

Items in BLUE throughout are suggested revisions – some contain new material; others are rewording for clarity or updating.

Member and Resident Handbook

TABLE OF CONTENTS

GENERAL INFORMATION AND HISTORY

I. GENERAL

- A. NOISE
- B. UNSIGHTLY VIEWS
- C. GUESTS
- D. SAFETY
- E. ANTENNAS
- F. SIGNS
- G. FLAGS
- H. DRONES
- I. WORK REQUESTS

II. OCCUPANCY

- A. REGISTRATION OF OCCUPANTS
- B. RENTALS

III. RESIDENCE MAINTENANCE & REPAIR

- A. GENERAL
- B. PAINTING
- C. ROOFS
- D. RESIDENCE EXTERIOR CHANGES
- E. RESIDENCE INTERIOR MAINTENANCE & REPAIR
- F. SEWER SYSTEM

IV. PARKING

- A. GENERAL
- B. RECREATIONAL VEHICLES - SHORT TERM PARKING
- C. RECREATIONAL VEHICLES - RESERVED PARKING
- D. INTERIOR STREET PARKING (OCA owned streets)
- E. TEMPORARY PARKING
- F. RED LINE STRIPING
- G. GARAGES & CARPORTS
- H. VEHICLE WASHING
- I. ENFORCEMENT

V. ELECTRICITY IN ASSOCIATION GARAGES AND CARPORTS

- A. ASSOCIATION-PAID ELECTRICTY

B. ELECTRIC-VEHICLE CHARGING

VI. PET RULES

VII. BUSINESSES

VIII. ESTATE SALES

IX. Clubhouse AND POOL AREA FACILITIES

A. GENERAL

B. POOL

C. SPA

X.. STORAGE

A. GENERAL

B. RENTAL UNITS

XI. TRASH, GREEN WASTE, AND RECYCLABLES

A. TRASH SHEDS

B. TIME AND PLACEMENT OF CANS

C. WASTE MANAGEMENT

D. GREEN WASTE

XII. WILD ANIMALS

XIII. VIOLATIONS

A. PROCEDURES

B. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

C. PETS

D. PARKING

ATTACHMENT 1 -- OCA CONFIDENTIALITY POLICY

ATTACHMENT 2 -- FINE AND FEE SCHEDULE

GENERAL INFORMATION AND HISTORY

Oceanside Community Association (OCA), the first Oceana, was built from the mid 1960's to the early 1970's. We are 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, computer center and library; wood shop and lapidary; art room for painting and ceramics; a billiards room; Sale and Wear Boutique and Annex; and a pool area with two pools and a spa. The common area is leased from Oceanside Land Company and maintained by OCA.

We are established under California laws and statutes that require recorded CC&Rs and Bylaws. This Member and Resident Handbook (along with the Architectural Guidelines and Landscape Guidelines) is written to clarify and put into practice these legally required documents.

OCA is governed by a seven-member Board of Directors comprised of and elected by OCA homeowners. Several committees provide assistance to Board functions and community activities. The OCA staff provides maintenance and management services. All committee meetings and Board of Directors' meetings, except for Executive Sessions, are open to all homeowners and residents.

Current and accurate communication is a Board 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.oceanaseniors.org, has information for residents and the general public including activities, forms, and association documents. Homeowners may access their individual communication, financial accounts and requests through the Oceana website link "OCA AppFolio Portal." Residents may observe many meetings and activities on OCA TV (channel 1960). The *Oceana Directory* is published annually.

Residents and homeowners are concerned with our neighborhood surroundings and work hard to keep Oceana a safe and pleasant place to live. It is imperative that all residents show respect for their neighbors by complying with these regulations. If the regulations are not followed, the violation process begins and fines may be incurred.

The Association needs your talent. Share your skills and experience, make new friends and discover how much fun it is to be one of the many dedicated volunteers who keep this community thriving. Check the latest Hilltop Highlights, OCA TV, or our website www.oceanaseniors.org 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, the governmental laws shall apply.

OCEANSIDE COMMUNITY ASSOCIATION 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. Any such screening must receive prior approval from the Architectural Committee.
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. Overnight guests' length of 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 in our community is 25 miles per hour (City enforced).
2. The speed limit on interior streets is 10 miles per hour.
3. All vehicles, including bicyclists, must stop completely at all stop signs.
4. Motorists, golf cart drivers and bicyclists must obey all traffic laws.
5. Bicycles may not be ridden on sidewalks.
6. The use of skateboards, roller-skates, rollerblades, play scooters, and other similar devices is prohibited at all times.
7. Persons using wheelchairs or motorized scooters for transportation may drive them on sidewalks using proper care and observance of pedestrians.

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. The Architectural Request Form is available on the OCA website or from the office.

F. SIGNS

1. Signs may not be placed on common area.
2. In order to assist our members while preserving the appearance of our community, the Board of Directors hereby grants permission for the following signs:
 - (a) One “for rent,” “for sale,” “open house,” “estate sale” or “for lease” sign not exceeding 30 inches by 18 inches to be displayed at the residence.
 - (b) One “for sale,” “open house” or “estate sale” sign may be displayed near the entrance on Vista Campana.
 - (c) Additional signs may be posted at every intersection where a turn must be made to reach the location.
 - (d) “For sale,” “estate sale,” or “open house” signs may be displayed only 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.
3. Homeowners must provide the information regarding signs to their realtor and are held responsible for their realtor’s compliance.
4. In keeping with California law, it is permitted to display political signs during election periods. Such 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 7.8.4)

G. FLAGS

1. All flags (national, state, decorative or seasonal banners) displayed outside must be in good condition. Please refer to 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. DRONES~~

~~No personal, recreational use of drones is permitted within the confines of OCA.~~

I. WORK REQUESTS

1. Emergencies may be reported 24 hours a day at 760-757-3937.
2. Work may be requested on the website’s AppFolio with a Landscape Service Request or Maintenance Work Request Form or by contacting the OCA office. Forms are available on the OCA website or from the office. Completed work requests may be emailed or dropped into the office mail slot.
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 Oceana Directory.

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 Oceanside Community Association. An Age Verification Form and picture ID is required for each individual residing in the home. Forms are available on the OCA website or from the office.**

2. See CC&Rs Article VIII for a listing of a limited number of exceptions to the 55+ rule as set by California law.

B. RENTALS

1. OCA restricts the number of rentals allowed in our community. See CC&Rs 2.7.6.
2. Owners must provide their Lessee(s) with copies of these OCA governing documents: CC&Rs, Bylaws, the Member and Resident Handbook, and the Landscape Guidelines.
3. Owners must ensure that all required forms are completed and submitted including the Age Verification and Vehicle Parking Registration forms. Forms are available on the OCA website or from the office.
4. Owners are ultimately responsible (financially and otherwise) for all actions of their Lessee(s).

III. RESIDENCE EXTERIOR MAINTENANCE & REPAIR

A. GENERAL

1. In the case of an emergency which demands immediate attention such as a water line break, contact the office immediately. The office phone (760-757-3937) is attended 24/7. In the case of an emergency repair which cannot wait until the next regularly scheduled Architectural Committee meeting such as a major roof leak, see the Architectural Guidelines or contact the OCA office.
2. 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.

B. PAINTING

Exterior wood and stucco on all dwellings, carports and garages, except those additions constructed by the owner, will be painted according to the schedule established by the Association. Paint colors are approved by the Board of Directors.

C. ROOFS

1. Roofs on garages or carports in Units 1 through 6, 8 and 9 are on common area and are maintained by the Association.
2. Owners are responsible for maintaining and replacing all roofing components including fascia on their homes and on garages and carports in Units 7,10-14.
3. All roof replacements require prior Architectural Committee and Board of Directors approval. An Architectural Request Form is available on the OCA website or from the office.

D. RESIDENCE EXTERIOR CHANGES

1. Procedures
 - (a) All changes or modifications, including but not limited to, the exterior of a dwelling, carport/garage or fences, require approval by the Architectural Committee and the Board of Directors before the change or modification can take place.
 - (b) The Architectural Change Request Form is available on the OCA website or from the office.
 - (c) All Architectural Request Forms must be turned in to the OCA office by the 1st day of the month before 3:00 p.m. Any application received after the 1st of the month will be applied to the following month's Architectural Committee agenda.

- (d) Failure to obtain approval before work begins may result in closing down the work site and/or a fine. Legal action may also be taken against any owner in violation of OCA's Governing Documents.
- 2. The Homeowner is responsible for
 - (a) compliance with the City of Oceanside building codes;
 - (b) Architectural Committee and Board approved plans;
 - (c) all construction and maintenance costs.
- 3. The Homeowner is responsible for maintaining the changes and modifications and to comply with the owner requirements set forth in Appendix C in the Policies Section of this Handbook.

E. RESIDENCE INTERIOR MAINTENANCE & REPAIR

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

F. SEWER SYSTEM

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

IV. PARKING

A. GENERAL

- 1. "Parking" in this section shall mean any vehicle left unattended.
- 2. Vista Campana, Vista Bella and Stagecoach 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 Ordinance forbids RVs 25' or longer, 7 feet in width, or 7 feet in height from parking on city streets between 2:00 a.m. and 6:00 a.m. without a city permit (City code 10:28).
- 3. 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."
- 4. All resident-owned vehicles, including golf carts and RVs, must be registered at the office. The Vehicle Parking Registration form is available from the office and on the website. The numbered parking permit sticker should be affixed to the lower left side of the vehicles rear window if possible.
- 5. Parking in the north parking lot (between the Clubhouse and the office) is for activities in these buildings only. No overnight parking is permitted.
- 6. South Clubhouse parking lot (near the woodshop) is for RV parking and Clubhouse activities. The numbered RV parking spaces are reserved.
- 7. Driveway Parking: Overnight resident and/or guest parking is allowed on driveways provided the vehicle(s) do not extend onto any grass, sidewalk or street, or interfere with traffic flow. No vehicle shall be parked such that it exceeds the width or length of the parking space, carport, garage or driveway apron.

8. No repair work or maintenance involving chemical-based fluids of an type (e.g. oil, brake fluid, anti-freeze) by a resident or guest on any type of vehicle in any parking area, street, carport, or garage is permitted at any time.
9. Residents must inform their contractor(s) of the parking rules and are responsible for their compliance.
10. No boats or trailers shall be parked on any common area, in Association-owned garages and carports, or driveways, except for loading and unloading.
11. 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.

B. RECREATIONAL VEHICLES - SHORT TERM PARKING

1. RVs, both resident's and guest's, may be parked in the south Clubhouse parking lot temporarily. A temporary parking permit must be properly displayed on the front windshield.
2. The RV Short-term Parking Form is available on the OCA website or at office. RV owners must provide a valid Driver License, current vehicle registration, proof of insurance [and a contact phone number](#).
3. [Owners of RVs arriving after office hours or on week-ends can print off a permit from the website or get one as soon as the office opens.](#)
4. 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.
5. No RV, whether belonging to a resident or a guest, may be parked in a parking space designated as "Guest Parking."
6. Guest short term RV parking is for a maximum of seven days within a thirty day period.
7. 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.
8. RVs may not block traffic or sidewalks or park on or by redlined fire lanes or red curbs.

C. RECREATIONAL VEHICLES - RESERVED PARKING

1. All reserved RV parking spaces are rented on a monthly basis.
2. The RV Storage Application is available from the OCA office and on the website. Proof of registration and insurance is mandatory and must remain current at all times. The application includes a waiver statement absolving OCA of any blame or wrongdoing should their vehicle be damaged. If no spaces are available, residents may complete an application and be placed on a waiting list.
3. Rent is payable to the Oceanside Community Association. Payment can be made in person at the office, mailed to the office or paid through one's AppFolio account.
4. Rent is due by the 1st of each month. If the rent is not received by the 15th of the month, a late fee will be applied to the RV account. The rental agreement will be cancelled on the 25th of that month and the owner will be notified in writing to remove the RV.
5. Each owner is responsible for the neatness of their assigned space.
6. Nothing shall be stored outside of the vehicle.
7. All vehicles must be in working order and be able to be driven off at any time.

8. RV level jacks may not be used directly on the asphalt at any time. If an RV level jack is necessary for an RV, wooden or plastic blocks must be used. RV space renters are responsible for any road surface damage caused by their RV.
9. Generators are allowed to run between the hours of 9:00 a.m. and 6:00 p.m.
10. No repair(s) or maintenance work may be performed while the RV is in the south Clubhouse parking lot.

D. INTERIOR STREET PARKING (OCA owned streets)

1. No parking on or by red lines (fire lanes) or red curbs.
2. No parking or partial parking on sidewalks
3. No parking on landscaped or graveled areas.
4. No vehicles are to block an ingress and egress to another resident's garage or carport.

E. TEMPORARY PARKING

1. Guest parking, without a temporary parking permit, is permitted for a maximum of three consecutive nights in guest parking areas including parking lot 7A. A Temporary Guest Parking Permit, which is available from the office or on the website, allows guest parking for seven days.
2. Guest's vehicle(s) may park on driveways or aprons if there are no guest parking spaces available, provided the vehicle(s) do not extend onto any grass, sidewalk or street, or interfere with traffic flow.

F. RED LINE STRIPING

Red no-parking striping and curbs in our community are set by the Oceanside Fire Department ("Fire Master Plans for Commercial and Residential Development" 5205-17, 8/1/2017),

G. 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 a 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/fire hazard.
4. Carports or garages may not be used for living, sleeping, dining or cooking purposes (City ordinance).
5. Alterations to the exterior of all carports or garages and alterations to the interior of Association-maintained garages and carports must be approved by the Architectural Committee and the Board prior to the commencement of work. Failure to adhere to this rule may result in a fine or legal action. The Architectural Change Request Form is available on the OCA Website, and at the office.

H. 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.

I. ENFORCEMENT

1. Any violations of the parking rules will be 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 if a vehicle is found parked in their garage or carport.

V. ELECTRICITY IN ASSOCIATION GARAGES AND CARPORTS

A. ASSOCIATION-PAID ELECTRICITY

This section applies to **all** garages and carports where power is supplied **by the Association**.

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 with the office. A fee may be charged per month for use of Association electricity.
4. No additional outlets, power strips, or multi-way plugs are allowed.
- 5.. Trading of carports requires prior approval by the Association.
6. When an Association-maintained carport is enclosed with a garage door, no further interior painting will be done by the Association.
7. The Oceanside Community Association has the right to make periodic inspection of the garages and carports per the Bylaws (V,1,k).

B. ELECTRIC-VEHICLE CHARGING

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

MOVE FROM ARCHITECTURAL GUIDELINES ??

VI. USE OF PATIOS AND CARPORTS

A. GENERAL

1. Open carports next to garages (within the footprint of the owner's deed) can be used either for parking of an automobile or golf cart, or for patio furniture, barbecues, hammocks, air conditioners, potted plants, and awnings, **which are currently being used and maintained in good order**.
2. The principle governing use of an open covered space next to a Garage is predicated on the homeowners' right to free and exclusive use of the area within the footprint of his/her property as defined in his/her deed. Such use should not, however, give offense to neighbors and passersby because of clutter, stored materials, trash, noise, or lack of cleanliness. The Board of Directors is the final authority in this regard.

B. RESTRICTIONS

1. The Homeowner is responsible for maintenance and repair of damage to his/her patio slab in the open carport space which must be kept in good repair.
2. The open carport space is NOT to be used for permanent or temporary storage purposes.
3. The open carport space is NOT to be used for trash and/or garbage receptacles which are meant to be stored in the garage until placed at the curb on pickup day.
4. Use of a barbecue must be in an open area and not under a roof or overhang.

C. PRIVACY

The Homeowner can ensure privacy when his/her open carport space is shielded from view by passers-by in the street by a fence or screen which has been approved by the Architectural Committee, but still must comply with usage restrictions.

VI. PET RULES

- A. 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 any one dwelling. Violation of this rule will result in a compliance complaint and possible fine. (CC&Rs VII, 7.5)
- B. Residents with documented therapeutic need may keep an Emotional Support Animal (ESA). Federal regulations state: “an animal that is traditionally kept in the home for pleasure rather than commercial purposes can be an Emotional Support Animal.”
- C. The certified-need owner must provide to HOA a signed and dated letter with contact information by an MD or Licensed Health Care Professional (LHCP) stating the animal is needed as part of owner’s ongoing treatment plan which the professional currently provides. Animal registrations, tags, licenses, vests do not confer any legal rights on an animal or confirm the owner has a disability.
- D. Pets are not permitted in common area buildings and patio/pool area. An exception is granted to service animals and emotional-support animals owned by a certified-need owner.
- E. “Pet owners” for this section will include all owners, residents, guests, or others in possession of a pet while on OCA property.
- F. Pet owners shall restrain their pets from defecating or urinating on plant materials near dwellings.
- G. Pet owners shall immediately clean up and properly dispose of their pet’s excrement in containers/bags that can be sealed or tied. Pet waste stations have been placed throughout the community.
- H. 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.
- I. No pets are allowed to run at large outside a dwelling except in the fenced dog exercise area. 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).
- J. Any pet found running loose on the premises may be turned over to the proper animal control authorities.
- K. 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, a service animal or emotional-support animal may be tethered to a stable element nearby, or it may be kept in a carry crate or stroller, or another person who is capable of controlling the animal may hold the leash.
- L. Homeowners shall assume full responsibility for any personal injuries or property damage caused by their pets, or pets belonging to a lessee or guest(s).
- M. Breeding of animals for commercial purposes is prohibited.

VII. BUSINESSES

- A. No business that disturbs the peace and quiet of the neighborhood **is** permitted within the OCA community.
- B. No business that is unsafe (such as one using hazardous materials) or that may increase the Association's insurance rates **is** permitted.
- C. No business that requires excessive foot or vehicle traffic **is** allowed (City regulation).
- D. No retail sales or sales room within a home **is** permitted (City regulation).
- E. No advertising of the address of the home business that results in attracting persons to the premises **is** permitted (City regulation).
- F. Any business not prohibited by A through E above must have a city business license **when required by city regulation**.

VIII. ESTATE SALES

- A. No "garage" or "yard" sales are permitted **unless specifically authorized by the Board of Directors**.
- B. Estate and/or moving sales require:
 - 1. A Moving/Estate Sale Authorization Form 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 the Fee Schedule in the back of this Handbook.**
 - 2. **The form should be submitted a minimum of two weeks prior to the sale to allow time for the officer to process the application.** Written authorization will be received from the office at least five business days prior to the sale.
 - 3. The Estate Sale permit shall 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. Sale shall not exceed three consecutive days.
 - 6. All items must be the personal property of the **owner of the property**.

IX. Clubhouse **AND ACTIVITIES FACILITIES**

A. GENERAL:

- 1. Keys:
 - a. There is one key that opens the front door of the Clubhouse, all gates leading to the pools/patio, and the Dog Park gate.
 - b. No more than two keys will be issued per household. Key(s) are available from the office with a refundable deposit.
 - c. Keys are only issued to homeowners. A homeowner is to supply the key to any lessee and shall retrieve the key from the lessee at the termination of the tenancy. Upon selling the property, the owner shall return the key to the office and receive a refund.
 - d. The Art Room and Woodshop have separate keys which must be signed out at the office.
 - e. The Billiards Room has a key code which one gets from the office.
 - f. Garden Area keys are issued by the Garden Club to its members.
- 2. All pool/patio gates must be locked at all times (City Ordinance).
- 3. Sale of alcoholic beverages is not permitted.
- 4. **An OCA resident or lessee may reserve the Clubhouse auditorium, kitchen and/or game rooms. The Clubhouse Rental Agreement Form is available at the office or on the website. Reservations are approved by the Community Administrator and can be processed within seven**

days. The homeowner/landlord must sign a lessee's reservation form to acknowledge that the Owner is ultimately responsible for [the lessee's function](#).

5. The pool/patio area may be used for private parties on a space available basis but may not be reserved.
6. Entering the Clubhouse, game rooms, or other facilities in bathing suits and/or bare feet is prohibited.
7. Residents assume full responsibility for the conduct and safety of their guests.
8. Headsets must be used for listening to all audio [and video](#) devices.
9. No glass containers of any type are permitted in the pool, patio or spa.
10. No rough, noisy, disorderly conduct, or offensive language is permitted within the Clubhouse [complex](#).
11. Except in a designated area, smoking is not allowed anywhere within the Clubhouse complex. It is also not allowed within twenty (20) feet of the exterior perimeter of the Clubhouse complex including the Art Room and Share and Wear [Boutique](#), which are outside the [fenced area](#) (State ordinance).

B. POOL

NOTICE: USE THE POOLS AT YOUR OWN RISK. NO LIFEGUARD ON DUTY

1. Regularly scheduled exercise classes have exclusive use of the pool during the times specified.
2. 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.
3. Use of lotions or oils before entering the pool or spa is prohibited with the exception of sunscreen.
4. All persons with infectious or communicable disease (including diarrhea) or open or bandaged wounds are prohibited from using the pool or spa. (California Code of Regulations, Title 22, Chapter 20, Section 65541).
5. All incontinent persons must wear properly fitted leak-proof garments before entering the pool or spa.
6. Permitted flotation devices include swim noodles, life preservers, and water wings/floaties.
7. No jumping or diving into the pool.
8. The pool covers must be completely removed before entering.

C. SPA

1. Use of the spa by persons under [12 \(14\)](#) years of age is prohibited. (~~State Ordinance~~)
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.

X. 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. Typical patio furniture and accessories and barbecues are allowed in open patios.
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. RENTAL UNITS

A number of storage units are available to rent in the Annex. See the office for details.

XI. 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 your trash pick-up if homeowner fails to follow one or more of the following rules. Trash pick-up will return on the next regular collection day.

1. Your trash container must not exceed the maximum weight limits.

2. All trash must be placed in the grey trash cart.

3. All recycling must be placed in the blue recycling cart (including all cardboard). Refer to the cart lid or the WM website for a list of acceptable recycling items.

4. All materials must fit inside the trash cart with the lid closed.

5. Only Waste Management provided carts are allowed. Waste Management will not pick up your trash if another container is used and set out for pick up

6. Trash carts must be placed a minimum of two feet from cars, mailboxes, and other objects. Also make sure carts are out from under trees and any overhead items. This does not apply to units who use trash sheds.

7. Carts must be placed at the curb line with handles facing your home and at least a one foot clearance from other carts.

8. No liquid, hazardous waste or construction debris - For proper disposal, please contact Waste Management Customer Service Center or go online to the WM webpage.

D. GREEN WASTE

Green waste including clippings and discarded plants are picked-up weekly. Place green waste outside the trash sheds in units 1 through 6 or at the curb in units 7 through 14. Green waste must be in paper bags or open containers. Check with the office for the pick-up day.

XII. 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 feeders are permitted.

XIII. VIOLATIONS

A. PROCEDURES

1. Any individual may use the Compliance Report Form to report an infraction of the CC&Rs, Bylaws, or Community Regulations.
2. The office will send a courtesy notice to the homeowner listing the alleged infraction(s) and requesting compliance within 15 days.
3. If the infraction(s) are not corrected by the 16th day, the office will send a violation letter to the homeowner once again listing the alleged infraction(s) and requiring compliance within 30 days.
4. If the infraction(s) continues after receiving the first violation letter and 30 days has passed, the homeowner will receive a notice for a hearing before the [Compliance Committee](#) of the Board of Directors. The notice will state the date, time, and place of the hearing and will be sent to the homeowner by first class mail no less than ten days prior to the hearing date.
5. The homeowner may address the [Compliance Committee](#) in person or in writing. However, the hearing will be held with or without the homeowner's presence. The committee will make a decision based on all available information.
6. The decision of the [Compliance Committee](#) will be sent in writing to the homeowner within fifteen days after the hearing. For fine information please refer to the Fine Schedule in the back of this document
7. The homeowner has the right to request a hearing before the Board of Directors in Executive Session to appeal the decision of the [Compliance Committee](#).
8. If a member fails to pay a fine imposed for noncompliance with OCA's governing documents, the Board reserves the right to take court action.
9. Once the matter is settled, the office will inform the person who brought the complaint that appropriate action has been taken or that the [Compliance Committee](#) determined that the alleged violation does not constitute a violation of the governing documents.

B. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Individuals may not treat any OCA employee, vendor, contractor, volunteer, resident, 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 Board may take legal action against the offending party to protect the person who is being subject to improper behavior.

C. PETS

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

D. PARKING

1. Alleged parking violations may be reported to the OCA office by any homeowner or resident.
2. Only a staff-member, a member of the Board of Directors, or a [member of the Safety Committee](#) may issue [compliance](#) violation notices for parking.
3. Parking violations are subject to the general fines as noted in the Fine Schedule and may also

result in towing of the offending vehicle(s) at the vehicle owner's expense.

ATTACHMENT 1 -- OCA CONFIDENTIALITY POLICY

Members occasionally request information from the Association regarding other Members. The Association generally considers its information regarding individual Member's personal data, assessment accounts, alleged rule violations, Association enforcement actions, and similar items to be between the Association and the individual Member(s). Other information may be subject to the Association's attorney client privilege or attorney work product protection. Accordingly the Association 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 set in this schedule may be altered by the Board at any time.

FINE SCHEDULE

The Board may impose only one fine per same or similar violation within any thirty-day period and this will be in addition to any assessment levied to reimburse the Association for expenses and costs. Fines may be levied in accordance with the following schedule.

<u>VIOLATION</u>	<u>Range of Fine</u>
First Violation of any kind	\$100 to \$500
Second Violation of the same or similar kind within a 12-month period	\$200 to \$750
Third violation of the same or similar kind within a 12-month period	\$400 to \$1,000

FEE SCHEDULE

OCA BUSINESS OFFICE	
Clubhouse Key Deposit	\$25.00 each
RV Parking Space at the South Parking Lot	\$100.00 Per month
Copies of document - requested at the Business Office	\$.50 per page

ACTIVITIES	
Clubhouse rental fee for OCA Residents	\$100.00 For 6 hours
Clubhouse rental fee for sponsored event by OCA Resident	\$200.00 For 6 hours
Set-up fee - per hour	\$35.00
Kitchen deposit for use of Clubhouse kitchen (refundable)	\$150.00

ESTATE SALE	
Initial deposit with an application	\$100.00
Refund if there is no damage	\$75.00

THE VARIOUS FORMS NEED TO BE UPDATED AND PLACED ON THE WEBSITE.

NOTE: Election Rules should be printed with Bylaws

Exhibit C, Water-Intrusion Policy, Root-Invasion Policy be referenced in the
Architectural
Guidelines