

Regulations

Of the
Woodgate Glen Homeowners' Association

Effective, June 26, 2017

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Preamble

The Covenants, Conditions, and Restrictions (CC&R's), the Bylaws, and the Articles of Incorporation are the documents we all agreed to as a condition of ownership or tenancy in Woodgate Glen. The CC&R's allow the Board to enact additional Regulations and Policies for our mutual benefit (CC&Rs, Article III, sections 7a and 7c).

The following Regulations and Policies were developed in an attempt to achieve a balance between the need to maintain property values and the desire of individual owners to have the freedom to make their homes their own with minimum impact on their neighbors' similar rights.

When rights are granted to modify a home, the work must be done in a professional manner in order not to damage your home, adjacent homes, the Common Area, or any other part of the complex. Any damages (immediate or subsequent) will be the responsibility of the owner of the home where the damage was done. This responsibility is transferred to a new owner at the time of sale and must be declared to that new owner prior to transfer of title.

When a homeowner action requires prior approval, send a written request to the Management Company accompanied by samples, sketches, descriptions, or explanatory literature. The Management Company will forward your request to the appropriate Committee or to the Board. Final approvals must be in writing from the Board of Directors and must be received before work can commence.

For purposes of clarification, the term "Common Area" means any area within the Association that is not inside your home and not inside your fenced patio area.

These Regulations and Policies have been enacted under the authority of State law and our CC&R's, and supersede all previous versions.

Board of Directors' Meetings

Association Board meetings are held monthly except for December. Notice of the time and date of each meeting is announced in the periodic Newsletters. The agendas are posted at the Pools during the week prior to each meeting.

General Owner Obligation

Owners are responsible and liable for their own behavior, for the behavior of family members, guests, and tenants, and for any damage they may cause anywhere in the complex.

Waste Disposal and Recycling

Each home is required to contact Santa Rosa Recycling and Collections to arrange for waste collection and to comply with their collection policies.

Collection cans are to be placed for pickup no earlier than 6:00 PM the evening before pickup and removed from the Common Area no later than 6:00 AM the day following regular pickup. Owners are responsible for cleaning up their area following pickup.

Combustible material and hazardous waste must be disposed of in accordance with all applicable City, County, State, and Federal laws. The homeowner is responsible for identifying and properly disposing of such waste.

Use of Property

Noise Nothing shall occur in a home or within the Common Area that interferes with the reasonable rights of others. Excessive noise at all times but especially between the hours of 10:00 PM and 6:00 AM violates the California Penal Code, Section 415 and can result in as much as 90 days in jail and a fine up to \$ 4 0 0 . Excessive noise also violates the Santa Rosa Municipal Code, Section 17-16-070.

Pets Only two commonly recognized house pets (cat or dog) are allowed per home. No animals shall be kept in the Common Area. Dogs must be on a leash when in the Common Area. Unleashed dogs are subject to removal by Animal Control Officers. Pet owners must immediately cleanup pet waste and are expected to carry the means for cleanup while walking pets. Pets are not to be fed in the Common Area since that can attract feral animals. Cat owners must provide a litter box in their patio area for cats that are allowed outside.

Storage Hazardous materials, as defined by the Santa Rosa Municipal

Code and State Health and Safety Regulations, shall not be stored in garages except for small amounts of paint, thinners, cleaners, and solvents for residential use only. These must be stored in secure safety containers. No storage of any kind is permitted in parking spaces or the Common Area.

Cars The washing of cars by residents of Woodgate Glen is allowed only in parking spaces or washing bays. A water shutoff device must be used with hoses to prevent wasting water.

Garages To reduce the number of possible hiding places for vandals, garage doors and patio gates must be kept fully closed when not in use. No more than one garage sale per year per home is permitted. The parking areas, including the garages, are part of the Common Area of the Association and as such are subject to Association oversight as specified in the CC&Rs (Article VI, Section 24).

Common Area Exterior clotheslines and drying racks are not allowed, nor is the laundering or drying of clothes, towels, etc., on porches, patios, fences or elsewhere in the Common Area.

Skateboard Ramps are prohibited within the Common Area. Bicycles, skateboards, and motorized vehicles shall be operated on the streets and parking areas only, except that very young children may ride non-motorized cycles on sidewalks, but must give pedestrians right-of-way.

Parents have the responsibility to ensure that all toys and cycles are removed from the Common Area when not in use. At no time should cycles or toys block sidewalks or roads. Owners who ignore their responsibility in this regard are subject to immediate fines. Even very small objects on the walks are trip hazards.

Child Care Residents who run Child Care businesses out of their homes must:

1. Register with the City of Santa Rosa as a Child Care business and must obtain and maintain all required licenses.
2. Restrict the number of children cared for to the number authorized by the City or other regulatory authority.
3. Carry liability insurance and must name Woodgate Glen Homeowners' Association as an additional insured.
4. Provide a copy of their business license and liability insurance policy to the Association's Management Company.
5. Not allow the children to use the Association's playgrounds, pools, or Common Area.

Architectural Regulations

Exteriors No changes or attachments to the exterior of any home or fence, or any changes that are visible from the exterior of a home, may be made without prior approval of the AC (Architectural Committee) and the Board of Directors unless explicitly approved elsewhere in these regulations. The following are allowed:

1. Bird feeders, wind chimes, hanging planters, *etc.*, may be hung under the first story eaves in the back of homes. They must blend with the general environment and must be attached in such a way that water penetration or other damage to the structure cannot occur. No more than three items may be hung from a two-story home or more than five items from a single-story home.
2. Flower boxes may be attached only to the first floor patio windows after receiving written approval. Contact Management for sample plans and submit your plan to Management prior to installing any window box. Boxes are to be securely mounted and cannot result in damage to the trim or siding (see item 1, above). The design of the box or its mounting must insure that water does not drain down the wall of the home. A sheet of galvanized metal should be mounted between the siding and the box to prevent insect and water damage. The size of the box must be no wider than the lower window trim board and should be painted to match the trim or otherwise blend with the surroundings. Window boxes must be attractively maintained or else removed.
3. One small welcoming decoration of a non-religious and nonpolitical nature (e.g. a wreath, name or welcome plaque) is permitted, but may not extend beyond the home's front alcove. This decoration may not be attached to the siding. The Board retains final approval of all installations upon the recommendation of the AC.
4. No other exterior items such as front flower boxes, video boxes, alarm boxes, *etc.*, may be attached to the exterior of structures without prior approval.
5. When items are removed, owners must use high quality, paintable caulking to fill any holes and touchup with the correct color of paint. Any costs to the Association resulting from these attachments or their removal will be billed to the homeowner.

Patios Nothing may extend above patio fence lines, except patio umbrellas that blend with the surrounding colors, and small trees in containers that may extend to the second story eve (top of first story). Other patio plants can extend no higher than two feet above the fence line.

Windows Window tinting requires written Board approval. Once installed, the tint must be maintained in good condition. New owners and residents have two months to cover all windows with conventional interior window coverings, e.g., drapes, curtains, blinds, shades, shutters, *etc.* The color seen from the outside should be white, off- white or light pastel. Dark or brightly colored curtains are not acceptable.

Temporary make-shift curtains (sheets, towels, *etc.*) in white, off-white, or light pastel are allowed for a maximum of two months when a home is occupied by a new resident. Exterior blinds, window coverings, or exterior sunshades are not permitted.

Exterior lighting Lighting changes must be approved in advance and in writing. Motion detectors will normally be approved but not floodlights or floodlight motion detectors. Colored lighting *is* not allowed on the exterior of structures but a yellow bug light is approved for the rear of the home.

Holiday lighting Holiday lighting is permitted under the following conditions:

1. Homeowners are responsible for immediate and subsequent damage caused by their holiday lighting, including possible water leaks, rotting, split trim, *etc.*
2. No lighting may be installed on garages or any siding.
3. UL listed outdoor string lights must be used and mounted safely to the trim or windows at the rear of the home. Lighting at the front of a home can only be attached to window or door trim, or strung carefully in shrubbery. Plug lights into a safe, waterproof exterior receptacle.
4. Mounting strings of lights must be done neatly with the smallest number and size of sturdy hooks or nails possible. The hooks/nails must be neatly installed and secure enough to be left in place for repeated use. They cannot be an eyesore. If the hooks/nails fall out or are removed, the homeowner must caulk the holes and repaint the trim with the approved color.
5. Lighting is approved for Halloween and the common mid-winter celebrations (such as the Festival of Lights, Hanukkah, Kwanzaa, and Christmas). All Halloween lighting is restricted to the period from October 15th until November 5th. Lighting for the midwinter holidays is restricted to the period from the day after Thanksgiving to January 10th. Board approval should be sought in advance of lighting by any homeowner who observes a less common cultural festival in which lighting is a traditional practice.

External Sound Systems

Broadcasting sound into the Common Area is not permitted. An exception is allowed on Halloween between the hours of 4:00 PM and 8:00 PM if outside speakers are used to create sound effects for the trick-or-treaters.

Screens All front screens and security doors, and patio screens and doors must be approved in advance in one of the following color schemes:

1. Screen doors must be painted dark brown, anodized brown, black or the approved door color.
2. Security doors must be painted the approved door color.
3. All sliding doors and door screens to the patio must be clear anodized or satin anodized, almond, or white.

Garages The electrical circuits in the garages belong to and are paid for by the Association. These circuits are not adequate for appliances like refrigerators, freezers, *etc.*, or for tools like power saws, *etc.* Damages caused by overloading a power circuit can be dangerous and extensive. Homeowners are responsible for any expense or liability that results from their illegal use of these circuits.

Garage Door Opener installation procedure:

1. The homeowner must obtain a City of Santa Rosa Building Permit prior to installing an opener.
2. Openers must be installed by a qualified person to meet the National Electric Code specifications.
3. No supplemental electrical devices, switches, or outlets may be installed.
4. An approved final copy of the Building Permit, signed by a City Building Inspector, is to be sent to the Association's Management Company upon completion of installation.
5. A manual door lock release must be installed so that the garage door can be opened from the outside in case of electrical failure. This release should be consistent with neighboring garages in location, height, style, *etc.*

General Restrictions Nothing is to be placed, stored, or constructed in the Common Areas unless specifically approved in these Regulations.

- No external radio or TV antennas are allowed but owners may request approval for the installation of a satellite reception dish.
- Some low noise, patio-mounted compressor, central air conditioners are acceptable if approved prior to purchase. Window and window-vent air conditioners are not allowed.
- All exterior TV and telephone wires must be installed neatly along the trim and follow the natural contour of the building to the extent possible.
- Only redwood boards can be used below fence lines and they must be maintained in good repair.
- Watering hoses in front of homes must be removed or neatly coiled immediately after use. Hose hangers, if used, should be small and blend with the home's color. Owners are responsible for maintaining and painting their front doors. Use an enamel metal paint. It takes about 8 hours to dry. Contact Management for the appropriate paint color.

Landscaping

The Association plants and maintains all landscaping except for plants grown inside patio fences

Patio plants

1. Plants growing inside patios cannot extend more than two feet above the top of the fence except that trees may extend to the first story eve line.
2. Any plants extending beyond these limits may be trimmed at the homeowner's expense.
3. Prune patio plants inside the fence and do not allow them to grow between the fence boards.

Common Area Plants/Landscaping

1. Homeowners and/or their tenants may NOT make any changes and/or alterations of any kind in the Common area landscaping (any area that is not in your back patio).
2. Residents may not modify landscaping in the Common area of their immediate property. This includes placing items such as decorations, potted plants, etc. on the front steps or front porch.
3. If such changes, alterations, and/or additions are made to the Common Area, the HOA will remove and dispose of them at homeowners' expense.

Leased and Rented Homes

Owners must give a copy of the Association CC& R's and these Regulations to their tenants and must have tenants sign for these copies when they complete their rental agreements. Tenants are subject to the same restrictions as owners and leases or rental agreements must include a notice to that effect. Penalty action is taken against the owner if tenants fail to meet the standards of behavior expected of resident owners. Owners must notify Management when there is a change of tenancy and file a form identifying the new occupants.

Vehicle Regulations

Compliance with these regulations is mandatory.

All vehicles operated within in the property must be currently licensed, registered, and insured pursuant to California law.

All operators of motorized vehicles must be of legal age and have a valid operator's license in their possession.

The maximum speed limit within the complex is 15 MPH and lower if necessary for safety. Homeowner's will be subject to a \$100 fine without warning if they, their tenants, or guests speed on the streets of the complex.

All paved roads, pathways, and the gravel road south of the complex are fire lanes. Parking in these areas is allowed only for immediate and active loading and unloading. Vehicles parked in these areas are subject to towing without notice.

Vehicles must remain upon paved roadways only. No off road driving, including driving on the gravel road, is permitted.

No excessively loud motor vehicles are allowed on Association property.

Parking Regulations

The Association assumes no liability or responsibility for any vehicle parked anywhere on the property.

1. One parking space and one garage are assigned to each homeowner for the personal use of that home. Vehicles of residents must be parked in the appropriate space or garage. Residents are not authorized to park in Visitor spaces. Violators may be towed.
2. Double-parking, parking in front of garages, or parking along the curbs is prohibited and vehicles may be towed without prior notice.
3. No unregistered, non-operable, abandoned, or unsafe vehicle shall be visibly parked in the complex. No repair or rebuilding of vehicles is allowed on the Association grounds.
4. Vehicles that are too long or too wide to fit easily inside the painted dividing lines are not permitted. Vehicles, when parked, cannot obstruct easy access to adjacent vehicles and cannot extend forward over the walkway or protrude backward into the public right-of-way. Standard pickup trucks rated half ton or less are usually acceptable. Vehicles used for temporary loading and unloading are permitted while being actively used.
5. Oversized vehicles such as trucks with flat beds, dump trucks, cement mixer trucks, delivery trucks, camper units, motor homes, buses, trailers, boats, campers, mobile homes and the like must be maintained off of the premises.
6. The Board may waive these restrictions for equipment used by contractors in the actual repair or maintenance of the property.
7. Oil spills in assigned parking spaces will be cleaned with biodegradable cleaning products. The Association cleans such damage and charges the homeowner assigned to that space.
8. Visitors must park in spaces marked "Visitor" or in spaces belonging to the home being visited. A visitor is considered a resident if parked upon the property greater than ten days in aggregate in any thirty day period. Please notify the Parking Committee if any visitor is staying more than five days. Note: once a vehicle/driver is classified as a resident, application to the Board is required to be re-classified as a visitor.
9. Vehicles parked in a space designated for the disabled (Blue Zone) must display a DMV disabled person's emblem and must be transporting a disabled person. Vehicles not displaying this emblem are subject to towing without notice. Able-bodied people who abuse the use of a DMV permit may cause the home visited to be fined.

Swimming Pool Regulations

Pursuant to the CC&Rs for Woodgate Glen, the Association Board of Directors has established the following regulations governing use of the swimming pools. Please be sure your guests also understand these rules prior to entering the pool area. Compliance is mandatory.

Violation of these Pool Rules and Regulations may result in a home losing pool privileges for the remainder of the pool season.

THERE IS NO LIFEGUARD! Pool use is at the risk of the user. Diving in our shallow pools is dangerous and NOT allowed. Violators will be fined.

Pool Hours

Adult Swimming (18 or older)	7:00 a.m. to 10:00 p.m.
Adult Swimming (under 18)	9:00 a.m. to 10:00 p.m.

Pool Use:

SOUTH POOL Is designated the Family Pool.

NORTH POOL Is designated the Adult (18 years and older) pool. Infants under one year of age when held by their parents are permitted in the Adult pool if it does not interfere with adult activity such as lap swimming.

Supervision All Children under 14 years of age must be accompanied and directly supervised at all times by an adult resident, age eighteen years or older. If underage children are at the pools without proper supervision, the owner of the home where the children reside (or are visiting) will be fined **\$250.00**. Adults (18 years and older) can be responsible for no more than a total of four children. Adults are responsible for the actions of those children they are supervising.

Pool Closings Pools may be closed periodically, without notification, for maintenance or health reasons. Only Management or an employee of the Pool Service may reopen a closed pool or remove a "Pool Closed" sign. Unauthorized use of a closed pool and / or the removal of the "Closed" sign will result in an immediate \$250.00 fine.

When the Family Pool is closed, children under 18 may not use the Adult Pool.

Keys Each person or household must have their home's pool key in their possession while inside the pool facility. This key must be presented, on request, to any Pool Committee Member, Board Member, homeowner, pool monitor, or resident. Refusal or the inability to present the key is a serious offense. The police will be called to arrest the trespassers.

Keys are issued by the Association, one per lot. When locks are changed, a new key is issued at no cost. Once a new key has been issued, a fine of \$200 is charged for replacement, if the key is lost:

\$0.00 a new key when locks are changed
\$20.00 replacing a key that is returned, damaged
\$200.00 fine for replacing a new key, once issued

Keys are coded and non-duplicable. Possession of more than one pool key by any one home may result in confiscation of the keys and loss of pool access.

You will be fined \$100.00 for opening the gate to anyone who does not have a key who is not a member of your household or your guest. Homeowners have 15 days from the date of notification, to appeal any fine or disciplinary action.

Guests No more than four (4) guests per household are allowed in the pool or pool area at one time. All guests must be accompanied by a Woodgate Glen adult resident. Residents under the age of 18 may not bring (nonresident) guests to the pool facility.

The GATE MUST REMAIN LOCKED AT ALL TIMES.

Glass No glass of any kind is allowed in the pool area. Violations will result in an immediate **\$250.00** fine plus the costs of cleanup which may include draining and refilling the pool if broken glass has fallen into the pool. These charges will be assessed as a lien against the offending owner's property.

Flotation Inner tubes are not allowed. Jumping onto other flotation devices is prohibited. Flotation devices must not interfere with other swimmers.

Pets No pets are allowed in the pool area.

Diapers No disposable diapers are allowed in the pools. Swim diapers must be used at all times.

Radios Radios, iPods, etc. must be used with earphones.

Showers Always use the showers to rinse body and hair before entering the pool. This removes oils that cause clogging of the filters. The showers are not to be used as a substitute location for normal showering and shampooing.

Bikes and Skates No bicycles, tricycles, skates, skateboards, etc. are allowed in the pool area at any time.

Food and Drink No Food nor Drinks are allowed inside the pool area. The only exception is water in a plastic, non-shattering bottle.

Alcohol and Tobacco Smoking (including E-Cigarettes) and the use of alcohol within the pool area is not allowed. Violators will be subject to an immediate fine, calculated at the rate of \$50 per person in the group. The fine will be levied against the homeowner(s) involved.

Childcare Use of the pool by a childcare/day care provider's client-children is not allowed under any circumstances.

Enforcement Pool Committee Members may require violators to leave the pool facility. They may also ask Management to reclaim the offender's pool key to be retained until the problem causing the violation is resolved in an acceptable manner. In situations where violations do not result in suspended pool privileges, the Board may require a \$500.00 deposit from the lot owner prior to any further use of the pool.

Fines Violations of Pool rules are serious matters and could result in serious injuries or death. Fines are imposed immediately when pool rules are violated.

Warning notices are not sent. Except where specified, the size of a fine is at the discretion of the Board of Directors. Homeowners have the right to protest a fine if, within 15 days of receiving notice of the fine; they ask Management for a meeting with the Hearing Committee. The Hearing Committee will make a finding and report its recommendations to the Board. The final decision rests with the Board.