
LAKE GROVE HOMEOWNERS ASSOCIATION
RULES & REGULATIONS HANDBOOK

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INTRODUCTION

This handbook has been published to assist all Homeowners and Residents of Lake Grove with a better understanding of the Rules and Regulations governing their community.

For the purpose of maintaining an enjoyable environment as well as protecting the property values, the Board of Directors has adopted these revised Rules and Regulations to be effective April 1, 2007 and has authorized the preparation and distribution to all Owners and Tenants.

It is the responsibility of each homeowner to familiarize household members, guests and tenants of the Rules and Regulations governing this community.

Homeowners are responsible for the actions of their tenants and therefore, must not only inform them of the Rules, Regulations and CC&Rs, but must hold them accountable to these provisions. A copy of the Rules and Regulations must be kept on the premises of each unit.

LIVING UNITS & GENERAL COMMUNITY

- A. Each homeowner is solely responsible for any damage done to the complex by his/her household members, guests or tenants.
- B. Vehicle entry gates and/or pedestrian gates shall not be forced open to gain entry to the complex.
- C. Noise from parties, gatherings, stereos and televisions must be maintained at a level that does not disturb other residents.
- D. No landscaping, exterior alterations or additions of any type are permitted without the written consent of both the Architectural Committee and the Board of Directors. Submit your written request along with a sketch to the management company.
- E. No exterior antenna / satellite dish may be erected without written approval of the Architectural Committee and the Board of Directors.
- F. No trash, unsightly materials or personal property may be stored on patios, entryways or in view of other residents in general.
- G. No portion of the property shall be used for storage of building materials refuse or any other materials other than those in connection with approved construction. No such materials shall be kept, stored or allowed to accumulate on any balcony, deck or in view of other residents.
- H. The type and color of all exterior window coverings including, but not limited to, foil, window tints, screens, awnings or sun screen items shall be subject to written approval of the Architectural Committee. (Please refer to CC&R Section 8.06 for more details.)
- I. No laundry, bedding, towels or articles of clothing may be displayed, aired or dried on patios, balconies or in the common areas.
- J. No signs, posters or other advertising devices are allowed without written approval of both the Board and the Architectural Committee. This excludes those instances specifically stated in CC&R Section 8.04.
- K. No business may be conducted within the complex. However, professional and administrative occupations may be carried on within the units, as long as no external evidence of it exists. (Please refer to CC&R Section 8.09)

POOL/SPA AREA RULES

- A. **General:** The pool/spa area is for the exclusive use of Lake Grove residents and their guests. Discretion concerning the number of guests is necessary in order to avoid monopolizing this area. Homeowners are responsible for the actions of their household members, tenants or guests.

Any person who cannot prove rightful access to the common area and facilities will be asked to leave.

B. **Specific Rules:**

1. All guests must be accompanied by a resident. The number of guests should not interfere with use of the pool/spa by residents.
 2. It is the responsibility of each pool user to maintain the cleanliness and attractiveness of the pool/spa area, as well as to report any rule violators by unit number and/or name.
 3. Entry to the pool/spa area requires a key to the pedestrian gates. Entry is not allowed by walking around or climbing over the fence or gates.
 4. The volume of radios, cassette players, etc. must not disturb other residents in the pool/spa or residential areas.
 5. No minors under age 14 permitted in the pool/spa area without adult supervision.
 6. No glass or bottles.
 7. No pets
 8. No running on deck; No rough play in pool/spa area.
 9. No Diving.
- C. Pool & Spa Hours: Mon – Thu: 9am – 10pm; Fri – Sun: 9am – 11pm. Please be considerate regarding excessive noise.

ARCHITECTURAL GUIDELINES

1. Any alteration to the exterior of any unit in the community must first have architectural approval from the Architectural Committee prior to the commencement of any improvement.
2. No alterations that may create a sound violation may be made to the flooring of any unit in the association (e.g. tile, hardwood, etc.) without first obtaining approval from the Architectural Committee. In no situation may a hardwood floor be installed on a second floor unit, unless documentation is provided to the Architectural Committee indicating that no code violation or noise violation would exist if the hardwood floor were installed.

* * * * *

PETS (CC&R Section 8.07)

1. No undomesticated animals such as livestock, reptiles, insects, poultry or other animals of any kind shall be kept in the complex.
2. Dogs must be kept on a leash, unless confined to a balcony or development enclosed patio. Cats may not be allowed to become a nuisance to residents.
3. Residents must immediately clean up any waste left by their pets in common areas and restricted common areas.
4. Pet owners must prevent annoying disturbances such as barking, howling, etc. Any pet creating such a disturbance shall not remain in the complex.
5. No pets are allowed in the pool/spa area.
6. Ordinarily, no more than two (2) pets may be kept per residence.

DECK PLANTS AND USAGE

- A. No potted plant can be set directly on deck even with plant tray. (See Exhibits 1-3)
- B. All plants must be in pots with plant tray under to catch excess water. (See Exhibits 1-3)
- C. All potted plants must be placed on plant stand to allow air circulation under the stand to avoid moisture on deck. (See Exhibits 1-3)
- D. Maximum of ten (10) potted plants allowed on deck.
- E. Garden hoses should not be used to water plants; use a watering can to avoid excess water run-off. Consider using a direct root water spike for your plants. This will eliminate excess watering and over-flowing (See Exhibit 4)
- F. No potted plants or hanging plants allowed on railing.
- G. No nailing, screwing or attaching any device or implement to the railing or deck. This includes, but is not limited to, all plants, wind chimes, flags, bird feeders, bird houses, Christmas lights, shade screens or any other decorative items.
- H. No chicken wire of any kind allowed around railing.
- I. No modifications, including painting, to the deck of any kind allowed.
- J. A maximum of twelve (12) deck washings per year (one per month) including hosing down deck. Use diluted detergent such as Simple Green.
 - 1. Remember maintaining a dry deck is good. A wet deck is prohibited.
- K. No sharp objects allowed on deck.

L. General Deck Housekeeping:

1. All deck items are to be kept on rollers or 4-legged stands for air circulation.
2. Umbrella base is to be off deck with plant stand or similar device.
3. No unsightly cabinets or storage containers allowed.
4. No bicycles, trampolines, exercise equipment or the like allowed.
5. Deck is to be free of trash and debris.
6. Barbeques are allowed.
7. Sweeping is recommended over washing off the deck.

M. Inspection of Decks by Board of Directors:

1. The Board of Directors will inspect each deck at least two (2) times per year, more if there are on-going violations.
2. Non-compliance could result in fines.
3. In the event there is evidence that damage to the deck system has been the direct result of non-compliance, repair costs could be imposed on the homeowner.

Satellite Dish

The term "Satellite Dish" as used with these Rules and Regulations shall include all direct broadcast satellite dishes, wireless cable equipment and television or other aerial, antenna, tower or transmitting devices.

1. Homeowners must submit a Satellite Dish Request Form (Exhibit 5) and receive Board approval prior to installing a Satellite Dish on the exterior of their unit. Copies of Exhibit 5 are available from the Management Company.
2. No more than two (2) satellite dishes per unit may be installed and each is limited in size to one meter or less. Where it does not significantly increase the cost of the satellite dish system or any related equipment and where it does not significantly decrease the efficiency or performance of the equipment, such satellite dishes must be installed in a location on the premises where it is least visible from any public street and not in the front of any dwelling unit.
3. No satellite dish may be installed on or penetrate the roof. Neither homeowners nor contractors are allowed to walk on the roof while installing their satellite dish.
4. Where it does not significantly increase the cost of the satellite dish system or any related equipment and where it does not significantly decrease the efficiency or performance of the equipment, wiring and cabling must be installed in a location on the premises where it is least visible from any public street and not in the front of any dwelling unit.
5. The homeowner must repair, in a timely manner, any area affected by the installation and/or removal of their dish, including patching and painting of the Unit exterior to the satisfaction of the Association.
6. The homeowner is solely responsible for all of the items listed below:
 - a) Installation by a qualified person and in accordance with applicable codes and a building permit, if required.
 - b) All maintenance, repair, replacement or removal of Satellite Dish.
 - c) Repair of any property damage and injury resulting from the installation of the Satellite Dish and/or its continued use of maintenance.
 - d) Removing, reinstalling and protecting their satellite dish so that the Association may perform any maintenance and repairs to the property, such as painting of the building exterior.

VIOLATION ENFORCEMENT PROCEDURES (NOT INCLUDING PARKING AND VEHICLE REGULATIONS)

The following procedures will be used to enforce rules violations at Lake Grove:

1. Any resident observing a potential rules violation should attempt to ascertain the identity, and if possible, the residence address/unit number of the offender.
2. All observed rules violations should be reported immediately, in writing, to the management company. (See Exhibit 8)
3. Within 24 hours after receipt of notice of the violation, the management company will conduct a brief investigation into the alleged violation.
4. Within 5 days from the date notice of the alleged rules violation is received by the management company, written notification of the violation will be sent by mail to the owner. Such written notification will briefly state the nature of the rules violation observed and the time by which the violation should be corrected, if applicable.
5. The homeowner must comply with the rule and regulation or insure that his tenant or guests comply with the regulation. If additional time is required to correct the violation, a written request for extension must be received within 10 days after notification with an explanation as to the cause for the delay.
6. Should the homeowner desire to contest the violation he/she may request a Board hearing, in writing, to the management company.
7. Upon notification by management or any committee of a continued violation, the Board of Directors shall review the matter. If it is determined there is sufficient evidence of violation to warrant imposition of penalty, fine or action at law, the owner shall be notified in writing, by first class mail, of the Board's intent to seek compliance. Such notice shall state the specific violation and the amount of fine or nature of penalty or action (including suspension of any membership privileges) being considered. Such notice shall also provide for a hearing date set within thirty (30) days of such notice, provided however, that upon written notice by the owner of his inability to attend the hearing on said date, a reasonable effort shall be made by the Board to accommodate the owner on another date to be mutually agreed upon.

Violation Enforcement Procedures Cont.

8. If written notice by the owner is not received within fifteen (15) days of the notice of hearing, the owner's right to such hearing shall be deemed waived and the Board shall make a final determination in the matter without a hearing.
9. In the event a hearing is held, it shall be before the Board of Directors and shall be open or closed at the discretion of the owner. Prior to the hearing date, the owner shall have access to Association records relevant to the violation and shall have the right to representation of his choice, including legal counsel. The Association shall be represented by management or committee, as appropriate, and shall also have the right to legal counsel.
10. Written notification of the Board's decision will be sent by mail to the owner.
11. Should the owner not pay all sums found owing for restitution of property damage and/or fine levied, within thirty (30) days from the Board's decision, it will be presumed that the owner is unwilling to comply with such decision and the matter may then be turned over to either the Association's attorney or other proper authorities to pursue through the civil and/or criminal justice system.

**SCHEDULE OF FINES
(NOT INCLUDING PARKING AND VEHICLE FINES)**

1. If damage to Association property is found and if the damage was caused by unintentional conduct, the fine will be: Full restitution, being the full replacement value of the property damaged or destroyed. No other fine will be imposed.
2. If damage to Association property is found and if the damage was caused by intentional conduct, the fine will be: Full restitution, being the full replacement value of the property damaged or destroyed; and a discretionary fine, by Board decision between 10 to 50% of the replacement value of the property destroyed, with a minimum fine of \$100.00.
3. For all other rule violations, the following fines shall be imposed:

FIRST VIOLATION: If, after proper notification and a hearing before the Board, the violation still exists, the Board may instruct the management company to fine the homeowner \$50.00 for non-compliance.

SECOND VIOLATION: If non-compliance continues 30 days after the issuance of the fine, the management company acting on behalf of the Board may either issue a second fine of \$100.00 or action may be initiated by the Association's attorney to bring a mandatory injunction or any other available legal action by the court.
4. All attorney fees and/or court costs incurred in the collection of fees or serving of mandatory injunction or other legal action are the responsibility of the homeowner.
5. All costs incurred by the Association in enforcing any of these rules may be charged to the homeowner of the unit involved.
6. An Owner is responsible for the acts of his household members, guests and tenants; the owner will be subject to the above fines.

PARKING & VEHICLE REGULATIONS (CC&R SECTION 8.02)

1. Homeowners and tenants must park in their assigned garages only.
2. All vehicles must be registered with the Homeowner Association Management Company within 15 days of move-in. (Exhibit 6) A change of vehicles must be reported to the Management company within 15 days. Non-Compliance may result in towing of vehicle(s) at owners expense, and/or fine. Copies of Exhibit 6 are available from the Management Company.
3. Homeowners, tenants and guests are prohibited from parking, storing or keeping on the property any large commercial-type vehicle. Such vehicles would include any vehicle that cannot be parked in one of the resident's garages or any vehicle not normally used for non-commercial purposes.
4. Homeowners, tenants and guests are prohibited from parking, storing or keeping on the property any recreational vehicle, including but not limited to any camper unit, house car or motor home. Busses, trailer coaches, camper, boat, aircraft and inoperable vehicles are also prohibited. Recreation vehicles commonly used for everyday transportation purposes, such as pick-up trucks with camper shells are allowed. The Board of Directors retains the right to determine what an authorized vehicle is.
5. There shall be no parking of vehicles, including motorcycles, at curbs, in driveways, on sidewalks or on greenbelt areas or in any open area not specifically designated "guest parking". Vehicles, including motorcycles, shall not be parked in such a manner as to interfere with access to any garage (i.e. parking in front of your garage in the driving lanes) driveway, sidewalk or parking space.
6. There shall be no parking along the west wall, in accordance with Rule #5, and to keep fire protection access unimpeded. Vehicles parking in the areas designated as "Fire Lanes" by the City of Garden Grove are subject to tickets issued by the City in addition to Association fines. These illegally parked vehicles are subject to immediate tow with no notice.
7. Guest parking is for use by **visitors only** and not by homeowners or residents. Residents may park in guest parking for no more than two hours, providing the owner is actively loading or unloading the vehicle.

Parking & Vehicle Regulations Cont

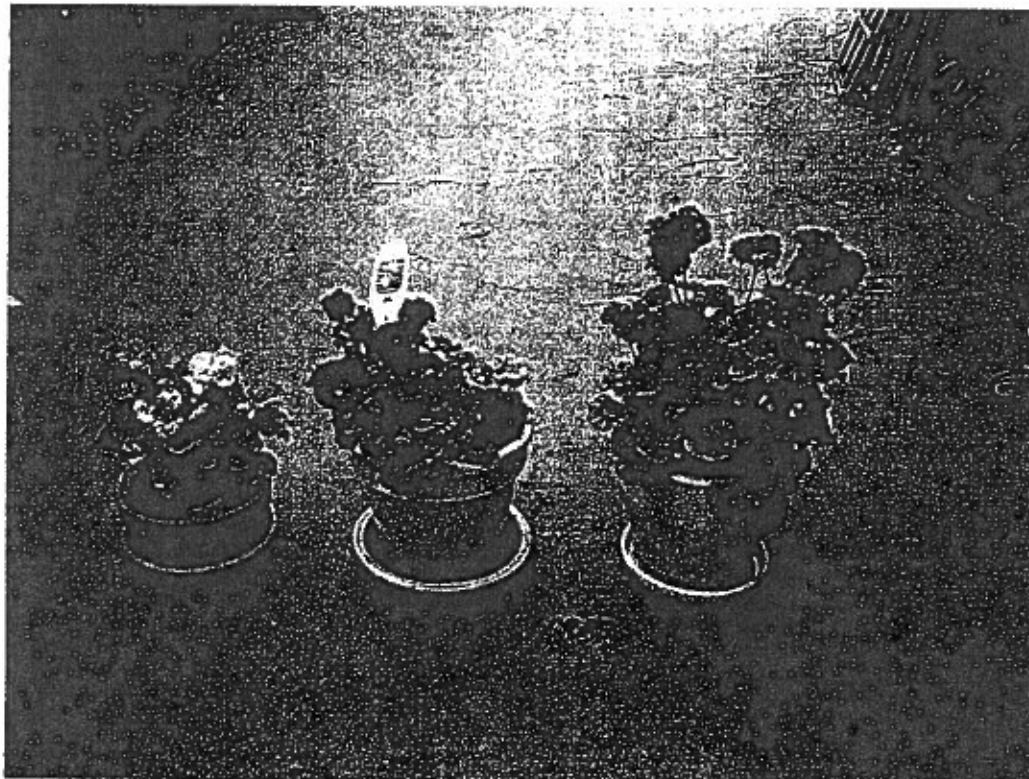
8. **Guest parking is limited to three (3) times every two (2) week period. Moving a vehicle from space to space (space hopping) after the three (3) times is a violation and subject to citations and/or towing. Vehicles must be moved OFF the premises or into a garage at the expiration of the three (3) times parking privilege. ALL vehicles in guest parking will be inventoried with a citation the first time it is noticed in guest parking by the Patrol Company. The second time another citation will be issued. The third time the citation will be marked "FINAL WARNING BEFORE TOWING". The vehicle will be towed the fourth time in guest parking in a two week period. Residents must inform the Management Company immediately when a legitimate guest has received the first citation.**
9. If there is an occasional legitimate need to use guest parking for a longer period, prior request must be made to the Management Company. The management company will decline the request if it is deemed to be unreasonable or excessive. In no case will such a request be granted for longer than two (2) weeks, unless specific permission is obtained from the Board of Directors.
10. Residents with more than two (2) vehicles must park their additional vehicles outside the complex, or make arrangements with another homeowner to rent a space.
11. Garages shall be used for parking purposes only and shall not be converted to any other use. The garage door must be kept closed at all times, except when working in your garage.
12. No major vehicle maintenance is permitted within the complex. Activity such as changing filters, replacing spark plugs and adding coolant is not considered major maintenance and is therefore permitted. Major maintenance includes repair work normally performed by a mechanic, such as replacing seals, overhauling carburetors, overhauling engines, brakes, transmissions, etc.
13. It is the responsibility of residents of Lake Grove HOA to inform their guests and contractors where they may legally park. Contractors are to unload their vehicles at residence and then park vehicle in a legal parking space while doing work.

14. The SPEED LIMIT within the complex is restricted. Please observe the posted SPEED LIMIT of 10 mph at all times. Be watchful for pedestrians and children.
15. ALL UNAUTHORIZED AND ILLEGALLY PARKED VEHICLES ARE SUBJECT TO TOW-AWAY AT THE OWNER'S EXPENSE (REFERENCE CALIFORNIA VEHICLE CODE SECTION 22658) IN ADDITION TO FINES THAT ARE ASSESSED.

WATER SHUT OFF PROCEDURE

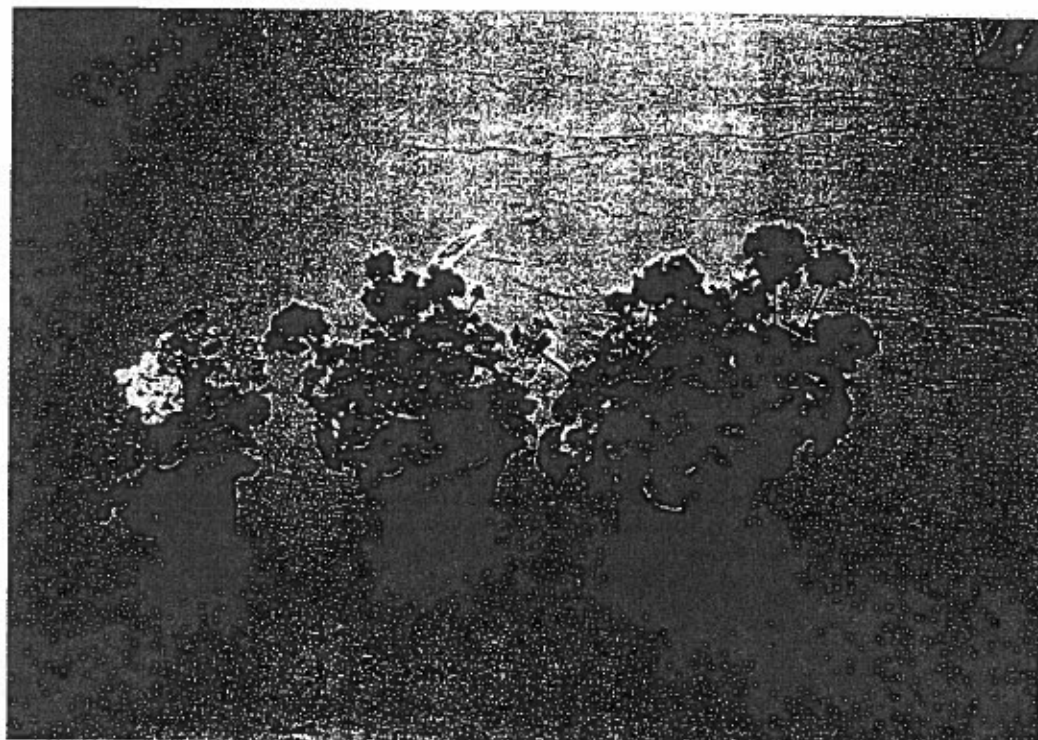
1. If it becomes necessary to turn off the water for your unit for repairs, you should first call Classic Property Management to note which units will be affected by the shut off.
2. The boilers MUST be shut down by plumbers and maintenance people who are familiar with the workings of these boilers to prevent any damage. The ones currently being used at Lake Grove are **A-Z Plumbing at 714-632-8337**, or **Pro-Star Mechanical at 714-999-1177** for the boilers.
3. The procedure is to give the units who will be affected at least 48 hours notice by posting a notice on their doors. This is your responsibility or you can pay the plumber to do it.
4. In addition, for heating and air conditioning repairs you may want to use Spicer Mechanical Heater & Air at 714-279-9100, or Greenwood at 714-821-7070. These companies are familiar with the heating and air conditioning systems at Lake Grove.

Deck Plant Exhibit 1



NOT Acceptable
if placed directly
on deck

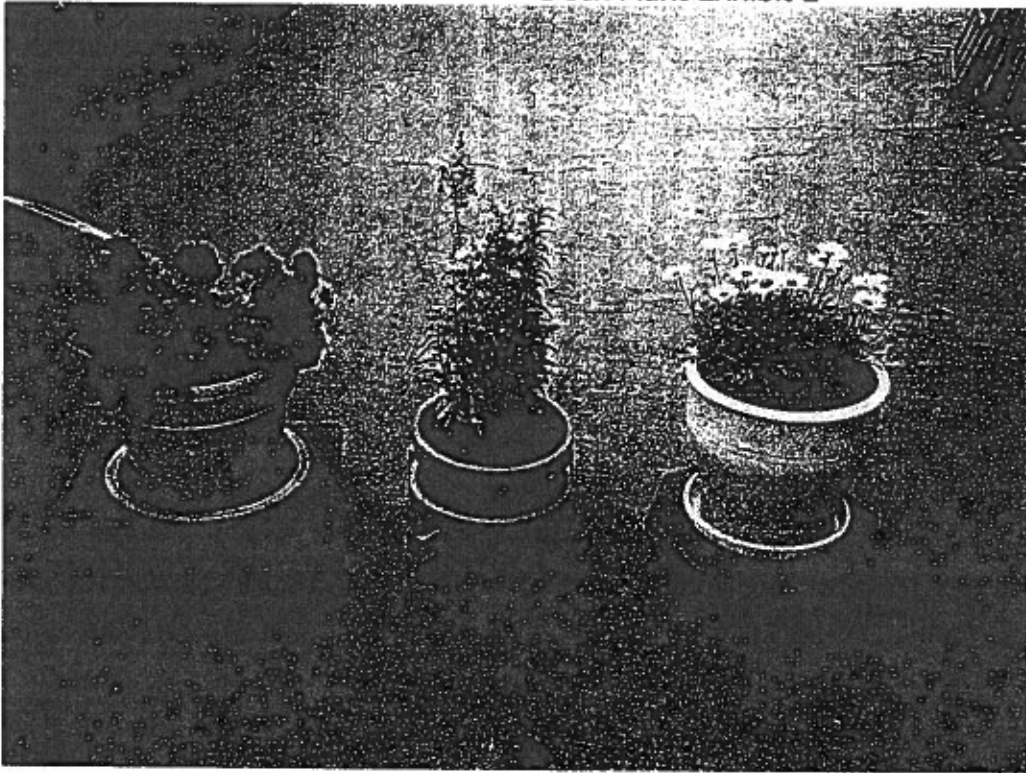
Must use
approved stand



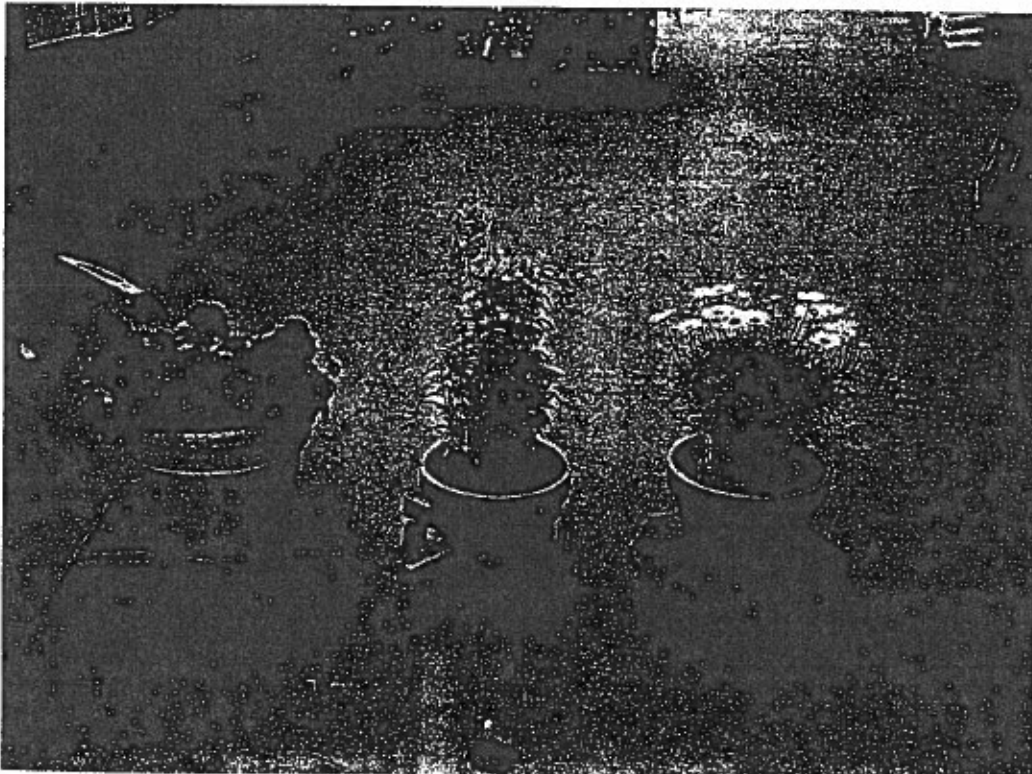
NOT acceptable
if placed directly
on deck

Must use ceramic
pot,
tray and stand

Deck Plant Exhibit 2



Acceptable
Approved stand,
ceramic pot
and tray



NOT Acceptable
No tray to catch
excess water

Dec Plant Exhibit 3

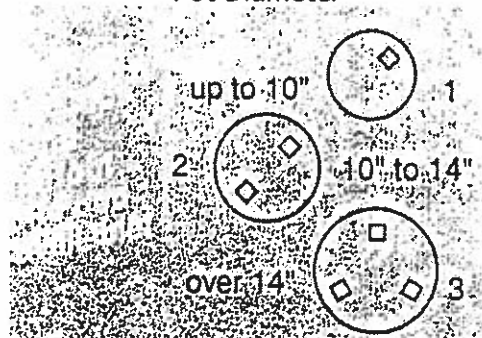


Acceptable
Approved Stand,
ceramic pot
and tray

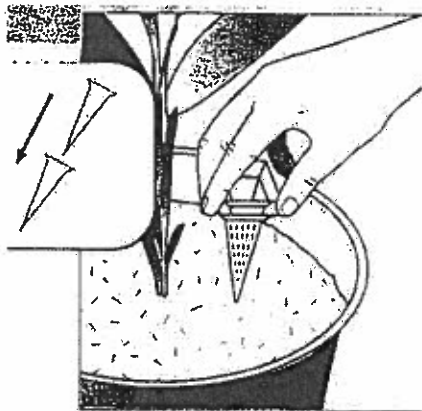
Deck Plant Exhibit 4

Improper watering is the #1 cause of plant care problems. The DirectRoot has been proven highly effective in reducing watering problems. By placing water and fertilizer directly on the roots and aerating soil, the DirectRoot can give you the green thumb you always wanted and can make healthy plants even healthier with less time and effort! No other product does so much for so little.

Pot Diameter



Recommended water spikes per pot



1. Insert solid spike into perforated spike (to block dirt from entering holes). Push both into soil halfway between stem and the side of the pot under drip line for outdoor use.

2. Remove solid spike only.



3. Your water spike is now ready to use. Fill according to the needs of your plant.



Be sure to periodically water all surface soil to ensure proper root growth. For best results, relocate Spike every 6-8 weeks. Spike stays permanently inside the soil.

EMERGENCY INFORMATION

UNIT #: _____ DATE: _____

PROPERTY OWNER(S):

MAILING ADDRESS:

OWNER PHONE: (H) _____ (W) _____ CELL _____

E-MAIL ADDRESS: _____

OCCUPANTS

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

UNIT PHONE NUMBER: (H) _____ (Cell) _____

E-MAIL ADDRESS: _____

EMERGENCY CONTACT: (RELATIVE OR FRIEND):

Name	Relation
_____	_____
Phone # _____	Phone # _____

VEHICLE REGISTRATION

PLEASE LIST ALL VEHICLES REGISTERED TO YOUR UNIT:

Make	Model	License #
_____	_____	_____

Make	Model	License #
_____	_____	_____

Make	Model	License #
_____	_____	_____

Make	Model	License #
_____	_____	_____

Signatures below will verify that the Revised Rules and Regulations dated April 1, 2007 have been received, read and agreed to.

HOMEOWNER _____ SIGNATURE _____

RESIDENT NAME _____ SIGNATURE _____

UNIT NUMBER _____ DATE _____

ALLEGED VIOLATION REPORT

Date _____

1. Person making report (Complainant)

Name _____ Phone No. _____
Address _____

2. Time, Place and Nature of Alleged Violation (Fill in as completely as possible)

Date _____ Time _____ Location _____
Nature of Violation _____

3. Description of Violator (Respondent)

Name _____ Phone No. _____
Address _____

4. Additional Witnesses

Name _____ Phone No. _____
Address _____

Name _____ Phone No. _____
Address _____

5. Other Evidence (Photographs, documents, etc.) supporting violation

6. Specific Governing Document violated (Cite exact provision of Declaration of Covenants, By-Laws, Rules and Regulations) _____

7. The original complainant (person making this complaint acknowledges that he or she must agree to appear as a witness at any formal hearing hereon or the Board may refuse to consider the alleged violation.

It is so acknowledged _____
(Signature of Complainant)

LAKE GROVE
HOMEOWNERS ASSOCIATION

May 26, 2003

Dear Homeowner:

There have been inquiries regarding the installation of security screen doors, and if there is an approved door. The Board of Directors in an effort to address this issue and safety concerns, have reviewed many types of security doors in hopes to keep with the architectural style of our community. Although there is already an approved screen door that is still allowed we have included a security door for those that have safety concerns. In an effort to avoid too many different styles and colors that would look unattractive and disorganized, the Board of Directors have approved a security door that will hopefully meet everyone's needs. Therefore, these are the only approved screen and security doors allowed in our community from this time forward. For those that have a different style door, they will be allowed to remain until they are in need of replacement. At that time, they must be replaced with one of these approved doors. For those doors that are currently in need of replacement (screens broken out, paint chipping, bent or broken, etc.) they must be replaced with an approved door.

If installing a security door, the resident unit number must be installed on the outside of the door, for fire, police, postal and delivery services. This is not required of the standard screen door, since the address is visible through the light screen mesh. Unit numbers should be in the light brown color range. The security door can be purchased at Lowe's, Ace, and Orchard Supply, however, please call for availability.

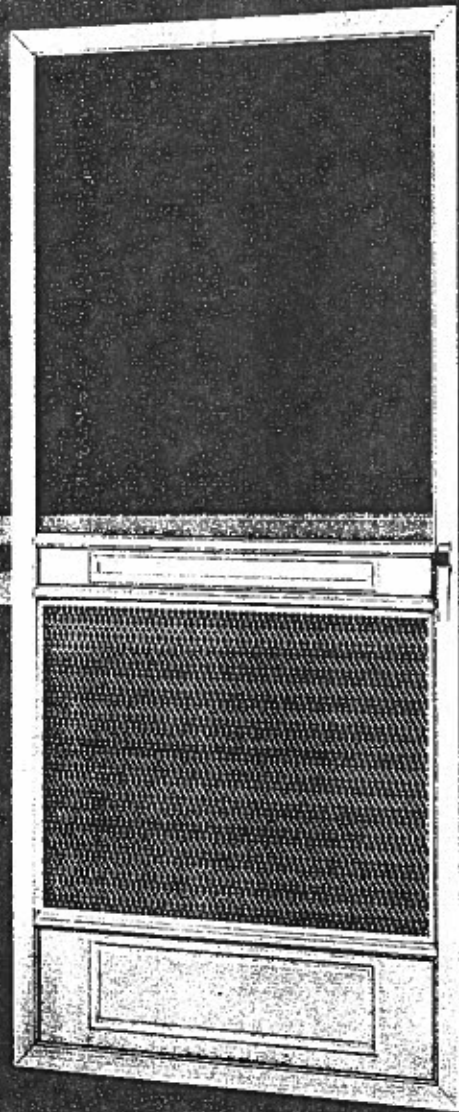
Thank you for your cooperation,

The Board of Directors

MAGNUM
36" SECURITY DOOR
(Navajo White)

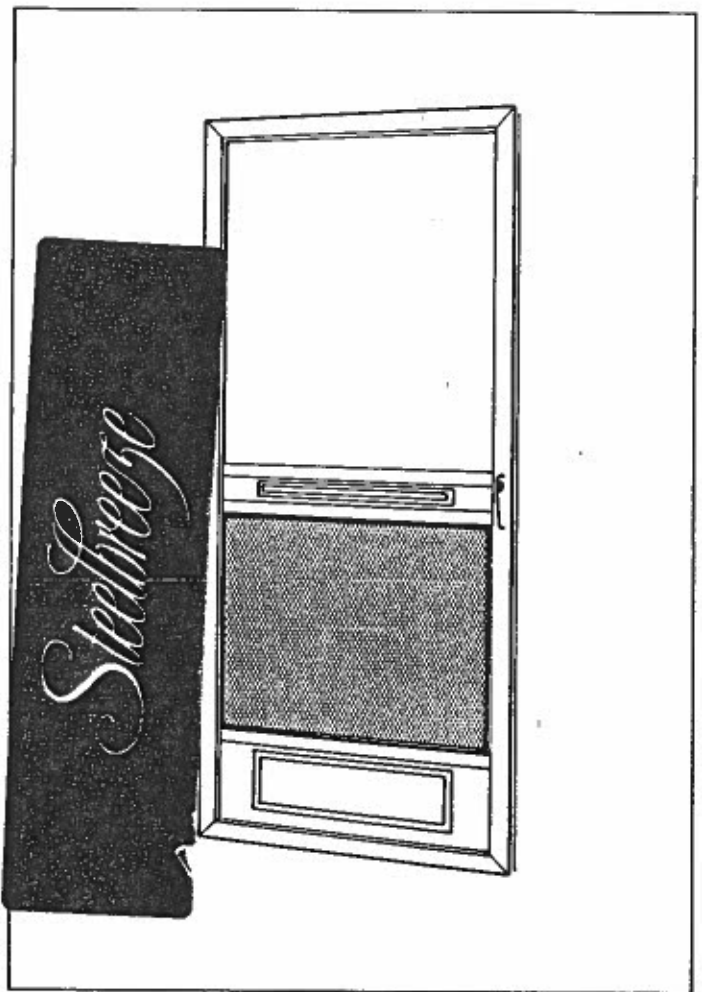


- Decorative design scrolls
- Five ½" vertical bars, with three horizontal cross bars for added strength and durability
- Expanded steel mesh
- Double hole security lock box with extended plate
- Intruder resistant full length fly strap
- Three tamper proof security butt hinges
- Reversible for left or right handed openings
- Durable powder coat paint finish



Steelbreeze

THE SANTA ANA



Hercules

- Materials:** Steel 2" x 7/8" roll formed frame
Long lasting fiberglass screening
- Finish:** ~~Grey, Bronze, Gold or White~~
- Features:** Steel frame, zinc coated with baked enamel finish; expanded metal grille; 10" embossed steel kick plate; twin steel push bars with embossed metal insert; hinges securely fastened to steel hinge bar with strong rivets; hinges feature Oil-Lite bushings for smooth operation and long life; heavy duty pneumatic closer; push button positive close latch with no-lock-out feature; complete installation hardware