

RANCHO JAMUL ESTATES
HOMEOWNERS' ASSOCIATION



Home and Property Owner Handbook
2026

Rancho Jamul Estates
Homeowners' Association
14453 Rancho Jamul Drive – Jamul, California 91935

The Rancho Jamul Estates (RJE) Board of Directors and your neighbors would like to welcome you. This packet has been prepared to acquaint you with the RJE community and provide specific information about the following:

- Community Layout Map (page 3)
- Board of Directors
- Capsulized Covenants, Conditions and Restrictions (CC&Rs) (Expanded version of CC&R's is available on RJE Web Site)
- Architectural Rules and Guidelines
- Request for Architectural review and approval.
- Security and Gate Attendant Information
 - Gate Attendant Responsibilities
 - Gate Attendant Hours of Operation
- Entrance Gate Procedure
 - Touch Pad Entry System
 - Resident/Non-Resident Access
 - Contractor/Subcontractor (construction) Access
 - Realtor/Appraiser Access
 - Trespassers.
- Exit Gate Procedure
- General Guidelines and Fine Structures for all home and property owners
- RJE Security Information Form (MUST be completed and returned to the Gate Attendant or RJE Management prior to ANY property activity)
- Architectural Change Request Form (Request for architectural approval)
- Package Authorization Form (Request for gate attendant to accept package)

This 2026 version of the Home and Property Owner Handbook supersedes all previous versions of this document and becomes the official document of record. Please review this package in its entirety. For changes and updates to this document, please contact the RJE Board of Directors by email at ranchojamulestates@gmail.com.

The following must be completed by homeowner:

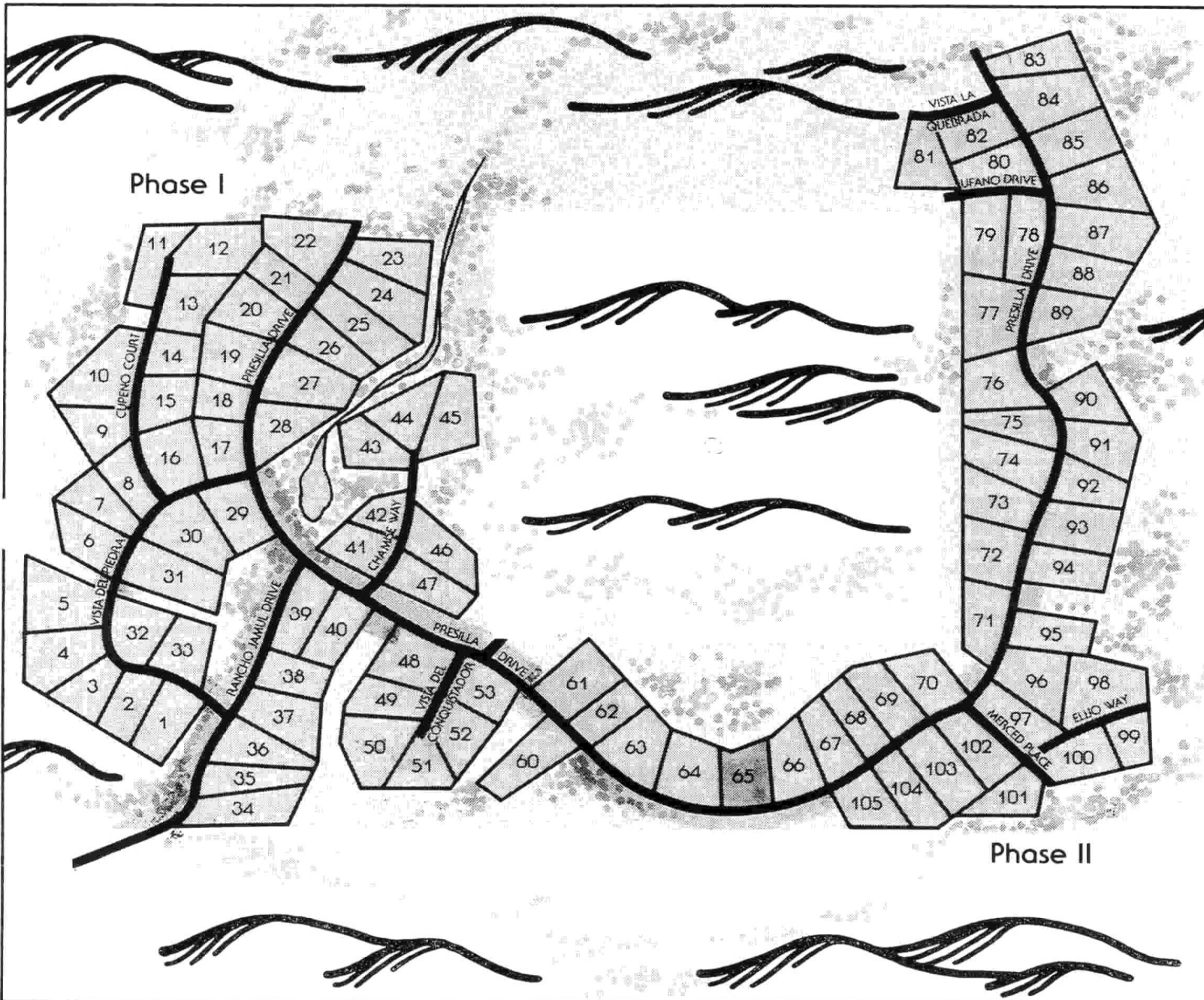
1. Complete "RJE Security Information" Form and return to the Gate Attendant or email to RanchoJamulEstates@gmail.com. This form is included at the end of this document.
2. Purchase vehicle infrared sticker and/or entrance gate remote control after completion of forms.
3. Make sure your name is listed on the RJE Web Site (see note below). Your email address is used to notify you of special meetings and other important information.
4. Owners are responsible for promptly notifying the Association of any changes to their mailing address, email address, or telephone number. The Association will rely on the most recent information provided by the Owner for all communications and notices.

If you have questions or would like to speak to a Board member, please feel free to call or preferably, send an email to ranchojamulestates@gmail.com.

NOTE: The Web Site for RJE may be accessed at www.ranchojamulestates.com, Password: rje@91935.
Contact Denise at ranchojamulestates@gmail.com if you need help accessing this website. The password is to be shared with **RJE lot owners only**.

RANCHO JAMUL ESTATES

Phase I



Phase II

RANCHO JAMUL ESTATES
BOARD OF DIRECTORS

The Board of Directors (BOD) is chosen by a vote of property owners at the “Annual Meeting of the Membership”. This meeting typically occurs in August of each calendar year, and all lot owners are urged to attend. Owners are sent an email well in advance of the meeting, containing a nomination form if they wish to run for office, agenda and information that will be discussed at the meeting, and time and location of the meeting. There are five board members; therefore, one individual may hold more than one position. The BOD positions are as follows:

President
Vice President
Secretary
Treasurer
Landscaping
Gate
Architectural Review

The Board of Directors’ regularly scheduled meetings are held monthly or bi-monthly in the gate clubhouse approximately starting at about 5:30 or 6:30 pm. Meeting days are normally the second Monday of the month. A meeting notice will be posted at the Gate Attendant entrance at least one week in advance of the meeting. Individual lot owners are welcome, but not required to attend these meetings; however, if you wish to verify the meeting date or be added to the agenda to discuss a personal concern, contact the BOD via email at ranchojamulestates@gmail.com.

While a professional accountant is employed to collect HOA dues, pay bills, and provide financial reports, the Board of Directors negotiates and signs contracts for work that needs to be done in the RJE community. In an emergency situation, any member of the Board of Directors is authorized to obligate up to \$500 for that emergency repair without a majority vote of the board. All non-emergency contracts must be budgeted and approved by the board. When the cost of work being contracted is expected to exceed \$1,000, three competitive bids will be obtained, when feasible.

Names and contact information of current BOD members can be found on the RJE website (www.ranchojamulestates.com). Contact Denise at ranchojamulestates@gmail.com to establish your access to this website.

Capsulized Covenants, Conditions and Restrictions (CC&R’s)

This Document contains excerpts from the official RJE COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R’s) and the ARCHITECTURAL COMMITTEE RULES AND GUIDELINES. The complete official documents are available on the RJE website at www.ranchojamulestates.com.

Rancho Jamul Estates (RJE) is subject to a Declaration of Covenants, Conditions and Restrictions and two amendments, all of which have been recorded in San Diego County. Collectively, these recorded documents shall be referred to as the “CC&Rs”. The CC&Rs were designed to protect the environmental quality and preserve the value of Rancho Jamul Estates by establishing certain minimum constraints on the use and improvement of property within Rancho Jamul Estates. Observance of these common-sense constraints will, therefore, be mutually beneficial to all. To insure and maintain consistency in architectural design and to ensure that all residences constructed within Rancho Jamul Estates are of the highest quality, an Architectural Review Committee (ARC), appointed by the Board of Directors of Rancho Jamul Estates Homeowners’ Association,

must review and recommend approval of the design, type and location of all structures and landscaping materials proposed to be placed within Rancho Jamul Estates.

The purpose of this document is to offer guidelines for the design of your custom home in Rancho Jamul Estates. It will outline in broad detail the intent of the CC&R's and give broad architectural, landform and landscape design parameters that have been established to promote environmental sensitivity and visual harmony in Rancho Jamul Estates.

*Exception clause maybe granted including Accessory Dwelling Units (ADUs). A detailed explanation prior to obtaining Architectural Review Committee (ARC) or Board approval is mandatory. This will ensure that we maintain a high standard of transparency and proper communication.

While both approvals are mandatory for most significant projects, the following sequence is the most efficient:

- **Step 1: HOA Approval**
 - **Why First:** HOAs focus on aesthetics, community harmony, and [CC&Rs](#). If the HOA requires design changes, it is much cheaper to adjust your plans *before* you pay for professional engineering and city plan checks.
 - **Timeline:** The review process typically takes **30 to 60 days**.
- **Step 2: County/City Building Permit**
- **Focus:** Local building departments (like [OC Development Services](#)) review plans for structural safety, fire codes, and legal compliance.
- **Step 3: Submit County/City Stamped Building Permit to HOA**
 - **Focus:** This ensures county guidelines were met and board can finalize the approval process.

It is important to remember that all plans for improvements or alterations must also be reviewed and approved by the RJE Board of Directors before any work commences. (See Request for Architectural Review and Approval)

Architectural Rules and Guidelines

The basic architectural theme established for Rancho Jamul Estates is California or Mexican ranch styles. The theme is characterized by long, low rambling forms and low thatched roofs with generous overhangs supported by heavy rafters and beams. Thick walls, deep set openings and long shaded verandas are also typical of the building styles.

Contemporary designs utilizing the basic ranch style described above may also be appropriate. Contemporary designs should exhibit simplified proportions and details and emulate basic form and character of more traditional architectural styles.

The Architectural Review committee cannot foresee every possibility, nor is that the intent. Individual submissions may vary from specific criteria so long as they are in keeping with the general intent of the guidelines.

Size.

No dwelling shall be more than two stories or thirty feet in height. The minimum floor area exclusive of porches, exterior stairs and garages is 4,000 square feet, either single story or two-story design. Each home should have a minimal 3-car garage and garage doors should not face the street. Second levels should be partial only, with the maximum second floor area not to exceed approximately 35% of total floor space.

Siting and Landform.

Of utmost importance is the manner in which buildings are placed upon the terrain. Placement should be sensitive to existing topography. The basic character of the landform should remain unchanged.

It is preferable to place the structure using little or no cut and fill. All lots when graded shall balance on site; no export or import of dirt will be allowed. All sloped banks shall blend naturally with existing terrain. In no instance shall a cut or fill bank exceed 2 in 1 slope, and whenever possible, sloped banks shall be 3 in 1 slope or gentler. Top and bottom of artificial banks shall be rounded to soften their appearance.

Structures may be recessed into terrain in order to diminish their apparent height; also, to create a naturally soft juncture between landform, vegetation and structure.

Building Form.

Long, low rambling forms with interlocking rectangular plan shapes are typical of the California and Mexican ranch styles. Low pitched roofs with generous overhangs are required on all designs (7 in 12 maximum roof pitch; 3-foot minimum overhang). Traditional gable and hip roof forms should be used. Roofs should not be flat, but multi-level. Shed forms may be used in conjunction with gables.

Horizontal forms should be the predominant emphasis, and two-story vertical designs shall be avoided. Avoid two story entries, vertical panelized window treatments and two-story colonnades.

Two story building designs should be designed to retain predominant one-story character. Introduction of one-story elements can soften the appearance of the structure and reduce the apparent height. Interlocking shapes should appear proportionate. Hips and ridges should be mortared.

All forms shall appear substantial. Door and window openings can be deeply recessed at key locations to add a feeling of solidarity.

Arches should also have a substantial look; so, should any masonry or stucco finish columns or projecting wing walls. A two-foot square column would not be too large in most instances. Arches should exhibit a smooth graceful appearance. Pointe arches are not in character.

Round or square wood columns offer another typical ranch look. Engineered minimums of today rarely match the hefty dimensions of traditional architecture. All exposed wood columns and beams should visually, as well as structurally, support their loads.

Periphery walls integrated into the architectural solution and extending into the landscape help to visually integrate building and terrain. Treillage can also be used to soften building profile.

Details.

Care should be taken that spacing of trellis members do not appear sparse. Porch and balcony railings usually look better if members are spaced relatively close together.

No window trim used in conjunction with stucco shall be less than 2 inches by 6 inches diameter. Windows and/or doors facing the street should have pop-outs and/or architectural detailing which frame the windows and/or doors.

Materials and Colors.

All exterior materials and colors must be approved by the Architectural Review Committee. (See Request for Architectural Review and Approval). A limited materials and colors palette will usually appear best. Avoid excessive lightness to darkness contrast when selecting colors. Primary contrasts should come from forms and resulting light and shadow, not from paint or stain variation.

White through earth tones provides the basic color range for large surface areas. Small areas, such as doors and wood sash, provide opportunity for color accent if desired.

Mexican ranch style homes are typified by their red clay mission tile roofs and white or off-white stucco walls.

The California ranch style has an even broader palette. Flat clay or concrete tiles within the earth tone color range are equally acceptable. Stucco is the recommended exterior finish for all buildings. Plywood should not be used as an exterior wall surface. Brick or approved stone masonry may be used in conjunction with stucco.

Windows may be fixed glass with wood or aluminum stops. Aluminum frame sliding glass doors and windows may be used.

Traditional wood sash is most appropriate for ranch style schemes. Wood sash can be painted or stained. French doors provide an attractive compliment to wood sash windows.

Doors shall be built up from wood. Use of “plant-on” patterns should be avoided.

Quarry tile, brick and stamped concrete paving, and wood decking make attractive floors for patios and entrances.

Landscape.

All landscape plans must be approved by the Architectural Review Committee. (See Request for Architectural Review and Approval). General character of existing terrain and landscape should be retained. Large healthy native tree specimens should not be removed indiscriminately. Areas close to dwellings offer the best opportunity for varied landscape treatment including flower beds and small trees or shrubs. Remaining areas may be planted with vegetation native to the existing terrain.

Some introduction of trees into view corridors is desirable. Extensive screening is prohibited. The Architectural Review committee maintains the right by their discretion to determine that vegetation shall be trimmed or thinned.

Split rail fences make a particularly appropriate low fence for the project. No fence, rail or hedge over 36 inches in height shall be placed within the front yard setback. No fence, rail or hedge shall exceed 72 inches in height anywhere. Chain link fences should blend in with the environment. Colors should be black, dark green or dark brown.

Complete Landscaping of site shall be installed within six months of completion of dwelling and shall include the Landscaping of the parkway adjacent to all sites. Electrical and sprinkler control panels should not be visible from the street.

Barns, Corrals, and Other “Out” Buildings.

The design of all barns, corrals, and all other “out” buildings must be approved by the Architectural Review Committee. (See Request for Architectural Review and Approval).

The design of all barns, corrals, and all other “out” buildings must be compatible with that of the principal residence. The materials and colors must be the same as those of the principal residence including all walls, windows, doors, roofs, etc., and, therefore, shall follow all of the architectural guidelines as established.

Solar Systems.

No solar system will be installed without prior review and approval of the Architectural Review Committee. Ground mounted systems are preferred. These systems must be set back at least 50 feet from the front and back lot lines and 25 feet from the side boundary lines of the lot and hidden from view from the street and neighbors as much as possible. The RJE BOD has the right to require planting and maintenance of vegetation around the system to obscure the view.

Exterior Night Lighting Rules

To protect our community’s comfort, safety, and local wildlife:

1. Use outdoor lighting only for safety, security, or reasonable enjoyment.
2. Avoid glare, light spill onto neighboring properties, and excessive skyglow.
3. Turn off decorative or non-essential lights between **10:00 PM–6:00 AM**, except motion-activated security lights.
4. Shield or direct lights **downward** to reduce light pollution and protect nocturnal wildlife.
5. Prohibit high-intensity, flashing, or disruptive lighting that may disturb neighbors or wildlife.

Highlights of Use Restrictions Contained in the CC&Rs.

Residential Community.

Rancho Jamul Estates is a single-family residential community; no commercial uses are allowed. (See CC&R's Article VII Section 1 for details). No tent, shack, trailer, basement, garage or outbuilding shall at any time be used on any lot as a residence either temporarily or permanently, nor shall any residence of a temporary character be constructed, placed or erected on any lot. ("Outbuilding" refers to any building that is free standing and not attached to the main home.)

Signs.

No signs, other than one sign of customary and reasonable dimensions for advertising a lot for sale or lease, shall be erected upon any lot. No signs of any type are allowed outside the entry to RJE Estates near the intersection of Highway 94 and Rancho Jamul Drive.

Animals, Livestock and Poultry.

Generally, each homeowner may maintain a limited number of pleasure animals or pets, such as horses, dogs and cats, and only such other animals and poultry as are necessary for participation in a 4-H, Future Farmers of America, or other similar educational program, if these animals are not kept in unreasonable numbers or in a manner which constitutes a nuisance either to an adjoining homeowner or to the overall character of Rancho Jamul Estates. You should consult the San Diego County Zoning Ordinance, which typically regulates the number and types of animals which may be kept. Any homeowner may apply to the Architectural Committee for a determination of whether animals proposed to be kept are in compliance with the CC&R'S. (See CC&R's Article VII Section 11 for details)

Maintenance of Stables, Corrals, Etc.

Each homeowner maintaining a stable, corral or other similar permitted enclosure or structure must keep such areas in a neat, clean and sanitary condition, and no feed, manure or other waste materials may be stored or allowed to accumulate if it constitutes a fire hazard, nuisance, unsanitary or unsightly condition or offensive odor detrimental to any other portion of Rancho Jamul Estates. The Association may, after prior written notice to a homeowner in violation of this restriction, enter and clean up the offending area or matter at the expense of such homeowner.

Rubbish and Weed Control.

Each homeowner is required to keep his lot free and clear of any rubbish, brush, weeds, undergrowth or debris of any type which constitutes a fire hazard or an unsanitary, unsightly or offensive condition which is detrimental to any other property or homeowner in Rancho Jamul Estates. The Association may, after prior written notice to the homeowner in violation of this restriction, enter, clean up and remove such offending material at the expense of such homeowner. (See CC&R's Article VII Section 14 for details).

Parkways

Parkways should be kept clear of brush and weeds at least 15 feet from the street curb. In addition to ground vegetation, owners should remove low-hanging tree limbs and hedges that extend over the curb. The Association will review the parkway conditions on June 15 of each year. In the event parkways are not cleared

by the deadline or owners have not notified the RJE Board of Directors of other plans for their removal, the Board will have them cleared and the owner will be billed for this service.

Trash Bins.

Trash containers should be placed on the street no sooner than one day prior to scheduled collection and removed from the street no later than one day after scheduled collection. Trash cans should never be stored on parkways.

Equipment Repair and Storage

No automobile, truck, boat or other equipment may be dismantled, repaired or serviced on any lot in an area visible from any public or private street or any adjoining property. (See CC&R's Article VII Section 16 for details). Boats, motorhomes, and similar recreational and work equipment should be stored where they are not visible from the street or neighbor's property.

Garage Doors

Garage doors of any dwelling shall generally remain closed except during reasonable and incidental use, including vehicle ingress and egress, routine household activities, maintenance, or other temporary use consistent with residential living."

Nuisances.

No lot shall be used in such a manner as to obstruct or interfere with the enjoyment of the occupants of other lots. For Example: Noise, caused by improperly muffled vehicles and machinery (such as cars, motorcycles, gasoline power saws, etc.) will not be permitted in Rancho Jamul Estates. Also, for noise prevention, heavy construction machinery must be operated within the manufacturer's recommendations and specifications. Established operating hours must be adhered to. (See Entrance Gate Procedure and Rules for Hours and Operation)

Pets shall not be kept or allowed to behave in a manner that unreasonably interferes with the quiet enjoyment of neighboring properties. Alleged violations shall be subject to notice, an opportunity to cure, and a hearing in accordance with the Association's enforcement procedures prior to the imposition of any discipline or requirement for removal, except where an immediate health or safety risk is present. (See CC&R's Article VII Section 15 for details).

Since "nuisance" complaints vary and are not necessarily a violation of formal CC&R regulations, the offended resident should first attempt to work directly with the owner responsible for the problem. If that attempt fails to remedy the problem and the offended resident wants to pursue the issue through the Board of Directors, documentation should be provided to the Board identifying the steps taken by the offended resident and the outcome of that effort.

Setbacks.

All structural improvements shall be set back at least 25 feet from the side boundary lines of a lot and 50 feet from a front and rear lot line. Entrance gates, walls, etc., shall be set back 15 feet from the curb.

Mailboxes.

Rural mailboxes shall be sturdily supported on vertical decorative bases and replaced when they are damaged or become unsightly.

Driveways.

All driveways shall be composed of asphalt or concrete. (Other Materials of similar durability may be approved by the Architectural Committee.) Asphalt driveways shall be at least 2 inches thick at all points and must be bounded by a drainage border constructed of 2-inch by 6-inch headers. All concrete driveways shall be at least 4 inches thick at all points. Driveways should be at least twenty-five (25) feet from the property line and should not be shared with any other lot(s).

Architectural Control.

No structural or landscaping materials may be erected, placed or permitted to remain within Rancho Jamul Estates, nor may any exterior addition to or change or alteration in any structure (including a change in exterior color) or landscaping material be made unless the Architectural Committee has reviewed and approved the same in advance in accordance with the CC&Rs and the Architectural Committee Rules and Guidelines. (See Architectural Rules and Request for Review and Approval - below).

Compliance with the restrictions contained in the CC&R's and the receipt of the approval of the Architectural Committee is not intended to and does not mean that such structure, improvement, alteration or landscaping material is in compliance with applicable governmental codes and ordinances. It is the homeowner's responsibility to comply with all applicable governmental codes and ordinances, in addition to complying with the CC&Rs.

Request for Architectural Review and Approval.

An owner must, before beginning any construction, exterior alteration or landscaping, obtain the written approval of the RJE Board of Directors for such construction, alteration or landscaping. In addition to and in furtherance of the CC&Rs, the following Rules shall govern all matters within the jurisdiction of the RJE Board of Directors.

1. Request for Approval; Designation of Agent.

Any owner of a lot in Rancho Jamul Estates or any natural person designated as such owner's agent may request approval of any act within the jurisdiction of the architectural rules. Any designation appointing an agent to act for an owner must be in writing and must be signed by all record owners of the lot in question and shall specify the full name, business address and telephone number and residence address and telephone number, as well as the nature and extent of the agent's authority and any limitations on such authority. In addition, the designation shall contain a statement that it will remain in effect until the Architectural Committee or one of its members receives a written revocation of the designation signed by all record owners of the lot in question. Any request for approval by the owner shall be signed by all record owners of the lot and set forth a mailing address and a telephone number at which they may be reached during normal business hours.

2. Contents of Request for Approval; Supporting Documents.

Any owner of a lot in Rancho Jamul Estates or his designated agent shall make a request for approval on a "Request for Architectural Approval" form. This form shall provide the following information. This form can be found at the end of this document or obtained by contacting the RJE Board of Directors via email at ranchojamulestates@gmail.com.

- (a) The lot number as shown on the record owner's deed;

- (b) The signatures and statements required by paragraph 1 above;
- (c) A concise and detailed statement describing specifically what the owner or designated agent wishes the Architectural Committee to approve; and
- (d) An itemized list describing each supporting document accompanying the request for approval.

To support a request for approval, the requesting owner or his agent shall submit to the Architectural Committee, over the signature of such owner or his designated agent, all applicable plans and specifications showing plot layout, all exterior elevations, structural design, materials and colors of structural improvements of any nature, and the nature, type and location of any landscaping or plant materials.

3. Manner of Submitting Requests for Approvals.

All requests for approval, supporting documentation or updating documentation requested by the Architectural Committee shall be submitted by mail, email, or personally delivered to Architectural Review Committee Board Representative, Rancho Jamul Estates Homeowners' Association, 14453 Rancho Jamul Drive, Jamul, CA 91935. In the event such submittals are mailed, they must be mailed certified or registered mail, return receipt requested, with postage fully prepaid. In the event such submittals are emailed, receipt must be acknowledged by a member of the RJE Board of Directors. In the event such submittals are personally delivered, the submittals shall be receipted for by the recipient.

4. Date of Receipt.

A request for approval or any other matter submitted to the Architectural Committee is deemed received on the date appearing on a return receipt request (if mailed) or on the date appearing on a signed receipt (if personally delivered). This date will be referred to as the "date of receipt". The 30-day approval period set forth in Article VI of the CC&Rs runs from the date of receipt.

5. Supplemental Information.

The Architectural Review Committee shall have the right to require supplemental maps, data, documents or other reasonably necessary information in order for it to make an informed decision on the request for approval. The Architectural Review Committee shall also have the right to request such supplemental information if the request for approval and supporting documentation does not contain all information required by these Rules. If the Architectural Review Committee determines whether a request for approval or supporting documentation is insufficient or incomplete, the Committee may notify the owner or designated agent involved in writing by mail. This notice must be dated within 30 days after the date of receipt of the original request for approval and must specify the manner in which the request for approval is incomplete or insufficient and the information needed by the Architectural Committee. The timely mailing of this notice shall suspend the 30-Day approval period set forth in Article VI of the CC&Rs until the Committee's request is complied with. The Architectural Committee shall have 30 days after the date of receipt of the information requested in the notice to act upon the original request for approval. The Architectural Committee may request this procedure until it receives sufficient information to make an informed decision on a request for approval or until the request contains all information required by the Rules.

6. Conflicts of Interest.

Any member of the Board of Directors who has any direct or indirect interest in any matter requiring its approval shall be disqualified from voting on such matter.

7. Failure to Approve or Disapprove a Request for Approval.

If the Board of Directors fails to approve, disapprove or mail a notice pursuant to paragraph 5 within 30 days of original request and the date of each resubmitted document, it will be conclusively presumed that the Board of Directors has approved the request for approval in question.

8. Criteria for Approval.

Approval shall be based, among other things, on adequacy of site dimensions; adequacy of structural design and materials; conformity and harmony of external design with neighboring structures; effect of location and use of improvements on neighboring property, improvements, elevation of the property being improved to that of neighboring property; proper facing of main elevations with respect to nearby streets; preservation of natural view and aesthetic beauty; conformity of the plans and specifications to the purpose and general plan and intent of the CC&Rs and the Guidelines which follow.

9. Notice of Action of Architectural Approval.

Within the 30-day approval period as it may be extended or continued as set forth above, the Board of Directors may notify any owner or designated agent in writing that a request for approval has been granted. The Board of Directors must notify the owner or designated agent of any disapproval of a request for approval in writing, by mail, dated before the expiration of the applicable 30-day approval period. Any disapproval must contain a concise statement of the reasons for the disapproval. Any disapproval shall be without prejudice to the right of the owner or designated agent affected to submit a revised request for approval at a later date. If a revised request is submitted, the process starts over with a new submitted date.

All approved architectural plan(s), and changes thereto, for the main house, as well as any outbuildings, are valid for two (2) years after board approval, after which, if not having been executed, must be resubmitted for approval. Landscaping plans and changes thereto are valid for one (1) year, after which, if not having been executed, must be resubmitted for approval. The Association's approval of the Owner's submitted plans is expressly limited to the specific plans and specifications reviewed and approved in writing by the Board of Directors and/or the Design Review Committee. Such approval is conditional and does not authorize any deviation, modification, expansion, or additional improvement beyond those expressly depicted in the approved submittal.

The Owner is strictly obligated to construct the improvements in exact conformity with the approved plans. Any material or immaterial change—including, but not limited to, alterations in height, square footage, footprint, setbacks, elevations, roof configuration, exterior materials, architectural features, appurtenant structures, grading, landscaping, or use—requires prior written approval from the Association before commencement of such work.

Any construction undertaken that deviates from the approved plans without prior written authorization constitutes a violation of the Association's Declaration of Covenants, Conditions and Restrictions, Architectural Guidelines, and applicable rules. In the event of such noncompliance, the Association reserves all rights and remedies available under the governing documents and applicable law, including, without limitation, the right to require the Owner to immediately cease construction and to remove, demolish, modify, or reconstruct any non-conforming improvements so as to bring the property into full compliance with the originally approved plans and governing documents.

All corrective work shall be performed at the Owner's sole cost and expense. The Association further reserves the right to pursue enforcement proceedings, including injunctive relief, internal dispute resolution, alternative dispute resolution, fines, reimbursement assessments, attorneys' fees, and costs as permitted by law.

The Owner proceeds with any deviation from approved plans at their own risk.

10. Records and Reports of the Architectural Committee.

The Secretary of the Board of Directors shall keep minutes of each approval, disapproval or other official requests for architectural matters. These minutes shall, during reasonable business hours, be subject to inspection by any member or Director after first scheduling a meeting with the Secretary.

Note: The following sections include changes, updates and additions that have been made to the Capsulized CC&Rs and approved by the Homeowners Association's Board of Directors.

SECURITY AND GATE ATTENDANT INFORMATION

Maintaining a Secure Environment

The safety and security of Rancho Jamul Estates depend on the cooperation and vigilance of every resident. We ask that all homeowners strictly adhere to the following security protocols:

- **Do not grant access** to any individual or vehicle you do not personally know or cannot verify.
- **Do not "wave in" visitors, vendors, contractors, delivery drivers, or service providers — under any circumstances.** If a visitor has been issued a gate code or access device, they must use their assigned code or device to enter.
- **Tailgating is strictly prohibited.** Each vehicle must use its own authorized access method.
- **Safeguard gate access codes and remote devices** and limit their distribution. Do not share access credentials beyond your immediate household.

These procedures are essential to preserving the integrity of our gated community. Failure to comply with established security protocols may necessitate stricter enforcement measures, including potential amendments to our CC&Rs or the implementation of additional restrictions.

Our Role as a Neighborhood Watch Community

Rancho Jamul Estates is a designated Neighborhood Watch community. Each resident plays an active role in maintaining a safe and respectful environment.

If you observe suspicious activity or have concerns regarding safety:

- **Immediately contact a member of the Board of Directors.**
- **If the situation warrants, do not hesitate to contact local law enforcement directly.**

By remaining alert, proactive, and united in our efforts, we help ensure that Rancho Jamul Estates continues to be a secure, peaceful, and desirable place to live.

Thank you for your continued cooperation and commitment to our community.

Gate Procedures and Rules

Rancho Jamul Estates is a gated, restricted access community. Only those people with resident authorization will be allowed to enter the property. That authorization is to allow the non-resident entry to the lot owner's property/residence only. It does not authorize a lot owner to give the non-resident a license to tour the estates and go to some other lot owner's property, who has not granted access/authorization, to take pictures or enter upon the other lot owner's property.

Gate Attendants:

When gate attendants are present, their function is to:

1. Provide unarmed attendant services to help support and enforce the Rancho Jamul Estates Homeowner's Association security.
2. Assist residents and guests in using the touch pad system by asking if they would like assistance in entering the code or dialing the homeowner.
3. Activate the gate during unplanned emergencies, such as power failure, process servers.
4. Accept package deliveries under emergency situations with prior written authorization from a resident. The form is available at the end of this document. Gate attendants cannot accept packages containing liquor or any illegal substance. Gate attendants are NOT responsible for lost or stolen items. Attendant should not accept packages as a temporary drop-off either from residents or visitors to be delivered to other residents or visitors.
5. Ensure unauthorized visitors are denied access and leave the premises.

Gate Attendant Hours:

Gate attendants are present during the following hours:

Monday through Saturday: 7:30 am to 4:30 pm

Sunday: Closed

Holidays: Closed (New Year Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas)

Touch Pad Entry System

Lot owners can personally generate gate access codes for their guests by sending a request to via email Denise at ranchojamulestates@gmail.com.

At the RJE gate entrance, residents and guests have the ability to personally open the gate by entering the owner-provided code on the touch screen pin pad. This pin pad guides users through the process of entering the code that has been provided by the lot owner. If the guest has no code, the guest can scroll to the lot owner's name, call the owner through this pin pad, and the owner can open the gate for the guest by pressing "9" on the owner's phone.

Residents/Owners of Rancho Jamul Estates

All residents/owners entering Rancho Jamul Estates (RJE) must use one of the following three ways of entry:

1. Infrared Sticker on the headlight.
2. Remote Control for the gate
3. PIN Code for Touchscreen (This PIN code may be changed periodically for security purposes to ensure only current lot owners and residents have access to RJE.)

NO TAILGATING!!!

The infrared sticker must be placed on the driver's side headlight. If a resident with an infrared sticker drives through the entrance too fast, the sticker may not be read, and the gate will not open. If this happens, the driver can back up and try again, use their remote control, if available, or enter their gate PIN code on the pin pad. Note: stickers are not lifelong – new replacement stickers may need to be purchased for non-working stickers.

Guest/Non-Resident Access

Guests/Non-Residents must use one of the following four ways of entry:

1. Guest has a code and enters it on the pin pad after selecting "I have a code". The attendant, if present, can also assist the guest by asking if they would like help entering the code.
2. Homeowner calls the attendant at (619) 669-0103 in advance to let a guest in for a specific date and time and provides a code for the attendant to use when the guest arrives.
3. Homeowner contacts management at ranchojamulestates@gmail.com to request a code to be generated and for what length of time.
4. Guest or attendant use touch screen on the pin pad to locate homeowner's name and call homeowner. Homeowner will enter "9" on homeowner's phone to open gate.

Construction/Contractor Access: Procedure for **Guest** is used.

Real Estate Agents: Procedure for **Guest** is used.

While it is recognized that selling a home requires special needs, those needs cannot detract from the overall level of security provided for the residents. It is the responsibility of the home or property owner to control the actions of the listing agent. The listing agent must escort all potential buyers from the gate to the residence and back. The listing agent assumes all responsibility for the actions of the potential buyer.

1. At no time will potential buyers or brokers be allowed to wander around the property of Estates.
2. No agent, broker or other person will be allowed to go door to door making "cold" calls.
3. The listing agent can authorize buyer's agent access.

Appraiser Access. Procedure for **Guest** is used.

To maintain the privacy of the residents of Rancho Jamul Estates, the following procedures will be in effect for real estate appraisers who need to conduct appraisals of property. It is the position of the Association that every effort will be made to accommodate appraisers so that no residents will be delayed in concluding their intended transaction. However, this accommodation cannot include the "carte blanche" access that many appraisers request. The appraisal procedures will be as follows:

1. Appraisers will be allowed access only when their entry is authorized, and an entry code is provided by the owner or the owner's designated agent.
2. Appraisers may visit only the home to which they were allowed access.
3. If an appraiser needs to visit other homes to obtain comps, the owner they are visiting must obtain permission from the other homeowners that the appraiser wishes to visit.
4. If the appraiser is visiting only vacant lots, there will be no need to request or obtain permission from the owner of the vacant lots.

Process Servers: Gate attendant will verify credentials and enter an emergency code to open the gate and grant entry.

Visitors on Foot or Bicycle: Procedure for **Guest** is used.

Trespassers: RJE Security Head will be notified, and local authorities may be called. Trespassers include any vehicle that:

1. Tailgates through the gate (follows someone else in without entering an authorization code).
2. Enters RJE through the Exit gate.
3. Has been given permission to turn around on the inside of gate but instead proceeds into the community (this occurs when the vehicle being denied access is too big to make a U-turn outside the gate).

24-hour video cameras monitor the entry and exit gates. Date, time, and description of vehicle exhibiting suspicious activity should be reported to RJE Security Head via email at ranchojamulestates@gmail.com.

Vendors, Suppliers, Buses: All vendors, suppliers and buses should have an entry code that has been provided to their operational supervisor. If a new code is needed, email RJE Management at ranchojamulestates@gmail.com.

Exit Gate Procedure.

All residents and guests will observe the STOP sign at the exit gate. This is especially important when following behind another vehicle through the gate. Vehicles frequently stop at the guard shack with no prior warning to the following vehicle. The security gate is on a timer and automatically closes. Management is not responsible for damage to vehicles. All drivers exiting RJE should stop and wait for the path to clear before proceeding through the gate, especially when following another vehicle. Residents should remind their family and guests to observe this rule. In addition, be observant of vehicles turning around from the entrance gate.

General Guidelines and Fine Structure for Violations of the RJE HOA CC&Rs

Table #1 below provides a summary of the RJE fine structure. The subcommittee has provided a discussion below on each violation area and a reference to the CC&R where it applies.

Noise Pollution

Article VII Section 15 of the CC&Rs states that improperly muffled vehicles (cars, motorcycles, motorbikes and go-carts), machinery or even barking dogs can be considered as nuisances to the neighborhood.

After a notification of violation has been sent out, the recipient has 30 days to remedy the violation. See Table #1 below for fee structure.

Illegal use of roads

The roadways in RJE are to be used by registered vehicles and licensed drivers only. Under-aged drivers will not operate any motorized vehicle on the streets. The roads are also not to be used for storage or maintenance of vehicles or trailers. These are also considered nuisances and covered by Article VII Section 15. Unsupervised children should not ride skateboards or other wheeled toy vehicles on the streets.

After a notification of violation has been sent out, the recipient has 30 days to remedy the violation. See Table #1 below for fee structure.

Misuse of Common Land

The Common Land at RJE is for the use of all the residents. No one without the authority of the Board is to “alter, trim, cut, dig up or otherwise affect any plant or vegetation matter in the common area” (Section VII Article 18).

After a notification of violation has been sent out, the recipient has 30 days to remedy the violation. If no corrective action is taken to comply, the homeowner can be held responsible for the costs incurred by the Association to remedy the situation, plus the fine amount. See Table #1 below for fee structure.

Building without Board approval

To maintain the ambiance of the neighborhood the CC&Rs require that “No building, fence, wall, or other structure be erected.... or any exterior addition or change... be made until approval of the Board is obtained” (See CC&Rs Article VI and Architectural Committee Rules for Request for Approval).

The CC&Rs were established to help preserve the natural beauty of the area and the property values for lot owners. Unfortunately, water tanks, LPG tanks, solar systems, and other structures are now threatening the ambiance of the community. The Architectural and Landscape committees will be reviewing these “exterior additions” and developing recommended remedies. Residents are asked to please keep your neighbors in mind and the aesthetics of street appeal when making improvements to your property.

After a notification of violation has been sent out, the recipient has 30 days to remedy the violation. If no corrective action is taken to comply, the homeowner can be held responsible for the costs incurred by the Association to remedy the situation, plus the fine amount. If no appropriate remedy is found, the Board can demand the removal of the structure or subject of the offense. See Table #1 below for fee structure.

Landscape Plan Non-Compliance

The CC&Rs require a formal landscape plan to be submitted and the landscaping be completed within 6 months of the completion of the home construction. Article VII Section 14 states “Lot owners shall maintain their property so that it does not distract from the neighborhood”. See Table #1 below for fee structure.

Abuse to Gate Attendants

Gate attendants are doing a service for the residents of RJE. They have specific post orders that they are expected to enforce. Lot owners should respect them while they are doing their job to keep our community safe. They should be treated with respect. The Board will not accept any abuse of the gate attendants, and such a violation by a lot owner, their children or guests, will be subject to a fine. See Table #1 below for fee structure.

Abuse to RJE HOA Board of Directors Members

RJE Board of Directors members are property owner volunteers, elected by other property owners. These board members assume responsibility for compliance with governing documents and State Law; maintaining the common areas, including landscaping and street maintenance; coordinating, overseeing, and contracting for gate attendants and gate maintenance; managing assessments, budgets, and reserves; adoption and enforcement of rules; representing the homeowners as a whole; keeping books and records; and handling emergencies. Occasionally, board members will be required to make decisions that are not popular with some lot owners. Owners should address their concerns with the board; however, harassment of a board member by a lot owner will not be tolerated, and such violation will be subject to a fine. See Table #1 for fee structure.

Harassment or abuse of Gate Attendants or members of the Board of Directors shall include conduct such as threats, intimidation, profanity directed at individuals, obstruction of assigned duties, or repeated hostile conduct. Mere disagreement, criticism of Association decisions, or the exercise of rights under the Governing Documents shall not, by itself, constitute abuse. All alleged violations shall be subject to notice, documentation of conduct, and a hearing prior to the imposition of discipline.

Construction & Cleanup violations

The CC&Rs have many requirements for how construction must be done and that it must proceed and be cleaned up at a diligent pace so not to become a nuisance for other neighbors (Articles VII Sections 2 –5). Construction trucks and equipment will not be stored within the estates or directly outside the gate.

After a notification of violation has been sent out, the recipient has 30 days to remedy the violation. If no corrective action is taken to comply, the homeowner can be held responsible for the costs incurred by the Association to remedy the situation, plus the fine amount. See Table #1 below for fee structure.

Damage to roads and curbs

All lot owners are responsible for any damage that they may cause to the roads and curbs. This includes damage from tree roots extending from trees planted along the parkways. It also includes stopping erosion from putting dirt on the road and keeping gravel from getting on the roads during construction periods. Gravel is particularly damaging to the roads when vehicles and heavy equipment drive over it. Equally damaging is excessive watering which causes runoff and destruction to the roadway and vehicles driving over the parkways.

After a notification of violation has been sent out, the recipient has 30 days to remedy the violation. If no corrective action is taken to comply, the homeowner can be held responsible for the costs incurred by the Association to remedy the situation, plus the fine amount. See Table #1 below for fee structure.

Damage to Entrance/Exit Gates

Vehicles should proceed through the entrance and exit gates one at a time, slowly and with caution. The incoming gate has two parts, the large metal gate opens inward, the tailgate gate bar “arm” goes up. It is **never acceptable to tailgate** behind another vehicle. Residents who have an infrared sticker on their vehicle or a remote control should wait at the “Wait Here” sign until any vehicle ahead of them clears the gate and the arm comes down before moving forward. All other vehicles entering the community through the entrance gate must individually enter a entrance code in the pin pad or communicate with the resident through the pin pad for admission. Drivers who fail to follow this procedure and negligently damage the gate will be charged for the cost of the repairs plus administrative fee (see violation table #1) to cover associated costs (such as, video camera search, identification of the vehicle, police reports, and RJE emergency gate maintenance service fees). No entry through the exit gate is allowed (unless monitored emergency situation). Fees are the same as tailgate.

Pet Control

Residents are permitted to maintain pets on their property in a controlled environment, but animals are not allowed to run free when off of your property. This is considered a nuisance and safety hazard for the community.

If the owner continues to allow their pets to roam the estates, the ASPCA will be called to remove the animals. See Table #1 below for fee structure.

Rubbish and Weed Control

Article 7 Section 14 of the CC&Rs requires that all lot owners maintain their property so that it does not detract from the neighborhood or constitute a fire/safety hazard. Trash cans may be placed on the street no sooner than one day before scheduled pickup and they must be removed not later than one day following the scheduled pickup. Trash cans may never be stored on parkways.

After a notification of violation has been sent out, the recipient has 30 days to remedy the violation. If no corrective action is taken to comply, the homeowner can be held responsible for the costs incurred by the Association to remedy the situation, plus the fine amount. See Table #1 below for fee structure.

Excessive Speed on Roads

The CC&Rs call for a speed limit of 25 MPH within RJE. Excessive speeding has become a major issue, but ensuring equal and fair enforcement of this rule is also an issue and shall be dealt with by the BOD. Streets will occasionally be monitored by radar and offending drivers will be notified and fined if violations continue. See Table #1 below for fee structure.

Nuisance

Article 7 Section 15 of the CC&R's states that nothing shall be done on any lot which is or may become an annoyance or nuisance to the other owners. Since "nuisance" complaints vary and are not necessarily a violation of formal CC&R regulations, the offended resident should first attempt to work directly with the owner responsible for the problem. If that attempt fails to remedy the problem and the offended resident wants to pursue the issue through the Board of Directors, documentation should be provided to the Board identifying the steps taken by the offended resident and the outcome of that effort. See Table #1 below for fee structure.

RANCHO JAMUL ESTATES HOMEOWNERS' ASSOCIATION
ACCESSORY DWELLING UNIT AND JUNIOR ACCESSORY DWELLING
UNIT POLICY

Adopted April 1, 2024

I. PURPOSE: This Accessory Dwelling Unit and Junior Accessory Dwelling Unit Policy ("Policy") for the Rancho Jamul Estates Community Association ("Association") governs the approval requirements and responsibilities of Owners who choose to submit an application for the construction and installation of an accessory dwelling unit or junior accessory dwelling unit on their property. The goal of this policy and related approval processes is to ensure that materials, construction/installation, and maintenance of these dwellings conform to the high-quality community standards and avoids incongruous or unsightly conditions while protecting property values.

II. INTRODUCTION: As set forth in the Association's recorded "Declaration of Covenants, Conditions, and Restrictions of Rancho Jamul Estates ("Declaration") the Association is vested with the power to maintain and manage Rancho Jamul Estates ("Community"), and improvements and modifications therein. In that capacity, the Association requires that the exterior appearance of all buildings, fences, walls, retaining walls, and structures on any Lot, and all exterior hardscape and landscape on the front yard of any Lot shall be well maintained. Any exterior alterations, including, but not limited to, an accessory dwelling unit or junior accessory dwelling unit, require the prior written approval of the Association's Board of Directors. All undefined capitalized terms used in this Policy shall have the same meaning as set forth in the Association's Declaration, Bylaws, and applicable sections of the California Civil and Corporations Code.

III. DEFINITIONS:

A. "Accessory Dwelling Unit" - An accessory dwelling unit ("ADU") means an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It must include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated, as defined in Gov. Code § 65852.2(i)(4).

B. "Application" - Shall mean and refer to the Owner's submission for Plans and Specifications to the Board along with an application for final approval as required by Article VI of the Declaration and by the Association's Design Guidelines for any Improvements or alterations to an Owner's Lot.

C. "Design Guidelines" - Shall mean and refer to "Rancho Jamul Estates Design Guidelines," adopted June 1, 1979, as may be amended from time to time in accordance with Article X of the Declaration.

D. "Design Review Committee" - Shall mean and refer to the architectural committee created pursuant Article VI of the Declaration. The Design Review Committee handles architectural control and design review for the Association. The Design Review Committee has jurisdiction over all architectural and landscaping matters as set forth in the Declaration. The Design Review Committee shall review plans and specifications for all construction, modifications, and landscaping on any Lot. The Design Review Committee shall be the conclusive interpreter of these Guidelines, shall monitor the effectiveness of the Guidelines and may promulgate additional design standards and review procedures consistent with these Guidelines. Members of the Design Review Committee will be appointed as provided in Article VI of the Declaration.

E. "Board" - Shall mean and refer to the Association's Board of Directors.

F. "Governing Documents" - Shall include, among others, the Association's Declaration, Bylaws, Design Guidelines, and any operating rules ("Rules") adopted by the Board.

G. **“Junior Accessory Dwelling Unit”** - A junior accessory dwelling unit (“JADU”) means a unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure. (Gov. Code § 65852.22(g)(1).)

H. **“Maintain”** – Whether or not capitalized, shall mean and refer to “maintain, repair, and replace.”

I. **“Permits”** – Means and refers to any building or other permit as may be required by the County of San Diego or other governmental agencies (collectively “Governmental Agency”), prior to the commencement of any work. Neither the Board nor the Association assumes any responsibility for failure to obtain such permits. Further, obtaining such permits does not waive the obligation of the Owner to obtain Association Approval of their Application (defined below).

J. **Other Terms** - All capitalized terms used, but not clearly defined within this Policy shall have the same meanings given to such terms in other provisions of the Governing Documents.

IV. APPLICATION: A completed Application must be submitted to the Association and approved, in writing, before any work commences on an ADU or JADU. Applications may be requested from the RJE Board of Directors. In addition to the Application, if necessary, each applicant must also comply with the following:

A. **Outside Consultant Fee:** The Board will also require an Owner to pay all fees, costs and expenses associated with the review and approval of the Application by an outside consultant of the Board’s choosing including by a licensed, insured, and credentialed architect, engineer and/or any other expert of the Board’s or Design Review Committee’s choosing.

B. **Additional Fees:** The applicant will be responsible for all reasonable consulting fees incurred by the Association to review the proposed ADU.

C. **Permit(s):** If any Governmental Agency requires a Permit, the Permit drawings and specifications submitted to the Governmental Agency must be the same as those approved by the Association. Certified copies of approved government permits (California and San Diego County) must be provided to the Rancho Jamul Estates Board of Directors before any actual construction begins. These permits should include, but not be limited to, grading, fire, water, sanitation (septic).

D. **Modifications:** If the Governmental Agency requires modifications to the plans, specifications, drawings, or other documents previously approved by the Association, the modified plans, specifications, drawings, or other documents must be resubmitted and approved in writing by the Association along with a revised application before starting any work.

E. **Zoning and Use.** All uses shall conform with the zoning ordinances of all relevant Governmental Agencies, including the County of San Diego, and the uses permitted under the Declaration.

V. RENTALS:

A. **Compliance with Governing Documents:** Association-approved and permitted JADUs and ADUs and any Tenants/Occupants living therein must comply with the Governing Documents at all times, except as required by law. Owners are responsible for any and all violations of the Governing Documents by their Tenants/Occupants, invitees, and guests.

B. **Notification of ADU/JADU Rental.** Owners must notify the Association in writing prior to renting an ADU or JADU on a Lot. Failure of any Owner to comply with this provision will result in the levying of a fine in accordance with the Association’s fine policy, subject to notice and a hearing. The ADU shall not be used or rented for less than 30 days.

C. The Association is authorized to establish and charge reasonable fees in connection with the leasing of Dwellings and for maintaining Lessee and Occupant information, in order to defray the added administrative and physical costs of such activities. An annual rental fee, the amount of which shall be determined by the Association at the time a Dwelling is leased (**“Rental Fee”**), consistent with any Rental Policy adopted by the Association, which fee will be due each year on the anniversary of the lease and paid quarterly. Upon renting out a home or ADU, an application will be submitted to the Board, and the Board will determine the

amount of the rental fee per the terms of the Rental Policy

VI. AESTHETIC AND BUILDING STANDARDS: The Owner shall ensure the highest degree of architectural standards are followed when considering the construction of an ADU or JADU. ADUs and JADUs must be compatible in scale, nature, design, kind, shape, height, width, color, material, etc. with the Lot's existing structure and architectural design.

A. Construction and Foundation: All ADUs and JADUs shall be constructed with a foundation and utilize wood frame construction. Temporary, modular, shipping, tiny, or mobile units will not be allowed. With regard to JADU's, no exposed and/or visible studs or any other form of unfinished construction is permissible.

B. Garage Conversion: When a garage is converted, the garage door shall be kept in place keeping the front elevation of the property intact.

C. Entry Doors: Additional entry doors shall be limited to non-street facing, keeping the main front door as the focus, while an ADU or JADU door would be secondary.

D. Conformity with Existing Aesthetics: Architectural details such as window grids, wood details, roof pitches, and overall character needs to be considered when adding an ADU or JADU. An ADU or JADU must incorporate the overall aesthetic standards existing throughout the community such that it would appear as though the ADU or JADU was originally constructed with the property. The exterior building composition, texture, and color of an ADU or JADU must match that of the existing structure.

E. Landscape Screening: Landscape screening may be required to mitigate impacts from an ADU or JADU.

F. Setbacks: Setbacks shall conform to the Government Agency requirements and the Association's Governing Documents. Lots in Rancho Jamul Estates are all 2 ½ to 3 acres, allowing sufficient land for generous setbacks. The community is in a "Very High Fire Hazard Severity Zone". One-hundred-foot clearance from all buildings is required for fire prevention. Front and back setbacks are and will remain no less than 50 feet from the property line. Side setback will be no less than 25 feet from property line. Side corner lots will be set back 50 feet from curb.

G. Neighbor Feedback: Neighborhood awareness notifications will be in place to allow neighbor feedback.

H. Architectural Review: Applications will be reviewed by and approved by the Board with assistance from the Architectural Review Committee.

I. Standards: The construction of any ADU or JADU shall meet all Governmental Agency and Association standards.

J. Quantity: Properties containing one existing single-family dwelling are allowed a maximum of one ADU or JADU.

K. Size and Construction Requirements:

a. ADUs: All new construction ADUs, attached and detached, shall comply with the overall aesthetic standards of the community and these Guidelines. ADU's shall comply with State law, City zoning ordinances, and the following standards:

i. Attached ADU: The maximum size permitted for an attached ADU is 850 square feet or 1,000 square feet if the ADU includes more than one (1) bedroom. An attached ADU cannot exceed 50 percent of the living area of the primary dwelling, provided, however, that the maximum square footage allowed must be at least 800 square feet of gross floor area.

ii. Detached ADU: A detached ADU can be no larger than 1,200 square feet in size.

iii. An ADU must contain complete independent living facilities, including a permanent kitchen, and separate areas for living and sleeping.

iv. An attached ADU must have a separate entrance from the main residence.

- v. Detached ADUs are limited to one story and 16 feet in height.
- vi. Newly constructed ADUs must meet the same development standards, such as Lot coverage and building separation, as set by the County of San Diego.
- vii. In no event shall there be more than one (1) ADU on a Lot.
- viii. ADUs shall match the primary dwelling in architectural character, color, and materials.
- ix. ADUs may not interfere with, affect the drainage of or be placed on or over easements and Association maintained slopes, if any.
- x. ADUs are to be located to minimize the impact to adjacent Lots.
- xi. ADU setback standards include the following, as may be changed from time to time by the controlling Government Agency:
 - 1. Fifty-foot minimum setbacks from front and rear property line. Twenty-five-foot setbacks from side property line. This setback may be higher for corner lots where side property line is off a street.
 - 2. Existing setbacks can be maintained for an existing legal detached garage or existing accessory structure that is converted to an ADU on a lot with a single-family residence.
 - 3. Setbacks for new ADU can conform to those of a legally demolished structure, provided that the construction of the proposed ADU is built in the same location and to the same dimensions per applicable zoning standards.
- b. JADUs: The total area of floorspace of a JADU shall not exceed 500 square feet and the JADU must be constructed within the existing walls of the primary residence (i.e., JADUs are converted from existing living space contained entirely within a single-family dwelling.) Furthermore, the following standards will also apply:
 - i. No detached JADUs are allowed.
 - ii. An efficiency cooking area is required to be within unit.
 - iii. A separate entrance from the main dwelling unit or accessory unit is required.
 - iv. An internal connection is optional, unless a restroom is shared with the main home where an internal connection is required.
 - v. Only allowed on a single-family residence property and limited to one junior ADU.
- L. Fire Safety: The construction of an ADU or JADU shall meet all Governmental Agency and Association fire safety standards.
- M. Utility Connections: The construction of an ADU or JADU shall meet all Governmental Agency and Association requirements.

VII. ASSOCIATION DECISION ON COMPLETED APPLICATION: The Association shall make a written decision on a proposed exterior alteration within thirty (30) days from the date that a completed Application (including all required plans, specifications, drawings, and other documents) has been received by the Association, in accordance with the Design Guidelines. If a proposed exterior alteration has been disapproved, the written decision shall include both an explanation of why the proposed change is disapproved and a description of the procedure for reconsideration of the decision by the Design Review Committee. Please refer to the Association's Design Guidelines for full details on Application submittal requirements.

VIII. RECONSIDERATION PROCESS: Applications not approved within this period will be deemed disapproved unless the applicant submits to the Committee, within fifteen days after expiration of the Review Period, a written request for decision ("Request for Decision") the Committee shall have fifteen (15) days after receipt of a Request for Decision in which to transmit its decision to the Applicant. If a decision is not rendered within fifteen (15) days of receipt of the Request for Decision, the Applicant's application shall be deemed approved.

IX. PROJECT REQUIREMENTS: Work on any approved Application must fully comply with the standards set forth in the Association's Design Guidelines.

- A. Owner Responsibility: Each Owner is responsible for any violations by such Owner's contractor or subcontractors of the Rule and the Governing Documents.
- B. Damage: Any damage caused by contractors or sub-contractors to any common area or neighboring Lots is the Owner's responsibility. Any damage must be reported immediately to the Association. The Owner will be held liable for the actions of his/her contractors, subcontractors and/or workers and the Owner will be responsible for any costs of repair incurred by the Association or other Owners.
- C. Trash and Debris: The worksite must be kept neat and orderly during all phases of the project. It is the applicant's responsibility to provide for immediate cleanup of any excavation or construction debris that inadvertently spills onto streets or adjoining properties. At no time shall the work obstruct the public right of ways, unless appropriate access agreements and/or encroachment permits are obtained. All trash and debris must be carried off-site daily, unless otherwise authorized by the Board.
- D. Working Hours: To avoid the adverse impacts of construction/alterations on neighboring residences, all work shall be performed between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday, and 9:00 a.m. and 5:00 p.m., Saturday. All "work" includes set-up and preparation activities, delivery of parts and materials, and clean-up activities at the end of the day. Violators are subject to a fine, pursuant to the Association's Fine Schedule.
- E. Parking of Vehicles: Contractors must park vehicles in accordance with the Association Rules and any other requirements established by the Association or Governmental Agency.
- F. Conduct by Workers: Workers are prohibited from creating nuisance noise unrelated to construction work. No workers may use the electrical power from the common area or other Lots.
- G. Stopping Work: The Association has the right to stop any work that is in violation of this Policy, the Governing Documents, creates a fire or safety hazard, or interferes with activities on Association Property.
- H. Equipment: Contractors must use their own equipment. The use of electricity facilities within Association Property is prohibited. The Association is not responsible for the disappearance of any tools, equipment, or materials left on Association Property. Any damage to the Private Streets, curbs, landscaped areas, or other Association Property improvement shall be repaired at the Owner/applicant's expense.
- I. Failure to Comply with Required Procedures: If any design change is made without the approval of the Board or the Design Review Committee, or any violation of this Policy occurs, the Board, or their designated agent, may deliver written notice of the violation to the Owner. The violation notice shall specify a time period for removal of the non-conforming improvement. The Owner shall, upon receipt of the violation notice, remove the nonconforming improvement within the time period specified in the violation notice. If the Owner fails to remove the nonconforming improvement within the time period specified in the violation notice, the Board shall then provide the Owner with Notice and Hearing to consider the Owner's continuing violation. At the Hearing, if the Board finds that there is no valid reason for the continuing violation, the Board may levy a fine in accordance with its Fine Schedule and/or may determine the estimated costs of correcting the violation. The Board may require the Owner to remedy or correct the violation within a period of not more than 45 days from the date of the Board's determination. If the Owner does not comply with the Board's decision within such period or within any extension of such period as the Board, in its discretion, may grant, the Board may either remove the non-complying Improvement or remedy the violation. The costs of such action shall be assessed against the Owner as an Assessment. The decision of the Board shall be final.

- J. Completion of Work: After completion of the work, the worksite will be cleared of all temporary structures, construction debris, and leftover materials. The Owner shall notify the Association in writing (by any form of delivery that contains proof of delivery) that the work has been completed immediately upon completion of the work for which approval was required. The Association shall have the right to inspect the work, with reasonable notice to the owner and/or residents, for up to one (1) year after the work has been completed. The owner will be notified in writing of any items that do not conform to the original approved plans. The owner shall then remedy these items of noncompliance at the owner's sole expense by the time specified, which shall not exceed sixty (60) days.

X. SALE: An ADU or JADU shall not be sold separately from the primary residence.

XI. "This Policy shall be interpreted and applied in a manner consistent with applicable California law governing ADUs and JADUs."

\ **RENTAL POLICY**

RANCHO JAMUL ESTATES HOMEOWNERS' ASSOCIATION

All Owners and occupants of properties within the Rancho Jamul Estates Homeowners Association ("**Association**") are bound to comply with the restrictions and requirements contained in the Association's governing documents. The governing documents include, among other things, the Association's recorded Declaration of Covenants, Conditions and Restrictions and Reservation of Easements ("**Declaration**"). Bylaws, and any operating rules adopted by the Association's Board of Directors ("**Board**") pursuant to the authority granted to it under the CC&R's, Bylaws and applicable provisions of the California Civil Code (collectively, the "**Governing Documents**").

Article 4, Section 4.2 of the Bylaws authorizes the Board to establish "such rules, regulations and prerequisite conditions to the use of the Common Area and the facilities thereon as it in its sole discretion, deems appropriate, so long only as such rules, regulations and conditions do not materially abridge the rights of Members set forth in the Declaration." The lease restrictions contained in this Rental Policy ("**Policy**") have been adopted in accordance with the authority granted to the Board under those sections and constitute enforceable operations rules of the Association with which all Owners, occupants and guests must comply.

LEASE RESTRICTIONS

- 1. General Lease Requirements.** An owner may lease any dwelling on his lot ("**Dwelling**") including the residence, an accessory dwelling unit ("**ADU**") or junior accessory dwelling unit ("**JADU**") provided that each of the following requirements are satisfied:
 - a. The lease agreement ("**Agreement**") must be in writing.
 - b. The Agreement must provide that the terms of such lease are subject in all respects to the provisions of the Governing Documents, and any applicable agreements between the Association and any of the Federal, State and Local government agencies.
 - c. The Agreement must provide that any failure by the Lessee ("**Lessee**") or any occupants ("**Occupants**") of the Lot to comply with the Governing Documents shall be a default under the Agreement.
 - d. The Owner must make available to the Lessee copies of the Governing Documents. However, the failure of the Owner to provide his or her Lessee with current copies of the Governing Documents shall not be a defense to any violation of the Governing Documents by the tenant.
 - e. Not less than ten (10) days prior to the commencement of the tenancy, the Owner shall provide the Association with (1) the name(s) and contact information (telephone number, email, etc.) for each Lessee and Occupant, (2) a copy of the fully executed Agreement, (3) the address and telephone number of the Owner, and (4) such other information as the Association may reasonably require.
- 2. No Severability.** No Owner shall lease his or her interest in the common area separate and apart from his or her Lot, nor his or her Lot separate and apart from his or her interest in the common area. The Owner shall transfer and assign to Lessee, for the term on the lease, any and all rights and privileges that the Owner has to use the recreational areas of the common area, including, but not limited to, the use of any and all common area facilities and other amenities.
- 3. Rental Fee.** The Association is authorized to establish and charge reasonable fees in connection with the leasing of Lots and for maintaining Lessee and Occupant information, in order to defray the added administrative and physical costs of such activities. Rental fee shall include a minimum of 30-day length of stay. An annual fee will

be due, paid quarterly, the amount of which shall be determined by the Association at the time the Agreement is submitted to the Association pursuant to Section 1(e) ("**Rental Fee**"). Upon renting out a home or ADU, an application will be submitted to the Board, and the Board will determine the amount of the rental fee per the terms of the Rental Policy.

4. **Periodic Inspections.** The Owner of a leased or rented Lot shall periodically inspect, or cause the inspection of, the Owner's Lot to ensure that the Lessee, Occupants, and Lot are in compliance with the Governing Documents ("**Inspection**") and shall notify the Association's community manager within ten (10) days of completing the Inspection. For purposes of this provision, the term periodically shall mean not less than once every year. Notwithstanding the foregoing, the first Inspection shall occur within ninety (90) days of the adoption of these Lease restrictions. Failure to complete the Inspection as required herein shall subject the violating Owner to discipline pursuant to the Association's Enforcement Policy and Fine Schedule. The HOA has the right to "inspect" lots of the outbuildings to determine if they are ADUs or not.
5. **Assessments.** A Lessee shall have no obligation to the Association to pay Assessments imposed by the Association. Each Owner remains liable for the payment of such Assessments.
6. **Voting Rights.** Except as otherwise provided under law, no Lessee shall have any voting rights in the Association or the right to attend any meeting held by the Association. Moreover, Lessees are prohibited from running for a position on the Board.
7. **Insurance.** Owners are responsible for ensuring that their Lessees maintain the appropriate renter's insurance in sufficient amounts to cover the cost of replacement of all such Lessees' personal property during the entire term of their respective lease agreements. Since each insurance carrier's policy may vary it is each Owner's responsibility to obtain the appropriate type of insurance for such Owner's Lot and Dwellings while any portion is leased and ensure that the form of such insurance, including all coverage amounts, complies with such Owner's obligations under the applicable Governing Documents. Depending upon the insurance carrier, an Owner may be required to change their property insurance coverage to a commercial or other type of business policy as dictated by such Owner's individual insurance carrier. Neither the Association nor the Association's community manager may advise you on such matters.
8. **Owner's Liability for Lessee/Occupant Violation(s).** The Owner of a leased or rented Dwelling on Owner's Lot shall ensure that all Lessees and Occupants are in compliance with the Governing Documents. In the event of the failure of a Lessee/Occupant(s) to comply with the Governing Documents, which is a default under the Agreement, the Owner shall take whatever action is necessary to resolve the compliance issue or enforce the lease default. The Association may hold Owner responsible for Lessee/Occupant's violation of the Governing Documents.
9. **Exception to Lease Restrictions.** Notwithstanding anything to the contrary herein, this Rental Policy shall not apply to the lease of a Dwelling on a Lot acquired by the Association following a foreclosure of the Association's lien for assessments or to the lease of a lot by a receiver appointed on motion of the Association in connection with a lien foreclosure action filed by the Association.
10. **Enforcement.** Any violation of this Policy shall be subject to the Association's enforcement policy and fine schedule. A fine is equal to the amount of monthly rent. At any time during the Board's efforts to enforce a violation and to gain an Owner, Occupant or Lessee's compliance with this policy, the Board may determine that it is in the Association's best interest to expedite the resolution of the matter through, among other things, immediately setting the matter for a hearing, or to transfer the matter to the Association's legal counsel, and participation in formal legal action.

General Guidelines and Fine Structure for Violations of the RJE HOA CC&Rs

(Revised to Comply with California Civil Code §§ 5850 & 5855, effective July 1, 2025)

INTRODUCTION

Rancho Jamul Estates Homeowners Association (“Association”) enforces the terms of the Association’s “Governing Documents.” The Governing Documents include, among others, the Association’s recorded Declaration of Covenants, Conditions and Restrictions and Reservation of Easements (“Declaration”), Bylaws, and any Rules and Regulations (“Rules”) adopted by the Association’s Board of Directors (“Board”). Exercising by that authority permits the Board to take disciplinary measures for violations, which may include, but are not limited to, the imposition of fines, suspension of membership privileges (i.e., use of Common Area facilities), and/or the use of formal legal action to compel compliance and to recover the Association’s legal fees and costs.

Owner’s Responsibility for Conduct of Others

Owners are legally responsible for the conduct of their family, tenants and guests. A Violation Notice may be issued to a tenant for a violation of the Governing Documents; however, the Owner is responsible for all liability arising from a violation by the Owner’s guests, tenants and tenant’s guests.

REPORTING VIOLATIONS

Any resident may report a violation of the Governing Documents by contacting the Association’s management company. Reports should be made in writing. Any photographs evidencing the violation should be attached. Photographs must have a visible time and date stamp or must be accompanied by digital metadata clearly stating the time and date the photograph was taken.

**Nuisance Violations - Any activity constituting a nuisance (i.e., loud parties, loud vehicles, barking dogs or related issues) should be directed to law enforcement or animal services.*

DISCIPLINARY MEASURES

MONETARY PENALTIES (FINES)

The Board may impose Monetary Penalties (“Fines”) against an Owner in response to a violation of the Governing Documents committed by the Owner or a person for whom the Owner is responsible. Fines shall be levied pursuant to the following “Fine Schedule” and the enforcement procedures set forth in this Policy

FINE SCHEDULE

First Violation Up to \$100*

Second Violation Up to \$100*

Third and Subsequent Violation(s) Up to \$100*

**Health & Safety Violations: For violations that may adversely impact health and/or safety of the residents, common area, and/or another member’s property the Board may determine to impose a Fine of up to \$2,000 for the violation.*

*Continuing Violations: In addition to the Fine amounts set forth above, if a violation is continuing (occurring over multiple days), the Board may determine to impose a Fine of up to \$100 per day until compliance is achieved. These daily Fines will commence the day after the hearing in which the Board determined to impose the daily Fines for the continuing violation.

ENFORCEMENT PROCEDURES

FIRST NOTICE (NOTICE OF VIOLATION)

Upon notification/observation of the first instance of the violation, a Notice of Violation will be sent to the violating Owner (and violating resident, if applicable). The Notice of Violation will set forth: (a) the basis for the violation, (b) the provision(s) of the Governing Documents at issue, and (c) a demand that the violation be corrected within a reasonable time period (“Cure Period”). The Notice of Violation will also include instructions regarding responses to the Notice of Violation.

SECOND NOTICE (NOTICE OF HEARING)

Upon notification/observation of the second instance of the violation, or of a continuation of the first violation after the Cure Period has expired, a Notice of Hearing may be sent to the violating Owner (and violating resident, if applicable). The Notice of Hearing will invite the violating Owner to a hearing with the Board in a Board meeting for the purpose of explaining the reasons for the continued non-compliance and for determining whether the Board will impose discipline upon the Owner (“Violation Hearing”).

The Notice of Hearing may be sent by personal delivery or first-class mail at least ten (10) days prior to the date of the Violation Hearing or (fifteen (15) days if membership privileges are to be suspended), and shall include, at a minimum: (a) the date, time and place of the Violation Hearing, (b) the nature of the alleged violation for which the Owner may be disciplined, and (c) a statement that the Owner has a right to attend and may address the Board at the Violation Hearing.

Adverse Health or Safety Violations Upon notification or observation of a violation that may result in an adverse impact on the health and/or safety of the residents, Common Area, and/or another Member’s property, the Board may determine not to send a Notice of Violation and instead immediately proceed to sending a Notice of Hearing to the violating Owner (and violating resident, if applicable).

VIOLATION HEARING

At the Violation Hearing the Board will determine what actions are to be taken to address and resolve the non-compliance. Such actions may include, but are not limited to, the imposition of Fines and/or suspension of membership privileges. If the Board and the violating Owner are not in agreement after Violation Hearing, the Owner shall have the opportunity to request Internal Dispute Resolution (“IDR”) pursuant the Association’s pursuant to Civil Code section 5900 et seq. If the Board and the violating Owner are in agreement after the Violation Hearing, the Board shall draft a written resolution. The written resolution shall be signed by the Board and the Owner. The resolution is judicially enforceable.

Adverse Health or Safety Violations

Upon notification or observation of a violation that may result in an adverse impact on the health and/or safety of the residents, Common Area, and/or another Member’s property, a Notice of Hearing may be sent to the violating Owner (and violating resident, if applicable) immediately and without first having sent a Notice of Violation. In addition to the Violation Hearing procedures set forth above, the Board will prepare a written finding or resolution at the Violation Hearing specifying the adverse health or safety impact and adopt the

finding/resolution during an open Board meeting. If the Board previously adopted such a finding/resolution covering the violation at issue, no subsequent finding/resolution need be adopted.

The Board will notify the Owner within fourteen (14) days following the Violation Hearing as to what disciplinary action will be taken in response to the violation, as well as what further measures the Board may take should the non-compliance continue (i.e., the continued levying of Fines and/or the institution of legal action).

Owner Opportunity to Cure

No Fine will be levied against a violating Owner if the violation is cured prior to the Violation Hearing. If the violation cannot be cured prior to the Violation Hearing, the Fine will not be imposed if the violating Owner provides financial commitment to cure the violation.

Notwithstanding the foregoing, there are certain violations which are “uncurable”—a violation is “uncurable” if it consists of a non-continuing, completed act for which there is no reasonable remedial action that would undo the misconduct or bring the Owner into compliance before the Violation Hearing (e.g., discharging fireworks in the common area; hosting an unauthorized party). The cure exceptions above do not apply to uncurable violations. For uncurable violations, the Board may impose a Fine notwithstanding the fact that the conduct has ceased.

EXPEDITE RESOLUTION

At any time during the enforcement, the Board may determine that it is in the Association’s best interest to expedite the resolution of the matter through, among other things, immediately setting the matter for a Violating Hearing, transferring the matter to the Association’s legal counsel, and/or the institution of legal action against the Owner.

LEGAL LIABILITY; PAYMENT OF ASSOCIATION’S LEGAL FEES & COSTS

Failure to comply with any of the terms of the Governing Documents shall be grounds for relief which may include legal action by the Association to recover damages, injunctive relief and/or any other similar remedy at law or in equity. Should such legal action be instituted, the Association is entitled to recover from the violating Owner the Association’s reasonable attorneys’ fees and costs incurred.

Fines will start over from first offense after one year of no offense.

Table #1
Fine Structure for Violations to the RJE HOA CC&Rs

Violation	First Offense	Max Cap per daily violation	
Noise Pollution	Written notice of violation hearing	\$100	
Illegal use of roads	Written notice of violation hearing	\$100	
Misuse of common land	Written notice of violation hearing	\$100	
Building without Board approval	Written notice of violation hearing	\$100	
Landscape Plan non-compliance	Written notice of violation hearing	\$100	
Abuse of Gate Attendant or HOA Board Member	Written notice of violation hearing	\$100	
Construction & Cleanup violations	Written notice of violation hearing	\$100	
Damage to road and curb	Written notice of violation hearing	\$100 + actual repair cost	
Pet Control	Written notice of violation hearing	\$100	
Rubbish, Weed Control, weed abatement, Trash Cans	Written notice	\$100	
Nuisance – as described in CC&R's	Written notice	\$100	
Failure to comply with Rental Policy	No written notice	Equal to rental amount	
*HEALTH & SAFETY VIOLATIONS			
*Excessive Speed within Estates	Written notice of violation hearing	May exceed \$100 if Health and Safety finding is made	
*Tailgate or entry through exit gate	No written notice required	May exceed \$100 if Health and Safety finding is made	

RJE Security Information

Last Name _____

First Name #1 _____ Birth Mo and Day ____/____

First Name #2 _____ Birth Mo and Day ____/____

Children's names and birth year (not age or birthday)

_____(' ____), _____(' ____), _____(' ____),

_____(' ____), _____(' ____), _____(' ____)

Lot#: _____

Home Address: _____

Phone # you want gate pin pad to call _____ alt # _____

Preferred Gate Pin Code (5 digit – can't be all the same #) _____

I have received and read the current RJE handbook – (initial here) _____

Please include one or two email addresses:

Name #1 Email Address: _____

Name #2 Email Address: _____

Home Phone Number: _____

Name#1 Number (Optional): _____ Work? ____ or Cell? ____ (please check one)

Name#2 Number (Optional): _____ Work? ____ or Cell? ____ (please check one)

Car Info

Place * if want a sticker for this car	Make	Model	Color	Year	Plate#	Sticker/remote# (office use)

How many stickers do you want? _____ (place an * by the cars you want stickers for)

The cost of the sensor sticker is \$25.

How many remotes do you want? _____

The cost of the remote is \$45.

Let me know how many you need, and you can pay at time of pickup.

*Signature _____

**Rancho Jamul Estates Homeowners Association
14453 Rancho Jamul Drive – Jamul, CA 91935**

Architectural Change Request

Please complete this form and submit it to the Architectural Review Committee (ARC). All fields must be completed and submitted with the attachments before ARC starts its review. Incomplete requests will be returned to Owner. If you have questions about how to complete this form, please contact the ARC.

Owner Information:

Name: _____ Date Submitted _____

Address: _____ Lot # _____

Mailing Address (if different): _____

Email Address: _____

Phone: (Home) _____ (Cell) _____

Project Information:

Type of modification:

_____ Addition	_____ Deck Patio	_____ Exterior Painting
_____ Fence/Wall	_____ Outbuilding	_____ Landscaping
_____ New construction	_____ Solar	_____ Other (please describe)

Briefly describe the project: _____

Important – Please attach a detailed description of your proposed improvements or modifications, including the following information as applicable:

Color/Color samples	Landscaping Plans & Details	Dimensions
Exterior Finish	Location	Materials
Roof Design	Size	Utilities
Photographs, plans or drawings	Property Survey (showing proposed changes)	
Contractor Information (Name & Phone)		

Have you reviewed your plans with your adjoining neighbors?

_____ Yes	_____ No	Name _____	Signature _____	Date _____
_____ Yes	_____ No	Name _____	Signature _____	Date _____
_____ Yes	_____ No	Name _____	Signature _____	Date _____

Start Date: _____ Completion Date: _____ Signature _____

Have you reviewed the CC&R's, By Laws and Amendments, and Rancho Jamul Estates Homeowners Handbook as they pertain to your proposed improvements? _____ Yes _____ No

The homeowner assumes responsibility for encroachment onto adjacent properties (including HOA maintained common areas). Therefore, it is advised to obtain a survey before starting any projects that may approach your property boundaries.

Approved _____ Approved as Noted (Attached) _____ Rejected as Submitted _____

Date _____ RJE BOD Signature _____ County Approval _____

Package Authorization Form

Residents of Rancho Jamul Estates are allowed to periodically have packages delivered to the gate house when they will be away from their homes. The following applies to all package deliveries:

- **The Gate Attendants, the firm with whom RJE contracts to employ the Gate Attendants, and Rancho Jamul Estates Homeowners Association and Board of Directors are not responsible for any damage or theft to the package while held in the gate house. The liability of leaving a package with the Gate Attendants is solely with the residents who signs this Authorization Form.**
- No packages will be received or held by the Gate Attendants without this Authorization Form.
- Residents must inform the delivery company to leave the package with the Gate Attendant.
- The resident is responsible for checking the delivery company's rules and regulations.
- It is highly recommended that the package is picked up the same day it is dropped off at the gate. The gatehouse has no special security, and the resident is responsible for loss or damage if the package is stolen or damaged.
- A time frame of 15 days is allowed for the attendants to accept packages; however, given the limited size of the attendant house, consideration by the residents should be given if the package is large.
- Items such as weapons and alcohol are not allowed to be delivered to the Gate Attendant on duty.

RESIDENT TO FILL OUT:

Residents Name: _____

Residents Address: _____

Est. date of arrival of package: _____ Estimated pick up by resident: _____

Residents Signature: _____

SECURITY OFFICER TO FILL OUT:

Date Package arrived: _____ Attendant Initial: _____

Resident phoned to notify of arrive on (date/time): _____

Date Package picked up by resident (or designee): _____

Pick up Residents Signature: _____