



## NOTICE TO ALL WESTLAKE POINTE HOMEOWNERS

August 28, 2006

Dear Westlake Pointe Homeowner:

Enclosed please find documentation regarding "Rules for Voting by Secret Ballot Regarding Elections," and, "Rules for Voting by Secret Ballot Regarding Assessment, Amendments to Governing Documents and Granting of Exclusive Right to Use Common Area," pursuant to Civil Code Section 1363.03 and 1363.03(e). The Board of Directors for your Association has adopted these Rules and Regulations Amendments, effective July 1, 2006.

Please keep a copy of these Rules and Regulations Amendments along with the other permanent records for your Association.

Very truly yours,

BOARD OF DIRECTORS  
WESTLAKE POINTE HOMEOWNERS ASSOCIATION



# WESTLAKE POINTE HOMEOWNERS ASSOCIATION

## Rules for Voting by Secret Ballot

Pursuant to California Civil Code Section 1363.03, the following rules and procedures shall apply for the Election of Directors, Voting regarding Assessments, Governing Documents and the Granting of the Exclusive Right to Use Common Area:

### 1. Meeting at Which Secret Ballots Shall Be Tabulated.

1.1 The inspectors of election shall tabulate the ballots for the election of directors at the annual meeting of the owners or, if no quorum is present, at a special meeting of the Board of Directors duly noticed for the same date, time and place, as the annual meeting called for the purpose of counting ballots. The Board of Directors shall determine the date, time and place of said annual meeting of the owners and the concurrent special meeting of the Board in accordance with the Association's Bylaws.

### 2. Nomination of Candidates.\*

2.1 At least sixty (60) days before the date of the meeting at which the ballots for the election of directors are to be counted, the Association shall mail to each owner a Candidate Nomination Form.

2.2 According to the Association's Bylaws "The Board of Directors shall consist of five (5) persons who shall be Owners of Lots within the Properties and whose memberships are in good standing ... Only one Owner per Lot shall be eligible to serve on the Board at any time." Article VII, Section 7.02.

2.3 Owners may nominate themselves or another person; provided, however, all candidates must meet the qualifications set forth in Section 2.2.

2.4 Individuals can become candidates for election to the Board of Directors in accordance with the procedures as stated in Section 7.04 of the Association's Bylaws. Any candidate nominated by another person will be contacted to confirm that such candidate consents to having his or her name placed in nomination for election to the Board. Candidates nominated from the floor, at the meeting, must be present to accept said nomination.

2.5 All candidates who meet the qualifications to serve on the Board if any and, if appropriate, have confirmed their willingness to run for election to the Board, shall be listed on the secret ballot.

2.6 The Candidate Nomination Form must be returned to the Association at the address provided on, and by the deadline stated on, such form, which deadline must be at least forty-five (45) days before the date the ballots for the election of directors are scheduled to be counted.

### 3. Inspectors of Election.

3.1 The Board shall appoint one or three independent third party(ies) as inspector(s) of election after the close of candidate nominations, but before the secret ballots are mailed to all of the owners. An independent third party includes, but is not limited to:

3.1.1 a volunteer poll worker with the county registrar of voters;

3.1.2 a licensee of the California Board of Accountancy;

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\* Only for Election of Directors

3.1.3 a notary public

3.1.4 a member of the Association provided such member is not a member of the Board of Directors or a candidate for the Board of Directors or related to a member of the Board of Directors or a candidate for the Board of Directors; and,

3.1.5 a person who is currently employed or under contract to the Association for any compensable services.

3.2 Prior to the secret ballots being mailed to all of the owners, the inspectors of election shall meet to determine to whom the secret ballots shall be returned (the "Ballot Collector"), which may be the Association's property manager, if any.

3.3 The inspector(s) of election shall also do all of the following:

3.3.1 determine the number of memberships entitled to vote and the voting power of each.

3.3.2 determine the authenticity, validity, and effect of proxies, if any;

3.3.3 receive ballots;

3.3.4 hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;

3.3.5 count and tabulate all votes;

3.3.6 determine when the polls shall close;

3.3.7 determine the result of the election;

3.3.8 perform any acts as may be proper to conduct the election with fairness to all members in accordance with this section and all applicable rules of the Association regarding the conduct of the election that are not in conflict with this section.

3.4 The inspector(s) of election may appoint and oversee additional persons to count and tabulate the votes as the inspectors deem appropriate.

3.5 An inspector of election shall perform his or her duties impartially, in good faith, to the best of his or her ability, and as expeditiously as is practical. The decision or act of a majority shall be effective in all respects as the decision or act of all.

3.6 Any report made by the inspector or inspectors of election is prima facie evidence of the facts stated in the report.

3.7 The Board may remove and replace any inspector of election prior to the tabulation of ballots if an inspector of election resigns or if the Board reasonably determines that an inspector of election

will not be able to perform his or her duties impartially and in good faith.

**4. Secret Ballot Procedure; Record Date.**

4.1 Ballots and two pre-addressed envelopes with instructions on how ballots shall be mailed by first-class mail or delivered by the Association to every member not less than 30 days prior to the deadline for voting.

4.2 Ballots must ensure the confidentiality of the voters.

4.2.1 A voter may not be identified by name, address, or lot, parcel, or unit number on the ballot;

4.2.2 The ballot may not require the signature of the voter;

4.2.3 The ballot itself is inserted into an envelope that is sealed. This envelope is inserted into a second envelope that is sealed. In the upper left hand corner of the second envelope, the voter prints and signs his or her name, address, and lot, or parcel, or unit number that entitles him or her to vote. The second envelope is addressed to the inspectors of election of the Association, who will be tallying the votes. Failure to do so will invalidate the ballot and member's vote.

4.3 Owners may return their secret ballot by mail, hand deliver it to the meeting or complete the ballot at the meeting; provided, only those ballots which are delivered to the inspectors of election prior to the polls closing shall be counted.

4.4 A member may submit a written request to the Association for a receipt for delivery of the election materials.

4.5 The record date for purposes of voting shall be the date the ballots are mailed to all of the owners.

4.6 Once cast, secret ballots cannot be revoked; they are irrevocable.

**5. Campaigning.**

5.1 All candidates or members advocating a point of view during a campaign, including those not endorsed by the Board, shall be provided equal access to Association media, newsletters, or Internet Web sites (if any) for purposes that are reasonably related to the election. The Association may not edit or redact any content from these communications, but may include a statement specifying that the candidate or member, and not the Association, is responsible for that content.

5.2 All candidates, including those who are not incumbents, and all members advocating a point of view, including those not endorsed by the Board, for purposes reasonably related to the election, shall be provided equal access to any common area meeting space, if any exists, during a campaign at no cost.

**6. Handling of Ballots.**

6.1 As secret ballots are returned to the Ballot Collector, the Ballot Collector shall check off on a sign-in sheet that a ballot has been received for such a resident. The first secret ballot received for any residence shall be the ballot which is counted. Any subsequent ballots for the same residence which are received shall be deemed invalid and shall be discarded.

6.2 The sealed ballots at all times shall be in the custody of the inspectors of election or at a location designated by the inspectors until delivered to the inspectors at the meeting for the opening of the ballots and the tabulation of the vote. After the counting of the ballots and the certification of the election results by the inspectors of election, the ballots shall be transferred to the Association.

6.3 No person, including a member of the Association or an employee of the management company, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated.

6.4 After tabulation, election ballots shall be stored by the Association in a secure place for no less than one year after the date of the election. In the event of a recount or other challenge to the election process, the Association shall, upon written request, make the ballots available for inspection and review by members or their authorized representatives. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote.

7. **Tabulation of Votes; Quorum Requirement.**

7.1 All votes shall be counted and tabulated by the inspectors of election in public at a properly noticed open meeting of the members or of the Board, at which a quorum of members or a quorum of Board members, as the case may be, must be present.

7.2 The inspectors of election shall confirm that no more than one ballot was returned for each residence.

7.3 Any candidate or other member of the Association may witness the counting and tabulation of the votes.

7.4 In order for the vote for the election of directors to be valid, ballots must be returned by at least a quorum of the owners.

8. **Announcement of Results.**

8.1 The results of the election shall be promptly reported to the Board of Directors and shall be recorded in the minutes of the next meeting of the Board of Directors and shall be available for review by members of the Association.

8.2 Upon certification of the election results by the inspectors of election, the newly elected Board members shall be deemed to have taken office.

8.3 Within 15 days of the election, the Board shall publicize the results of the election in a communication directed to all members.

9. **Other Voting/Campaign Issues.**

9.1 The total number of memberships entitled to vote equals the total number of residences in the Association. However, owners whose voting rights have been suspended in accordance with the Association's governing documents after notice and hearing shall not be entitled to vote.

9.2 Cumulative voting is not permitted.

9.3 Association funds may not be used for "campaign purposes" in connection with any board election. The term "campaign purposes" is defined to include, without limitation, (1) "expressly advocating the election or defeat" of any candidate that is on the ballot; or (2) "including the photograph or prominently featuring the name of a candidate on a communication" from the association (except the ballot and voting materials and equal access communications sent pursuant to the Section, above, entitled "Campaigning").

9.4 The Board of Directors may enact and implement a "Meeting Code of Conduct" to govern the conduct of members at meetings.

# **WESTLAKE POINTE HOMEOWNERS ASSOCIATION**

## **Rules for Voting By Secret Ballot Regarding Assessments, Amendments to Governing Documents and Granting of Exclusive Right to Use Common Area**

Pursuant to new Civil Code Section 1363.03(e), when owners are to vote to approve assessments, amendments to governing documents and/or granting the exclusive use of common area to a member, the following must occur:

### **1. Meeting at Which Secret Ballots Shall Be Tabulated.**

1.1 Unless the vote is being taken in connection with an annual meeting of the owners, the inspectors of election shall tabulate the ballots for the vote to approve assessments, amendments to governing documents and/or granting the exclusive use of common area to a member shall be tabulated at a duly noticed (regular or special) meeting of the Board of Directors. The Board of Directors shall determine the date, time and place of said Board meeting.

### **2. Inspectors of Election.**

2.1 The Board shall appoint one or three independent third party(ies) as inspector(s) of election before the secret ballots are mailed to all of the owners. An independent third party includes, but is not limited to:

2.1.1 a volunteer poll worker with the county registrar of voters;

2.1.2 a licensee of the California Board of Accountancy;

2.1.3 a notary public;

2.1.4 a member of the Association provided such member is not a member of the Board of Directors or a candidate for the Board of Directors or related to a member of the Board of Directors or a candidate for the Board of Directors; and,

2.1.5 a person who is currently employed or under contract to the Association for any compensable services.

2.2 Prior to the secret ballots being mailed to all of the owners, the inspectors of election shall meet to determine the location to whom the secret ballots shall be returned (the "Ballot Collector"), which may be the Association's property manager, if any.

2.3 The inspector(s) of election shall also do all of the following:

2.3.1 determine the number of memberships entitled to vote and the voting power of each.

2.3.2 determine the authenticity, validity, and effect of proxies, if any;

2.3.3 receive ballots;

2.3.4 hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;

2.3.5 count and tabulate all votes;

2.3.6 determine when the polls shall close;

2.3.7 determine the result of the vote;

2.3.8 perform any acts as may be proper to conduct the vote with fairness to all members in accordance with this section and all applicable rules of the Association regarding the conduct of the vote that are not in conflict with this section.

2.4 The inspector(s) of election may appoint and oversee additional persons to count and tabulate the votes as the inspector(s) deem appropriate.

2.5 An inspector of election shall perform his or her duties impartially, in good faith, to the best of his or her ability, and as expeditiously as is practical. The decision or act of a majority shall be effective in all respects as the decision or act of all.

2.6 Any report made by the inspector or inspectors of election is prima facie evidence of the facts stated in the report.

2.7 The Board may remove and replace any inspector of election prior to the tabulation of ballots if an inspector of election resigns or if the Board reasonably determines that an inspector of election will not be able to perform his or her duties impartially and in good faith.

### 3. **Secret Ballot Procedure; Record Date.**

3.1 Ballots and two pre-addressed envelopes with instructions on how to return ballots shall be mailed by first-class mail or delivered by the Association to every member not less than 30 days prior to the deadline for voting.

3.2 Ballots must ensure the confidentiality of the voters.

3.2.1 A voter may not be identified by name, address, or lot, parcel, or unit number on the ballot;

3.2.2 The ballot may not require the signature of the voter;

3.2.3 The ballot itself is inserted into an envelope that is sealed. This envelope is inserted into a second envelope that is sealed. In the upper left hand corner of the second envelope, the voter prints and signs his or her name, address, and lot, or parcel, or unit number that entitles him or her to vote. The second envelope is addressed to the inspectors of election, who will be tallying the votes.

3.3 Owners may return their secret ballot by mail, hand deliver it to the meeting or complete the ballot at the meeting; provided, only those ballots which are delivered to the inspectors of election prior to the polls closing shall be counted.

3.4 A member may submit a written request to the Association for a receipt for delivery of the election materials.



3.5 The record date for purposes of voting shall be the date the ballots are mailed to all of the owners.

3.6 Once cast, secret ballots cannot be revoked; they are irrevocable.

4. **Campaigning.**

4.1 All members advocating a point of view during a campaign, including those not endorsed by the Board, shall be provided equal access to Association media, newsletters, or Internet Web sites (if any) for purposes that are reasonably related to the vote. The Association may not edit or redact any content from these communications, but may include a statement specifying that the candidate or member, and not the Association, is responsible for that content.

4.2 All members advocating a point of view, including those not endorsed by the Board, for purposes reasonably related to the vote, shall be provided equal access to any common area meeting space, if any exists, during a campaign at no cost.

5. **Handling of Ballots.**

5.1 As secret ballots are returned to the Ballot Collector, the Ballot Collector shall check off on a sign-in sheet that a ballot has been received for such a residence. The first secret ballot received for any residence shall be the ballot which is counted. Any subsequent ballots for the same residence which are received shall be deemed invalid and shall be discarded.

5.2 The sealed ballots at all times shall be in the custody of the inspectors of election or at a location designated by the inspectors until delivered to the inspectors at the meeting for the opening of the ballots and the tabulation of the vote. After the counting of the ballots and the certification of the vote results by the inspectors of election, the ballots shall be transferred to the Association.

5.3 No person, including a member of the Association or an employee of the management company, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated.

5.4 After tabulation, the ballots shall be stored by the Association in a secure place for no less than one year after the date of the vote. In the event of a recount or other challenge to the voting process, the Association shall, upon written request, make the ballots available for inspection and review by members or their authorized representatives. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote.

6. **Tabulation of Votes; Quorum Requirement.**

6.1 All votes shall be counted and tabulated by the inspectors of election in public at a properly noticed open meeting of the Board, at which a quorum of Board members must be present.

6.2 The inspectors of election shall confirm that no more than one ballot was returned for each residence.

6.3 Owners who have not previously submitted a ballot may complete one at the meeting and return it to the inspectors of election prior to the polls closing.

6.4 Any member of the Association may witness the counting and tabulation of the votes.

6.5 In order for the vote on the proposal to be valid, ballots must be returned by at least a quorum of the owners and the requisite percentage of owners must vote to approve the proposal.

7. **Announcement of Results.**

7.1 The results of the vote shall be promptly reported to the Board of Directors and shall be recorded in the minutes of the next meeting of the Board of Directors and shall be available for review by members of the Association.

7.2 Within 15 days of the vote on the proposal, the Board shall publicize the results of the vote in a communication directed to all members.

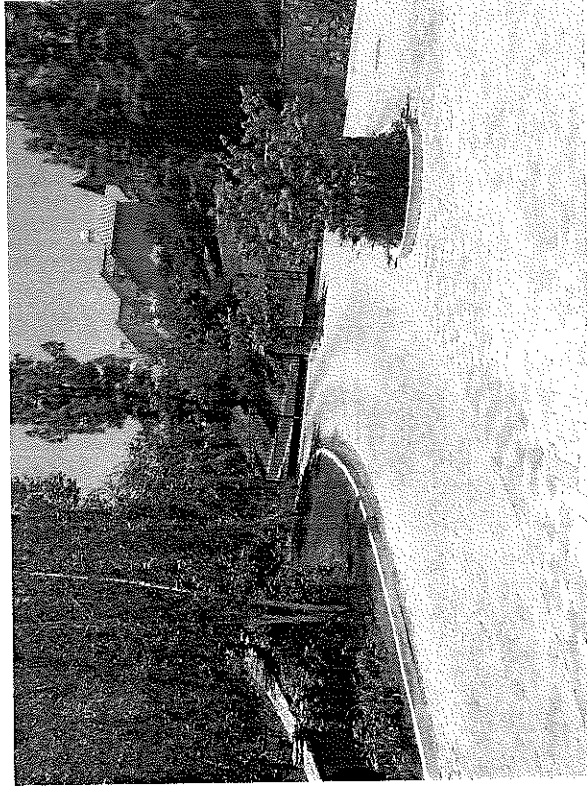
8. **Other Voting Issues.**

8.1 The total number of memberships entitled to vote equals the total number of residences in the association. However, owners whose voting rights have been suspended in accordance with the Association's governing documents after notice and hearing shall not be entitled to vote.

8.2 The Board of Directors may enact and implement a "Meeting Code of Conduct" to govern the conduct of members at meetings.

8.3 Proxies will be accepted so long as they meet the requirements of all applicable laws and the Association's governing documents, and they are consistent with the secret ballot election process. Directed proxies and proxy envelopes are prohibited.

# **WESTLAKE POINTE HOMEOWNERS ASSOCIATION RULES AND REGULATIONS**



**August 2014**



## **WLP HOA**

Westlake Pointe Homeowners Association, Inc. is managed by a Board of Directors. They are elected for a year's term at the Annual Meeting usually held on the third Tuesday in March. The board is responsible for conducting business transactions and formulating policies in accordance with the Covenants Conditions and Restrictions (C C & Rs), and handling all affairs of the Association within the scope of these policies throughout the year. In addition the Board of Directors acts in good faith for the peace, health, comfort, safety and general welfare of all the owners. The following rules and regulations have been adopted by the Board of Directors of Westlake Lake Pointe Homeowners Association, Inc. and have taken effect as Association Rules and Regulations. The rules and regulations are established under the Declaration of Covenants, Conditions and Restrictions for Westlake Pointe Homeowners Association, Inc., Section 3.07 (a). They are subordinate to the Westlake Village, California, Code of Ordinances In the event of any material conflict between State, County or City ordinances or California Vehicle Codes they will prevail over any association rule or regulation.

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## DIRECTORY

### WLP HOA Website:

**[www.spectrumprops.com/westlakepointe](http://www.spectrumprops.com/westlakepointe)**

**TO REPORT ANY PROBLEMS OR CONCERNS REGARDING THE COMPLEX, PLEASE CALL THE MANAGEMENT COMPANY.**

### ADRIAN RIVAS IS WESTLAKE POINTE REPRESENTATIVE.

Spectrum Office (805) 642-6160

Spectrum Emergency (805) 535-5222

Sheriff's Department (818) 878-1808

Fire Department (818) 889-1626

City of Westlake Village (818) 706-1613

Southern California Edison (800) 655-4555

Las Virgenes Municipal Water District (818) 251-2200

Southern California Gas Company (800) 427-2200

Waste Management (805) 522-9400 or (800)675-1171

Front gate access for guest calling from the gate telephone, **press 9 on your telephone.**

Do not divulge the gate code to anyone.

Weekly trash pick-up: Wednesday, or Thursday following a major holiday.

## GENERAL

### All infractions of the Rules and Regulations are subject to fines

1. Each unit shall be occupied as a single-family residence.
2. Business occupation, trade, or other non-residential pursuits may be conducted in any residence or garage as long as it does not generate customer traffic to and from the residences nor disturb others in the area. Should complaints be filed, the Board must review the details and may notify the business owner to modify his/her activities. Should the complaints continue, the Board has the right to legally seek removal of the business from the premises.
3. Each owner/occupant is responsible for maintaining the interior of his/her residence in good condition and repair, including window coverings visible from the exterior, which must be of neutral color.
4. No signs of any type shall be displayed at any residence or in the common areas except one sign advertising the residence for sale or lease and one sign posted close to the residence indicating the presence of a security system or patrol. Real estate signs are limited to 18" x 24".
5. The maintenance and landscaping of individual entry areas within the homeowner's front gate is the responsibility of the homeowner. All light fixtures and bulb replacements are the responsibility of the homeowner.
6. Personal art objects, such as statuary, decorative, or antique items, etc., can be placed outside the courtyard in the common area subject to prior approval from the architectural committee.

# MONETARY PENALTIES

## All infractions of the Rules and Regulations are subject to fines

In addition to imposing monetary penalties, the Board can suspend membership and voting rights, including the right to run for a Board position.

Failure to pay monetary penalties may result in legal action and collection activity.

### Monetary Penalties for Non Architectural Like Infractions

Initial violation notice	none
Second notice	\$100
Third notice	\$200
Fourth and subsequent	\$300

### Architectural Infractions

Initial violation notice	none
Second notice (30 days)	\$100
Third notice (60 days)	\$200
Fourth and subsequent (90 days)	\$300
<i>(subsequent fines every 30 days until corrected.)</i>	

7. Only small satellite dish antennas may be installed on the exterior of any residence. The location and design of the dish antenna must be approved by the Architectural Committee in advance of the installation. Wiring may not be visible from the street.

8. Clothing, towels, or other articles are not to be hung or draped over patio ledges or entry gates. Clotheslines/racks are not permitted on patios or in front entrance.

9. Rubbish must be placed in appropriate covered containers and put out no more than 24 hours before weekly collection. Waste Management will not collect items outside of the containers. Any spillage from containers after collection is to be cleaned up in a prompt manner. Containers should be returned to the garage as soon as possible, but no more than 24 hours after pick-up. Containers must be kept inside garages.

10. Dangerous weapons, including BB guns, may not be carried in any part of the complex. Violations will be reported to the legal authorities.

11. Garage sales are not permitted.

12. Owners of rental units must supply Rules and Regulations to tenants. Owners are responsible for acts of tenants and will be fined for any violations.



## **MONTHLY ASSESSMENTS**

1. Common area expenses are divided equally among the 64 units. Monthly assessments may be increased or decreased, according to Civil Code 1366, by the Board of Directors to meet the financial needs of the association. Special assessments may also be levied, per Civil Code 1366, to meet the financial needs of the association.
2. Regular assessments are due monthly. Payments are due the first of the month. Payments not received within 15 days of the stated due date are delinquent. The Board may make allowances subject to review and approval
3. Late charges will be imposed on delinquent assessments in the amounts permitted by the CC&R's, the association's collection policy, and the Civil Code. The association may bring legal action for payment of delinquent assessments and recover not only the delinquent assessments, but also late fees, interest and collection costs incurred by the association.
4. Unpaid assessments may become liens against the property and may be foreclosed upon by the Association for failure to pay.

## **STREETS, VEHICLES, PARKING**

Westlake Pointe's streets, lighting, landscaping, and storm drain systems are privately owned, maintained, and repaired by the Association.

The speed limit is 15 m.p.h.

**All infractions of the Rules and Regulations are subject to fines.**

1. Parking in front of garages and along red curbsides or specifically restricted signed areas is prohibited due to fire regulations and potential liability to the Association. Illegal parking is subject to fines or tow-away at the owner's expense. **These are City Ordinances.**
2. Residents' vehicles must be kept in garages and the garage door must be kept closed when not in use. A 30-day move-in transition will be allowed but garages must be made available for vehicles after that period. If additional time is required, approval must be sought from the Management Company with Board approval. The reason for an extension should be defined. Storage/Shipping Containers that need additional space in the Visitor Parking area are limited to 15 days. Notification and approval must come from the Management Company.
3. Garages may not be converted for purposes other than the parking of automobiles. Any resident with more than two cars may use the designated "guest parking" spaces.
4. Storage of inoperative vehicles in guest parking areas is prohibited. Violators are subject to tow at their expense.

5. Automobiles shall be parked in designated parking places only within the single car markings.

6. Residents may not park commercial or recreational vehicles, campers, trailers, boats or similar vehicular equipment on the streets, driveways, or guest parking areas within Westlake Pointe.

7. When remodeling temporary dumpsters and their location must be approved in advance by the Management Company. They must be placed on proper supports, such as plywood, to prevent damage to the street surface. Any damage caused by a dumpster is the responsibility of the home owner.

8. In the process of remodeling or other contractor work, a commercial truck may park in front of the home only for unloading materials or using equipment within the vehicle.

9. Mechanical work on any vehicle is not permitted in the streets, driveways, or parking areas unless of a short term emergency nature.

10. Homeowners are responsible for maintaining garage doors in proper working order including appropriate conforming hardware replacement.

11. Scootering, skateboarding, and roller-skating or roller-blading are prohibited on the streets within Westlake Pointe due to the concern for the safety of all residents and guests.

12. "Playing" in the streets is not permitted due to the streets being the official vehicular path.

13. All repair and maintenance of the home interior and exterior is the responsibility of the individual homeowner.

age of 5 are not allowed in the spa at any time. Children of "diaper age" must wear rubber pants while in the pool.

**8. Towels must be placed over pool furniture** when using suntan oils and lotions.

9. Glass containers, bicycles, and loud music are prohibited in the pool area. Please do not litter.

10. No toys, paddle boards, sport equipment, etc. are permitted in the pool.

11. Running, "horseplay", "rough play," and excessive noise, whether from individual voices or audio equipment is prohibited.

12. Intoxicated individuals are not allowed in the pool/spa area.

13. Life preservers, poles and safety equipment are for emergency use only and must be left in the pool area.

14. Pets are prohibited in the pool area.

15. Smoking is prohibited in the pool area.

16. No diving or jumping in the pool or spa.

## **POOL AREA AND SPA**

### **All infractions of the Rules and Regulations are subject to fines**

The pool is heated from April 1 through November 1. The spa is heated throughout the year.

1. Pool hours for all residents and guests are: 8 a.m. to 10 p.m. daily.
2. Because the pool is not supervised, each owner/resident assumes full responsibility and liability for controlling the conduct of family members and guests. The pool area is for owners, residents and accompanied guests only.
3. Insurance restrictions and the county health code require the gate to the pool area to be kept closed and locked at all times. Failure to comply could result in your own personal liability. Additional or replacement keys may be purchased through the management company.

4. Homeowners and residents have first priority on pool use. Guests must be accompanied by a resident and the number of guests is limited to four per residence at one time.

5. Appropriate swimwear is to be worn while in the pool or spa.

6. Pool area patio furniture is not to be abused or removed from the area. Umbrellas must be returned to a closed position. Personal patio furniture is prohibited in the pool area.

7. Children under the age of 14 must be accompanied by an adult. Children under the age of 12 are not permitted in the spa unless a parent is in the spa at the same time. Children under the

## **ARCHITECTURAL RULES**

### **All infractions of the Rules and Regulations are subject to fines**

1. The C.C. & R's. direct that the maintenance for each home is the sole responsibility of the homeowner, but the Architectural Committee for the Board of Directors sets the standards for the visible exteriors. If a homeowner wishes to alter any part of the visible exterior, an application form supplied by the Management Company, must be filled out and submitted for approval. Plans and neighbors' comments may be necessary. Management will provide a list of approved paint colors. If paint colors other than those approved by the association are used, the homeowner will be fined and the fine will continue until color is corrected. **No work is to begin until Board approval is obtained.**
2. External repairs that do not change the external appearance, including heat pumps, roofs and decks, only require a report to Management describing the repair and timing so that we are aware of contractor's vehicles. If you have any question as to whether or not an application is necessary, check with management prior to beginning the work.
3. Most items outside your gate and walls are a part of the common area that is solely the responsibility of the HOA. Any change beyond the gate requires an application. Other than this, **no owner can make an alteration, addition or modification to any portion of the common area.**
4. The Architectural Committee will respond as quickly as possible to homeowner requests for approval. Approval of any proposed work must be in writing.
5. The Architectural Committee only approves or rejects submissions in keeping with aesthetic integrity of Westlake Pointe and is not responsible or liable for any issues relating to current building codes.

6. Homeowners are responsible for obtaining all appropriate permits from the City of Westlake Village. However, obtaining such permits does not necessarily mean approval by the Architectural Committee.

7. When work is completed, the homeowner must notify the Architectural Committee for inspection. The Architectural Committee has the right to rescind its approval if the work is not done in accordance with the documentation submitted and approved. If this should arise, the homeowner is 100% liable for all cost to correct the error and return the home to conditions in the original approved request from the Board.

8. Contractors or anyone doing any type of construction or using power tools is limited to Monday through Friday, 8 a.m. to 6 p.m., Saturday, 8:00 a.m. to 5:00 p.m., and is NOT PERMITTED on Sunday, New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas.

9. The complex must be clean and neat at all times and construction trash and debris must be removed from the site on a daily basis at the owner's expense. Dumpsters must first be approved by the Architectural Committee and must be placed as close as possible to the owner's driveway, but not blocking the fire lane. Proper support, such as plywood, must be placed under the wheels of the dumpster to prevent damage to the road surface. In the event of damage to the pavement, the owner shall be responsible for the cost of all repairs.

10. Neither the Architectural Committee nor the Association or its officers shall be liable for any damage, loss, or prejudice suffered or claimed following the approval or disapproval of any plans, drawings and specifications, or the construction or performance of any work, whether or not pursuant to approved plans, drawings and specifications.

## **PETS**

### **All infractions of the Rules and Regulations are subject to fines**

1. County and city ordinances pertaining to pets apply to this complex (including licenses, etc.).
2. Only two pets will be allowed per residence
3. Pets when in the common areas must be kept on a leash and in the control of the person holding said leash.
4. Owners of pets must pick up/clean up any excrement from the pet left anywhere in the common areas.
5. Owners will prevent their pets from making excessive noise, i.e. barking, or being a nuisance to residents of the complex.
6. Pets are prohibited in all common greenbelt areas including the pool area.

