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A. GENERAL INFORMATION

1. Occupants of Sandalwood Village, whether they be homeowners or lessees, shall hereinafter be referred to as resident(s).
2. Any reference herein to any gender shall include all genders. No discrimination shall be made as to gender, age, race, creed.
3. All residents are subject to the provisions of the CC & R's associated documents, and these Rules and Regulations.
4. Each unit owner shall bear the ultimate responsibility for compliance, of the unit's occupants, with the CC & R's, associated documents, and these Rules and Regulations.
5. Each unit owner shall be held totally responsible for any damage to common areas caused by the owner's lessee, guests, pets, etc.

B. ARCHITECTURAL CHANGES

Statement: It is the intention of the Association's Board of Directors to preserve and perpetuate the original functional and aesthetic design of Sandalwood Village.

1. The Architectural Committee shall remain the principal authority in all matters of architectural change. The Architectural Committee reports to the Association's Board of Directors.
2. Requests for any exterior change must be submitted in advance. No change may be accomplished without prior approval. No approval shall be granted if the change has been, in the sole opinion of the Architectural Committee, partially or completely accomplished.
3. Any change, partially or completely accomplished, prior to the approval of same by the Architectural Committee, shall be subject to a fine and shall be restored to its original condition at the expense of the resident.
4. See Guidelines/Standards (Section F) for details.

C. CHILDREN

1. Parents are held responsible for the actions of their children and their children's guests at all times. Any damage to property by children or children's guests shall be the responsibility of the resident responsible for the child.
2. Children under the age of fourteen (14) must be supervised by a responsible adult at all times. This means in unit or on the community's common area. The child's safety, that of other residents and the community at large may depend on it.
3. Children under the age of eighteen (18) are expected to observe a 10:00 p.m. curfew.
4. Children are not permitted to play in the driveways, parking areas, or landscaped areas. Walkways to each building shall not be used for play areas.
5. No excessive noise, such as screaming and yelling, shall be permitted at any time.

D. COMMON AREA CONTROL

Statement: As an extension of that shown on Page , "Architectural Changes", the Association's Board of Directors intends to preserve and protect our existing slopes and planted common areas.

1. No one is permitted on the planted or grassy common areas except authorized maintenance personnel.
2. Any damage to common areas including the recreational facilities, caused by a resident, resident's family, guests, lessee, pet, etc. will be charged directly to the resident. Items covered under these categories include but are not limited to, the breakage of sprinkler heads, and the destruction of, or damage to, landscaped areas. It is strictly forbidden to add, alter or remove any plantings from the common area.
3. No sign of any kind may be attached on the exterior of the buildings without the express written approval of the Association's Board of Directors.
4. No sign of any kind will be displayed to the public view except for one (1) sign advertising the unit for sale or rent. This sign shall not exceed 18" x 24" in measurement and may only be placed in the window of the unit. However, on an "Open House" day, a second sign may be placed, near the unit, if necessary, over the unit's location. The second sign may not exceed 18" x 24" and shall be removed at the conclusion of the "Open House" day. The window sign shall be removed not later than three (3) days after the owner/resident has received the initial deposit on the sale or rental. "Sold" signs shall not be displayed.
5. No notices, signs, bulletins, business cards, advertisements, etc. shall be attached to the exterior of the building, the interior of a window, or the mailbox cluster, etc. Only approved nameplates for the mailboxes may be used and are to be supplied the resident by the Architectural Committee.
6. Each unit will be issued only one (1) key for the pool(s) and tennis court. These keys are supplied by, and remain the property of, the Homeowners Association:
 - a. They may not be loaned to a resident of another unit or to a guest. These keys may not be copied or duplicated. Remember if you allow someone else to use your key or open the gates and allow entry, you are accepting the responsibility and liability for them.
 - * b. A "lost" key may only be replaced by the Association and at a cost of ~~\$25.00~~ ^{100.00} payable to same.
 - c. The Association assumes that owners who rent their units have delegated their rights to use the pool and tennis court to their tenants. Non-resident owners will not use the Association's recreational facilities.
7. Obstructions of walkways, entrance ways, driveways, parking areas, garage doors, etc. are prohibited.

8. No owner or guest is permitted upon any roof, wall, fence, etc. Only qualified licensed contractors/repair/maintenance, etc.) and with the express permission of the Association's Board of Directors.
- * 9. No articles of any kind shall be hung or shaken from the doors, windows, patios, etc. Outside drying of laundry of any kind will not be permitted.
10. Outside antennas are not allowed.
11. State and local ordinances are to be observed regarding any explosive or inflammable material, or fluid. They shall not be brought onto the common area(s). Explosives or flammable fluids/materials shall not be stored in garages. Such items may not be used in any manner that would jeopardize the health, welfare, and/or property of others.
12. Residents may not borrow or remove any equipment or property from the common area (i.e., pool, tennis court, etc.)
13. Any damage to buildings, recreational facilities or equipment, or any other common area property caused by resident, residents' family or guests or employees/contractors, shall be at the expense of the applicable resident.
14. Other than the usual washing, or waxing of residents' vehicles in the area immediately outside and directly in front of residents' garages, no work may be done on any type of vehicle outside said residents' own garages.
15. Commercial vehicle repair is prohibited.
16. No mess, dirt, grease, oil, etc. from working within resident's garage or premises shall be placed or emitted onto the common area(s).
17. No trailers, house trailers, boats, boat trailers, campers, trucks or similare vehicles shall be parked in any of the guest parking or common areas. The only exception shall be the temporary parking for the packing or unpacking of same. Fire lanes may not be obstructed.
18. Each resident is responsible for the cleanliness of the areas immediately in front of, and adjacent to, their front door, and exterior garage door(s).

E. FINES

1. A fine will be imposed when the Board of Directors determines that such action is reasonably necessary to enforce any of the provisio of the CC & R's, the By-Laws, and these Rules and Regulations.
2. Upon any failure of an owner to comply with any requirement or restriction set forth in any of the documents listed above, the Board may, at its discretion, implement the following fine procedu
 - a. The Board will notify the applicable owner in writing of such lack of compliance and shall specify the nature of non-compliance.

F. GUIDELINES/STANDARDS

GENERAL

1. The description of any proposed alteration must include all information necessary for the architectural committee to reach an informal decision. The information shall be provided in writing will include, but not be limited to height, width, length, size, shape, color, location, usage, etc. A general description will be considered inadequate. It is to the resident's advantage to provide, as a minimum, a sketch, photograph, blueprint(s), etc., of a similar alteration.
2. Each request for committee approval of an alteration, addition, modification, or change shall include the following:
 - A. "Release, Indemnity and Maintenance Agreement" acceptable to the Board of Directors. Said form to be provided by the architectural committee.
 - B. Proof of insurance coverage adequate to protect the Association and able, if proposal is approved, to name the Association, as payee. A certificate issued by the insurer, shall be deposited with the committee prior to the onset of any proposed alteration, etc.
 - C. Proof of compliance to all state, county and city of Simi Valley requirements. (Permits, preliminary/qualifying inspections, etc.)

All of the above shall accompany the written request to:

Sandalwood Village Homeowners Association
Village Management Company
11650 Riverside Drive
North Hollywood, California 91602
Attn: Architectural Committee

3. The Architectural Committee will respond to a request as promptly as possible and will make every attempt to do so within thirty (30) days. If the committee fails to reply to the requestor within sixty (60) calendar days following receipt of said request then the request shall be considered disapproved.
4. If a proposed alteration/change is disapproved by the committee by either "rejection" or time lapse per paragraph #3 above, the applicant may request the committee to reconsider its position. This "request for reconsideration" must be submitted in writing within thirty (30) days of said disapproval.

The applicant may at that time submit new or additional information which might clarify the request or demonstrate its acceptability.

5. The Architectural Committee shall use the following as criteria for approval:
 - A. Substantially and/or noticeably alter the exterior appearance.
 - B. Benefit and enhance the entire project.
 - C. Be consistent within the basic plan of the original development.
 - D. Improve quality of life.
6. Request for replacement of the air conditioner heat pump unit of like kind and quality will not be disapproved. Prior approval is still required along with all other applicable requirements. The committee shall disapprove a request for said replacement if, in the opinion of the committee, the "replacement" is not in conformance to the size, design, shape, operating characteristics, noise level, etc. of the original unit.
7. Flower boxes may be placed on top of balcony or patio walls within the following guidelines:
 - A. Flower boxes must be of wood, painted to match the building exterior or redwood.
 - B. They must be firmly fastened to horizontal surface and may not extend past the vertical exterior balcony or fence wall.
 - C. Neighbors with common patio walls should work together on planters. Disputes will be resolved by flower boxes being removed.
8. Planting containers of wood or wire may be placed on interior hanging surfaces of patio or balcony.
9. All visible plantings and containers must be kept in good condition and not present an eye sore.

G. INTERIOR SIDEWALKS AND SERVICE AREAS/ROADS

1. Interior sidewalks, walkways, steps, etc. are for pedestrian use only. No skateboard, bicycles, rollerskates, and like items are permitted.
2. Service road/driveways are for the primary use of motorized vehicular traffic. They lead into and out of the garage and parking areas. Since many of these areas are so positioned as to effect "blind spots" to drivers, it is necessary to prevent accidents by prohibiting bicycle riding, skateboarding and rollerskating in these areas.

3. Vehicle speed in and nearby the above mentioned areas should be limited to that which is reasonable in a congested area. In no case may any vehicle exceed ten (10) m.p.h. within the community.

H. LANDSCAPING

1. A contract landscape gardener maintains all of the common area grounds. The firm's services include, but are not limited to, watering, trimming, and general care of grassy and other planted areas.
2. Driveway, walkway, and recreation areas (pools, tennis court) are also contracted for their respective cleaning.
3. Walkway and driveway lights, and sprinkling systems are operated by time clocks. Consideration of the residents concerns will be given as to when these clocks are set. Please advise the landscape committee if you have or know of a special need or consideration that should be addressed.
4. Your requests, suggestions for changes in the landscaping of the common areas are most welcome. Please submit same in writing to:

Sandalwood Village Homeowners Association
Village Management Company
11650 Riverside Drive
North Hollywood, Ca. 91602
Attn: Landscaping Committee

I. LEASING OR SALES OF UNITS

1. All leasing or sales of units within this community shall be in compliance with Federal, State, County and City of Simi Valley statutes, ordinances, and regulations.
2. Owners who are leasing or selling their units will provide the Board of Directors with the names of the renters or buyers.
3. Owners will submit a statement to the Board of Directors certifying that the following has been included in any lease or sales agreement:

"At the time of the consumation of the (lease/sale) agreement between owners and lessee(s) or buyer(s) concerning building unit , copies of the CC & Rs by-laws and these rules and regulations have been provided".
4. Brokers will be advised by the Sellers of the residence of all applicable rules and regulations especially those concerning pets.
5. Owners may lease their units for a period of not less than one (1) year. Month-to-month or transient rental agreements are not permitted. An exception to the month-to-month rule is allowed

in event of completion of an initial one (1) year lease pending negotiation of terms for a new lease, or purchase of unit by lessee's or sale of unit to a third party.

J. MAINTENANCE OF RESIDENCES

1. It is the Association's responsibility to repair the exterior surfaces of all buildings when such painting is required in order to preserve the attractiveness of the community.
2. Any damage or undue deterioration caused by misuse of the family, guests, lessee, pets, etc. is the owner's responsibility. If exterior painting is required due to such misuse, the owner will be charged for both labor and materials.
3. It is the responsibility of every resident/owner to perform all maintenance and repair work within his/her own unit which, if omitted, would detrimentally affect the building or the community. All of the repair of internal installations located within each unit, such as water, lights, gas, power, sewer, telephone, heater, sanitary installations, doors, windows, lamps and all other accessories located in the owners unit shall be at the resident/owner's expense. Claim of warranty coverage does not mitigate the resident/owner's level of responsibility to the Association.
4. Residents wishing to do any painting or touch-up of exteriors should contact the committee for permission. Proper paint/materials if available, and color selection. This process is far simpler and not to be confused with requirements for an alteration change or modification to the building/structure.

K. NOISE AND NUISANCE CONTROL

1. Garage doors are to be kept closed at all times unless the garage is occupied. This prevents and discourages curiosity seekers, would be thieves, and worse, from any easy walk-in target.
- ② No offensive activity shall be carried on within any unit. No activity shall be permitted which may be, or may become, an annoyance or nuisance to the neighborhood. It is important that all activities be within the bounds of good taste and in consideration of other community residents and their right to quiet enjoyment.
3. No activity shall be carried on which, in any way, shall increase the rate of insurance.
4. Residents will not have garage sales on/or within community property.
5. All unattended bicycles and similar equipment (i.e., motor scooters, skate boards, etc.) shall be kept in residents homes or garages.
6. Only Department of Motor Vehicles (DMV) licensed motor vehicles may be operated on the service road/driveways and parking areas

7. Residents shall not use homes or garages for any overt business or commercial purposes.
8. Garden hoses will not be stored outside any resident.

L. PARKING

1. Areas designated for vehicle parking consist of the following:
 - A. Residents' garages.
 - B. Designated guest parking areas.
 - C. Public streets outside the community.
2. Parking in firelane poses an inherent danger to the community and is expressly forbidden by law. Any vehicle so parked is subject to towaway without notice.
3. Residents' vehicles are to be parked in their garages and/or the public streets outside the community.
4. Designated guest parking areas are to be used only for that purpose. Guest are defined as persons visiting for three (3) days or less in any seven (7) day period. Commercial delivery or service vehicles may be parked in the guest parking areas during the course of either a delivery or service call.
5. As indicated above, guest parking areas are only for temporary parking. Vehicle storage in these areas is prohibited.
6. All parking in guest parking areas must be within marked spaces or will be considered illegally parked.
7. Under certain circumstances the Board of Directors may vote to allow a resident to secure, for a fee, the long-term use of a single guest parking space. The fee shall be payable as a monthly rental to the Association. If the privilege is judged to be "abused" by the resident, resident's family or guests, the privilege will be recinded. If recinded, a pro-rata refund will be issued by the Board of Directors. Once recinded the privilege shall not be renewed with the balance of the calendar year or six (6) months, whichever is greater. The Association's Board of Directors will be the sole authority in accepting or rejecting a claim for this privilege or its rescission. The following criteria must be met in order for the Board to grant same:
 - A. The vehicle in question must be clearly shown to be essential to the business, profession or trade of the resident at 100% usage and registered as such.

- B. The reason for the requesting of the privilege may not be that of convenience or of pleasure (non-business) or recreational vehicle parked in resident's garage (i.e. boat, boat trailer, travel trailer etc.)
- C. The resident must clearly demonstrate that significant risk would be encountered by parking said vehicle on the public street outside the community.
- D. The resident must agree in writing that any damage encountered at the assigned and rented guest parking space shall be the sole responsibility of resident. Resident shall be required to show proof of insurance coverage by depositing with the association a "certificate of insurance". It shall be due within 30 days of each policy renewal period. If not provided as specified the rental agreement shall automatically terminate.
- E. The resident agrees that the agreement automatically terminates if in the sole opinion of the Board of Directors:
 - 1. One or more of the above conditions are not being met.
 - 2. Or the original vehicle in question is no longer applicable to the above requirements. No replacement vehicle is automatically allowed. Each vehicle and/or situation must qualify on its own merits.
 - 3. The original term of the rental agreement has exceeded twelve (12) calendar months. Each renewal period after vehicle qualification per above shall not exceed twelve (12) calendar months.
 - 4. If the continuation of the rental agreement no longer serves the best interest of the community due to population growth and its subsequent parking requirements. In this situation the Board shall terminate the agreement by giving a minimum of thirty (30) days notice.

M. PETS

- 1. There shall be no more than two (2) commonly accepted household pets per unit with the exception of fix.
- 2. All pets will be kept within the resident's unit or under positive control (leash, etc.) at all times. Any pet running loose, at any time, within the community shall be considered a "stray". A "stray" animal will be automatically the subject of rentention by the City and/or County Health or Animal Regulatory authorities.

Residents are totally responsible for their pet's welfare. Any fees incurred by the Association in enforcing this provision will be charged directly to the resident involved. The Association will not assume any responsibility for ascertaining whether or not any animal belongs to any resident.

3. Pets may not be intentionally relieved on any part of community grounds or common area. Damage to the shrubbery and/or other areas planted will be repaired at the expense of the resident.
4. Pets who create a disturbance through noise or disruption will face restrictive action or removal from the community.
5. Residents are responsible for cleaning-up after their pets. No resident shall allow a situation to exist whereby his/her pet creates a nuisance through pests, odor or animal excretions.

N. POOL/SPA RECREATION AREA

1. All persons using the pool/spa recreation area do so at their own risk. There is not lifeguard on duty and the resident assumes full responsibility for all persons in his/her group. Safety and sanitation rules are to be obeyed as posted.
2. The area(s) are for the exclusive use of the residents and their invited guests.
3. Children are defined as individuals seventeen (17) years of age and under. Those children from ages fourteen (14) to seventeen (17) years of age need not be constantly supervised by an adult. However, the responsibility for the child, child's guests, or acts of either shall remain with the applicable resident.
4. Children under the age of fourteen (14) shall be supervised by an adult eighteen (18) years of age or older, resident who assumes full and total responsibility for the child, child's guests and acts of either. Two (2) children per responsible adult.
5. Guests shall be at the express invitation and responsibility of the applicable resident and as follows:
 - a. Weekends and holidays - a maximum of three (3) per unit, including one (1) child.
 - b. Weekdays (non-holidays) a maximum of four (4) per unit of which only two (2) may be children.
 - c. Guests must be accompanied by resident at all times.
6. Appropriate swimwear must be worn in the pool and spa. No ragged cut-offs are permitted. No children wearing diapers are permitted. Soiled diapers shall be physically removed from the recreation area and disposed of within one's own trash.

7. Hours for use are as follows:

Adults: Sunday thru Thursday 8:00 a.m. to 10:00 p.m.
Friday and Saturday 8:00 a.m. to Midnight
(Including day prior to a National holiday)
Children: All Days 8:00 a.m. to 4:00 p.m. - maybe till
6:00 p.m. to 9:00 p.m.

8. "Quiet Hours" are those designated time periods when above average noise levels are most likely to disturb and inconvenience other residents. The "quiet hours" for the pool/spa recreation areas are as follows for all days.

Quiet Hours: 8:00 a.m. to 10:00 a.m.
9:00 p.m. to scheduled closing

9. Shoulder-length hair should be covered with a bathing cap.

10. No boisterous, vulgar or rough play is permitted in the recreation area in or out of the water or on the common area grounds. Battery powered radios are permitted provided they do not disturb others in the immediate general area.

11. Any person having any apparent skin disease, sore inflamed eyes, cough, cold nasal or ear discharge or any communicable diseases shall refrain from using the facility.

12. Intoxication in the recreation area is prohibited. The use of any alcoholic beverage by a minor, whether furnished by an adult or not, is prohibited.

13. Glassware or glass objects may not be used in the area.

14. No pets are allowed within the recreation area under any circumstances.

15. Recreation area furniture should not be abused. Your assistance is appreciated. Please cover chairs and lounges within a towel after applying suntan oil. Your assistance is requested to help keep the area as clean as possible.

16. Entry into the area is by authorized key only. Entry by any other method is prohibited. Please do not leave the key in the lock. Please keep the gates locked after either entering or leaving the area.

17. Safety equipment is not for use except in the event of an emergency.

18. No toys, balls, rafts, floats or any other objects are allowed in the pool or spa.

19. Some residents enjoy sun bathing but not the water. Therefore there must be controlled splashing.

20. Enjoy smoking but please pick-up after yourself.

0. TENNIS RECREATION AREA

1. The tennis court is for the game of tennis only. The regular and usual rules/regulations and courtesies apply.

2. Tennis court hours are from 8:00 a.m. to dusk. Should the court be lit at a later date it may be used until 10:00 p.m. daily.

3. Entry is governed by the same rules and regulations discussed under the "pool/spa recreation area" and elsewhere.

4. Only tennis shoes may be worn.

5. Loud behavior must be minimized.

6. No animals are allowed at any time.

7. Players must sign-up to play or "rack-up" whichever method is being used and decided by the pool/tennis recreation committee. Please follow the rules, posted to enhance everyone's enjoyment of the facility.

8. Only community residents and their guests may use the court. Guests are permitted only when accompanied by residents.

9. Only residents may reserve a court for their unit. If unable to play as scheduled, please cancel your reservation to enable others to play. A court is automatically cancelled if not occupied by ten (10) minutes after the hour. Continual abuse may result in court privileges being restricted or suspended.

10. Reservations may only be made on the hour or on the half-hour. Reservations may not be made prior to six (6:00 a.m.) o'clock a.m. One day in advance of the time desired. A resident may reserve a court only for his/her unit and only for a maximum of one (1) hour per day, per unit.

11. A resident may play "singles" for only one (1) hour per day. A resident may play "doubles" for only two (2) hours per day. However, one of the other players must be a resident from another unit.

12. If residents of two (2) units plan to play doubles for two (2) hours, one of the residents may reserve the court by listing his/her name and address for the first hour and the name and address of the other player for the second hour. This is allowed as a courtesy and will be suspended or disallowed by the pool/tennis recreation committee if abused.

13. Please assist us in keeping this area clean by picking up refuse and debris as you encounter same. Your cooperation is appreciated.

P. TRASH/DEBRIS/RUBBISH

1. Refuse is not to be stored or accumulated outside your unit or within the common area.
2. Trash (~~newspapers, plants and clippings are examples of trash~~) containers may be put out after dark on the evening before the pick-up day. Garbage containers (food waste, cat litter, empty food cans/packages, all of which attract animals are examples of garbage) may only be put out on the morning of the pick-up day. Our pick-up day is Friday, unless a major holiday occurs during the week. Then the pick-up is usually delayed one (1) day to Saturday.
3. Each resident should consider identifying each reusable garbage/trash container with an indelible marking of the appropriate unit number. Unidentified containers usually disappear.
4. Garbage must be firmly secured by using either tied plastic bags or covered containers. Paper bags may not be used under any conditions for garbage.
5. Place all trash/garbage containers outside the garage for pick-up by our trash/garbage service. The pick-up service goes to each unit's garage. No other area is authorized for pick-up.
6. After pick-up, but no later than 8:00 p.m. of pick-up day, the empty containers should be taken in.

Q. VEHICLE RESTRICTIONS

1. No mobile home, trailer of any kind, truck, camper, boat recreational vehicle or off-road vehicle will be kept, placed, maintained, constructed, reconstructed or repaired in any area which is not completely enclosed.
2. No motor vehicle will be constructed, reconstructed or repaired on any street, alley, driveway, designated parking area or in any area which is not completely enclosed.

R. VEHICLE TOW AWAY

Vehicles of violators of the parking and vehicle restriction rules are subject to tow away at the violator's expense and/or to fines. If your car is towed away, call the Police Department at 583-6950 for information on the location of the car.

SCHEDULE OF MONETARY PENALTIES

In order to enforce the CC&R's, Bylaws, Rules and Regulations, the Board of Directors may: levy, assess and collect reasonable monetary penalties as established by the Board of Directors to cover such costs as legal expenses, time or labor, postage, etc., for violation of Use Restrictions, the Declaration or published Rules and Regulations. The monetary penalty shall be assessed against the Homeowner involved for violations made by the owner, members of his or her family, or by any guest(s), licensee or tenant of such owner.

Violation Policy

1. Initial Violation Notice: Formal Warning Notice
2. Second Notice: \$ 50.00 fine
(30 days to comply - response, in writing, required from homeowner once in compliance)
3. Third Notice : \$ 100.00 fine
(5 days to comply - response, in writing, required from homeowner once in compliance)
4. Fourth Notice: \$ 150.00 fine
(Additional \$200 with each subsequent violation (i.e. 350, 550, 750). Homeowner may be subject to legal action on all subsequent violations. Homeowner may also be responsible for any legal fees).

Architectural Schedule of Monetary Penalties

Unauthorized unapproved architectural modifications (including satellite dishes)

1. Initial Violation Notice \$100.00
(30 days to comply - response, in writing, required from homeowner once in compliance)
2. Second Notice \$200.00
(5 days to comply - response, in writing, required from homeowner once in compliance)
3. Third Notice \$400.00
(Association to employ licensed vendor to remove / repair / replace architectural modification; service call, repairs, and replacement to be levied to such homeowners account)

Animal Schedule of Monetary Penalties

(Dog not on leash, allowing dog to relieve themselves on common area without properly disposing, dogs in pool area, aggressive behavior)

1. Initial Violation Notice \$100.00
2. Second Notice \$150.00
3. Third Notice \$200.00

Note

All violations for animals with aggressive behavior, that have the potential to hurt someone or have already hurt someone, will be copied to Animal Control.