



WILLOW HAVEN COMMUNITY ASSOCIATION

NEIGHBORHOOD GUIDELINES / RULES & REGULATIONS

Adopted by the Board of Directors

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Professionally Managed By:
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NEIGHBORHOOD GUIDELINES / RULES & REGULATIONS TABLE OF CONTENTS

	Page Number
I. WILLOW HAVEN COMMUNITY ASSOCIATION AUTHORITY	1
II. GENERAL INFORMATION	1
III. COMMITTEES	2
IV. ENFORCEMENT OF THE CC&R'S, RULES & REGULATIONS	3
V. FINING SCHEDULE	5
VI. DESIGN STANDARDS	5
VII. MAINTENANCE OF UNIT	5
VIII. ASSOCIATION PROPERTY	7
IX. ANIMAL CONTROL	8
X. BUSINESS USAGE PROHIBITED	8
XI. GARAGE SALES	8
XII. PARKING RULES AND VEHICLE RESTRICTIONS	9
XIII. TOWING POLICY	10
XIV. POOL / SPA RULES	10
XV. POOL FOB SYSTEM / POOL RESTROOM / ENTRY PEDESTRIAN GATE KEY FOB	13
XVI. SIGNS, FLAGS, POSTERS AND BANNERS	13&14
XVII. TRASH	14
XVIII. ENTRY GATES	14
XIX. FORMS: COMMITTEE VOLUNTEER / SUGGESTION-COMPLAINT / PROPERTY IMPROVEMENT / SATELLITE DISH AWARENESS / COMMUNITY MAP / RESTRICTED PARKING AREAS	15

The Board has determined that the creation of the following Neighborhood Guidelines / Rules & Regulations regarding the use and enjoyment of the Willow Haven Community ("Community") is beneficial to the health, safety, enjoyment, and welfare of the residents, as well as to the administration, management, and operation of the Community. If your Unit is not Owner occupied, please be certain that all residents of your Unit have received and understand these Willow Haven Community Association Neighborhood Guidelines / Rules & Regulations. Each homeowner has received a homeowner occupancy agreement and has signed this agreement that the property cannot be rented for a period of one year from the close of escrow.

I. WILLOW HAVEN COMMUNITY ASSOCIATION AUTHORITY

The Board of Directors operates like a legislative body. The Board meets on a regular basis. The date and time of these meetings is published in the Association newsletter, website and/or billing statement. All residents of the Community are encouraged to attend these meetings to stay informed of Community business and offer suggestions to the Board concerning current and future Association matters.

Special meetings to handle exceptional situations are called as the need arises. Board members are vested with the responsibility for making decisions on most administrative and financial matters affecting the Community. Those who serve on the Board do so on a voluntary basis without pay, offering their time, their skills and their energy to maintain and preserve the value of your investment and to make the Community a pleasant environment in which to live.

The Board of Directors has the power under Article IV, Section 4.2.6 of the CC&R's, to adopt Rules & Regulations from time to time regarding the use and enjoyment of the Association Property and common Area ("the Association Property"). The Rules & Regulations conform with accepted standards used by other homeowners associations in California.

II. GENERAL INFORMATION

Condominium ownership is subject to restrictions not applicable to free standing home ownership. These restrictions are outlined in the CC&R's and these Rules & Regulations. The Bylaws give the Board of Directors the authority and responsibility to establish reasonable Rules & Regulations in furtherance of the Association's purposes.

In order to preserve harmony, there must be a balance between the individual's rights and the needs of the Community as a whole. These Rules & Regulations have been established to achieve this balance. All observed rule violations should be reported to StoneKastle Community Management, Inc., 22722 Old Canal Rd, Unit B, Yorba Linda, CA 92887 in writing as soon as possible after the observed violations.

All Rules & Regulations adopted by the Board of Directors are equally applicable to Owners, Tenants, and guests alike. Owners are responsible for advising their tenants, family members, residents and guests of these Rules & Regulations. Owners are held accountable for the violations of their tenants, family members, residents and guests.

II. GENERAL INFORMATION (cont.)

Owners are required to notify their tenants that the terms of their lease or rental agreement is subject, in all respects, to the provisions of the CC&R's, Bylaws, Design Guidelines and these Rules & Regulations. The best way to do this is to give the tenant a copy of these documents and to have the tenant sign an acknowledgment of receipt.

Any additions, changes, or deletions of these Rules will be published in the Association Newsletter and set to each resident. It is the responsibility of off-site Owners to provide a mailing address to the Management Company to allow written notification of any rule changes.

III. COMMITTEES

Committees are the forums in which homeowners and residents can actively participate in Community affairs. All committee recommendations are presented to the Board for approval. Committees need homeowner and resident's interest and involvement to function effectively. To become involved in a committee, contact the Management Company or a Board member. Below are a few of the suggested committees for the Association:

Design Committee:

Administers Design Guidelines adopted by the Board of Directors. Reviews Property Improvement Forms for compliance with the design control provisions in the CC&R's and Design Guidelines. Approves and reviews completed design improvements for conformity with approved plans.

Landscape Committee:

Makes recommendations to the Design Committee regarding the improvement, maintenance and repair of the Common Property landscaping in the Community.

Newsletter Committee:

Solicits and compiles information and news for the Community Newsletter.

Nominating Committee:

Encourages qualified, willing homeowners to file for candidacy and to run for a position on the Board of Directors.

Recreation and Activities Committee:

Organizes annual garage sales and other activities to promote a sense of pride within the Community.

Neighborhood Guidelines / Rules Committee:

Reviews the Neighborhood Guidelines / Rules & Regulations and recommends Rules changes and additional to the Board of Directors as necessary to render the Rules & Regulations consistent with the changing needs of the Community and current applicable local and state codes and ordinances.

Welcome Committee:

Meets with new residents to introduce them to the Community and to answer questions about our Community.

IV. ENFORCEMENT OF THE CC&R'S, NEIGHBORHOOD GUIDELINES / RULES & REGULATIONS

Enforcement Requirements:

The Association's Bylaws provide that the Board of Directors has the power and the duty to enforce the Association's governing documents, including the CC&R's, Bylaws, Design Guidelines and the Rules & Regulations. The Rules & Regulations are intended to supplement, rather than supersede or change the CC&R's and other governing documents. The Rules are enforced pursuant to the Association's enforcement policy and applicable California law.

Owner, Tenant and Guest Violations:

Owners are legally bound to abide by the CC&R's and the Rules & Regulations of the Association.

All owner, tenant and guest violations of the CC&R's and Rules & Regulations will be cited against the Owner of the Unit from which the violation originates. A copy of the violation will also be sent to the tenant. The Owner will be held liable for payment of any penalty assessment levied for the tenant's or guest's violations, as well as costs incurred by the Association for the repair or replacement of any damage caused to the Common Property.

It is the Owner's responsibility to advise tenants and guests of the Rules & Regulations, including without limitation, rules related to parking, speed limits, pet control, and use of the pool.

Violation of the Rules:

A Reimbursement Assessment may be levied, or other disciplinary action may be imposed, against an Owner for a violation of the Rules & Regulations, or other governing documents of the Association, in accordance with the Association's enforcement policy and schedule of fines. The Association may seek legal action against an Owner when appropriate to cause compliance with the Association's governing documents.

Reporting Violations:

A reasonable attempt should be made to settle neighborhood complaints such as undue noise, barking dogs, etc. between the parties involved. If the problem cannot be resolved in this manner, a written complaint should be sent to the Association, c/o StoneKastle Community Management, Inc., 22722 Old Canal Rd, Unit B, Yorba Linda, CA 92887, and/or a formal complaint may be filed with local law enforcement or appropriate governmental agency. The Association has no involvement with neighbor to neighbor disputes not related to community issues.

Complaints must be in writing and may be submitted by mail, fax or e-mail to the Management Company. Anonymous reports are not considered. While an attempt will be made to keep the identity of the reporting party confidential, please be aware that if and when the alleged violator is called to a hearing, he or she has a right to confront and cross-examine adverse witnesses and review the evidence against him or her. Violations will need two owners to verify each violation or StoneKastle Community Management verification.

Association Suggestion/Complaint Form:

A reproducible complaint form is included under the Association Forms Section of these Rules and Regulations for your convenience.

IV. ENFORCEMENT OF THE CC&R'S, RULES & REGULATIONS (cont.)

Board of Directors Action on Alleged Violation:

Once a written complaint is received, or a violation is noted by the Association's Management Agent, the Board of Directors or the Management Agent will take the following action:

Notice of Violations:

The alleged violating Owner will be sent a written notice of violation as follows:

First Offense- Warning:

Upon the first offense of an Association rule or restriction, the Owner will be sent a "Notice of Violation," which will identify the section of the CC&R's or Rules and Regulations that is allegedly being violated and specify a time period in which to correct the violation.

Second Offense- Warning:

Upon second notification or observation of the continued violation following the expiration of the time period allotted in the Warning of Violation, the Owner will be sent a Notice of Non-Compliance which will again specify the alleged violation and the time period in which to correct the violation.

Third Offense- Notice of Board Hearing:

Upon third notification or observation of the continued violation following the expiration of the time period allotted in the Notice of Noncompliance, the Owner will be sent a Notice of Hearing. This letter will be sent via certified, return-receipt requested, and regular mail.

Hearing:

The purpose of the hearing is to provide an opportunity for the Owner to discuss the alleged violation with the Board. The hearing is held in executive session before the Board, or a panel of three persons, who may or may not be Board members, who will hear the charges and evaluate the evidence. The Owner will be entitled to confront and cross-examine adverse witnesses.

The Board of Directors will make a decision, following the hearing, as to whether the Owner is in violation. The Board will determine what action will be taken in order to gain compliance. The Owner will receive a Notice of Hearing decision within seven (7) business days of the date of the hearing.

The Notice of Hearing Decision letter will advise the homeowner of the panel's decision and the disciplinary action imposed, if any. This letter will be sent via certified mail, return-receipt requested and regular mail. No disciplinary action or fine will become effective until such letter is provided to the Owner.

At any time during this procedure, the Board may determine that it is in the best interest of the Association to expedite enforcement action and elect to take legal action or to cause the violation to be corrected at the Association's expense and levy a Reimbursement Assessment against the owner for reimbursement for the cost of said correction.

V. FINING SCHEDULE

Upon a finding that a violation did occur, the Board may elect to levy a fine (Reimbursement Assessment) against the Owner in the amount of \$50.00. Failure to comply within a given number of days, to be established at the discretion of the Board, will result in a subsequent non-compliance assessment, in the amount of \$100.00. In the case of continuing violations, the Board may impose at the Hearing a fine that continues on a regular basis until the violation is corrected. In such case, the Owner will be notified in writing that the fine will continue on a regular basis until corrected. The Board may also impose other disciplinary action including temporary suspension of an Owner's membership rights and privileges, including the right to vote at meetings or to use the Association's recreational facilities.

In the case of a finding that damage to the Common Property was caused by the negligence or willful misconduct of an Owner, Owner's family, tenants, residents or invitees, the Board may levy a Reimbursement Assessment against the responsible Owner equal to the cost to repair the damage.

Payment of Penalty Assessments:

Any Reimbursement Assessment levied will be reflected on the Owner's next monthly dues statement.

VI. DESIGN STANDARDS

The Design Guidelines are promulgated by the Board and administered by the Design Committee to help maintain a safe, friendly, attractive Community and to protect and preserve the investment you have made in your home. Please refer to Article I, Section 1.1.26 of the CC&R's. Any improvement or alteration to the outside of a Unit must have prior Design Committee approval.

Refer to the Willow Haven Community Association Design Guidelines for the guidelines created by the Board to govern design standards, criteria, procedures, rules and inspections in the Community. A Property Improvement Form is included in the Association Forms Section of these Rules and Regulations for your convenience. A copy of the Design Guidelines may be obtained by contacting StoneKastle Community Management, Inc. at (714) 395-5245.

Construction:

Design approval granted by the Design Committee does not negate the necessity of the Owner obtaining necessary City building permits. Likewise, even if you obtain a City Building Permit, you must still obtain the prior written approval of the Design Committee before commencing your work of improvement.

VII. MAINTENANCE OF UNIT

Please refer to the CC&R's, Article IV, Section 4.6.1 and 4.6.3. The following is a partial list of Owner / Association responsibility items. Owners are responsible for keeping patios/courtyards, front walk areas and any areas that can be seen from the streets or Common Property free from litter or any unsightly debris. Garage doors must be closed at **all** times, except when the garage is in use.

VII. MAINTENANCE OF UNIT (cont.)

Air Conditioning Easement:

Replacement air conditioners may be installed subject to prior written approval from the Design Review Committee. Replacement air conditioners should be of similar quality of the original unit. Location and noise factors are primary considerations of the Design Review Committee.

Antennas, TV and Radio:

See Willow Haven Community Association Satellite Dish and Antenna Policy and Notification Form.

Barbecues:

Except for barbecues, no outdoor fires are permitted anywhere in the Neighborhood. Barbecue equipment may be kept in the patio and side yard, but not underneath any building overhangs, or against the side yard or patio fence. Barbecues are not allowed on the decks. The size of the patio and side yard areas may limit the use of some barbecues. The height of a barbecue may not exceed forty-two (42) inches in height. Barbecues may not take up an area greater than ten (10) square feet.

Electrical:

All electric lights, fixtures and/or appliances must be UL approved and maintained in good, safe working condition by the Owner. Low voltage landscaping lights are permitted subject to prior written approval from the Design Review Committee.

Decorative holiday lights may be displayed from Thanksgiving through January 15th of the next year. Decorative ground lights in the patio/courtyard area, if this is a permanent installation, must meet current Building Codes and a Building Permit is required.

Equipment:

Removal of furniture and equipment from the pool areas or tampering with the controls for the pools, spas and sprinkler systems is prohibited.

Basketball standards are not allowed. Play equipment is to be limited to six (6) feet in height and must be screened from view by the fence.

Holiday Decorations:

Holiday decorations may be displayed in your Unit or within your patio/courtyard, deck or entry from Thanksgiving through January 15th of the next year. Other seasonally appropriate decorations may be displayed in patios/courtyards throughout the year. Decorations must be maintained in good repair. You will be held responsible for any damage to the exterior surface of condominium building caused by the attachment of your decorations.

VII. MAINTENANCE OF UNIT (cont.)

Interior of Unit:

Please refer to Article IV Sections 4.6.1 and 4.6.2 of the CC&R's. Each Owner has the right to paint, repaint, tile, wax, paper or otherwise refinish and decorate the inner surface of the walls, ceilings, floors and doors bounding his or her Unit. Owners are also responsible for maintaining their Unit in a clean, sanitary and attractive condition.

No structural alterations or modifications can be made to the interior of a Unit which would have a material effect on another residence or which impairs the structural integrity or mechanical systems, or lessens the support of any portion of the Common Property, without prior written consent of the Design Committee.

Outdoor Furniture:

Outdoor patio/courtyard or lounge furniture (complimentary to the exterior color scheme of the building) may be kept on decks and patios/courtyards. Furniture in a state of disrepair (i.e. tom cushions, rusting frames, and faded or tom umbrellas) is prohibited.

Water System:

No individual water supply system or water softener system is permitted on any Unit unless such system is designed, located, constructed and equipped in accordance with the requirements, standards, and recommendations of the applicable water district, any applicable governmental health authority having jurisdiction, and the written approval of the Design Review Committee.

Window Coverings and Screens:

Curtains, drape, shutters or blinds may be installed as window coverings and must be installed within six (6) months of close or escrow. White sheets can be used as temporary window coverings, but not longer than six (6) months of close of escrow. No window shall be covered with aluminum foil, colored sheets, newspapers or similar material not designed or intended for use as a window cover.

Owners are responsible for window and screen maintenance and associated cost. Broken, bent, missing, or tom screens, and/or broken or missing windows must be repaired or replaced.

VIII. ASSOCIATION PROPERTY

The Association Property is defined in the CC&R's and includes, without limitation, the pool and spa area, lawns, and landscaping. You may not obstruct, or place or store anything in the Association Property without the prior written approval of the Board. Residents may not plant or place items (*e.g.*, shrubs, trees, flowers, or statuary) in, or cut, trim or remove plants or landscaping from, the Association Property. You may not alter, construct in, or remove anything from the Association Property. The generation of unreasonable loud noise is prohibited (*e.g.*, loud parties or loud music). Balls or other items may not be thrown against buildings, garage doors or Association Property walls. Outside laundry lines are prohibited.

The Board of Directors has the right to hold a homeowner liable for damage to a common area property, including buildings, equipment, green and planted areas, and furnishings, as a result of negligence, carelessness, misuse, or violation of the governing rules.

VIII. ASSOCIATION PROPERTY

Sidewalks, Fences And Walls:

Using chalk or paint on these surfaces is prohibited.

Roofs, Walls And Fences:

Walking or climbing on roofs, cement, block, or stucco walls and fences is prohibited.

IX. ANIMAL CONTROL

A reasonable number of dogs, cats or other usual and ordinary household pets may be kept in your Unit, subject to the restrictions set forth in Article II, Section 2.6 of the CC&R's and these Rules and Regulations.

Pets must be kept on a leash, held by a person capable of controlling the pet, when in the Association Property. You may keep your pet within your Unit, or within your enclosed patio/courtyard or deck. You are liable for any unreasonable noise or damage to person or property caused by any animals brought or kept upon the Property by you, members of your family, your tenants or guests.

Pet owners must immediately pick up and properly dispose of the pet's defecation, whether it is on Association Property or any portion of the Community.

Pets are not allowed within the pool/spa area.

If the Board determines that your pet constitutes a nuisance to other owners in the Community, then the Association may prohibit you from keeping your pet in the Community Property.

X. BUSINESS USAGE PROHIBITED

Other than as specified below, you may not use any part of your Unit, including any part of your garage, for business purposes, i.e. commercial, manufacturing, mercantile, vending or other non-residential purposes. However, a home office or other business is permissible if it does not increase traffic or any other way negatively impact other residents or the Community and the business is in conformance with all applicable governmental ordinances.

XI. GARAGE SALES

Independent garage sales are not allowed. The Community Activities Committee, with approval from the Board, may schedule an annual, Community-wide garage sale.

XII. PARKING RULES AND VEHICLE RESTRICTIONS

The Association's parking regulations are designed to control unauthorized parking, reduce congestion and vandalism, increase available parking places and make our streets safer for everyone. The Rules and Regulations apply to all Owners, residents and their guests. It is the homeowner's responsibility to notify the occupants of their Units and their guests of these regulations.

1. Speed limits must be observed within the Community. Speeds shall not exceed 10 miles per hour.
2. You may not park, store or keep any vehicle, except wholly within your garage. Any inoperable vehicle must be stored in your enclosed garage.
3. You may not park, store or keep on any property, street (public or private), unenclosed parking space or driveway within the Community any large commercial-type vehicle (including, but not limited to, any dump truck, cement mixer truck, oil or gas truck or delivery truck, or any truck or vehicle equipped with racks or signage or other equipment typical of commercial vehicles).
4. You may not park, store, or keep on any property, street (public or private), unenclosed parking space or driveway within the Community, any recreational vehicle (including, but not limited to, any camper unit or motor home), or any bus, trailer, trailer coach, camper trailer, boat, aircraft, mobile home, inoperable vehicle or any other similar vehicle or equipment, mobile or otherwise, or any other non-automotive storage or other items visible from anywhere in the Community determined to be a nuisance by the Board. All commercial and recreational vehicles are considered a nuisance, except for camper trucks and similar vehicles when used for everyday-type transportation, subject to approval by the Board. Vehicles or trucks marked with signage or improved with racks or other commercial-type features are not permitted to be parked so as to be visible in the Community.
5. No parking in red zones or fire lanes. Alleyways in the neighborhood are designated as fire lanes per Article II, Section 2.5.3 of the CC&R's. No vehicle may be parked or left unattended in front of a garage door or elsewhere in the alleyway. Violating vehicles must be cited or towed.
6. Garages must be maintained free and clear of any debris or obstructions that would prohibit its use for parking at least the number of cars it was intended for, and must be used for vehicular parking.
7. Vehicles cannot be parallel parked facing the wrong direction of traffic. Vehicles may not back into parking spaces.
8. Parking stalls are for guest parking only. No Owner vehicles are allowed to be parked or stored in the guest parking spaces.
9. Garage doors must remain closed except for reasonable periods while the garages are being used.
10. Motorized scooters are not permitted to be driven/ridden in the Community.
11. All Resident vehicles parked on-site and outside a garage must display a valid parking decal.

12. The cost of a parking permit is \$75. Checks are made payable to Willow Haven Community Association. A separate check of \$25 made payable to Nordic Security Services will apply if a garage inspection is required.
13. Residents must register two (2) vehicles for each of their garage spaces prior to being issued a parking decal for a third (3) vehicle.
14. To apply for a parking decal, residents must provide the following information to Nordic Security Services:
 - A complete application;
 - Proof of residency;
 - Proof of vehicle ownership;
 - Vehicle license plate or VIN number;
 - A check for \$75 made payable to Willow Haven Community Association.
15. The following vehicle types are not acceptable as legitimately garaged vehicles:
 - Motorcycles, less than 1,000 cc;
 - Vehicles out of current registration;
 - Vehicles with current registration but registered as non-operating;
 - Vehicles registered as off-road vehicles/not street legal;
 - Recreational vehicles.
16. Commercial or recreational vehicles will not be issued a parking decal.
17. A garage inspection is required to obtain a parking decal for an over-sized vehicle (not able to fit safely into the garage). Residents must pay Nordic Security Services a fee of \$25 to facilitate the inspection. Residents must call Nordic Security Services to schedule an appointment for the inspection.
18. Guests staying over-night past 10:00 p.m. must be placed on Nordic Security Services Safelist. Guests are allowed 10 overnight stays in a (60) day rolling window. If your Guest is staying longer than the maximum allowed days, a variance must be requested through the Board of Directors.
PARKING RULES AND VEHICLE RESTRICTIONS (cont.)
19. Backing into parking spaces is strictly prohibited. Residents who back into parking spaces will be cited twice then towed at vehicle owner's expense.

Vehicle Maintenance Activities Allowed:

Residents may perform emergency vehicle repairs only, i.e. tire change, fan belt or battery replacement within the Owner's garage. Minor repairs and routine maintenance such as changing oil are permitted only in the Owner's garage. Oils, coolants, grease, solvents and other engine fluids are considered "Hazardous Materials" and it is unlawful to discard them in trash bins, to bury them, dump them on the ground or put them in sewers or drains. Disposal of "Hazardous Materials" must meet all applicable local, state and Federal requirements as set forth on their respective containers.

Vehicle Maintenance Activities Prohibited:

Residents may not perform engine overhauls, major bodywork, radiator flushing within the Community or in the Unit Owner's garage. The use or storage of volatile and flammable substances, such as gasoline and other solvents is prohibited. Any use not consistent with the activities as described in allowed vehicle maintenance activities is prohibited.

XIII. TOWING POLICY

The Board of Directors, or the agency representing the Association, has the right to cause the removal of any vehicle parked in violation of the vehicle restrictions at the Owner's expense. A resident or guest whose vehicle is parked in violation of a parking restriction is subject to having the vehicle towed.

Vehicles will be towed from the Community without notice at the Owner's expense under these conditions:

1. Vehicles parked in a marked fire lane (see map included in the Association Forms / Map Section);
2. Vehicles parked within fifteen (15) feet of a fire hydrant;
3. Vehicles parked in a handicapped parking space without a handicap placard or similar authorization;
4. Vehicles parked in a manner which interferes with any entrance to or exit from either the Community or any residence therein;
5. Vehicles not displaying a valid parking permit;
6. Guest vehicles not Safelisted;
7. Vehicles parked in the ally in front of a garage;
8. Recreational vehicles (defined as, but not limited to vehicles similar to: campers; motor homes; buses; trailers of all types; boats; aircraft; mobile homes);
9. Commercial vehicles (defined as, but not limited to vehicles having any of the following attributes: dump truck; cement mixer truck; oil or gas truck; delivery truck).

Unassigned open parking areas are to be used for guest and temporary resident parking only.

XIV. POOL and SPA RULES

The Community swimming pool and spa are for the use and enjoyment of all residents of our Community. Responsible use of these beautiful facilities will help to increase the safety, reduce expenses and maximize the pleasure we derive from them. These areas are regularly inspected by the Riverside Health Department. *We do NOT have lifeguards. It is for these reasons the following rules are applied to the use of these facilities.*

The recreation facilities are reserved for the exclusive use of the Owners/Residents of Willow Haven. A maximum of four (4) guests will be permitted in the recreation facilities area only when accompanied and supervised by an adult Owner resident at all times. Each owner is responsible for the conduct of his/her guest or guests and shall make certain they or their guests do not monopolize the pool, spa or any of the facilities and abide by all recreations facilities rules.

XIV. POOL and SPA RULES (cont.)

1. There is no lifeguard at the pool & spa area. Therefore, residents and their guests must use the pool and spa at THEIR OWN RISK
2. The use of the pool and spa is expressly limited to Owners, tenants, and their invited guests. Owners and tenants must accompany their guests at all times

3. Pool and spa hours are from 8:00a.m. to 10:00 p.m. local time
4. For safety purposes, persons under the age of fourteen (14) are not permitted in the pool or spa area unless supervised by an adult resident
5. Swim diapers, rubber pants or other watertight swimwear must be worn by persons with bladder control or incontinence issues (i.e., infants and/or children who are not toilet trained.) For safety purposes, no child under three (3) years of age will be allowed in the spa
6. Animals are not permitted in or around the pool and spa area at any time, nor may they be tethered to the fence, bushes or stakes
7. California law requires that the pool gates must be latched at all times when not passing through. Do not prop the gates open at any time
8. GLASS MATERIALS / CONTAINERS of any kind are not allowed in the pool & spa area. Use of alcoholic beverages or illegal substances is prohibited in the recreation facilities area and on Association Property
9. Do not use the emergency "Shut Off" switch to turn the spa jets off. Use the timer switch or let the spa timer automatically turn off at the end of the cycle. The emergency shut off switch turns off the heater to the spa, making the spa inoperable
10. Large or potentially dangerous objects are not allowed in the pool & spa area
11. Barbecues are not allowed in the pool and spa area. Food may be eaten in the pool area, but not in the pool or spa
12. All trash must be picked up and properly disposed of. Residents and their guests must maintain cleanliness in the pool and spa area
13. Do not remove furniture from the pool or spa area. Furniture is not to be placed in the pool or spa
14. When using tanning oils and/or lotions, a towel must be placed over the furniture
15. Residents and guests must use the pool showers before entering the pool or spa
16. DIVING IS NOT PERMITTED

XIV. POOL and SPA RULES (cont.)

Running, boisterous or rough playing is not permitted in the pool or spa area. Persons in the pool & spa area should conduct themselves in such a manner as to not disturb other residents

17. Headphones must be used with all radios or other audible devices
18. Tampering with pool and spa equipment or machinery is not permitted
19. The Owner or tenant shall be responsible for any damage caused by his or her guests

20. Smoking in the pool area is prohibited
21. No soap or soap products are allowed in the pool or spa
22. No hairpins, clips, or cut-off jeans with loose threads are allowed in the pool or spa, as they can clog the drains or filters.

XV. POOL KEY PAD SYSTEM / POOL REST ROOM / ENTRY PEDESTRIAN GATE KEY

The Willow Haven pool is accessible via a key pad system. Homeowners can obtain the current key pad code by contacting the Management office. Periodically the code will be changed and homeowners will be notified by mail of the new code. The pool rest room and entry pedestrian gate are accessible with a key fob. Each Owner will receive two (2) pool rest room / entry pedestrian gate key fobs with his/her condominium keys at the time of closing through the Willow Haven Community Association sales office or the previous owner. Upon closing of the Willow Haven sales office, pool rest room / entry pedestrian gate key fobs will be available by contacting StoneKastle Community Management, Inc. at (714) 395-5245.

Each Owner is responsible for providing the new owners of the unit with their Association pool rest room / entry pedestrian gate key fobs upon sale of the unit.

A fee of \$75.00 will apply for all replacement pool rest room / entry pedestrian gate key fobs.

To request a replacement pool rest room / entry pedestrian gate keys, Owners must provide the following:

- Owner must be on title
- Valid photo I.D. must be provided
- A check in the amount of \$75.00 made out to Willow Haven Community Association must be provided
- Replacement key fob orders must be requested five (5) days prior to pick up

Tenants will require a written, notarized request from the Owner of the Unit to obtain a pool rest room / entry pedestrian gate key fobs. Owners may schedule a key fob pick up by calling StoneKastle Community Management at (714) 395-5245.

XVI. SIGNS, FLAGS, POSTERS AND BANNERS

Advertising signs for landscape (or any contractors are prohibited).

All signs, flags, banners and posters must comply with Article II, Section 2 of the CC&R's.

Noncommercial signs and posters that exceed nine (9) square feet in size and noncommercial flags or banners that exceed fifteen (15) square feet in size are prohibited. Commercial signs, including without limitation, contractors' signs advertising their work on your property, are prohibited. Noncommercial signs, posters, flags or banners in compliance with Article II, Section 2.4 of the CC&R's can be posted

or displayed from the yard, window, door, balcony or outside wall of the Unit, except as prohibited by law or if prohibiting such posting or display is necessary for the protection of public health or safety.

Signs advertising a Unit for sale or lease are permitted on the Owner's property. No solicitations may be placed on mailbox structures.

"Open House" signs shall be placed no earlier than two (2) hours before and removed immediately after an open house activity.

Owners are responsible for any damage to the exterior of the condominium building or other portion of the Common Property caused by the installation, posting, mounting or attachment of flags, banners, posters, signs or other similar items.

XVII. TRASH

Trash and refuse containers may not be placed on any area that will cause damage to plants or trees. No rubbish, trash or garbage or other waste material can be kept on any portion of the Community, except in sanitary containers located in appropriate areas screened from view, and no odor shall be permitted to arise.

Large items, such as furniture, must not be set out for trash pick up. Contact the Disposal Company or appropriate organizations for disposal.

Trash containers may be set out for a reasonable period of time (collection hours) not to exceed twelve (12) hours before and after scheduled trash collection hours per Article II, Section 2.8 of the CC&R's. The responsible resident must remove any litter remaining on the ground after pick up. Owners are responsible for contracting with the Waste Disposal Company for pick up.

XVIII. ENTRY GATES

Primary access into the Neighborhood will be through a gated entry along Mapleton Avenue ("Neighborhood Entry Facility"). The Neighborhood Entry Facility will be improved with electro-mechanical entry gate, a directory and telephonic equipment which are intended to control vehicular access into the Neighborhood.

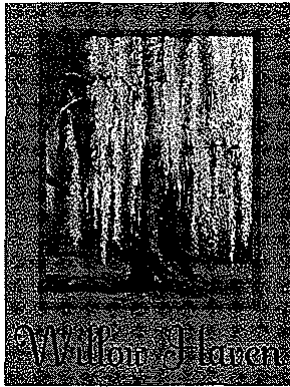
Owners will receive two (2) remotes and can purchase one (1) additional remote for a fee of \$100.00.

Owners will receive one (1) entry pedestrian gate key and can purchase an additional one for a fee of \$50.00. This key also opens the pool rest rooms.

XIX. ASSOCIATION FORMS / COMMUNITY MAP / RESTRICTED PARKING AREAS

The following Association forms / maps have been included in these Rules and Regulations for your convenience. Please feel free to contact StoneKastle Community Management, Inc. at (714) 395-5245 for additional assistance.

1. COMMITTEE VOLUNTEER FORM
2. ASSOCIATION SUGGESTION/COMPLAINT FORM
3. PROPERTY IMPROVEMENT FORM
4. SATELLITE DISH AWARENESS FORM
5. COMMUNITY MAP
6. RESTRICTED PARKING AREAS



WILLOW HAVEN COMMUNITY ASSOCIATION

YOUR ASSOCIATION NEEDS YOU!!!

COMMITTEE VOLUNTEER FORM

NAME. _____

ADDRESS _____

PHONE (Home) _____ (Work). _____

I wish to volunteer for the following committee(s):

DESIGN COMMITTEE

LANDSCAPE COMMITTEE

NEWSLETTER COMMITTEE

NOMINATING COMMITTEE

WELCOME COMMITTEE

RECREATION & ACTIVITIES COMMITTEE

NEIGHBORHOOD GUIDELINES / RULES COMMITTEE

I AM WILLING TO SERVE AS COMMITTEE CHAIRPERSON

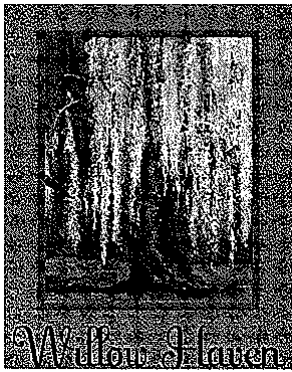
YES

NO

COMPLETE THIS FORM AND RETURN IT TO:

WILLOW HAVEN COMMUNITY ASSOCIATION

c/o StoneKastle Community
Management, Inc.
22722 Old Canal, Unit B
Yorba Linda, CA 92887
(714) 395-5245



WILLOW HAVEN COMMUNITY ASSOCIATION
ASSOCIATION SUGGESTION/COMPLAINT FORM

To: Board of Directors and/or StoneKastle Community Management, Inc.

From:

Print Homeowner Name

Address

SUGGESTION:
(Not related to a complaint)

COMPLAINT:
(Please be specific as to nature of complaint and address or location. If the complaint involves a violation of Association Rules, include applicable dates, times, persons, vehicles, and any other specific and pertinent information)

REMARKS:

SIGNATURE:-----

DATE:-----

NOTE: All written complaints will be held in confidence to the extent permissible by law; however, please note that in the event the violating owner objects to the charges made, he or she will have the right to cross-examine witnesses and review the evidence against him or her under Article XII, Section 12.1.2 of the Bylaws.

(Reproducible form. Please make copies as needed.)

COMPLETE THIS FORM AND RETURN IT TO:

WILLOW HAVEN COMMUNITY ASSOCIATION
c/o StoneKastle Community
Management, Inc.
22722 Old Canal Rd, Unit B
Yorba Linda, CA 92887
(714) 395-5245

EXHIBIT 'A'
PROPERTY IMPROVEMENT FORM
WILLOW HAVEN COMMUNITY ASSOCIATION

Today's Date: _____ Address where work took place _____

Property Owner's Name: _____ Signature: _____

Mailing Address: -----

Daytime Phone: _____ Evening Phone: -----

Type of work installed in courtyard/patio: _____

Please attach the completed Neighbor Awareness Form and three (3) sets of drawings/plans drawn to *Y.*" scale (114" = 1'). Include the current date and the property address on each sheet. Please fold to 8½ by 11 inches. When completed mail or deliver to Management. Please include a dimensioned hardscape plan showing existing walls, fences, and new and existing drainage accurately described as to materials, length, height, and angles. In addition, a dimensioned planting plan showing new plants accurately described as to plant type, size and location (must be from the approved plant palette and must include common names for all trees and shrubs). *All owners other than the first-time, original owner will need to submit a security deposit of \$250.00 and a review fee of \$100.00 with the Improvement form.*

Please do not write below this line

The proposed _____ project has been APPROVED DENIED

Signed: ----- of the Design Review Committee Date: -----

General Conditions:

- I. Design Review Committee approval does not waive or constitute or reflect compliance with any federal, state, or local regulation.
 2. Design Review Committee approval does not constitute acceptance of any technical or engineering specification; and the Maintenance Association assumes no responsibility for such.
 3. Landscaping for any courtyard shall be installed within one hundred eighty (180) days following the close of escrow to the applicant.
 4. Any oversight of a provision of the Declaration, or a provision in the Guidelines, does not waive the rule.
 5. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent, which includes a description of the access area. The use of property owned and/or maintained by the Association for construction access is not permitted unless authorized by the Association in writing.
 6. Building materials may not be stored on streets, sidewalks, common areas, or on any property owned and/or maintained by the Maintenance Association or the Association. Streets may not be obstructed by construction equipment.
 7. The property owner is financially responsible for any repairs to property owned and/or maintained by Association damaged by a property owner's construction project.
 8. Approval of drawings/plans is not authorization to proceed with Improvements on any property other than the Unit reviewed by the Design Review Committee and owned by the applicant.
 9. Approval of drawings/plans is not authorization to revise the original drainage system installed by the builder and approved by the City.
 10. Approval is for aesthetic purposes only. Approval is subject to good landscape practices (e.g. proper spacing of trees, adequate drainage, and appropriate plant types for the courtyard areas).
- II. Approval is for aesthetic purposes only. Approval is subject to good landscape practices (e.g. proper spacing of trees, adequate drainage, and appropriate plant types for the courtyard areas).

Mail to: StoneKastle Community Management, 22722 Old Canal Rd, Unit B, Yorba Linda, CA 92887 February 2014

EXHIBIT 'B'
FACING & ADJACENT NEIGHBOR AWARENESS
WILLOW HAVEN COMMUNITY ASSOCIATION

The attached plans were made available to the following neighbors for review:

Facing _____
Name Address Signature Phone

Facing _____
Name Address Signature Phone

Facing _____
Name Address Signature Phone

Adjacent _____
Name Address Signature Phone

Adjacent _____
Name Address Signature Phone

Comments:

The neighbors have seen plans I am submitting for Design Review Committee approval (see above verification). I understand neighbor objections do not themselves cause denial. However, the Design Review Committee will contact neighbors to determine their objections and their appropriateness, if necessary.

Submitted by:

Name _____ **Date**-----

Address _____

Signature(s) _____

EXHIBIT 'C'
NOTICE OF COMPLETION FORM
WILLOW HAVEN COMMUNITY ASSOCIATION

Today's Date: _____ Address where work took place: _____

Property Owner's Name: _____ Signature: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone _____

Type of work installed in courtyard/patio: _____

Notice is hereby given that the undersigned is the owner of the property where the work took place and that the work was completed on the date specified below:

Date work was completed: _____

Property Owner's Signature: _____

Please submit the following with your Notice of Completion paperwork:

1. A copy of the original stamped approved plan (also include any approved revised or amended plans)
2. Exhibits "C" and "D" completed, signed and dated.
3. Photos of everything completed on your property.

FOR DESIGN REVIEW COMMITTEE USE ONLY:

Signed: _____ **Date:** _____

The following action is required for the Notice of Completion to be approved by the Design Review Committee:

|
EXHIBIT 'D'
SECURITY DEPOSIT RETURN REQUEST FORM
WILLOW HAVEN COMMUNITY ASSOCIATION

Today's Date: _____

Tract#: 31177

Lot#: — — — — —

Address Where Work Took Place:

Mailing Address:

Daytime Phone: () — — — — — — — — — —

Evening Phone: ('_____.) _____ - _____

Notice is hereby given that the undersigned is the Owner of the property where the work took place and that they are to be the legal recipient of any refundable funds from the security deposit. To ensure that they are the legal recipients and that all processes have been satisfactorily completed, attached are copies of the following:

D Design Review Committee Property Improvement Form (*Exhibit 'A'*) that was signed, dated and approved by the DRC from which the work was done

D Design Review Committee Notice of Completion Form (*Exhibit 'D'*) has been signed and dated

Applicant's Name: _____ Applicant's Signature: _____
 (Please Print)

D Application Form Complete _____
Initials

D Notice of Completion Form Complete _____
Initials

D Voted on By Board: _____/_____/_____ (Date Vote Took Place)

D Approved **D** Denied

Reason for Denial:

D See Attached Sheet

D Check Number _____ Check Date: _____

D Check Sent Date: _____

EXHIBIT 'E'
CHECK SUBMITTAL FORM
WILLOW HAVEN COMMUNITY ASSOCIATION

DESIGN
REVIEW
FEE
(\$100.00)

Staple Check Here
Make Check Payable:
Willow Haven Community Association

IMPROVEMENT
SECURITY
DEPOSIT
(\$250.00)

Staple Check Here
Make Check Out To:
Willow Haven Community Association

NAME: _____

ADDRESS: _____

PHONE: _____



WILLOW HAVEN COMMUNITY ASSOCIATION

SATELLITE DISH AND ANTENNA POLICY

1. AREAS UNDER AN OWNER'S EXCLUSIVE USE AND CONTROL.

(a) Dishes. Satellite dishes and antennae designed to receive video programming services via multi-point distribution services may be installed in an area under an Owner's exclusive use or control so long as such antennae and satellite dishes are (i) one meter or less in diameter, (ii) installed in the least visually obtrusive portion of an Owner's property where an acceptable quality signal can be received, so long as such installation is not unreasonably expensive, and (iii) either screened from view or painted to match the surrounding area so as to blend in with the surrounding area, so long as such screening or painting is not unreasonably expensive.

(b) Broadcast Antennae. Antennae designed to receive television broadcast signals may be installed in an area under an Owner's exclusive use or control so long as (i) an acceptable quality signal cannot be received via an indoor antenna (e.g., an antenna mounted in an attic, "rabbit ears," etc.), (ii) the antenna used is the smallest size available at a reasonable cost that receives an acceptable quality signal, and (iii) the antenna is installed in the least visually obtrusive portion of an Owner's property where an acceptable quality signal can be received, so long as such installation is not unreasonably expensive.

(c) Notification. After installing an outdoor antenna or satellite dish pursuant to Paragraph (a) or (b) above, the Owner must complete and submit a Notification form to the Association. The Association will inspect the antenna or satellite dish to determine compliance with the above requirements.

(d) Locations that are under an Owner's exclusive use or control. In addition to the interiors of the Units, the areas that are under an Owner's exclusive use or control are the deck, entry/side yard and patio/courtyard.

2. AREAS NOT UNDER AN OWNER'S EXCLUSIVE USE OR CONTROL.

Owners are not permitted to install satellite dishes and antennae in areas that are not under the Owner's exclusive use or control. Such areas include Common Property, including but not limited to, landscaped areas, the roofs and the condominium building exteriors.

Adopted by the Board of Directors January, 2005



WILLOW HAVEN COMMUNITY ASSOCIATION

NOTIFICATION OF SATELLITE DISH OR ANTENNA INSTALLATION

Satellite dish or antenna installations must comply with the Willow Haven Community Association Satellite Dish and Antenna Policy. Please read the Policy carefully to make sure your intended installation fulfills all requirements. This form must be submitted to the Association within seven (7) days of installation of a satellite dish or antenna.

Name: _____ Date: _____

Address: _____ Phone: _____

LmNo. _____

Tract No. 31177

Type/Model of Satellite dish or antenna: _____ Diameter: _____

Satellite dish or antenna location: _____

Sketch location relative to building:

Is satellite dish or antenna screened? Yes No

Is satellite dish or antenna painted to match the building surface or blend with surrounding?
Yes No

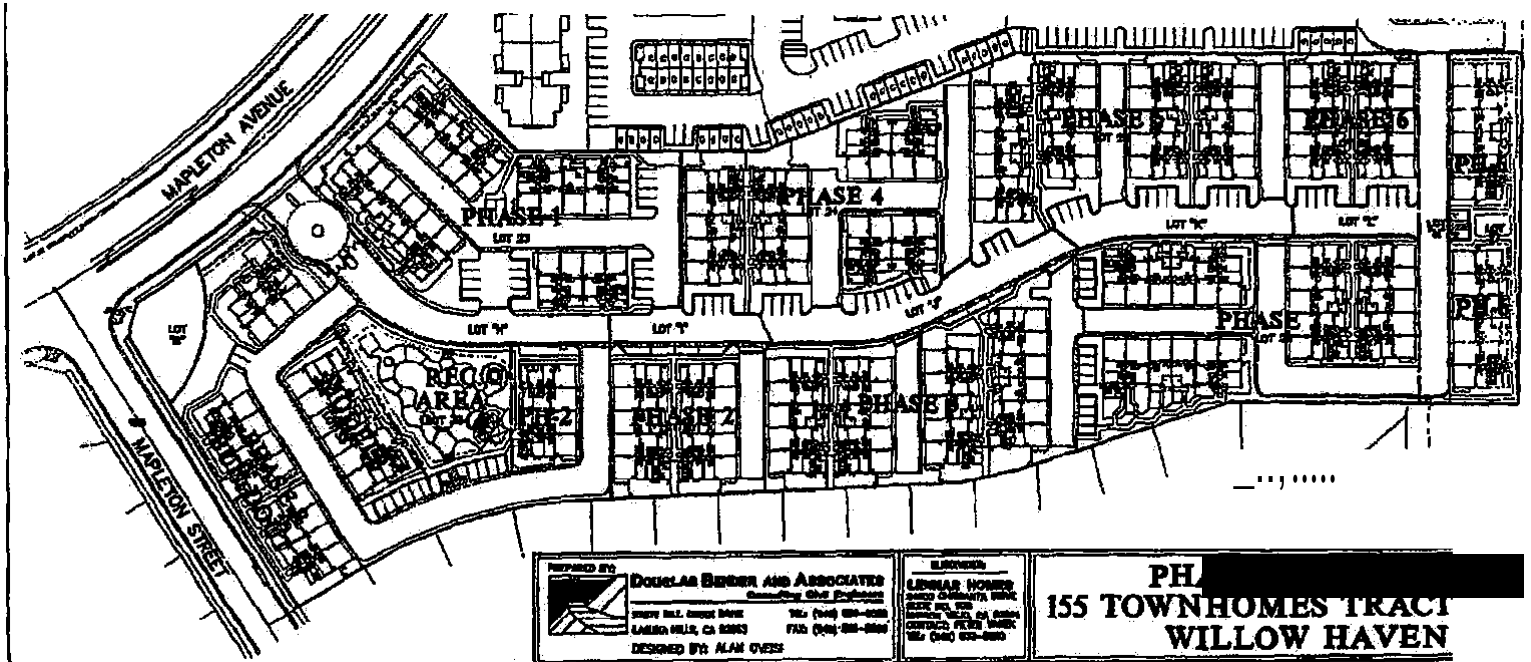
Date of installation: _____

Please send your completed form to the address below:

Willow Haven Community Association
c/o StoneKastle Community Management, Inc.
22722 Old Canal Rd, Unit B
Yorba Linda, CA 92887

PHASING SUMMARY

PHASE NO.	NO. OF UNITS	LOT NO.	BUILDING NO.	UNIT NO.
MODELS	6 UNITS	LOTS 32-33	29 & REC.	139-144
PHASE-1	20 UNITS	LOT 23	2, 3, 4 & 5	1-20
PHASE-2	14 UNITS	LOTS 30-31	26, 27 & 28	125-138
PHASE-3	21 UNITS	LOT 29	22, 23, 24 & 25	104-124
PHASE-4	18 UNITS	LOT 24	6, 7, 8 & 9	21-38
PHASE-5	21 UNITS	LOT 25	10, 11, 12 & 13	39-59
PHASE-6	22 UNITS	LOTS 26-27	14, 15, 16 & 17	60-81
PHASE-7	22 UNITS	LOT 28	18, 19, 20 & 21	82-103
PHASE-8	11 UNITS	LOT 34	1, 30 & 31	145-155
DRIVES	-	LETTERED	-	-



PREPARED BY: **DOUGLAS BENDER AND ASSOCIATES**
 ARCHITECTS AND PLANNERS
 2000 W. 10TH STREET, SUITE 200
 LAUREL HILLS, CA 92033
 TEL: (949) 453-8888
 FAX: (949) 453-8889
 DESIGNED BY: ALAN OVESS

PH 155 TOWNHOMES TRACT
WILLOW HAVEN

WILLOW HAVEN COMMUNITY ASSOCIATION

RESTRICTED PARKING AREAS

RESTRICTED PARKING AREAS TRACT 31177

