



NOTICE TO ALL BRIDGEHAVEN HOMEOWNERS

May 29, 2009

Dear Residents:

Enclosed, please find a new Health/Safety Policy for Bridgehaven HOA.

The Board of Directors for your Association has adopted the enclosed policy as a part of their Rules and Regulations, effective July 1, 2009.

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

Very truly yours,

BOARD OF DIRECTORS
BRIDGEHAVEN HOMEOWNERS ASSOCIATION

In order to enforce the Health and Safety Policy described below, the Board of Directors may levy, assess and collect monetary penalties and/or prosecute an action for injunctive relief for a violation said Policy. If you are fined, you will have the opportunity to appear before the Board of Directors to appeal. If you are in violation, you are responsible for payment of any and all legal fees or costs incurred by the Association to enforce compliance and/or collect fines. The monetary penalty shall be levied against the owner, as a result of the actions of the members or his/her family, or by any guests(s), licensee or tenant of such owner. In the event injunctive relief is sought, the owner will be liable for all attorneys fees and costs incurred in obtaining the injunction to compel compliance.

SCHEDULE OF MONETARY PENALTIES FOR VIOLATION OF THE HEALTH AND SAFETY POLICY

Initial violation notice:	\$200
Second violation notice:	\$350
Third violation notice:	\$500
Subsequent violation notices:	\$750

HEALTH AND SAFETY POLICY OF THE BRIDGEHAVEN ESTATES HOMEOWNERS ASSOCIATION

It is the responsibility of every pet owner to take care of their pets. These responsibilities include, but are not limited to the duty to ensure that the pet is not a danger or nuisance to the community. Specifically, Article III (L), Article IV Section 4.05, and Article VIII 8.02 (B) of the CC&R's apply to all pet owners and the failure to comply will subject the pet owner and/or unit owner to monetary penalties and/or an action for injunctive relief for a violation of the Health and Safety Policy. The pertinent health and safety policies are the following:

a. No Attack Dogs

Any dog that has been trained to attack persons or animals or behaves in a threatening or menacing manner must be kept enclosed within a structure, fence or wall not less than five (5) feet in height. Further, such menacing dog shall not be allowed onto Association common area unless the dog is wearing a muzzle and leash.

b. Leash and Control Requirement

No person who owns or has charge of a dog may allow the animal to run at large. Dogs must be kept on a leash at all times when not on the property of their owners. Further, any dog in the front yard of an owner's property must be at all times under the owner's direct control.

c. Excessive Barking Prohibited

Any excessive barking (over and above the normal barking of dogs) is a violation of the Health and Safety Policy. The Board will require that either two (2) members submit written complaints or a member must submit video/audio evidence of the excessive barking to the Board. The board shall have the sole discretion to determine what is excessive barking.

d. License Requirement

All dogs over four months of age must be licensed and vaccinated against rabies. Proof of license must be presented upon request.

e. Cleaning up after your pet

If any pet defecates on any area within the Association that is not owned solely by the pet owner, the pet owner must pick up all of the defecation before leaving the scene.

f. Fire Lane Parking

No person (other than emergency services such as the fire department) shall be allowed to park their vehicles in any fire lane located within the Association without the express written consent of the Board of Directors.

g. Speeding/Unsafe Drivers

Driving at an unsafe rate of speed or in a reckless manner is prohibited within the Association.

BRIDGEHAVEN ESTATES HANDBOOK

Dear Homeowner:

This handbook is intended to inform you of the existing rules that are in effect with the Bridgehaven Homeowners Association. We invite you as a homeowner to participate in managing your community.

We believe you chose to live here for the same reasons we did: well-designed homes nestled into a private, gated canyon in a beautiful area of the Conejo Valley. We enjoy the neighborhood character that exists with the magnificent oaks and all the open space around. We have a beautiful community and it is our responsibility to preserve and enhance its beauty, and thereby its value as a neighborhood of fine homes. We are dedicated to the idea that you should benefit not just from the value of your home, but also from the value of the entire community of which your home is a part - location, community amenities, and environmental integrity all play their role in creating value. Your homeowners' association is committed to this cause. We encourage you to share your ideas with your elected Board of Directors and to join us in managing our community, through your individual participation as a committee member or as a candidate for office.

Board of Directors

Bridgehaven Homeowners Association

Management Company:

SPECTRUM PROPERTY SERVICES

P.O. BOX 5286

VENTURA, CA 93005

Phone 805-642-6160

Fax 805-642-6161

www.spectrumprops.com

HISTORY:

Bridgehaven was first started in 1991 when three custom homes were built as models for the development. Because of the fall in the real estate market that project was put "on hold" until Pacific Heritage took over and started construction in 1998 of 35 homes. This makes a total of 38 homes. We are unique in that we have our own bridge and gate to access our private haven, thus "Bridgehaven". Bridgehaven is in a beautiful canyon like area removed from the outside world. We are surrounded by hills with unlimited

biking trails, natural terrain and wildlife.

MEMBERSHIP:

Bridgehaven Homeowners' association is a California nonprofit corporation. Accordingly, homeowners vote for a governing Board of Directors each year. Homeowners also have the right to attend all regularly scheduled Board of Directors meetings, vote at membership meetings and enjoy the benefits resulting from all such action. You are encouraged to serve on committees and to be nominated and elected to the Board of Directors.

ORGANIZATION:

The Association is governed by a five-member Board of Directors, elected to serve a one-year term beginning in September. They, in turn, are supported by an Architectural Control Committee and a Rules and Regulations Committee. The Association is also served by a contracted management company, Affinity Association Management. The Association hires a number of contractors to provide continuing maintenance on the common areas. These include landscaping service, gate maintenance, tree trimming, etc.

BOARD OF DIRECTORS RESPONSIBILITIES / DUTIES:

1. The Board holds a monthly meeting. It is at these meetings that the Board conducts business. Currently, the meeting is divided into two sections: a public forum and the business portion. When an owner of property in Bridgehaven has something to bring up at a meeting, they may either come to the meeting or write a letter to the Bridgehaven Homeowners Association, c/o Affinity Association Management at P.O. Box 2310, Camarillo, CA 93011-2310. If you attend the meeting, you will be given an opportunity to speak during the open forum section of the meeting. Once the Open Forum section is closed, members of the association are welcome to remain through the rest of the meeting, but may not give any additional input into the meeting.

In September the Association holds it's General Meeting, where the Board of Directors is elected and any amendments to the CC&R's or By-Laws are voted on. Positions on the Board of Directors are limited to current members of the Association in good standing. A member is an owner of a home in Bridgehaven - one vote per property.

2. The Board Enforces the Governing Documents, Covenants, Conditions and Restrictions, (CC & R's) and the Rules and Regulations.
3. They are responsible to keep all Common Areas in good repair by contracting and

- supervising maintenance, repairs and improvements to common grounds and facilities.
4. The Board makes decisions affecting the financial status and liability of the Association.
 5. They prepare an annual budget, fix monthly assessment rate and provide year-end financial audit.
 6. The Board may fine owners for any violation of the rules or CC&R's on the part of that owner. Essentially, up to two warnings are given. If warnings fail, the Board will advise homeowners of CC&R infractions through Association letters and/or Legal Counsel Notice, levy fines, direct legal counsel and foreclose on CC&R violators.
 7. The Board approves and authorizes actions of all committees. Acts as the Architectural Control Committee when required.
 8. They communicate common interests to homeowners through periodic newsletters/ minutes of meetings and promote a social atmosphere befitting the community.
 9. The Board can only make decisions together at Board Meetings.

MINUTES OF HOMEOWNERS MEETINGS

The Board of Directors makes available the minutes to the members and of the Association for the people who cannot attend the meetings but still have an interest in the business of the Association. In order to receive the minutes please submit a request to the Management Company.

HOMEOWNERS FEES

Homeowners' fees cover the costs of managing and operating the Association. The Board of Directors approves the budget for each fiscal year (January through December). A letter containing the assessment rate for the new year is sent to each homeowner between 60 and 45 days prior to the last day of the fiscal year.

Assessments are due on the first day of the month. To ensure the financial integrity of the Association, assessments must be received prior to the close of business on the day before the last day of each month. If assessment is not received by the 15th day of the month a Late fee of 10% or \$10 whichever is greater is charged (per California Civil Code 1366).

COVENANTS, CONDITIONS & RESTRICTIONS

All members are encouraged to acquire the basic copy and all supplements of the

CC&R's to assist them in determining their rights, privileges and limitations. A copy of the CC&R's can be purchased from Affinity Association Management at the cost of reproduction.

GENERAL RULES

The following guidelines are taken from the CC&R's and suggestions from the community and constitute the most important responsibilities we must accept in order to maintain harmonious living and high property values in Bridgehaven Estates.

1. Each housing unit shall be used exclusively for Single Family Residential purposes.
2. No exterior additions to or alterations of home or yard, affecting the exterior appearance, may be made without Prior Written Approval of the Architectural Committee and the Board of Directors. Refer to CC&R'S for details.
3. The Board of Directors establishes standards of maintenance for exterior portions and landscape. There shall be no exterior artificial plants.
4. Garage doors shall be closed when not in use.
5. Residents and guests shall not throw trash into the common area.
6. Exterior antennas or satellite dishes may be permitted if they are not visible from outside the property and they meet all of the requirements of the CC&R'S, Architectural Committee and requirements of the City of Thousand Oaks.
7. Clotheslines cannot be visible from common areas or from neighbors and meet requirements of the CC&R'S.
8. No nuisance or excessive noise is permitted as to be offensive or detrimental to neighbors.
9. Games of any kind may not be played in the streets or lanes where vehicular traffic presents any kind of risk to pedestrians or to the vehicles.
10. Recreational vehicles may be allowed to park on driveways up to twelve hours for loading and unloading.
11. Owners with three or more motorized vehicles will be allowed to park excess passenger vehicles on owner's driveway. See CC&R'S for more detail as to other types of vehicles and uses of garages.
12. Speeding is a serious hazard, and speeds must be maintained under fifteen miles on all streets.
13. Property and landscape must be developed within a reasonable period of time (usually 6 months) from date of ownership. All landscaping and improvements shall be maintained in good condition and repair at all times.

14. Signs are not permitted other than "For Sale" or "For Rent/Lease" displayed on lots without the consent of the Board. See CC&R'S for more detail.
15. Pets are nice to have and they are a lot of company, but remember, they are your pets and not your neighbor's. It is your responsibility to take care of your pet, clean up after it and make sure it behaves itself. Check with local zoning regulations for the number and types of animals allowed. The County and City Ordinances pertaining to dogs apply. They provide in part that: Dogs must be kept on a leash when outside the confines of your home. When you walk your dog you must clean up after it.
16. Key Policy for main-gate at Main Entry. Two (2) keys shall be issued to each homeowner by Affinity Association Management at no charge. Replacement of keys is \$25.00 non-refundable. This gate is important to security and the \$25.00 replacement fee is meant as incentive to hang onto them.
17. Trash: Garbage and trash shall be placed in approved containers provided by Block Disposal Company. Containers shall be placed curbside, after 6:00 p.m. on the day before pick-up and empty containers removed by 9:00 p.m. on the day of pick-up.

Trash pick-up is provided by Block Disposal Company, this cost is not provided by the Association. Residents are responsible to make arrangements for all trash removal and utilities in their own name.
18. Association assessment dues are due on the first day of each month. If dues are not received by the 15th, a late charge will be added to your account. Dues are to be sent to First Bank in an envelope provided with your monthly statement.

FINE SCHEDULE:

First violation - written warning

Second violation - \$25.00

Third violation - \$50.00

Fourth violation - \$100.00

Fifth violation - \$200.00

Sixth violation and subsequent - fines will double for each infraction of the same fine within a twelve (12) month period.

Homeowners must be in compliance for a period of twelve months from date of last violation noted. Additional violations in the twelve-month time period will cause fines to be levied against the homeowner.

ARCHITECTURAL COMMITTEE:

The Architectural Committee is appointed by the Board of Directors and meets once a month to review architectural requests. The turn around time for their review is usually 30 days. However, during the balance of 1999 they will meet twice a month in order to facilitate the new homeowners needs.

One of the functions of the Bridgehaven Homeowners Association is to preserve the architectural integrity of the community. To that end, policies and guidelines have been established and are presented in this Handbook and in the CC&R'S.

Before commencing any work, request an architectural request form from Affinity Association Management. After completing the form, return it with any appropriate color chips, landscape plans, drawings or designs to the management company for consideration by the architectural committee at the next monthly board meeting. You will be notified in writing of the decision of the Board.

1. Any changes to the outside of your home must be approved, in writing, by the Architectural Committee and/or by the Board of Directors. This includes landscaping and structures. No Construction of structures beneath the drip lines of oak trees will be allowed.
2. The committee does not look for compliance with zoning and building ordinances; that is up to you.
3. Having a change approved by the committee does not mean that any of the rules of the Association or its CC&R'S or By-Laws will be changed or waived.
4. Approval can take up to 30 days from the date of receipt by the management company. Requests are reviewed at the monthly Board meetings.

This handbook is not meant to take the place of the CC&R'S or By-Laws of the Association.

BRIDGEHAVEN HOMEOWNERS

RE: NEW PARKING RULES

The Board of Directors has adopted a new parking rules. The new rule is “

1. Residents who own/use more vehicles than can appropriately be accommodated in their garage and/or driveway must find other permanent accommodations for those vehicles outside of Bridgehaven.
2. Curbside/Street parking is allowed, but not more than 96 hours, without moving. Vehicles cannot be stored on the streets.
3. Vehicles parked curbside/Street parking, which are not identifiable to a residence, may become subject to towing at the owner's expense.

This new rule will be effective May 1, 2013.