

OCEANSIDE COMMUNITY ASSOCIATION

Member and Resident Handbook

RULES & REGULATIONS

**Approved by the Board of Directors
March 1, 2025**

Member and Resident Handbook

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INTRODUCTION

A. HISTORY

Oceanside Community Association (OCA) is the first Oceana. It was built from the mid-1960's to the early 1970's. It is an age-restricted, 55+ senior/active adult community of 932 homes with a variety of home plans. The common area includes the ground surrounding each home, driveways, slopes, lettered streets, sidewalks, community garden area, dog park, 591 garages/carports and the amenity areas. Amenities include a Clubhouse with an auditorium, card room, meeting room, resource center and library; wood shop and lapidary; art room for painting and ceramics; a billiards room; pickleball court; Share and Wear Boutique and Annex; and a pool area with two pools and a spa, including ADA compliant bathrooms. The common area is leased from Oceanside Land Company and maintained by OCA.

Oceana was established under California laws and statutes that require recorded CC&Rs and Bylaws. This *Member and Resident Handbook* is written to clarify and put into practice these legally required rules and regulations.

B. ASSOCIATION

OCA is governed by a seven-member Board of Directors (BoD) elected by OCA homeowners. Several committees provide assistance to the BoD, assisting with implementation of Board decisions and helping to carry out community activities. The OCA staff provides maintenance and management services. All committee meetings and BoD meetings, except for Executive Sessions, are open to all homeowners and residents.

Current and accurate communication is a BoD priority. Residents are kept aware of community information and activities in numerous ways. The OCA office emails a weekly update. The *Hilltop Highlights* monthly newsletter is delivered to each home. The Oceana website, www.ocadoceanside.com, has information for residents, renters, and the general public including communications, activities, and OCA documents. Homeowners may access their financial accounts, individual communication and requests through the Keystone portal link found on the ocadoceanside.com website. Homeowners may observe general session meetings via Zoom.

Residents and homeowners work hard to keep Oceana a safe and pleasant place to live. They show respect for their neighbors by complying with the regulations. If

the regulations are not followed, the violation process begins and fines may be incurred.

OCA welcomes residents' time, skills, experience and treasure. Residents discover how much fun it is to be one of the many dedicated volunteers who make new friends while keeping the community thriving. Check the latest *Hilltop Highlights*, or the website www.ocaoceanside.com for dates and times of Board and committee meetings as well as OCA's many activities.

In case of a conflict between city, state or federal laws and our governing documents, in most cases, the governmental laws shall apply.

C. GLOSSARY

BoD	Oceana Board of Directors
Connect	To check the website, go to ocaoceanside.com .
Keystone	Professional management company since August 1, 2024.
Forms	The means to request actions or approvals. They are available on Connect, www.oceanaseniors.org or at the OCA office.
Homeowner	A homeowner may be a resident or a landlord.
Manager	Oceana's General Manager
OCA	Oceanside Community Association
Office	OCA business office at 550 Vista Bella, Oceanside, CA 92057.
Resident	A resident may be a homeowner or a lessee.
Websites	www.ocaoceanside.com

OCA OPERATING RULES

I. GENERAL

A. NOISE

1. Televisions, radios or audio equipment shall not be operated at a volume that can disturb neighbors. The City of Oceanside's noise ordinance sets these limits for residential areas: 50 dBA from 7:00 a.m. to 9:59 p.m.; 45 dBA from 10:00 p.m. to 6:59 a.m.
2. Refrain from loud talking, laughing, yelling, etc. outside any dwelling, especially between 10:00 p.m. and 8:00 a.m.
3. No construction shall be performed between 7:00 p.m. and 7:00 a.m. Monday through Saturday nor at any time on Sunday. An owner may work on his own property 9:00 a.m. to 5:00 p.m. on Sunday (city ordinance).
4. Cars, motorcycles, and other vehicle engines shall not be "revved" or run for an extended period of time.

B. UNSIGHTLY VIEWS

1. Trash containers, recycle bins, green waste containers, etc., shall not be kept on the common area unless screened from view (City Code 13.28). Screening must receive prior approval from the Architectural Committee. Guidelines are posted on the Keystone Portal.

Form: Architectural Request Form

2. Laundry may be dried by use of exterior clotheslines or the like so long as said items are not visible either from common areas or adjacent lots (CC&Rs 7.8.7).

C. GUESTS

1. A guest's overnight stay may not exceed sixty (60) days in one year.
2. Residents are responsible to make sure that their guests and tenants comply with all of the OCA governing documents.
3. See the CC&Rs Article VIII for rules regarding live-in caregivers and other qualified residents.

D. SAFETY

1. The speed limit on public streets is 25 miles per hour (city enforced).
2. The speed limit on interior streets is 10 miles per hour.
3. Motorists, golf cart drivers and bicyclists must obey all traffic laws, including stop signs.
4. Bicycles may not be ridden on sidewalks.

5. The use of skateboards, roller-skates, rollerblades, play scooters, and other similar devices is prohibited on sidewalks.
6. Persons using wheelchairs or motorized scooters for mobility/transportation may drive them on sidewalks using proper care for pedestrian safety.

E. ANTENNAS

There shall be no outside television or radio antennae, satellite dishes, masts, poles or flagpoles constructed, installed, or maintained in OCA without prior written consent of the Architectural Committee.

Form: Architectural Request Form

F. SIGNS

1. Signs may not be placed on common area.
2. Signs may be approved for estate or moving sales. See Section XII.
3. When renting or selling a home, the BoD grants permission for the following signs:
 - (a) To be displayed at the home - one “for rent,” “for sale,” “open house,” or “for lease” sign which must not exceed 30 inches by 18 inches.
 - (b) To be displayed during an open house - near the entrance on Vista Campana - one “for sale” or “open house” sign.
 - (c) To be displayed during an open house - additional signs may be posted at every intersection where a turn must be made to reach the location.
 - (d) “For sale” or “open house” signs may be displayed during the hours of 9:00 a.m. to 4:00 p.m. Any signs posted beyond these hours will be removed. This time limitation does not apply to the one sign at the dwelling location.
 - (e) The display of “sold” signs is not permitted.
4. Homeowners must provide the information regarding signs to their realtor and are held responsible for their realtor’s compliance.
5. In keeping with CA law, political signs may be displayed during election periods. Signs must be placed entirely within the confines of one’s lot and cannot be placed in the common area or attached to exterior walls. Each lot is allowed one sign, not larger than nine square feet in size. It can be posted no sooner than ninety days before the election and must be removed within fifteen days after the election (CC&Rs 7.)

G. FLAGS

1. All flags (national, state, decorative or seasonal banners) displayed outside must be in good condition. Observe flag etiquette when displaying the American flag.
2. No flagstaff or flagpole may exceed 5 feet in length and must be fitted to a bracket attached to some part of the dwelling. Flags should not obstruct traffic or vision of drivers.

H. SERVICE REQUESTS

1. Emergencies may be reported to the Keystone Pacific emergency line at 949-833-2600 or the OCA office 24 hours a day by calling 760-757-3937.
2. Work may be requested on Connect with a service request or by contacting the OCA office.

Form: Landscape Service Request

Maintenance Service Request

3. Other requests such as television, police, internet, and telephone services are to be made directly to that service provider. A listing of phone numbers may be found near the front pages of the *Hilltop Highlights* or on the Contact Us page on the website.

I. SECURITY CAMERAS

Residents have the right to privacy. Homeowners may install a video surveillance camera to observe the immediate surrounding common areas so long as they are not viewing areas where people have a reasonable expectation of privacy or an adjoining property. Audible recordings are not permissible. (Penal Code § 632.)

J. DRONES

Residents have the right to privacy. The use of recreational drones is prohibited because of the noise, safety concerns and privacy issues. Permission for the use of a drone for commercial purposes must be obtained by the board prior to use.

II. OCCUPANCY

A. REGISTRATION OF OCCUPANCY

1. Residents of a 55+ senior community must certify their eligibility under California Civil Code Section 51.3 and the Federal Fair Housing Act to live in a dwelling unit within OCA. A completed Age Verification Form and picture ID is required for each individual residing in the home.
2. See CC&Rs Article VIII for a listing of a limited number of exceptions to the 55+ rule as set by California law.

Form: Age Verification Form

B. RENTALS

1. OCA restricts the number of rentals allowed in our community. Homeowners are responsible to report the leasing of their property within 15 days. Homeowners who purchased their homes after December 15, 2020 must apply to the HOA for the ability to rent the home. See CC&Rs 2.7.6. for detailed information.
2. Homeowners must provide their lessee(s) with copies of these OCA governing documents: CC&Rs, Bylaws and the *Member and Resident Handbook*.

3. Homeowners must ensure that the lessee completes and submits all required forms including the Age Verification and Vehicle Parking Registration forms.

Form: Age Verification Form

Vehicle Parking Registration Form

4. Homeowners are ultimately responsible (financially and otherwise) for all actions of their lessee(s). The homeowner must provide authorization for the release of a fob to the lessee.

III. VOLUNTEERS

A. OPPORTUNITIES TO SERVE

Volunteers make the various activities and events happen. Residents are encouraged to volunteer time, treasure and/or talent throughout the community. The Share and Wear Boutique solicits donations for sale and contributes the proceeds back to OCA to help fund activities. Committees seek residents' time and expertise to advise on landscape, architectural modifications and numerous other aspects of community life. Clubs need officers to keep them running smoothly.

B. ALADDIN PROJECT

Individuals, clubs, committees and/or groups are encouraged to present community improvement projects for BoD approval. The Oceana Rocks garden on Vista Campana across from O Street is an example where volunteers worked side by side to create a pleasant park using donations of time, plants and money from the community.

Form: Aladdin Project Application

C. ADOPT-A-SPOT

See Article IV.F.2 for details.

IV. LANDSCAPING

A. COMMUNITY RESPONSIBILITIES

1. Residents help the community by notifying the office of landscaping needs, by doing general light-duty yardwork around their homes (see B.1) and by volunteering for the Landscape Committee or other community volunteer programs.

2. The General Manager implements BoD decisions, evaluates landscape contractors, oversees the work done by contractors, and makes recommendations to the BoD. The office staff facilitates the work of the Landscape Committee by

processing Landscape Service Requests, getting bids for proposed work, and seeking feedback through community satisfaction surveys.

3. The Landscape Committee meets monthly. It is made up of community volunteers and two BoD directors serving as liaisons from the Board. It researches landscaping best practices, reviews and approves homeowner-paid requests and bids for Association-paid work, performs periodic walk-throughs of the common area to recommend priorities to the OCA General Manager and submits recommendations to the BoD for plant palette changes and the budget.

4. The two Landscape Committee liaisons serve as the BoD's Executive Sub-Committee for the Landscape Committee which reviews the committee's recommendations after each meeting. On behalf of the BoD, they can approve the recommendations, approve them with conditions, deny them, or refer them to the full BoD for a decision.

5. The BoD approves the plant palette and landscape budget, considers recommendations of the Landscape Committee, approves the hiring of contractors and hears appeals to Landscape Committee and/or Executive Sub-Committee decisions.

B. GENERAL

1. Homeowners may do general light-duty yardwork around their homes. This may include caring for plantings, pulling weeds, cutting off dead flowers, raking, pruning and minor pest control. If in doubt, seek advice from the office.

2. Watering of any common area is prohibited except in the case of new plantings or when plants are in distress. Homeowners are encouraged to conserve water and need to observe restrictions set by city ordinance. Watering should be done with watering cans or hand-held hoses with nozzles.

3. Hummingbird feeders are allowed. Bird feeders with seeds are prohibited because they attract rodents.

4. Residents may have a maximum of two lawn ornaments as long as their presence does not impede the view of a neighbor or interfere with lawn mowing.

5. Seasonal decorations are permitted on the common ground near one's residence during the specific season. They must be placed where they will not interfere with lawnmowing or be removed on mowing days.

6. Pots and planters in good condition are allowed if they do not block the doorway to the home or interfere with sprinklers, mowing or maintenance work. Maximum size is 24" x 24". Place pots in a saucer or on a hard surface to inhibit the growth of roots into the ground. Plants should not be placed on stucco walls or shelves where they can damage the stucco.

7. Weed abatement products are recommended and utilized by vendors and contractors. The association retains the right to define and place restrictions on harmful chemicals. Vendors and contractors may use "poisons" in accordance with industry best practices and Federal and State guidelines on an as-needed basis.

A resident may request to not have the landscape around the home sprayed with an herbicide product such as Glyphosate. Homeowners may not opt out of treatments that protect the community landscaping.

8. No modifications are allowed to be made to any irrigation by any homeowner or resident.

9. In the case of an emergency which demands immediate attention such as an irrigation line break, call Keystone Pacific at 949-833-2600 or the OCA Office at 760-757-3937 which is attended 24/7.

10. The Landscape Committee is responsible for the approval of any installation of any non-permanent hardscape on common area, including pavers and slip-resistant materials on walkways.

11. Attached fixtures to the home such as ramps, handrails, ornamental railings, lattices, or trellises require approval by the Architectural Committee if they are placed on the common area.

C. REQUESTS FOR LANDSCAPE MODIFICATION

1. All changes or modifications to the landscape in the common area (ALL ground in OCA except for the footprint of one's home) require prior approval from the Landscape Committee. This includes any inground plantings as well as the removal of any old, diseased or unwanted plants or trees. Call the office before digging to avoid problems with irrigation and utilities.

2. If work proceeds without prior approval of the Landscape Committee, the homeowner will be subjected to a fine as per Attachment 2. The homeowner must remove the installation or may submit a Landscape Request.

3. Requests for modifications must be made by the homeowner approval. Modification requests must be submitted a minimum of 10 days prior to the Landscape Committee meeting to allow for consultation, acquiring of a bid, and preparation of the committee members' packets. The committee usually meets the second Friday of the month. The Landscape Committee works with homeowners to implement homeowners' plans.

4. Unless granted specific approval for an exception, all inground plants and trees must come from the approved plant palette which is on the OCA website.

5. A homeowner is encouraged to attend the Landscape Committee meeting when the request is being considered. If the request is denied, the homeowner may appeal to the BoD by contacting the office.

6. Some modifications require a Revocable License and Maintenance Agreement (see Attachment 4 for more information.)

Form: Landscape Service Request

D. ROUTINE SERVICE REQUESTS

1. Residents may submit a Landscape Service Request form or complete a service request on Connect. The office completes the work order and will notify the homeowner if the request requires review by the Landscape Committee. The office sends an acknowledgement after completion of the request.

Form: Landscape Service Request

2. Routine service is included in the landscaping contract and done without charge to the homeowner. Service which may be requested includes:

- Repair of sprinklers

- Weed abatement

- Attending to plants which are overgrown or dead

- Repair of flower beds

- Removal and replacement of diseased plants and trees

- Opt-out of spraying herbicide surrounding the home

3. Routine service work is done by the landscape contractor as deemed necessary by OCA and on the contractor's schedule. Residents may use the Landscape Service Request form to request extra work or work desired sooner than scheduled. Such work, if approved, is done at the homeowner's expense. A cost estimate will be prepared by the contractor. The homeowner may accept or reject it.

E. LANDSCAPE MODIFICATION

1. A homeowner may request a landscape modification which goes beyond the routine service provided by OCA. Such requests require review and approval by the Landscape Committee. After the office consults with the landscape staff and the homeowner, the application is submitted to the Landscape Committee for consideration. Homeowners are kept informed of the progress of the requests.

2. The following are examples of possible modifications:

- Change landscape in a common area

- Install artificial turf (See Attachment 3)

- Change hardscape (i.e. brick, stone, DG, pavers and concrete under rare and unusual circumstances)

- Convert lawn to xeriscape, zeroscape or hardscape

- Enlarge an area of bushes or flowers

- Plant a bed of annuals

- Opt-out of hedge and plant maintenance

- Remove and/or replace unwanted plants and trees

- Use an outside landscape contractor

- Request a modification to the irrigation system

- Request an exemption to the rules – plant palette, pot size, ornaments

3. Provide as much detail about the project as possible on the Landscape Service Request. Indicate whether the homeowner is assuming financial responsibility for the costs involved.

4. The Landscape Committee and the BoD have full discretion in whether to grant or deny a homeowner's modification request.
5. See Attachment 3 of this handbook to get specific landscaping information.

F. OCA PROGRAMS

Several programs are available to allow residents to participate in the enhancement and beautification of the landscape.

1. Garden Club – Club information is available on the OCA website. The OCA community garden area is at the north end of Vista Bella by the maintenance yard. All residents may join the club, enjoy the community garden area and participate in the upkeep. Club members may apply for a personal garden plot and/or assist another member with a plot. If all plots are assigned, the resident is placed on a waiting list. Club members complete community beautification projects. The Garden Club accepts donations of plants, pots and gardening equipment. Residents may select plants for their home patios or courtyards from the Garden Club nursery.

Form: Garden Club Application

2. Adopt-a-Spot – A resident group may apply to adopt a common area for beautification and upkeep. The assignment is for one year. The group assumes financial responsibility for any aspect requiring more than routine landscaping service. (See Attachment 3)

Form: Adopt-a-Spot Application

V. ARCHITECTURAL INFORMATION

When considering any home improvement, a homeowner is **REQUIRED** to consult the *Architectural Guidelines* for specific information about the project. The *Guidelines* are posted on the Keystone portal or available from the office.

A. COMMUNITY RESPONSIBILITIES

1. Residents keep our community attractive by maintaining their homes, initiating home improvement projects and volunteering for the Architectural Committee.
2. The OCA office staff assists the Architectural Committee by packaging proposals for the committee meetings.
3. The Architectural Committee is made up of community volunteers and meets monthly. It assists homeowners to make improvements to their homes and is ready to help. Committee members research architectural best practices, approve architectural modification requests and perform inspections upon completion. The committee submits recommendations to the BoD for architectural guidelines.
4. The BoD appoints two members to serve as an Executive Sub-committee to the Architectural Committee. The sub-committee reviews and acts on the committee's

actions either approving, denying or setting additional conditions. If needed, the sub-committee refer items to the BoD for a decision.

5. The BoD hears appeals to Architectural Committee and/or Executive Sub-Committee decisions.

B. GENERAL

1. The CC&Rs require that all exterior changes or modifications to the dwelling, carport/garage or fences, as well as any interior work which involves external structural elements, receive approval by the Architectural Committee and the BoD prior to the modification. Alterations to the interior of Association-maintained garages and carports must also be approved prior to the commencement of work.

2. Homeowners may perform handiwork inside their homes and in non-Association garages. Some light maintenance and repair may be completed on the exterior such as painting fascia board. Homeowners may do their own work on the exterior of their own homes provided they submit Architectural Requests for committee approval, acquire the necessary permits and follow all building codes.

3. It is the homeowner's responsibility to maintain any exterior alteration made by the owner or his lessee. When the home is sold, the seller needs to inform the buyer of the new homeowner's responsibility to continue maintenance and repair.

4. Pest control products are recommended by vendors and contractors. Vendors and contractors may use "poisons" in accordance with industry best practices and federal and state guidelines. Homeowners may not place rat poison outside the home. If there is a problem with ants, rodents or vermin around the property, request maintenance service.

Form: Maintenance Service Request

C. EMERGENCY REPAIRS

1. In the case of an emergency which demands immediate attention such as a water line break, call Keystone Pacific at 949-833-2600 or the OCA office at 760-757-3937 which is attended 24/7.

2. Emergency repairs made necessary by major home damage or serious danger to health or safety may require attention prior to the next meeting of the Architectural Committee. In that case, the Architectural Committee chair and the committee-member assigned to that unit must determine that the condition is truly an emergency and, if so, process written approval for the work.

D. ARCHITECTURAL REQUEST

1. The Architectural Committee exists to preserve the value, attractiveness and architectural integrity of the homes in OCA. Committee members encourage homeowners to contact them and are available to offer advice and assist in preparing the request.
2. The Architectural Request Form is the means for a homeowner to provide all information about a project. The form and all documentation must be received in the OCA office by the first day of the month to be included on that month's agenda.
3. If work proceeds without prior approval, the homeowner will be subjected to a fine as per Attachment 2. The homeowner must remove the installation or may submit an Architectural Request.
4. If an approved project requires a City of Oceanside permit, the permit must be submitted to the office before any work begins.
5. The State of California requires a licensed contractor for any project costing over \$500 for labor and materials.
6. A homeowner is encouraged to attend the Architectural Committee meeting when the request is being considered. If the request is denied, the homeowner may appeal to the BoD by contacting the office.
7. After a request is approved by the committee, the OCA office mails an approval letter, an Architectural Completion form, and an approval placard to display on the home while the project is completed. At the completion of the project, the homeowner submits the Architectural Completion form to the OCA office so the committee can complete its final inspection.

Form: Architectural Request

E. PAINTING

OCA establishes the schedule of painting for exterior wood and stucco on all dwellings, carports and garages, except those additions constructed by the homeowner. Paint colors are approved by the BoD.

F. ROOFS

1. Owners are responsible for maintaining and replacing all roofing components including fascia on their homes.
2. Homeowners in Units 7, 7A, 10-14 are also responsible for the roofs on their garages and carports. Roofs on garages or carports in Units 1 through 6, 8 and 9 are on common area and are maintained by OCA.
3. All roof replacements require prior Architectural Committee and BoD approval.

Form: Architectural Request Form

G. RESIDENCE INTERIOR

1. As a general rule, homeowners are responsible for all maintenance and repair to the interior of a dwelling, including porches, atriums and lanais. See Appendix C in the CC&Rs for details.
2. For water and plumbing issues, refer also to the Root Invasion Policy and the Water Intrusion Policy on the Keystone portal or from the office.

H. SEWER SYSTEM

1. The homeowner is responsible for all sewer lines up to the OCA clean-out. The OCA is responsible from the clean-out to the city's main sewer line.
2. Homeowners should refer to the Root Invasion Policy on the Keystone portal or from the office.

VI. PARKING

A. GENERAL

1. All resident-owned vehicles, including golf carts and RVs, must be registered at the office. The numbered parking permit sticker should be affixed to the lower left side of the vehicle's rear window if possible.

Form: Vehicle Parking Registration

2. "Parking" in this section shall mean any vehicle left unattended.
3. No parking on or by red lines (fire lanes) or red curbs. Red markings are set by the Oceanside Fire Department.
4. No parking or partial parking on sidewalks. No parking on landscaped or graveled areas.
5. No vehicles may block an ingress and egress to another's resident's garage or carport.
6. Under no circumstances may a person live or sleep in a vehicle or RV parked in Oceanside. City ordinance states, "You may not live in any parked vehicle or trailer on your property, any vacant site or a street."
7. Vehicle repair work or maintenance involving chemical-based fluids of any type (e.g., oil, brake fluid, anti-freeze) in any parking area, street, carport or garage is not permitted.
8. Residents must inform their contractor(s) of the parking rules and are responsible for their compliance.
9. No boats or trailers shall be parked on any common area, in Association-owned garages and carports, or driveways except for loading and unloading.
10. Residents who violate parking regulations will be subject to an escalating fine system. If they believe a mistake was made, they may appeal. See the Compliance Procedures in Section XIII, A of this Handbook.

11. Residents must obtain a temporary parking permit for their vendor or contractor to use while they are actively loading and unloading in the private streets.

B. PARKING AREAS

1. Parking in the north parking lot (between the Clubhouse and the office) is for activities in the Clubhouse area and office only. No overnight parking is permitted.
2. South Clubhouse parking lot (near the woodshop) is for RV parking and Clubhouse area activities. The numbered RV parking spaces are reserved.
3. Driveway Parking: Overnight resident and/or guest parking is allowed on driveways provided the vehicle does not extend onto any grass, sidewalk or street, or interfere with traffic flow. No vehicle shall be parked in a way that it exceeds the width or length of the parking space, carport, garage or driveway apron.
4. Vista Campana and Vista Bella are city streets. Parking on them is regulated by city code, which says a vehicle cannot park for more than 72 hours in any one spot without being moved. City of Oceanside ordinance forbids parking of RVs 25' or longer, 7 feet in width, or 7 feet in height on city streets between 2:00 a.m. and 6:00 a.m. without a city permit (City code 10:28).

C. RESIDENT AND GUEST PARKING ON INTERIOR STREETS

1. The interior, lettered streets throughout our community are private streets, owned by the Oceanside Land Company and leased to OCA.
2. Guests may park in any available parking spot.
3. Guest overnight parking, without a temporary parking permit, is permitted for a maximum of three consecutive nights. A temporary parking permit, available online or from the office, allows a maximum stay of seven days.
4. See Section B.4 for Oceanside city code regulations for parking on city streets Vista Campana and Vista Bella.
5. Residents must use their garage or carport for overnight parking.

Form: Parking -- Guest Permit

D. RECREATIONAL VEHICLES TEMPORARY PARKING

1. RVs, both resident's and guest's, may be parked in the clubhouse's south parking lot temporarily. A temporary parking permit must be properly displayed on the front windshield.
2. RV owners arriving after office hours or on week-ends can print off a permit from the Keystone portal or get one as soon as the office opens.
3. Leveling jacks or stands must have a wood or plastic pad under them. Homeowners are responsible for any road surface damage caused by their or their guests' RVs.

4. Guest short term RV parking is for a maximum of seven days within a thirty-day period.
5. RVs may be parked on interior streets near the resident's house for a maximum of eight hours for loading or unloading, provided they do not block traffic.
6. RVs may not block traffic or sidewalks or park on or by redlined fire lanes or red curbs.

Form: RV Temporary Parking

E. RECREATIONAL VEHICLE STORAGE

1. RV storage spaces are rented monthly with rent is due by the first of each month.
2. Storage spaces are intended for recreational vehicles, which California law defines as, "a motorhome, housecar, travel trailer, truck camper, or camp trailer; with or without motive power; designed for human habitation or other occupancy." Boats cannot be stored in this lot.
3. The RVs must stay within the designated area of their rented space.
4. The RV owner is responsible for the neatness of the assigned space. Nothing shall be stored outside of the vehicle.
5. Registration and proof of insurance are mandatory and must always remain current. The RV must be in working order and able to be driven off at any time.
6. Leveling jacks or stands must have wooden or plastic pads under them. RV renters are responsible for any road surface damage caused by the RV.
7. Generators are allowed to run between 9:00 a.m. to 6:00 p.m.
8. No one may camp or live in the RV within any area of OCA.
9. No repairs or maintenance work may be performed in the storage area.
10. The RV owner must agree to a waiver relieving the OCA of liability for damage, theft or vandalism.
11. Applications must include verification of current registration and insurance. If no spaces are available, the applicant will be placed on the waiting list.

Form: RV Storage Rental Agreement

F. GARAGES & CARPORTS

1. Association-maintained garages and carports are for parking of vehicles only. Boats, trailers, and other recreational vehicles may not be parked in these areas.
2. Sufficient space must be maintained in a garage or carport for parking at least one vehicle.
3. OCA has the authority to contact the Fire Marshall and/or City Code Enforcement on any garage or carport that has been reported as a safety and/or fire hazard.
4. Carports or garages may not be used for living, sleeping, dining or cooking purposes (city ordinance).

G. VEHICLE WASHING

Washing a vehicle in a way that wastes water, such as using a hose which overflows into the street, is prohibited. It is permitted to wipe down a vehicle using a pail and rag.

H. ENFORCEMENT

1. Any violations of the parking rules are subject to compliance violation notices and imposition of fines/penalties. Repeated violations may result in vehicle towing at the owner's expense.
2. Vehicles parked on common area may be towed by OCA (as noted in the California Vehicle Code)-if abandoned or unattended. Residents may initiate a tow by calling the City of Oceanside Code Enforcement if a vehicle is found blocking their garage or carport.

VII. ELECTRICITY IN OCA GARAGES AND CARPORTS

A. ASSOCIATION-PAID ELECTRICITY

This section applies to all garages and carports where power is supplied by OCA.

1. No electrical equipment, appliances, tools, etc. shall be operated in carports or garages except as noted in Paragraphs 2 and 3 below.
2. Garage door openers may be utilized in all garages.
3. Golf carts and other electronically powered vehicles that require recharging must be registered. A fee may be charged per month for use of OCA electricity.
4. No additional outlets, power strips, or multi-plugs are allowed.
5. Trading of carports requires prior approval by OCA.
6. When an Association-maintained carport is enclosed with a garage door, no further interior painting will be done by OCA.
7. The Oceanside Community OCA has the right to make periodic inspection of the garages and carports per the Bylaws (V,1,k).

Form: Vehicle Parking Registration

B. ELECTRIC-VEHICLE CHARGING

Residents must not use Association-paid electricity to charge electric vehicles. They must either use an outlet connected to their power-box or a submeter installed to enable OCA to charge for the electricity used. The E-V Charging Policy is available on the Keystone portal or at the office.

VIII. USE OF PATIOS AND CARPORTS

A. GENERAL

1. Homeowners have the right to free and exclusive use of the area within the footprint of their property as defined in their deed. Such use should not, however, give offense to neighbors and passersby because of clutter, stored materials, trash, noise, or lack of cleanliness. The BoD is the final authority in this regard.
2. An open carport within the footprint of the homeowner's lot can be used for parking of a vehicle or golf cart. It may have patio furniture, barbecues, hammocks, air conditioners, potted plants, and awnings, provided they are currently being used and maintained in good order.
3. The open carport space is NOT to be used for storage purposes.
4. The open carport space is NOT to be used for trash and/or garbage receptacles unless they are screened from view.
5. Use of a barbecue must be in an open area and not under a roof or overhang.
6. The cement slab in the open carport space must be kept in good repair. The homeowner is responsible for maintenance and repair of damage.

B. PRIVACY

The Homeowners may install a fence or screen on their lot to shield their open carport space from view by people passing by. The fence or screen must receive approval by the Architectural Committee and comply with the architectural guidelines.

Form: Architectural Request Form

IX. PET RULES

A. GENERAL

1. "Pet owners" for this section will include all owners, residents, guests, or others in possession of a pet while on OCA property.
2. Residents may keep only dogs, cats, birds, rabbits, and aquatic animals as household pets. Excluding service animals and emotional-support animals owned by a certified-need owner, no more than two dogs or two cats or a combination of one dog and one cat may be kept in one dwelling. Violation of this rule will result in a compliance complaint and possible fine. (CC&Rs VII, 7.5)
3. Pet owners are responsible for ensuring their pets do not create a nuisance. A nuisance includes but is not limited to excessive noise such as barking or meowing, noxious odors, viciousness, menacing behavior, or walking close to windows, doors, or patios of residents before 8 a.m. and after 8 p.m.
4. Pets have a designated off-lease area at the Dog Park which is located at the end of Vista Bella. It is accessed with the common area key.

5. Pets are not permitted in common area buildings and patio/pool area. An exception is granted to a certified-need owner of a service or emotional-support animal. If the certified-need owner (or resident's guest) intends to bring the animal into the Clubhouse or Pool area, a Reasonable Accommodation Verification must be provided to the OCA office with contact information by a licensed health care professional (LHCP) stating that a person with a disability has been under his/her care for at least 30 days, and needs the requested accommodation as part of the owner's ongoing treatment plan. All information provided to the OCA office is kept confidential. Animal registrations, tags, licenses, or vests do not confer any legal rights on an animal or confirm the owner has a disability.

Form: Reasonable Accommodation Request Verification

6. Service and emotional-support animals may be permanently denied access to the common area if the animal poses a direct threat to the health or safety of others or if the owner violates OCA pet rules. Any person who fraudulently claims to be service-dog owner is subject to penalties under CA Penal Code 365.7.

7. Pet owners must immediately clean up and properly dispose of the pet's excrement in containers/bags that can be sealed or tied. Pet waste stations are placed throughout the community.

8. Homeowners assume full responsibility for any personal injuries or property damage caused by the pet(s) belonging to a lessee or guest.

9. Breeding of animals for commercial purposes is prohibited.

B. RESTRAINTS

1 No pets are allowed to run at large outside a dwelling except in the fenced dog exercise area.

2. All dogs must be securely restrained by a leash not exceeding six feet in length, which is held by a person physically competent to keep the animal under control (City Ordinance Section 4.14).

3. Any pet found running loose on the premises may be turned over to the proper animal control authorities.

4. Pets may not be tied up or staked to patios or any common area. An exception: In the pool area while a certified-need owner is in the pool or spa, an emotional support animal must be kept in a carry crate or stroller, or another person who is capable of controlling the animal may hold the leash. A service animal does not need to be restrained if it needs to be free to provide services for which it is trained.

5. Pet owners must restrain their pets from defecating or urinating near dwellings. Service and emotional-support animals must not be allowed to urinate or defecate in the patio-pool area.

X. CLUBHOUSE AND ACTIVITY FACILITIES

A. FOBS

1. There is one fob that opens the front door of the Clubhouse, all gates leading to the pools/patio, the Billiards Room and Art Room.
2. No more than two fobs will be issued per household. Fobs are available from the office.
3. Fobs are issued only to homeowners. A homeowner is to supply the fob to any lessee and shall retrieve the fob at the termination of the tenancy. Upon selling the property, the owner shall return the fob to the office and receive a refund.
4. The Lapidary and Woodshop have separate keys which must be signed out at the office.
5. Garden area keys are issued by the Garden Club to its members.
6. Storage room keys are issued to those renting a space.
7. The dog park area is opened with a combination code which can be obtained from the office.

B. GENERAL

1. All pool-area gates must be locked at all times (city ordinance).
2. Sale of alcoholic beverages is not permitted.
3. Entering the Clubhouse, game rooms, or other facilities in bathing suits and/or bare feet is prohibited.
4. Residents assume full responsibility for the conduct and safety of their guests.
5. Headsets must be used for listening to all audio and video devices.
6. No glass containers of any type are permitted in the pool, patio or spa.
7. No rough, noisy, disorderly conduct, or offensive language is permitted within the Clubhouse complex.
8. Except in a designated area, smoking is not allowed anywhere within the Clubhouse complex including the Art Room and Share and Wear Boutique or within twenty feet of it (CA ordinance).
9. Only service and emotional-support animals are allowed in any facility.

C. RESERVATIONS

1. Reservation: Each reservation request must designate a homeowner who assumes all liability by signing the Clubhouse Liability Agreement. A lessee sponsored event requires the homeowner's signature and assumption of liability for the lessee's function. The OCA office will process the reservations within seven days and notify the homeowner by email. Reservations made by the Activities Committee are made directly with the OCA office.
2. Types of Events: The facilities may be reserved for an OCA community event which is open to residents, units, clubs or committees or a private event including

guests from the outside community sponsored by a homeowner. Admission may be charged for private events. Fundraising activities must follow state and city codes.

3. Facilities: The Clubhouse auditorium, kitchen, library or game room may be reserved for a maximum of six hours. See the Clubhouse Reservation Request for occupancy limits. The Clubhouse is closed to all activities from 10:00 p.m. to 6:00 a.m. Premises must be vacated by 10:00 p.m.

4. Fees: See the Fee Schedule. OCA chartered committees or OCA club events do not require a rental fee but do require written reservation and liability agreement. Use of the kitchen requires a refundable deposit. There's a set-up fee if assistance is needed for the use of tables/chairs. The higher set-up fee is required for weekends and holidays.

5. The sale of alcohol is prohibited.

6. Insurance: The homeowner assumes responsibility for the event. Insurance is not required for community events or a homeowner's private gathering of 40 or less in which no alcohol will be served. Prior to other personal and private events, the homeowner will provide the Association with a Certificate of Insurance providing \$1,000,000 in liability coverage for the date of the event naming the OCA as "Additional Insured." Insurance for a single day event can be obtained at www.eventsured.com or www.specialeventinsurance.com for information.

Form: Clubhouse Reservation Request

Clubhouse Liability Agreement

D. POOL

1. USE OF THE POOLS IS AT YOUR OWN RISK. THERE IS NO LIFEGUARD ON DUTY.

2. Regularly scheduled exercise classes have exclusive use of the pool during the times specified.

3. Guest swim hours are 11:00 a.m. to 1:00 p.m. and 3:30 p.m. to 4:30 p.m. Guests must be accompanied by a resident at all times. A resident may bring no more than four guests per household.

4. Use of lotions or oils before entering the pool or spa is prohibited except for sunscreen.

5. All persons with infectious or communicable disease (including diarrhea) or open or bandaged wounds are prohibited from using the pool or spa. (CA Code of Regulations, Title 22, Chapter 20, Section 65541).

6. All incontinent persons must wear properly fitted leak-proof garments before entering the pool or spa. Babies/toddlers must wear swim diapers.

7. No jumping or diving into the pool.

8. The pool covers must be completely removed before entering.

9. Summer pool hours are 7 a.m. - 9 p.m. Winter pool hours are 7 a.m. - 7 p.m.

Fob access will be removed for any resident in the pool area outside of these hours.

E. SPA

1. Use of the spa by persons under 14 years of age is prohibited unless under adult supervision.
2. Food, beverages and smoking are not allowed in the spa and the area surrounding the spa.
3. No more than eight persons are permitted in the spa at any one time.
4. Spa hours are 7 a.m. - 9 p.m. year-round. Fob access will be removed for any resident in the pool area outside of these hours.

F. OUTDOOR PICKLEBALL COURT

1. Use of the outdoor pickleball court requires prior approval after a brief training.
2. Users must adhere to all pickleball use regulations including limitation of hours, the use of supplied balls and the use of noise reduction paddles.
3. The court must remain secured with access only through the gate.
4. Consideration of neighbors includes keeping conversation at a reasonable volume.
5. Residents only, no guests.

XI. BUSINESSES

1. No business that disturbs the peace and quiet of the neighborhood is permitted within the OCA community.
2. No business that may increase OCA's insurance rates or is unsafe (such as one using hazardous materials) is permitted.
3. City of Oceanside regulations prohibit:
 - (a) a business that requires excessive foot or vehicle traffic
 - (b) retail sales or sales room within a home
 - (c) advertising of the address of the home business that results in attracting persons to the premises
4. When city regulation requires it, a permitted business must have a city business license.

XII. ESTATE/MOVING SALES

No "garage" or "yard" sales are permitted unless specifically authorized by the Board of Directors.

A. REQUIREMENTS

1. An Estate/Moving Sale Request shall be completed and signed by the owner (or legal representative) and the sales agent (if any). A fee is required when applying for the permit. See Attachment 2 -Fee Schedule in the back of this handbook.
2. The request should be submitted a minimum of two weeks prior to the sale to allow time for the office to process the application. Written authorization and the permit should be received from the office at least five business days prior to the sale.
3. The permit must be posted in a prominent location at the sale site.
4. The persons conducting the sale are responsible for ensuring that sales personnel and customers adhere to OCA rules including parking, noise and signs.
5. A sale shall not exceed three consecutive days.
6. All items must be the personal property of the owner of the property.

Form: Estate/Moving Sale Request

B. SIGNS

1. The approved permit grants permission for the following signs:
 - (a) To be displayed at the home which must not exceed 30 inches by 18 inches.
 - (b) To be displayed during the sale near the entrance on Vista Campana.
 - (c) To be displayed during the sale at every intersection where a turn must be made to reach the location.
 - (d) Signs may be displayed during the hours of 9:00 a.m. to 4:00 p.m. Any signs posted beyond these hours will be removed.
2. The homeowner must provide the information regarding signs to the sale's agent and is held responsible for their compliance.

XIII. STORAGE

A. GENERAL

1. Storage as defined in this section shall include, but not be limited to furniture, equipment, and personal property held for future use.
2. No storage of any kind is permitted in open patios or common areas.
3. No flammable, poisonous or other toxic chemicals may be stored or placed in carports or garages.
4. With prior written notice, OCA may conduct inspections at any time for compliance of the storage regulations (Bylaws, Article V,1,k).

B. STORAGE UNITS

A number of storage units are available to rent in the Butler Barn (aka Annex). See the office for details.

Form: Storage Unit Rental Agreement

XIV. TRASH, GREEN WASTE, AND RECYCLABLES

A. TRASH SHEDS

Trash sheds are to be kept clean and orderly by proper use of the supplied containers.

B. TIME AND PLACEMENT OF CANS

In units 7 through 14, place containers at the curb for emptying on the day before the scheduled trash pick-up or the early morning of it. Remove the containers as soon as possible after they are emptied.

C. WASTE MANAGEMENT

1. Contact Waste Management Company of North County (800-596-7444) for pick-up of large items such as couches, overstuffed chairs, or large appliances. Such items should not be placed near the curb earlier than the day before the scheduled pick-up.
2. Residents may place batteries in a clear Ziploc bag upon the lid of the blue recycle container.
3. Waste Management will not complete the trash pick-up if the homeowner fails to follow one or more of the following rules. Trash pick-up will resume on the next regular collection day.
 - (a) Your trash container must not exceed the maximum weight limits.
 - (b) All trash must be placed in the grey trash cart.
 - (c) All recycling must be placed in the blue recycling cart (including all cardboard). Refer to the cart lid or the WM website (www.wm.com) for a list of acceptable recycling items.
 - (d) All materials must fit inside the trash cart with the lid closed.
 - (e) Only Waste Management provided carts are allowed.
 - (f) Carts must be placed at the curb line with handles facing the home. Carts must be at least a one foot from other carts and a minimum of two feet from cars, mailboxes, and other objects. Make sure carts are out from under trees and any overhead items. This does not apply to units which use trash sheds.
 - (g) No liquid, hazardous waste or construction debris should be placed in either bin. For proper disposal, contact Waste Management customer service center or go online to the WM webpage.

D. GREEN AND FOOD WASTE

1. Green waste is longer picked up by the landscape contractor.
Units 1 through 6 have a green waste container in the trash sheds.
Units 7 through 14 have individual containers to be brought out on trash day.

2. Waste Management provides a food receptacle to place in your home. The contents should be placed in the Unit 1 through 6 green waste containers in the trash sheds or the Units 7 through 14 green waste containers at each home.

XV. WILD ANIMALS

1. Feeding birds, coyotes, rabbits, squirrels or other wild animals is not allowed and may result in a fine. Feeding includes leaving any food, pet food, bird seed, dried corn, garbage, or other edibles outdoors.
2. Hummingbird and hard Nyjer seed feeders are permitted.
3. Residents must not shoot at wildlife with any type of weapon.

XVI. VIOLATIONS

A. PROCEDURES

1. If you feel comfortable, speak with the person first in a friendly and neighborly way. Say something as simple as, “Are you aware that our association rules say _____.”
2. Any individual may use the Compliance Request form to report an infraction of the CC&Rs, Bylaws, or community regulations. The OCA management may initiate a Compliance Request.
3. The violation will be investigated by management to determine which, if any action should be taken. All violation/compliance investigations regarding homeowners are confidential.
4. Generally the process below will be followed. However, management reserves the right to bring a homeowner directly to a Compliance Committee hearing due to severity of the offense such as destruction of OCA property or threatening staff/residents.
5. In most instances, the office will send a courtesy notice to the homeowner listing the alleged infraction and requesting compliance within 15 days. Homeowners are responsible for the actions of their tenants and will be notified if the infraction is the result of a tenant’s action.
6. If the infraction is not corrected by the 16th day, the office will send a violation letter to the homeowner once again listing the alleged infraction and requiring compliance within 30 days.
7. If the infraction continues 30 days after receiving the first violation letter, the homeowner will receive a notice for a hearing before the Compliance Committee of the BoD. The notice will state the date, time, and place of the hearing. It to the homeowner by first class mail no less than ten days prior to the hearing date.

8. The homeowner may address the Compliance Committee in person or in writing. The hearing will be held with or without the homeowner's presence. The committee will make a decision based on all available information.
 9. After board approval of the Compliance Committee decision, notification will be sent in writing to the homeowner within fifteen days after the hearing. See Attachment 2 for fine information.
 10. The homeowner has the right to request a hearing before the BoD in Executive Session to appeal the decision of the Compliance Committee.
 11. If a member fails to pay a fine imposed for noncompliance with OCA's governing documents, the BoD reserves the right to take court action.
- Form: Compliance Request

B. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Individuals may not treat any OCA resident, employee, vendor, contractor, volunteer or guest in a manner that is disruptive, disrespectful or threatening. Such improper behavior includes and is not limited to hostile or defamatory emails, physical abuse or verbal abuse. In addition to handling the matter through the ordinary compliance procedures, the BoD may take legal action against the offending party to protect the person who is being subject to improper behavior. If any person is in fear of their safety, they are encouraged to contact the Oceanside Police Department by calling 911.

C. PETS

In the case of violations of the pet rules, in addition to the fines, the OCA may seek legal action to have the pet permanently removed from OCA property. Pet owners are also governed by applicable city ordinances and health codes.

D. PARKING

1. Alleged parking violations may be reported to the OCA office.
2. The Management may issue compliance violation notices for parking.
3. Parking violations are subject to the general fines as noted in the Fine Schedule. Violations may also result in towing of the offending vehicle at the owner's expense.

ATTACHMENT 1

OCA CONFIDENTIALITY POLICY

Members occasionally request information from the OCA regarding other Members. The OCA generally considers its information regarding individual Member's personal data, assessment accounts, alleged rule violations, OCA enforcement actions, and similar items to be between the OCA and the individual Member. Other information may be subject to the Association's attorney client privilege or attorney work product protection. Accordingly, the OCA generally refuses to disclose such information to third parties including other Members unless the disclosure is needed for court filings and proceedings or lien recordation. Occasionally other disclosures may be required by law or by court action. Member cooperation and understanding of the Association's efforts to maintain the privacy of information regarding Members is appreciated.

ATTACHMENT 2 FINE AND FEE SCHEDULE

The monetary amounts may be altered by the Board of Directors at any time.

FINE SCHEDULE

Generally, though not necessarily, OCA will adhere to the following schedule.

FINE SCHEDULE	Range of Fine
First violation of any kind	\$100 to \$500
Second same/similar violation within a 12-month period	\$200 to \$750
Third same/similar violation within a 12-month period	\$300 to \$800
Forth same/similar violation within a 12-month period	\$500 to \$900
Fifth same/similar violation within a 12-month period	\$900 to \$1000

Depending on the severity and frequency of the violation and violator, the choice of the enforcement procedure(s) and/or the enforcement remedy utilized may vary. Fines will usually vary from \$100-\$1,000. In extreme cases, the fines may be substantially higher. OCA reserves the right to institute any of the above-referenced enforcement measures regardless of the number of offenses. The fine is in addition to any OCA costs incurred as a result of damage to OCA property as per CCR Article IX.12.1.4.

FEE SCHEDULE

Common area fob purchase / maximum 2 per home	\$35 each
RV storage space at the South Parking Lot	\$100 /month
Storage unit rental per month	Sm - \$60 / Lg - \$100
Copies of document - requested at the office	\$.50 per page

CLUBHOUSE RENTAL	
Personal events by OCA resident – up to 6 hours	Auditorium - \$150
Other rooms include Library, Community & Cardroom	Other Rooms - \$50
Public events sponsored by OCA resident up to 6 hours	\$250 - \$500
Set-up fee per hour	\$35 \$50 weekends/holidays
Refundable deposit for use of Clubhouse kitchen	\$150

ESTATE/MOVING SALE	
Initial deposit with an application	\$100
Refund if there is no damage	\$75

ATTACHMENT 3 FROM THE LANDSCAPE COMMITTEE

ARTIFICIAL TURF

There are several areas where artificial turf may be a good fit including areas behind houses, out of sight areas, and areas around homes that have no landscaping other than rock, mulch, or gravel.

The Landscape Committee has prepared a *Guide to Artificial Turf* to help you. It is available on the Keystone portal or from the office.

Specific factors to be considered:

1. When considering installation of artificial turf, consult with a Landscape Committee member. Members can assess the area where you want artificial turf, discuss usual costs and other factors that may impact the specific area.
2. Homeowners must agree to grant access to the ground beneath the turf by the HOA or a utility company.
3. If a homeowner sells, the artificial turf becomes the responsibility of the buyer.
4. Artificial turf installation is best left to a qualified contractor. Use care when selecting one and consider getting three bids.
5. Before installing artificial turf, the homeowner must receive approval by the Landscape Committee and the Board of Directors. Check the “Modification” box on the Landscape Service Request Form to send your request to the committee. Include bids, drawings and specifications.

ADOPT-A-SPOT

APPLICATIONS

An application to participate in the Adopt-A-Spot program is available on the Keystone portal. Applicants or sponsors can submit completed applications to the office. Along with the application, the applicant will need to submit a proposal and sketch showing the proposed landscape design including the flowers and/or shrubs that the applicant proposes to plant. The Landscape Committee and the Board reserve the right to deny any request they deem to not be in the best interest of the community. All applicants and co-applicants will be required to sign the Activity - Acknowledgement of Risk & Release Form. Upon approval, the Landscape Committee will notify the applicants and the General Manager.

Form: Adopt-A-Spot

LOCATIONS

Applicants may also nominate an area to be adopted. In the event two or more applications are submitted for the same location, the Landscape Committee shall choose, at its sole discretion, the applicant with a proposal and sketch that appears to be in the best interest of the community. All applicants and sponsors must be aware that OCA or other entity such as landscaping contractor, utility company, etc. may need to access the area for any reason. It is the committee's responsibility to make sure there is adequate irrigation at the adopted spot.

TERM

The term of the Agreement shall be for one year with an option to renew for an additional year, based on mutual agreement of the parties. At no cost to OCA, participants will provide supplies, including but not limited to plants, tools, and labor required for participation in the program. During the Agreement, participants will be permitted to install a sign, in a size and design approved by the Landscape Committee, at the location indicating the sponsor's name.

RESPONSIBILITY

If a group applies to adopt an area, one person must be identified as the leader and represent the group for the term of the contract. A committee member will be assigned to the project to act as a resource for the volunteers as the project progresses and conduct a monthly check at their area. All communications regarding the adopted area can be directed to the Landscape Committee chairperson or assigned committee member.

ATTACHMENT 4

REVOCABLE LICENSE AND MAINTENANCE AGREEMENT

Some Architectural and Landscape Committees requests for modification to the common area require the homeowner to agree to and provide a notarized signature on the Revocable License and Maintenance Agreement document. It is available on the Keystone portal.

There are several areas where the homeowner may assume the responsibility for the maintenance in the common area. This includes areas that are generally not used by other homeowners including areas surrounding the home and out of sight areas.

Specific factors to be considered:

1. Review all the requirements before beginning the process.
2. Before beginning an improvement to the common area, the homeowner must receive approval by the Architectural or Landscape Committee and the Board of Directors. There is a specific form for this type of approval.
3. Homeowners agree to pay for and be responsible for the installation and maintenance of the area. Installation must meet committee standards and will be inspected by the committee upon completion.
4. If a homeowner sells their property, the seller must return the property to the original condition unless the buyer agrees to take responsibility by signing the *Revocable License and Maintenance Agreement*.
5. Improvements are best left to a qualified contractor. Use care when selecting one and consider getting three bids.
6. The homeowner must maintain the improvement. In the event it becomes substandard, OCA may require the homeowner to remove or replace it.