

LEASING

1. City Approval. Units shall not be rented or leased, except as authorized by the City of Thousand Oaks through its Owner Exemption Occupancy Program. Please check with the City of Thousand Oaks Housing Division for current requirements.

2. Information Required By the HOA. The owner of a tenant-occupied unit must provide the following to the management company within thirty (30) days of tenant occupancy: (a) Copy of the City Exemption (from the City of Thousand Oaks) and any annual renewal forms; (b) tenant information form. It is necessary to know whom to contact in the event of an emergency involving the unit. Required information includes each tenant's name, day and evening telephone numbers, vehicle descriptions and license numbers, as well as length of lease term.

3. Waiting List. The percentage of rental units may not exceed twenty percent (20%) of the total units in Hidden Canyon HOA. Once twenty percent (20%) of the units are rented, owners will be placed on a waiting list managed by the Association's Board of Directors. Please contact the management company to apply for the Waiting List.

4. Unauthorized Leasing. Unit owners leasing their unit without the City of Thousand Oaks authorization will be sent a first notice of their violation of the CC&Rs.

Concurrently, pertinent information will be forwarded to the City of Thousand Oaks to investigate and act upon. If the owner does not apply for a City exemption within thirty (30) days from the date of the first notice, a second notice including a date for the owner to appear at a hearing before the Association's Board of Directors will be mailed. If the owner of the unit is found to be in violation of the City of Thousand Oaks' lease restrictions at the time of the hearing, the owner is subject to discipline by the Association's Board of Directors, which shall include the imposition of a monetary penalty of \$500.00 per month, charged during each month of noncompliance. Each month a monetary penalty is levied, the owner will have the opportunity to request additional hearings with the Board.

5. Non-Resident Owners. Non-resident owners may not use Hidden Canyon as their address of record. Non-resident owners, his or her family, guests and invitees shall not be entitled to use any of the common areas or common facilities, except to the extent reasonably necessary to perform the owner's responsibilities as an owner of a unit.

6. Tenant Compliance With Governing Documents. Unit owners are required to provide tenants with a current copy of all governing documents and shall be responsible for compliance by the tenant with all of the provisions of the governing documents during the tenant's occupancy and use of the unit. Homeowners will be held liable and may incur fines for violations committed by their tenants.

7. Tenant Complaints. Tenant complaints, both about tenants and from tenants, should be channeled through the unit owner. The Board does not mediate neighbor disputes or tenant/unit owner issues unless a rule is in violation or the issue involves the common area. Should the complaint involve a rule violation or the common area, it should be made in writing and forwarded to the management company.

8. Reporting Damage. Unit owners agree to inform tenants of their duty to report to the management company any and all damage to common area (i.e. roof leaks, plumbing