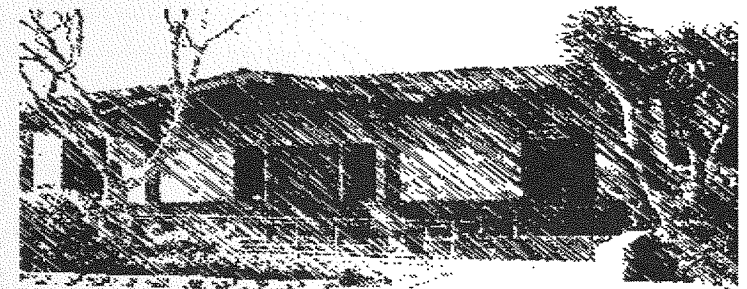


Conejo Creek

Homeowners Association



Rules and Regulations

September 2010 Revised
1707 Calle Diamonte
Newbury Park, Ca 91320
805 499-7291

Table of Contents

Mission Statement.....	2
Introduction	3
General information.....	4
Management Company.....	5
Architectural Modifications	5
Homeowner's Dues.....	5
Emergency Information Forms.....	6
Rental Property	6
Reporting of Violations.....	7
Common Areas	7
Balconies	8
Alleyways & Walkways	8
Buildings- Exterior	8
Buildings – Interior.....	9
Landscaped Areas.....	9
Laundry Rooms	10
Walls & Fences.....	11
Laundry Room & Pool Keys.....	11
Vehicles.....	11
Carports/Garages/Driveways.....	12
Parking	12
Skateboards and Scooters.....	13
Overcrowding	13
Pest Control	13
Trash	14
Air Conditioning Units	14
Holiday Decorations	14
Pets	15
Rules of Conduct.....	16
Swimming Pool	17

Park/ Playground	18
Other Common Considerations	19
Satellite Dishes	20
Fine Schedule	21
Helpful Numbers	23

Mission Statement

The mission of the Conejo Creek Condo Association is to improve the quality of life and enhance condominium owner's value by educating all owners about their rights and responsibilities as provided in the regulatory acts we administer.

Conejo Creek Board of Directors

Introduction

Dear Conejo Creek Homeowner/Resident,

Condominium living can be a pleasant and carefree experience provided that all residents work together to achieve this. How each resident conducts themselves directly affects our property values and our quality of life.

The purpose of this booklet is to inform each owner/resident of the common considerations expected of everyone and assist you to make your residence at Conejo Creek an enjoyable one. Adherence to these rules will ensure a pleasant community atmosphere and help to maintain our property value.

It is our hope that you will become familiar with this booklet, adhere to the Association's "Rules & Regulations" and accept the information in the spirit with which it is presented.

Sincerely,

The Board of Directors
Conejo Creek Homeowners Association

General information

The Conejo Creek Homeowners Association is a nonprofit group consisting of all owners of 540 units within the Conejo Creek complex. The Board of Directors is elected by the Homeowners and is responsible for managing and maintaining the Conejo Creek Association.

The Homeowners Association maintains an on-site office at Conejo Creek, Monday through Friday from 8:00 am to 4:00 pm. If you have any questions or common area maintenance problems please contact our office at:

CREEK HOA OFFICE

1707 Calle Diamonte
Newbury Park, Ca 91320

COMMUNITY MANAGER (805) 499-7291

Email: administration@conejocreekcondos.org

MAINTENANCE SUPERVISOR (805) 499-8148

Email: maintenance@conejocreekcondos.org

ASSOCIATION WEBSITE

www.conejocreekcondos.org

FAX

(805) 499-8078

Management Company

To assist in the management of the complex, the Board employs RMP Services, Inc. who takes care of the accounting, after hour emergencies and other daily business of the Association. The management company for Conejo Creek is:

RMP SERVICES, INC.

5550 Telegraph Road B-2

Ventura, Ca. 93005

(805) 658-6222

Fax (805) 477-2968

Email: chamilton@rmpservicesinc.com

Architectural Modifications

An Architectural Modification Form must be submitted to the Board of Directors for approval **before** any changes, additions, or modification can be made to the exterior of any building, this includes, but not limited to satellite dishes, fences, landscaping, etc.

No changes, modifications or alterations can be made inside a living unit that would affect the structural integrity of the building.

Homeowner's Dues

The homeowners, through the assessment of monthly Association dues, pay for the continual repair, maintenance and administration at Conejo Creek. It is essential that owners pay their monthly dues in a timely manner.

RMP Services handles the collection of our dues and any additional billing that the Association may require. Payments are due on or before the 1st of each month, and are considered delinquent after the 15th. A late fee will be applied to the homeowners account if dues are received after the 15th.

Failure to pay your monthly Association Homeowner's dues can result in suspension of membership privileges, a lien and possible foreclosure on your property. In addition, the property owner will be responsible for all costs incurred as a result of any legal action.

Emergency Information Forms

All homeowners at Conejo Creek are required to have an Emergency Information Form (EIF) on file. An emergency situation may arise in which the Association needs to contact you regarding your property or contact the individuals who reside at the unit.

New owners are required to complete this form within 30 days of purchasing their unit at Conejo Creek. All other owners are required to update the form yearly by August 31st, or when there are changes in the residents or their information. If you have a tenant, you are also required to submit a copy of the rental/lease agreement.

Failure to provide this information puts the Association at risk with its insurance company and can result in unnecessary risk to other residents.

It is the property owner's responsibility to provide the form to the Association and a new form is required whenever requested by the Association or if there is a change in tenants.

No pool or laundry room keys will be issued without a current EIF on file

Rental Property

It is the responsibility of the homeowner to provide his tenants with a copy of the "Rules & Regulations" booklet when they move in and make sure they understand and abide by them. Owners are notified of any violations, and it is the owner's responsibility to make sure that the violation is corrected.

Reporting of Violations

Any owner or resident can report a violation of these Rules and Regulations by providing a written report by mail, fax or email/website. You may also telephone the on-site office or RMP Services.

The report of violation MUST include the following or it cannot be processed:

- Nature of the violation.
If the violation involves a vehicle, the color, type and license number are required
- Address of the violating party
- Date and time of the violation
- Name, address and phone number of the person reporting the violation.

This information is kept confidential and is required so that we can contact you if more information is needed.

Photographs are always helpful but not required.

**All owners and residents are urged to report violations
This is your neighborhood, help yourself by helping us!**

Common Areas

Common areas are defined as all areas outside of the living unit that are maintained by the Association. These include balconies, porches, planters, alleyways, walkways, carports/garages, driveways, all landscaped areas, laundry rooms, walls, fences and buildings.

In order to maintain the cleanliness, safety and aesthetic value of the property, the Association established guidelines/rules regarding the use of these areas. The Association will conduct

periodic inspections of these common areas to determine compliance to the following guidelines/rules.

Each homeowner is responsible for the actions of his/her family members, tenants, and guests while on any of the common areas.

Balconies

- Only patio furniture and a total of 15 gallons of plants may be stored on the balcony
- Nothing may be hung over or attached to the balcony railings or stairs
- No items may be dropped, shaken, or thrown from the balconies
- Barbecues are not allowed to be used on the balcony

Alleyways & Walkways

- Nothing may be placed in areas that will impede the flow of foot or vehicle traffic

Buildings- Exterior

- No object may be placed, affixed or attached to the outside of the buildings, this includes but not limited to, bicycles, mops, clothes on bushes, etc
- No item of any kind, this includes but not limited to balls, can be thrown against or on top of a building
- Climbing on buildings is not allowed
- Screen and security doors are allowed provided that they are equipped with a self-closing device, and well maintained

Buildings – Interior

- Window coverings may only be light in color and must be maintained in good condition
- Window screens must be in place and may not be torn or bent
- Sheets, foil or reflective tinting are not permitted on windows

Items that may be placed in window:

Signs

Neighborhood Watch

Security

For Rent/Sale

Political

Holiday Decorations

**Broken windows must be repaired IMMEDIATELY!
THIS IS A SAFETY HAZARD!**

Landscaped Areas

Changes to the landscaping require an approved Architectural Modification Form.

- The destruction of any landscaped areas by an owner, resident, guests or children is prohibited
Owners will be responsible for all costs
- Jolly Jumpers are not permitted
- Signs are not permitted to be posted, installed or staked in the common areas
- Nothing may be stored in these areas

- Hoses may be used to water personal plants if the hose has a shut off nozzle attached and the resident is in attendance
- Hoses must be removed when not in use
- Slip n slides, wading pools, etc. are not permitted in the common areas.
- No changes to the landscaping are allowed without an approved Architectural Modification Form

Laundry Rooms

- The laundry room in each building is for the exclusive use of the residents of that building
- Laundry room hours are from 8:00 am to 9:00 pm
- Laundry room doors are to remain closed and locked while not in attendance
- No single unit may monopolize the laundry room by continual use or leaving clothes unattended in the machines for long periods of time
- Tampering with the hot water heater in any way is not permitted
- Electricity and/or water usage from the laundry room for individual purposes is not permitted
- Laundry rooms are to be left in neat and clean condition. Residents must dispose of their own trash and turn off lights
- Report any maintenance issues to the on-site maintenance staff.

Walls & Fences

At no time is anyone permitted to climb on, walk on or destroy block walls or wrought iron fences anywhere in Conejo Creek. This is a safety hazard!

Laundry Room & Pool Keys

Only one laundry room and one pool key are issued to the owner of each unit. Keys may not be sold or loaned to unauthorized persons. Keys in the possession of unauthorized persons are subject to confiscation by the Association. The cost to replace a lost key is as follows:

Laundry Room Key = \$50.00
Swimming Pool Key = \$100.00

Replacement keys may only be obtained from the on- site office.

Vehicles

- Inoperable or unregistered vehicles may not be stored in carport/garages or in driveways
- No vehicle maintenance, repairs, or modifications of any kind is permitted anywhere on Conejo Creek property
- The cleaning of vehicles is not permitted if using association water and/or power
- Vehicles may not be raised on jacks or blocks. This is a safety hazard!

Oil or vehicle fluid spills in carport/garages or driveways are to be cleaned immediately. This is a safety hazard! A service charge of \$100.00 will be billed to the owner for any oil or fluid spill that is cleaned up by the Association maintenance staff in addition to monetary penalties that may be assessed.

Carports/Garages/Driveways

- Only bicycles and a BBQ may be stored in the carports/garages provided they are not a hazard and do not impede the flow of foot or vehicle traffic
- Storage bins and storage closets must be secured with a lock and remain locked when not in use
- Garage doors must remain closed when not in use
- Vehicles parked in carport/garages or driveways may not obstruct the opening of the garage door or the flow of traffic
- Hazardous Materials are not to be stored in the carports/garages
- Recyclables are not to be stored in the carports/garages
- Owners are responsible for all maintenance and repair of garage and pedestrian doors, including locks
- An operational vehicle must be able to park in your carport/garage at all times.

Parking

- At no time are vehicles to be parked on lawns, in alleyways or laundry aprons. They may only be parked in designated areas.
- Parking in a carport/garage other than the one designated for your use is considered trespassing and the vehicle may be towed at vehicle owner's expense
- Alleyways are Fire Lanes and vehicles are subject to immediate tow at vehicle owner's expense

Skateboards and Scooters

Riding skateboards or scooters are not permitted in common areas

Overcrowding

Overcrowded conditions can present problems for all residents at Conejo Creek. In addition to the health and safety issues, shortage of common water and excess garbage becomes a problem condition.

The Association will enforce any and all city and county regulations regarding overcrowding and an official complaint will be filed with the County Health Department and the City of Thousand Oaks on behalf of the Association membership.

Pest Control

Conejo Creek Homeowners Association maintains a pest control contract that covers many common household pests including cockroaches, ants and silverfish. These services are provided to our owners/residents at no additional charge. If you are experiencing any pest problems, please contact the on-site office or RMP Services, Inc.

If a resident reports a problem with cockroaches in his/her unit, the entire building must be serviced in order to ensure effective treatment. The Association gives both owners and tenant's ample notice prior to the service date and time. In addition, instructions on how to prepare for the treatment are provided.

Failure to properly prepare or make your unit accessible will result in a \$100.00 service charge imposed by the Association to the owner of the unit.

Trash

- All trash must be bagged and fit inside the trash bin that is designated for the use of your unit.
- Owners and/or tenants leaving any items outside of their trash bins are a violation of these Rules and Regulations.
- Recycling bins are provided at the end of each alleyway for the disposal of glass, paper, cardboard and plastic. They are not to be used for excess trash.
- Residents are responsible for picking up their own trash left on common areas and disposing of it in the proper containers.
- Illegal dumping is prohibited and will be reported to authorities. The responsible unit will be subject to penalties.

Air Conditioning Units

The repair, maintenance and replacement of the air conditioner at each unit are the responsibility of the homeowner.

The installation of window air conditioners is not permitted.

Holiday Decorations

All holiday decorations that are visible from outside of the units may be put up 30 days before a holiday and must be removed 15 days after the holiday.

- No holiday decorations are permitted on the roofs.
- All outdoor holiday lights must be UL approved.

- Extension cords cannot be used outside of the units. Only removable hooks shall be used to attach decorations to any building surface. Plastic hooks may be used to place lights in the windows.

Should you have any concerns, or questions, please contact the office.

Pets

Only domestic dogs, cats, fish or birds may be kept in any residence at Conejo Creek. A maximum of two animals per unit is allowed. Animals are not to exceed 35 pounds in weight.

- Wild animals of any kind are not permitted
- Due to insurance restrictions, vicious breeds of dogs will not be allowed.
- Pets must have current licenses and vaccinations.
- Pets are never to be left unattended on any common area and must be on a leash when they are outside of the unit.
- Pets may not be chained anywhere in the common areas. Pet owners are responsible for any damage to the common areas caused by their pet(s).
- Pet owners must immediately pick up their pets waste. This is a health hazard!

**No pet may be kept in Conejo Creek whose actions
DISTURB, HARM, ANNOY
or become a nuisance to other residents**

Rules of Conduct

- All residents and guests of residents of Conejo Creek are expected to be courteous and considerate to their neighbors.
- No one shall use abusive or threatening language towards any Association officer, fellow resident or staff member.
- Loud music and/or noise are not permitted. Music or noise coming from any source including vehicles coming and going to individual units that disturbs the peaceful enjoyment of a resident is considered to be loud!
- Incidents that constitute a "public nuisance" are in violation of the Rules and Regulations. These can include but are not limited to: domestic situations, fighting, public drunkenness, harassment of fellow residents, hazardous behavior, discharging of firearms, speeding or reckless driving.
- Drinking alcoholic beverages anywhere outside of a residence or in any common area, including carports/garages, is not permitted in Conejo Creek at any time
- Urinating or defecating anywhere outside of a residence or in any common area is not permitted and is in violation of Penal Code Title 10 sec. 374.2-3 and is punishable by law.

Swimming Pool

There are two pools located on Conejo Creek property that are for the exclusive use of residents and their guests. One pool is located at the end of Calle Diamante and the other pool is located at the corner of Calle Turquesa and Avenida Del Platino. Any resident using the pools must have a registered pool key and the following rules apply to both pool locations.

The Association does not provide lifeguard services!

- The pools will open approximately Memorial Day weekend and may close approximately Labor Day weekend, (weather permitting)
- Pool hours are from 8:00 AM to 8:00 PM
- All pool users must be willing to identify themselves and/or show a registered pool key upon the request of Members of the Board, or Management
- A responsible adult must accompany children under the age of 14 years old in the pool areas
- Only bathing suits are to be worn when swimming in the pools. No cut-offs, jeans, shorts, trousers, wet suits or T-shirts are permitted
- Persons with urinary incontinence (unable to control bladder) may not use the pool
- The maximum number of guests per adult resident is two. The maximum number of guests per unit is four
- All guests must be accompanied by a resident in possession of a registered pool key

- Gates must be locked at all times, failure to do so may result in the forfeiture of your pool key

- Only small inflatable toys or balls are permitted.

Below are not allowed in the pool or pool areas:

- Glass containers, alcoholic beverages, cooler chests or barbecues
- Bicycles, scooters, skateboards, skates, etc
- Running, rough play, loud music or other disturbances
- Boogie boards, sporting equipment or inflatable rafts
- Obscene or abusive language
- Pets.

Nudity, drunkenness or drugs **WILL NOT** be tolerated and are subject to legal action.

Failure to follow these rules may be cause for removal and loss of privileges.

Park/ Playground

The playground is designated for use by children 5 to 12 years of age with adult supervision.

- Park hours are from 7:00 am to sunset
- Glass and alcohol is not permitted
- Bicycles are not permitted in the park area

Other Common Considerations

- Carport/garage or yard sales are not permitted
- No shopping carts are to be brought into Conejo Creek. This is considered **stealing** and you will also be subject to fines by the City of Thousand Oaks.
- No commercial business or illegal activity is permitted anywhere in Conejo Creek.

Parking on city streets between certain hours is by permit only. Please contact the City of Thousand Oaks if you have any questions about permit parking.

Satellite Dishes

In order to maintain the structural integrity of the buildings, the Association requires that an Architectural Modification Form is completed and returned to the on-site personnel and approved by the Board of Directors **prior** to a satellite dish being installed.

All installations shall be completed as to the specifications on the Satellite Dish Architectural Modification Form so that the installation does not damage the common areas of the Association, and so the dishes are installed only in approved designated areas. The Association is not responsible for the ability of reception through the satellite dish.

Broadcast antennas are not permitted

Owner agrees to the following when a satellite dish is installed in relation to their unit:

- Maintain dish for appearance and safe working order
- Accept liability for all damages arising from installation or repair of dish
- Indemnify the Association from any liability or claims, demands, damages, costs or judgments related to the dish.
- Reimburse the Association for any costs suffered as a result of the dish
- Remove the dish at the Association's request for the purpose of maintaining the roof or exterior building components
- Have the dish installed and/or removed by a licensed contractor with at least \$1,000,000.00 liability insurance
- Will have dish removed upon moving from the unit, or if a rental, the tenant moves.

Fine Schedule

* = Plus repair

	Violation	1st	2nd	3rd	4th
1	Animal unleashed or unattended	50	75	100	125
2	Balcony - Only 2 bicycles, BBQ, patio furniture, plants (15gal total) allowed	0	50	75	100
3	BBQ in use on balcony	50	75	100	150
4	Blocking carport exit, entrance or storage room access	0	50	75	100
5	Bringing shopping cart into common area	0	50	75	100
6	Broken window(s)	0	100	200	300
7	Carport Storage - Only 2 bicycles and BBQ may be stored	50	75	100	150
8	Clean up trash/litter around unit/planters	0	50	75	100
9	Consumption of alcohol outside of unit	100	150	200	250
10	Destruction of HOA property	100*	150*	200*	Legal
11	Drying items in common area	0	50	75	100
12	Failure to clean up pet waste	50	75	100	150
13	Failure to remove holiday decorations	0	50	75	100
14	Failure to secure laundry room door	0	50	75	100
15	Failure to secure pool area	75	100	150	200
16	Fan/air conditioner in window casing	0	100	200	300
17	Garage door damage requires repair	0	50	75	100
18	Garage door not kept closed	0	50	75	100
19	Garage sale	75	100	150	200
20	Harassment of association staff or BOD	0	50	75	100

21	Illegal parking	75	100	150	200
22	Improper window covering torn missing or damaged or use of tinting	0	50	75	100
	Violation	1st	2nd	3rd	4th
23	Loud noise or music that can be heard in others' homes	100	150	200	250
24	No permanent or temporary structures of any kind, inflatable jumper / kiddie pool / tents, etc.	100	150	200	250
25	Oil in carport or on apron	50	75	100	200
26	Personal items in common area	0	50	75	100
27	Resident Emergency Information Form not current	0	50	75	100
28	Screen door in requires closer or in disrepair	0	50	75	100
29	Storing hazardous/flammable substance	150	200	250	300
30	Storing inoperable / unregistered vehicle	50	75	100	150
31	Storing recyclables	100	150	200	250
32	Theft of utilities	0	50	100	200
33	Trash/household items not deposited in trash receptacle	50	100	150	200
34	Unauthorized architectural modification	75	150	200	300
35	Unit maintenance or repair that requires attention	0	100*	200*	300*
36	Unsafe Act - Climbing over wall / skateboarding ect	50	75	100	150
37	Urinating in public	50	75	100	150
38	Use of illegal substance in common area	100	150	200	250
39	Using laundry room after hours	0	50	75	100
40	Vehicle repair	75	100	150	200
41	Vehicle repair - on jacks or blocks	100	150	200	250
42	Window screen(s) missing or damaged	0	50	75	100

Helpful Numbers

Cal Am Water	(805) 498-6770
City of Thousand Oaks	(805) 449-2201
Conejo Recreation and Park District	(805) 495-6471
Conejo Valley Unified School District	(805) 497-9511
Southern California Edison	(800) 611-1911
Southern California Gas Company	(800) 427-2200
Time Warner Cable	(888) 892-2253
Verizon	(800) 483-4000