fails to pay the amounts set forth in the Delinquent Account Advisory letter within fifteen (15) days of the date of that letter, the matter may be turned over to an attorney for continued collection efforts as stated in the Association's Collection Policy.

## **IX. CONCLUSION**

1. This is a living document and subject to change, without immediate notice, to meet the changing needs of the Woodlane Village Condominium Association growing and cultural community. Changes to this document, or a re-published "booklet" will be mailed to each Unit Owner and/or resident, when necessary.
2. This "booklet", as stated in the Introduction, is written to summarize and execute specific Articles of the CC&R's and By-laws for Woodlane Village Condominium Association. The proceeding Rules and Regulations are subject to interpretation by the Board of Directors of the Woodlane Village Condominium Association.
3. Any rule or regulation not followed or abused, and has been determined by the Board of Directors of the Woodlane Village Condominium Homeowners Association to be true shall be subject to Section IV. "Violations" in the booklet.
4. We thank you for taking the time to read this booklet. If you have any questions or comments, please call or write to the Property Management Company or any Member of the Board of Directors.