

RIDGEGATE EAST HOMEOWNERS ASSOCIATION

RULES & REGULATIONS

INTRODUCTION

WHY WE HAVE RULES AND REGULATIONS. Ridgeway is a planned community of many families living closely together on about 35 acres of land. Your decision to live in such a condominium development, with its many advantages, signifies a willingness to forego the relatively complete freedom of action possible in a single-family dwelling. That willingness implies an obligation to respect your neighbor's rights, to modify your habits and actions to preclude encroachment and irritation, and to be tolerant of your neighbor's minor shortcomings - in other words to be cooperative, courteous, and considerate (which usually will be reciprocated). Acceptance of these obligations by all members of the community will lead to something we all desire - a pleasant and harmonious community! The need, then, for responsible action on the part of all members in the community is clearly created by the high density of people, their desires, habits and rights. To insure a uniform interpretation for this need for cooperation, courtesy and consideration, certain standard of actions have to be published in an official fashion. The intent is to insure that the community governed by these standards will experience the realization of the basic objective of optimum good and satisfaction for each homeowner.

DEVELOPMENT OF STANDARDS. To establish these standards, your Homeowners Association has developed the following Rules and Regulations (R & R's) to achieve the objective stated above.

AUTHORITY FOR AND STATUS OF THE RULES AND REGULATIONS. These Rules and Regulations are authorized by and derived from the Declaration of Covenants, Conditions and Restrictions, dated April 13, 1973. They were originally prepared by the Rules Committee, approved by the Board of Directors, are directive and legally binding on each homeowner, and are hereby imposed on all members of the community, both owner and tenant.

RESPONSIBILITY OF HOMEOWNER. Each homeowner is responsible for compliance by members of his or her household, guests, employees, and his or her tenants. Owners who lease a unit shall include in the lease agreement that tenants will observe the Rules and Regulations of the Association. Owners will ensure that their tenants have a current copy of the Rules and Regulations.

SECTION I:

RULES FOR PROTECTION OF HOMEOWNERS RIGHTS TO CONTENTMENT WITHIN THE COMMUNITY, AND ENJOYMENT OF THE LIVING ENVIRONMENT

POLICY

To insure that homeowners are contented with their community, creating conditions that will contribute to quiet enjoyment are high on everyone's list. Regulations of certain activities in the common areas, especially recreation areas, are essential to ensure that members of the community can obtain the benefit of the community facilities and enjoy the living environment.

A. SOLICITATION CONTROL

1. Solicitation for promotion or sale of goods and services is prohibited.

B. NOISE CONTROL VIOLATIONS

1. Sounds from vehicles such as horn blowing and loud engine mufflers, must be of a level that will not annoy other members of the community. Excessive or prolonged security alarms and auto alarms are in violation of this regulation.
2. Sounds from radios, intercoms, TV's, stereos, musical instruments, loud talking, dogs barking, slamming of doors, power tools and other loud noises, must be of a level that will not annoy other members of the community.

C. REGULATIONS OF COMMON AREA ACTIVITIES

1. RECREATION AREAS- GENERAL

- (a) The designated recreation areas (tennis and paddle tennis courts, swimming pools, barbecue areas, and basketball courts) will be used only for the purpose for which they were designed and only in accordance with specific rules governing their use.

2. TENNIS AND PADDLE TENNIS COURT RULES

- (a) Hours of play: Courts may be used daily from 8:00 a.m. until 10:00 p.m. Use of courts may be restricted from time to time by Board action which will be posted on the courts.
- (b) Attire: Tennis shoes must be worn by all players. Player's shoes must not mark the court.
- (c) Non-Players (spectators): Non-players will be allowed within the fenced area only when invited by a player. Non-Players (spectators) will not disturb players in either court.
- (d) Pets: No pets are allowed within the fenced area. Pets may not be tied to the tennis fence in the common area.
- (e) Use:
 - (1) A recreation key must be used for access to the courts.
 - (2) Use is strictly limited to those legitimately possessing a Recreation I.D. Tag.
 - (3) Courts are for the use of owners, tenants and their invited guests only.

- Non-resident owners may invite only their immediate family as guests.
- (4) Courts may not be used for group or private lessons without prior approval from the Recreation Committee.
 - (5) Courts may not be used for any purpose other than tennis or paddle tennis.
 - (6) Strollers, tricycles, bicycles, toys, skates, skateboards, buggies and all other non-tennis items are not allowed on the courts.
 - (7) No food or beverage other than water in non-breakable containers may be brought in the courts at any time.
- (f) Security: Players will lock the courts after play.
- (g) Lighting: Lights may be turned on at the time control located under the trellis. Set clock for the period of time you expect to play. Lights will automatically go off at 10:00 p.m. If you are playing paddle tennis, use only the lights for the paddle tennis courts.
- (h) Conduct: Since tennis is a quiet game, no loud or boisterous play is allowed in the court area or in the common area around the courts. The residents living around the courts are not to be disturbed by such noises.
- (i) Reservation of Tennis/Paddle Tennis Courts:
- (1) Blank reservation sheets will be available on the tennis bulletin board one day in advance at 7:00 p.m. The name of player making the reservation and his street will be listed on the reservation form.
 - (2) Reservations may be canceled if not claimed within 10 minutes after the starting time.
 - (3) Courts will be given up at the end of the time scheduled. Sets not completed will be terminated by completing the game in progress.
 - (4) Guests of residents may play, however, players must include at least one playing owner or tenant.
 - (5) Reservations are limited to one hour. One individual per household may reserve only one court for one hour per day.
 - (6) The Tennis Subcommittee may elect to reserve either or both courts for tournaments among residents only. Announcement of such events are to be posted one week in advance on the bulletin board.
- (j) Enforcement of Court Rules: Identification may be requested to assure the enforcement of court rules.
- (1) Members of the Association have the basic responsibility.
 - (2) The Tennis Subcommittee has the supervisory responsibility.
 - (3) The Security Officers have the day-to-day operating responsibility.

3. SWIMMING POOL AND BARBECUE AREA RULES:

- (a) Hours of Use: From 8:00 a.m. until 10:00 p.m. Use of the pools may be restricted from time to time by Board action which will be posted at the affected pool.
- (b) Guests in the Pool Area: Owners and tenants may sponsor guests in the pool area subject to the following limitations:
 - (1) All guests must be accompanied by an owner or tenant. "Household Guests" as defined in Section I, Paragraph C, 1(b) need not be accompanied.
 - (2) A resident-owner or tenant may sponsor not more than six (6) guests. Non-resident owners may sponsor not more than six (6) members of their immediate family.
 - (3) Owners and tenants are responsible for the conduct of their guests.
- (c) Health Restrictions:
 - (1) No pets are allowed in the pool area or barbecue area. Pets will not be allowed to enter the fenced area or to be tied to the fences.
 - (2) Everyone will shower before using the pool.
 - (3) It is the responsibility of everyone using the pool and barbecue areas to assist in maintaining cleanliness and order. All trash will be put in the trash receptacles provided.
- (d) Safety Restrictions:
 - (1) Since there are no lifeguards on duty, owners or tenants shall assume responsibility for him or herself, family and guests. Non-swimmers shall not use the pool at any time unless accompanied by an owner or tenant who is a swimmer.
 - (2) Children under 14 years of age shall be accompanied and supervised by an adult (18 years or older) responsible for them.
 - (3) Intoxication in the pool and barbecue areas is prohibited.
 - (4) The use of glassware or glass bottles in the pool area is prohibited.
 - (5) No one is allowed to climb over the fence surrounding the pool and barbecue areas.
 - (6) Air mattresses, inner tubes and floats, are not permitted in the pool. Body mounted swimming aids are permitted.

(e) Noise Restrictions:

- (1) No boisterous, rough play or running is permitted in the pool and barbecue areas.
- (2) No bicycles, skates, skateboards and tricycles are permitted in the pool or barbecue areas.
- (3) Radios, record players, tape recorders and similar devices will be operated at low volume levels so as not to disturb other persons. Use of headphones is encouraged.

(f) Security Restrictions:

- (1) Gates to the pools and barbecue areas shall be locked at all times. Those entering or departing will make sure that the gate is locked behind them.
- (2) The furniture and equipment in the area must not be misused or abused. Damage to or loss of this property will be at the expense of the responsible owner or tenant.

(g) Barbecues: Barbecues may be held in the barbecue areas, however, the number of people involved and their conduct must be such that they do not so overwhelm the facility that other owners and tenants are disturbed or prevented from peaceful enjoyment of the area. The following restrictions apply:

Reservations may be made by obtaining a reservation form and sticker from Horizon Management Company or the Ridgeway Maintenance Office.

Attendance is limited to 15 people unless previously approved by the Board.

The hours are from 8:00 a.m. to 10:00 p.m.

To insure against damage or loss of equipment, the security deposit will be \$50.00.

4. BASKETBALL AND SHUFFLEBOARD COURTS

(Basketball and Shuffleboard courts are designated as "General Play Areas.")

- (a) Hours of Play: Court or play areas may be used from 8:00 a.m. to 10:00 p.m.
- (b) Number of Players: Because of limited space, not more than a total of eight (8) players will be allowed to play basketball.
- (c) Care of Equipment: It is the responsibility of the players not to abuse the basketball pole and basket.
- (d) Basketball Court Rules: Play will not exceed 30 minutes if others are waiting to play. Players must interchange with those waiting upon completion of the game

or time.

(e) Use:

- (1) Court area is for the exclusive use of owners, tenants and their families and guests.
- (2) Strollers, tricycles, bicycles, toys, rollerskates, buggies, pets are allowed, but, for safety considerations, are not to interfere with basketball games.
- (3) No food or beverages other than water in unbreakable containers may be brought in the court area at any time. It is the responsibility of players to keep the area clean.
- (4) Mild games of catch are permitted.
- (5) Baseball, football, soccer, hockey, skateboarding, roller-skating, golf, tennis and Frisbee are prohibited.

(f) Security: Players will report to Security Officers any uninvited persons or "gate crashers."

(g) Conduct: No loud, boisterous play is allowed in the court area or in the common area around the swimming pools. Noise on the court will be kept to a minimum.

5. STREETS, ALLEYWAYS AND LANDSCAPE AREAS:

- (a) For reasons of safety and to prevent damages, noise and congestion, streets, alleyways and sidewalks will not be used to play football, soccer, volleyball, hockey, tennis, golf, Frisbee, skateboarding or roller-skating.
- (b) Bicycles shall not be ridden on landscaped areas.
- (c) All California State Statutes, City and County Ordinances pertaining to the operation and parking of motor vehicles shall apply within the Ridgeway Complex, unless specifically stated to the contrary in these rules. Such statutes and ordinances are incorporated herein by reference. Violations of these statutes and ordinances, and the Rules and Regulations of Ridgeway, will subject vehicles to tow-away with expenses therewith incurred by the vehicle owner. Homeowner may also incur a Penalty Assessment.
- (d) No motor vehicle of any kind may be operated in the Ridgeway Complex unless such vehicle may also be legally operated on a public road.
 - (1) Only licensed drivers may operate motor vehicles within the complex.
 - (2) Motorcycles, motorbikes, mopeds, motorized scooters and mini-bikes will be ridden within the complex only on the most direct route between the owner's garage or parking place and the gate on his street. These

vehicles should be operated in their most quiet mode.

- (e) Residents are encouraged to park their vehicles in their garage.

Parking within Ridgeway is restricted to passenger vehicles in order to maintain the security and appearance of the community.

There will be no parking/storage of motorhomes, RVs, boats, trailers, campers, unattached camper shells and commercial or trade use vehicles, except as set forth below, at any time on the street or in the alleyways within the Ridgeway Complex.

Vehicles may be parked in the resident's garage only if the garage door may be closed completely.

Commercial vehicles may be parked for such periods of time as are appropriate for the accomplishment of services to residents.

It is the responsibility of residents to inform their guests of this rule.

- (f) The speed limit within Ridgeway is 15 miles per hour.

- (g) Temporary parking of a private unattended vehicle in the alleyway directly in front of your own garage is permitted for a maximum period of up to 15 minutes to facilitate loading or unloading the vehicle. All alleyways are considered residential fire lanes by the fire department. For the safety of each resident (in case of fire) this 15 minutes parking limit shall be strictly enforced. Noncompliance will result in an immediate tow-away of the vehicle.

- (h) Parking of autos and motorcycles within Ridgeway is limited to 72 hours. Vehicles parked in excess of 72 hours are subject to tow away at the owner's expense. An extended period of parking may be applied for from the security service or through the management company.

- (i) Ridgeway streets or alleyways are not to be used for vehicle repair or periodic maintenance, e.g. oil changes or mechanical repairs.

- (1) Only emergency services necessary for moving the vehicle may be performed in the common areas, e.g., flat tire or battery jump-starting.
- (2) All waste material resulting from maintenance operations performed in resident's garage, e.g., oil changes, radiator flushing, painting, etc., must be contained in properly sealed containers, and disposed of at a waste collection station - **not in a Ridgeway trash bin.** (Containers usually break when compacted in trash pick-up trucks, and waste is spread on streets and alleyways.)
- (3) Car washing and polishing in the alleyways is permitted provided that:

- (A) Car is immediately in front of the resident's garage and not obstructing easy usage of the alleyways by service vehicles, emergency vehicles and other residents.
 - (B) No strong chemicals are used that would damage or stain the blacktop, curbing or gutters.
 - (C) The area is cleaned up upon completion of the operation.
- (4) When a vehicle is leaking any fluids, the owner will be required to either fix the problem or park it inside his/her garage. Failure to comply to this rule will result in the vehicle being towed at the vehicle owner's expense, and the homeowner will be assessed for any damages to the common areas.
- (j) Residents shall keep their vehicles parked within their garages. Residents may park a maximum of two vehicles in the common area only when at least one vehicle is already kept in the garage.
- (k) Vehicles that repeatedly violate these Rules and Regulations are subject to tow away at owner's expense, and the homeowner may be subject to a penalty assessment.

6. HOUSEHOLD PETS

- (a) Pets are the responsibility of the owner, and will not be allowed to damage the common area, nor annoy other members of the community. Animals that are not properly controlled may be found to be a nuisance by the Rules Committee and proper legal action may be taken to remove them from the complex.
- (1) Dog walkers (including children) must be in possession of a cleanup bag or container and are responsible for the immediate clean up of animal waste where it is deposited. Solid animal waste will be picked up immediately by the dog owner and deposited in disposal facilities. An automatic \$100.00 assessment will be assessed against any owner/resident that does not clean up after their pet or cannot show a means in which to clean up after the dog (plastic bag, etc.).
 - (2) The City and County Ordinances pertaining to dogs apply to the Ridgeway Complex. Dogs must be kept on a leash and will not be allowed to run loose at any time.
 - (3) Cats that are not confined within the townhouse must be spayed or neutered.
 - (4) Breeding of animals for sale, for consumption or as a hobby is not permitted.

SECTION II:

RULES FOR PROTECTION OF HOMEOWNERS SECURITY

POLICY

One of the features that attracted many to become homeowners in Ridgeway is the potential for greater security than would be available in a single-family dwelling. Some of the security features are built-in in the form of equipment: Alarms and Gates. Other features are provided by a guard system. To make the system effective, each member of the community must be aware of not only his individual dwelling and family, but also of the security of the community as a whole. Each resident must consider himself responsible for his own security and that of his neighbor. Security does not mean turning the community into an armed camp. Ridgeway is a private community and it is subject to the same laws (City, County, State and Federal) as any other community. The Sheriff and Police are ready and equipped to enforce these laws.

GUIDELINES:

In order to provide security in our community the following guidelines should be adhered to:

1. Homeowners, for their own protection should keep close track of their personal house keys and garage door openers.
2. Magnetic cards, remote gate openers and recreation area keys are provided for residents' use only. They are non-transferable and must not be used by non-residents.
3. Garage doors shall remain closed when not in use.
4. If you hear a neighbor's alarm sound, it is important that you act responsively and appropriately. Call the guard if you believe that the house has been broken into, call the Sheriff also. Do not attempt to investigate. Remember - treat your neighbors the same way you would hope they would treat you under similar circumstances.
5. Report all acts of willful damage immediately to the guard.
6. No person shall physically tamper with an entrance gate arm to permit entry of a vehicle or for any other purpose. Violators may be subject to an assessment to cover costs of repairs. A violation citation of Ridgeway rules will also be issued.
7. No person shall interfere with a Security Officer while such Officer is employed in the performance of his/her official duties. Tampering with any vehicle used by such Security officer shall be considered interference.

SECTION III:

RULES FOR PROTECTION OF HOMEOWNERS RIGHTS TO SAFETY

POLICY

Community safety is of concern to everyone. The density of Ridgeway is a complicating factor to safety and necessitates regulation of activities by all members of the community to prevent fire, pedestrian and vehicle traffic injury, and blockage of access to emergency vehicles (fire trucks and ambulances). The following rules and suggestions were developed to cover these specific aspects of safety. Additional safety-oriented rules are specified in other sections of the Rules and Regulations.

A. FIRE PREVENTION:

1. Highly flammable or explosive material must not be stored in the house or garage. Such material may not be disposed of in the refuse bins.
2. The refuse bin lids must be closed at all times to prevent a fire that could get started therein from spreading to the adjacent buildings.
3. The utility closets at the end of each row of townhouses will be entered only by appropriate utility company personnel. The doors will remain closed except when the technicians are working on the equipment.
4. A smoke and fire protection system is now mandated by Rancho Palos Verdes City Ordinance.

B. PEDESTRIAN AND VEHICLE TRAFFIC INJURY PREVENTION:

All common walkways and alleys will be kept clear of unattended toys, bikes, skateboards and other similar equipment.

C. PREVENTION OF BLOCKAGE TO EMERGENCY VEHICLES:

No parking is allowed in red painted areas or where "No Parking" signs are posted.

D. SAFETY SUGGESTIONS:

1. Each household should have a safety orientation program for all members of the family. Good safety practices in categories A,B and C above should be established and reviewed periodically as a refresher. Since each family's safety practices have a direct effect on their neighbor's safety, there is a real obligation to insure good safety habits in the entire community.
2. Each household should have a fire evacuation plan to include every member of the family. The Fire Department strongly recommends the installation of two pieces of equipment in every Ridgeway house:
 - (a) An appropriate number of chain ladders (stored in the second story areas) for escape from second story bedrooms.
 - (b) Forced air furnace should be cleaned at least once a year, and filters replaced monthly during the winter. (Follow gas company instructions.)

E. SECURITY OFFICER AUTHORITY:

1. The Security Officer shall have the authority to clear and close the recreational areas when health and safety demands such action, or when a disturbance or unlawful activity is in progress. Refusal or failure to leave the area when requested to do so by the Security Officer shall be considered a violation of the Rules and Regulations.

SECTION IV:

RULES FOR PROTECTION OF VALUE OF INVESTMENT

POLICY

The attractive architectural design and the extensive landscaping of the Ridgeway Community contributes significantly to the value of our property. The protection and high quality maintenance of our investment is important to all of us. The following rules were developed to insure continuous enjoyment of the community through maintenance of its attractiveness which, in turn, will help to guarantee the future appreciation of our investment.

A. **BUILDINGS:**

1. No exterior alterations of any type (including external painting) are permitted except those specifically approved in advance by the Board of Directors.
2. Non-structural additions such as T.V., radio antennas, basketball nets and backboards, etc., are not permitted.
3. When a unit is for sale or for lease, it is permissible that only one (1) sign should be displayed in the window of the unit. If the unit is listed with a realtor, the realtor will provide the sign. If the unit is for sale or for lease by the owner, the owner should contact the Maintenance Supervisor at (310) 377-5007. The Maintenance Supervisor will have available the only authorized for sale by owner or for lease by owner signs. A \$20.00 refundable deposit will be required when picking up the sign. In addition the owner must purchase a small insert sign which features the telephone number of the owner. The cost of this sign is \$6.00 and is not refundable. One open house sign will be permitted to be displayed outside the gatehouse on the street where the townhouse for sale is located. Within the complex one open house sign may also be placed within reasonable proximity of the unit for sale. The open house signs will be permitted on Saturday and Sundays only from the hours of 1:00 p.m. to 6:00 p.m.
4. Garage doors opening onto the alley and patio walls will not be used for towel drying, clothing or equipment.
5. Windows shall not be covered with foil, torn or tattered curtains, drapes, blinds or other inappropriate materials. Window screens that are not maintained will be repaired by the Association at the homeowner's expense.
6. There will be no climbing on any exterior portion of any building. No one is permitted on any roof area (walking on roofs causes leaks.)
7. No loitering will be permitted in the entrance gatehouses or pool restrooms. These areas are to be used for the specific purpose for which they were intended.
8. No garage sales will be allowed.
9. All trees, bushes and vines growing on the owner's inside patio areas shall be trimmed and maintained so as not to endanger any structure. Branches may not touch the buildings, overhang the garage roof or be allowed to grow up under the mansard.

B. **GROUND:**

1. All trash must be placed in trash containers.
2. External maintenance of landscaping is provided by the Association. No individuals shall be allowed to plant additional plantings in the common areas, without Board of Director's prior approval.
3. No temporary shelters are allowed on the grounds at any time.
4. Climbing security walls and fences which surround the community is ~~prohibited~~.

5. No one will walk on the landscaped common areas except the lawns.
6. Owners and tenants shall be held responsible for actions of their children, guests, visitors and employees. Rules violations and damage to buildings, recreation facilities, equipment or any other common area property (including landscaping) caused by the owner, his family, guests, visitors or his employees and his tenant's family, guests, visitors or employees shall be at the expense of the owner.

C. MOVE-IN/OUT POLICY:

Due to numerous problems of building damage and obstruction of garages and entrances, and the general inconvenience to residents, the Board of Directors has approved a Special Move-In/Out Policy effective as of March 16, 1990.

1. It is recommended that all move-in/outs should be accomplished between the hours of 7:30 a.m. to 5:00 p.m. Ridgeway staff will be available for appropriate instruction and direction.
2. All move-in/outs must be scheduled and/or reported to the Maintenance Supervisor prior to their occurrence. This may be accomplished by contacting Maintenance Supervisor at (310) 377-5007, during the above mentioned hours, Monday through Friday.

SECTION V:

ENFORCEMENT POLICY AND PROCEDURE FOR HANDLING VIOLATIONS

It has been determined by the Association that Rules and Regulations are needed to protect the homeowner's rights, and the R&R's stated above are the minimum constraints necessary to safeguard these rights. To be effective, these R&R's must be adhered to by all members of the community, and in the main, the spirit of cooperation, courtesy, and consideration will prevail and result in compliance. Unfortunately, there may be a few members of the community, who for one reason or the other, will violate the R&R's. This section is designed to deal with these situations.

POLICY

The R&R's of the Association are legal, and will be enforced by the Board of Directors. To preclude the expense and undesirability of a large "Police Force", each homeowner and tenant will assist in insuring compliance by all other members of the community. The Rules Committee will provide consultations, interpretation, advice and assistance to the community, to complainants, to the managing agent and to Security Officers. It will also provide the corrective actions and administrative services associated with violations. The Security Officers will provide the basic actions in enforcement of the R&R's. Special Assessments will be directed against offenders for especially serious or repeated violations, or violations involving damage to the common property. Offenders who disagree with the findings of the Board will be provided a hearing before the Board of Directors if the offender requests such a hearing in writing to the Secretary of the Association.

PROCEDURES

A. To be followed by Complainant:

1. Possible courses of action: Homeowners, tenants, Security Officers, or the management company may observe or be advised of a violation, and should initiate, as

a complainant, corrective action. The selection of the proper course(s) of action will depend on a number of violation factors such as frequency, severity, urgency for correction, and number of violations.

Any violation of sufficient severity to be made a matter of formal permanent record will be brought to the attention of the Board of Directors. The following courses of action are available:

- (a) Direct Action - The complainant may contact the violator (and parent, if the violator is a minor) explaining the violation and asking for future compliance.
 - (b) Security Officer Action - The complainant may contact the Security officer requesting corrective action be taken with the violator(s).
 - (c) Sheriff Action - If the violation violates City, County, State or Federal Law, the complainant should call the Sheriff for corrective action. Telephone 911 Emergency; (310) 539-1661 for non-emergencies. It is desirable that the Ridgeway Security Officer also be advised that the Sheriff has been called. This is to expedite the Sheriff's entrance into the complex.
 - (d) Rules Committee Consultation - For consultation, interpretation of rules, advice on action to be taken, and assistance in filing a complaint, the Rules Committee may be contacted.
2. The complainant may observe the results of the corrective action and if additional action is required, the Board of Directors should be contacted.

B. **To be Followed by Action Agent:** There are two primary agents for whom procedures are appropriate: The Security Officers and the Board of Directors. The Management Company shall provide administrative assistance to the Board of Directors in the enforcement of the R&R's. The key to the R&R enforcement is judicious, timely and consistent corrective actions after the violation has been identified. This principle will be followed by the action agents in accomplishing the following procedures:

1. Security Officers. One of the primary functions of the Security Officer is to assist the community in the enforcement of the R&R's.
 - (a) Violations may be observed by the Security Officer or they may be advised of a violation by a member of the community. In either case, they will take appropriate action in accordance with the RIDGEGATE SECURITY OFFICER'S HANDBOOK. Security Officers will attempt to resolve violations by any reasonable means to avoid further action by the Board of Directors. Reasonable means may include discussion with members of the offending household to solicit their cooperation.
 - (b) For vehicle violations, Security Officers will issue Vehicle Violation Citations. A copy of each citation will be filed and a summary of repeat offenders will be prepared for the Board of Directors to take further action.
 - (c) Violations will be recorded in the Security officer's log in specific language to include, as appropriate, time, place, names, statements, addresses, telephone

numbers, etc., corrective measures taken and their results. If further action is required, it will be documented on the Security Officer's Report. Violations of a very severe nature will be immediately brought to the attention of the Board of Directors.

2. **Rules Committee:**

- (a) The Board of Directors has delegated the power to assess monetary penalties to the Ridgeway Rules Committee for enforcement.
- (b) Upon proper notification and substantiation of a rule or damage violation, The Rules Committee shall issue a formal violation notice to the property owner.
- (c) With the exception of the automatic fines below, if the same violation is repeated, the Rules Committee shall issue a "Notice of Intent to Impose Monetary Penalty" to the property owner; said notice shall state the amount of the proposed penalty, the rules violated and the rights of the property owner to a hearing before the Board of Directors prior to the Board's actions to impose the proposed penalty. Approved penalty assessments shall not exceed the following amounts:

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|----|---|----------------|
| 1. | First Offense | Warning Letter |
| 2. | Second Offense | \$ 25.00 |
| 3. | Third Offense | \$ 50.00 |
| 4. | Fourth & Subsequent Offenses | \$ 100.00 |
| 5. | Property Damage - Cost of repair | |
| 6. | A fine of a minimum of \$100.00 will be directed against offenders for especially serious, or repeated violations, <u>or violations causing the addition of Security Personnel</u> , or violations involving damage to the common property. Additional damages or costs above this amount will be assessed or determined by the Board of Directors. | |

For additional types of fines please see below.

When necessary, court action or injunctive relief will be taken.

- (d) When a Notice of Intent to Impose Monetary Penalty is issued to a property owner, he/she may appeal to the Board of Directors of Ridgeway for a hearing by submitting a written request to the Secretary of the Association within 14 days of the notice. If the property owner does not choose to appear, or if the Board rejects the appeal, the property owner's account will be charged the specified amount.
- (e) Approved Penalty Assessments will appear on the property owner's monthly statement, and are due for payment on the first day of the month. The payment is late if not received by the 15th of the month, and will accrue late charges monthly from that date until paid.
- (f) Automatic Penalties (NO WARNING LETTER):

\$100.00 Automatic Fine - Pet Solid Waste in Common Area
\$50.00 Automatic Fine - Improper Shoes on Tennis Court