



FLORA·VISTA

RULES & REGULATIONS

**HELP KEEP OUR COMMUNITY SAFE!
PLEASE OBSERVE THE “25 M.P.H.” SPEED LIMIT.**

EFFECTIVE – August 2002
REVISED – January 2017

FLORA VISTA HOMEOWNERS & RESIDENTS

This brief handbook is published and distributed to all homeowners and residents to assist and guide owners, residents and guests to a better understanding of the Rules and Regulations governing our Community. It is the hope of the Board of Directors that all residents will keep this handbook accessible in the household as an easy reference source to the basic areas of each residents' responsibility.

Please keep in mind that this handbook is not intended to replace the Conditions, Covenants and Restrictions (CC&R's), however, it does contain and reference many of the important points contained in that document. The Rules and Regulations are designed to benefit the welfare of the Community, while maintaining consistency with the CC&R's. This includes promoting the well-being and safety of the residents, and preserving the aesthetic appeal of the Community in an effort to maintain property values.

It is through the CC&R's that the Board of Directors is given the authority to adopt Rules and Regulations, and make amendments to the same, by a majority vote of the Board. Amendments to the CC&R's require a written instrument signed by at least 75% of the total voting power of the Association.

We trust you will find this information helpful and look forward to the continued success of the Flora Vista Homeowners Association.

TABLE OF CONTENTS

SECTION	PAGE
1. Community Information.....	4
2. Parking / Vehicles.....	6
3. Exterior Maintenance & Repair.....	7
4. Trash.....	8
5. Signs.....	8
6. Architectural Control.....	9
7. Common Area.....	10
8. Animal Control.....	11
9. Violation Policy.....	11
10. Enforcement.....	12
11. Leasing.....	12
12. Emergency Contacts/Community Information.....	13

COMMUNITY INFORMATION

GENERAL

The Flora Vista Homeowners Association was built between 1994 and 1996. Incorporated in 1994, the community consists of 388 homes and various common areas and easements that the Association is responsible to maintain. Monthly dues are collected from the membership to pay operating costs and to fund the reserve account for future maintenance and repairs.

A Board of Directors, along with the management company, operate the Association in accordance to the Conditions, Covenants and Restrictions (CC&R's) and the Bylaws. Board of Directors meetings are held on a bi-monthly basis. Notice and location of meetings are posted at the HOA entrances or on the Flora Vista website at <http://www.floravistahoa.com>.

Individual homeowners should, at their option, obtain their own structure, personal contents, personal liability and earthquake insurance coverage as recommended by a qualified insurance professional.

REPORTING VIOLATIONS

The Board of Directors and the management company encourage owners to attempt to resolve issues amongst themselves.

Violations of the CC&R's and the Rules and Regulations can be reported to the Board of Directors in writing, care of the management company or by e-mail. Also, the management company may note violations during Association property inspections.

COMMITTEES

The Board of Directors has appointed several Committees that serve the Community and assist the Board in its decision making process. The active Committees listed below encourage and invite you to participate. A brief description of the Committee functions are provided below and, should you be interested in more information, please contact the management company.

ARCHITECTURAL CONTROL COMMITTEE OR BOARD

Responsible for reviewing and rendering decisions on homeowner submitted improvement plans, including but not limited to exterior changes to the home, hardscape, landscape, planter walls, fencing and painting. This is the only Committee with such authority. Also participates in landscape and general common area maintenance inspections. Solicits maintenance proposals for review by the Board of Directors.

NEWSLETTERS and WEBSITE

Information and communication from homeowners and the management company may be assembled together in a newsletter format to provide to the Community on an as-needed basis.

Pertinent information regarding the Association, upcoming events, significant issues, helpful hints and committee updates can be found in this Newsletter as well as on the official Flora Vista website, <http://www.floravistahoa.com>.

RULES AND REGULATIONS

Provides recommendations to the Board of Directors for consideration, which are designed to benefit the welfare of the Community as a whole, while maintaining consistency with the Conditions, Covenants and Restrictions. The chairpersons of the other committees make up the members of this committee.

LANDSCAPE

Present recommendations regarding common area landscape maintenance, tree trimming etc. for Board consideration to enhance the appearance of the community. The Committee will meet 1-2 times per month and will have direct communication with Management and the landscaping/tree vendors. They may also have a small spending authority only when and as directed by the Board of Directors.

PARKING / VEHICLES

No Owner shall convert their garage to any use which prevents its use for vehicular parking without approval of the Architectural Committee. No dune buggy, boat, trailer, recreational vehicle, mobile home or motor home or inoperative vehicle shall be parked anywhere in the Properties except outside of public view unless the Architectural Committee rules otherwise.

- 2.1** The maximum speed limit within Flora Vista is 25 miles per hour.
- 2.2** No truck which is larger than 3/4-ton to capacity shall be parked anywhere in the Properties except outside of the public view unless the Architectural Committee rules otherwise. This includes being stored on one's own driveway unless for purposes of brief loading and unloading.
- 2.3** Vehicles parked on the street over 72 hours will be subject to towing.
- 2.4** There shall be no street parking between 8:00 A.M. and 1:00 P.M. on the second and fourth Mondays (unless on a holiday) to allow for proper street sweeping. (Unless notified otherwise). Neither the street sweeping company nor Management can be responsible for the quality of street cleaning if there are vehicles parked on the streets.
- 2.5** Resident vehicles should be parked in the garage or driveway. Vehicles parked in driveways must not obstruct sidewalks. Vehicles may not be parked half in the street and half in the driveway under any condition. Vehicles parked shall be kept in a clean and operable condition. Additionally, vehicles remaining on driveways shall not be stored on blocks, have flattened or deflating tires or otherwise be considered in inoperable condition.
- 2.6** All fines, towing charges and fees will be the responsibility of the vehicle owner. For information regarding an impounded vehicle, you may contact the San Clemente Police Department. *Please see the towing company contact information in Section 11 of this packet.*
- 2.7** No motor driven vehicle of "any" type shall be operated within the property unless properly registered and operated by a licensed driver. Vehicles parked on the street without valid and current registration/plates will be subject to towing.
- 2.8** Permitted vehicles on driveways only may have car covers. Vehicles parked on the streets may not remain parked with car covers on them and after legal notice, will be subject to towing.

EXTERIOR MAINTENANCE & REPAIR

No property shall be permitted to fall into disrepair. Homeowners will be notified by the Board if it is determined that the property is in violation of the CC&R's. The homeowner will be notified in writing and have the right to correct the violation. If left unresolved, the Board has the right to enter the property, rectify the situation, and then bill the owner, upon notification of and scheduling of a hearing with the Board of Directors.

- 3.1** The exterior paint colors must conform to the Board approved color pallet. Homeowners must contact the Association for approval before beginning to repaint if there is plan to change the color pallet. If the colors are to remain the same, no approval is necessary. Paint conditions must be maintained in good condition and repair. Your pre-approved colors can be found at the Flora Vista website under "documents" and can be requested from Management.
- 3.2** Fencing must be maintained according to the CC&R's and the Architectural Guidelines.
- 3.3** Landscaping must be properly maintained and watered at all times, including weed control of flower beds, sidewalks, and driveways.
- 3.4** All shrubbery and trees must be properly trimmed and maintained and are not to extend over onto the common area sidewalks.
- 3.5** Window unit air conditioners are not permitted when visible from the Common Areas unless approved by the ARC.
- 3.6** It is recommended that landscapers only use handsaws during the pruning operation. Chain Saws are not recommended for use to prevent the spread of disease.
- 3.7** Pruning is recommended, when it comes to dead fronds, with 50 percent or more of yellow or brown. It is a good idea to leave any green frond to remain to help prevent any diseases.

SECTION 4

TRASH

All rubbish, trash and garbage shall be regularly removed from the property and shall not be allowed to accumulate thereon. Refuse containers must be kept appropriately screened from view.

- 4.1** Trash and recycling containers should not be placed out prior to 4 p.m. on the day preceding pickup. Empty containers must be removed from view by no later than midnight of the pickup day.
- 4.2** Any debris remaining on the ground after trash pickup must be removed by the owner.
- 4.3** Proper storage of trash and recycling containers includes only inside garages or in back yards with the gates closed. Trash and Recycling bins left out on streets, driveways or on any side yard visible from the common area would be considered to be in violation.

SECTION 5

SIGNS

No signs of any kind shall be displayed to the public view without the approval of the Architectural Committee, except for professional signs of customary and reasonable dimensions displayed on or from a Lot advertising the Lot for sale or lease.

- 5.1** Once the Realtor has sold the property, the signage is to be immediately removed.

ARCHITECTURAL CONTROL**As referenced in the CC&R's – Article V, Section 3**

No landscaping or any other improvement to the exterior of your home, including rear / side / front yards, shall be commenced, placed or altered upon any lot until the location, specifications and a complete set of plans, in triplicate, have been submitted by personal delivery, to and approved in writing, by the Board of Directors or by the Architectural Control Committee (ACC) and/or the Board.

- 6.1** All ARC submittals must be made using the Architectural Committee Approval Form, which is available from the property management company as well as on the official Flora Vista website, <http://www.floravistahoa.com>.
- 6.2** Submittals for pools, spas and exterior residential construction must be accompanied with a City of San Clemente permit and an approved, stamped set of plans.
- 6.3 Holiday Lights:** All winter season holiday decorations, including lights, may be installed after November 15th and are to be removed by no later than January 25th of the new year.

6.4 Antenna/Satellite Dish Policy:

The FCC adopted a new rule which allows the Association to establish preferred location for satellite dish installations (dishes less than 39" in diameter such as the small Sony, RCA, Primestar and similar dishes). One of the purposes of the Association is to maintain and enhance property values. In accordance with the FCC rule, the Association may require reasonable screening or concealment of the dish, as long as the conditions will not unreasonably increase the cost of the system, or render reception of a signal impossible or substantially degraded. Visible components, such as conduit, wiring, control boxes, etc., shall be painted to match adjacent surfaces. All ground mounted satellite dish antennas shall never be in the Common Area and can have a maximum height of six (6) feet. Failure to follow these requirements may result in the owner incurring the costs to relocate and/or remove the dish.

6.5 Solar Energy Equipment:

Roof top solar energy equipment is permitted but requires approval of design by the ARC. Approval will be based to a great extent on the homeowner's ability to design and accommodate the installation with the least amount of exposure to adjacent homes and consistent with the requirements of state laws concerning efficient placement of the collector units. Applications must include drawings showing the location, description and size of all panels, collectors and other equipment including visible piping, hardware, attachments, flashing and other related elements.

- a. Panel frames shall be black
- b. Solar panel paper is preferred to be black.

- c. Long runs of piping should be condensed and concealed as much as possible.
- d. Exterior wall-mounted inverters shall be located in the enclosed back yard areas and not visible from the Common Area.
- e. Visible components, such as conduit, wiring, control boxes, etc., shall be painted to match adjacent surfaces.
- f. Piping should penetrate through the roof rather than be installed along face of roof or house, when possible
- g. Any solar installations without ARC approval may require alterations or removals at the owner's expense.

SECTION 7

COMMON AREA

No noise or other nuisance shall be permitted to exist or operate upon any portion of the Properties so as to be offensive or detrimental to any other property in the vicinity thereof or to its occupants.

7.1 Unreasonably loud noises will not be tolerated.

7.2 Mailboxes are not to be defaced or used to display any advertising.

7.3 No alteration or improvement of any kind is permitted on the common area, unless prior written consent is received from the Architectural Control Committee and the Board of Directors.

7.4 Damage to the common area will be repaired at the expense of the responsible owner.

7.5 All Common Area slopes behind homes are off limits to all owners and residents. Only approved vendors, committee members and managing agents shall be allowed on the slopes.

SECTION 8

ANIMAL CONTROL

The Association, acting through the Board, shall have the right to prohibit the keeping on any Lot of any animal which constitutes, in the opinion of the Board, a nuisance to any other Owner. Animals must be kept within an enclosure, an enclosed yard or on a leash being held by an individual capable of controlling the animal. Each owner shall be liable for any unreasonable noise or damage to a person or property caused by any animals brought or kept upon the Properties by the Owner. It shall be the absolute duty and responsibility of each Owner to clean up after their animals which have used any portion of the properties.

- 8.1** Pets are to be kept within an enclosure, in an enclosed yard or on a leash.
- 8.2** Pet droppings are to be picked up immediately and disposed of properly.
- 8.3** No chickens, roosters, pigs or other livestock are permitted within Flora Vista, including within enclosed back yards, pens or cages.

SECTION 9

VIOLATION POLICY

- 9.1** The Association encourages neighbors to make a reasonable, good faith effort to resolve noise, pet, vehicle and landscaping problems among themselves.
- 9.2** If a problem persists, homeowner may submit a written complaint to the Association's property management company for review by the Association's Board of Directors.
- 9.3** The Board of Directors shall review the complaining owner's written complaint, and will determine on a case-by-case basis, whether the condition described constitutes a violation. If the Board concludes that a violation exists, the Board will determine whether all of any of the Association's enforcement options, as provided herein, should be pursued by the Association. If the Board determines that no violation exists, the Association will take no further action. The Board will respond to all written complaints.

SECTION 10

ENFORCEMENT

The Bylaws of our Homeowners Association authorize the Board of Directors to adopt and publish reasonable Rules and Regulations and to amend the same, from time to time, as necessary. The Bylaws also authorize the Board of Directors to initiate disciplinary action against any homeowner who violates the adopted Rules and Regulations. Actions the Board of Directors are authorized to take include: imposing monetary penalties (fines), towing vehicles, remedying the violation and collecting any costs incurred from the owner, and in appropriate circumstances, commencing legal action. These enforcement actions are cumulative, and not exclusive.

When the Board of Directors is to meet to consider or impose discipline upon a member, the Association will notify the member, in writing, by either personal delivery or first-class mail, at least ten (10) days prior to the meeting. The notification shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which the member may be disciplined, and a statement that the member has a right to attend and address the Board at the meeting. If the Board imposes discipline on a member, the Board shall provide the member a written notification of the disciplinary action, by either personal delivery or first-class mail, within fifteen (15) days following the action taken.

Penalties (fines) for non-compliance of the Association's Governing Documents may also be assessed, after notice and a hearing, in accordance with the following Fine Schedule:

First Occurrence	\$150.00
Second or Continuing Occurrence	up to \$300.00

SECTION 11

LEASE OF PROPERTY

As referenced in the CC&R's – Article 8 Section 8.1

Any lease / rental agreement is required to provide that the terms of the lease shall be subject in all respects to the provisions of the CC&R's, Bylaws, and any rules and regulations adopted by the Association and that any failure by the lessee to comply with the terms of such documents shall constitute a default under the lease. All leases are required to be in writing and copies shall be submitted to the Association (c/o the management company).

In the event a homeowner rents their home without a lease or rental agreement, they must provide a signed document, by the person(s) that will occupy the residence, that they are in receipt and understand the CC&R's, Bylaws, and any rules and regulations adopted by the Association.

EMERGENCY & GENERAL INTEREST NUMBERS**ALL EMERGENCIES.....911**

Police Department (non-emergency).....949-770-6011
 Orange County Mosquito and Vector Control....949-654-2421

MANAGEMENT COMPANY

Action Property Management:
 949-450-0202 or 949-450-0303 (FAX) or CCgeneral@actionlife.com

TOWING COMPANY

Beach Cities Towing, 23121 Orange, Ave., Lake Forest.....949-472-4383

GRAFFITI REMOVAL

Carasso Construction Services, Lake Forest.....949-699-0145

GOVERNMENT AND COMMUNITY RELATED WEBSITES**Orange County:**

- County of Orange..... <http://www.oc.ca.gov>
- CountyOffice.org..... <http://www.countyoffice.org>
- Sheriff Department..... <http://www.ocsd.org>
- Fire Authority (OCFA)..... <http://www.ocfa.org>
- Beach Closures..... <http://www.oc.ca.gov/hca/regulatory/ocean/beach.htm>
- Health Care Agency..... <http://www.oc.ca.gov/hca>
- Clerk Recorder..... <http://www.oc.ca.gov/recorder>
- Transportation Authority (OCTA).. <http://www.octa.net> Public transportation information
- Assessor's Office..... <http://www.oc.ca.gov/assessor>
- John Wayne Airport..... <http://www.ocair.com>
- Orange County Vector Control District.... www.ocvcd.org

State and Regional sites:

- CA Veteran's Affairs..... <http://www.calvet.ca.gov/VetServices>
- State of California..... <http://www.ca.gov>
- Southern California Association of Governments (SCAG)... <http://www.scag.ca.gov>
- University of Irvine web site provides a select collection of government resources on local, county, state and federal government: <http://www.lib.uci.edu/home/govern/govern.html/>
- Saddleback Community College, located in Mission Viejo: <http://www.saddleback.cc.ca.us>

Community Related Sites The following web sites may be of interest to individuals who have additional interest in the San Clemente community beyond the City of San Clemente:

- San Clemente Historical Society: <http://www.sanclementehistoricalsociety.org>
- San Clemente Friends of the Library: <http://sanclementefotl.org/>
- San Clemente Chamber of Commerce: <http://www.sccchamber.com>
- Downtown Business Association: www.villagesanclemente.org
- Downtown San Clemente: www.downtownsanclemente.com
- Boys and Girls Club of San Clemente: <http://www.bgcsca.org/>
- San Onofre Nuclear Generating Station (SONGS): <http://www.songscommunity.com/>
- San Clemente commercial web resource including a historical tour of San Clemente: <http://www.sanclemente.com>
- Heritage of San Clemente Foundation: <http://www.sanclemente.com/heritagecenter/>
- San Clemente Hospital website, www.sanclementehospital.com
- Maps to San Clemente: <http://www.mapquest.com/> or <https://www.google.com/maps/place/San+Clemente,+CA/>
- San Clemente Junior Woman's Club: <http://www.scjwc.org/>
- Laura's House: <http://www.laurashouse.org/>
- Kiwanis Club of San Clemente <http://www.sanclementekiwanis.com/>
- Volunteer Center Orange County <http://www.volunteercenter.org/>
- Courtney's Sandcastle <http://www.courtneyssandcastle.com/>
- San Clemente Watershed Task Force: <http://scwatersheds.com/>
- San Clemente Sunrise Rotary: <http://web.clubrunner.ca/Home>
- San Clemente Rotary Club: <http://sanclementerotary.org/>
- Capistrano Valley Assistance League: <http://capistranovalley.assistanceleague.org>
- Community Resource Center San Clemente: <http://www.crsc.org>
- CASA of Orange County (Court Appointed Special Advocates): <http://www.crsc.org>
- CA Vetrans Affairs <http://www.calvet.ca.gov/VetServices/>
- Orange County Register: local newspaper for the County. <http://www.ocregister.com/>
- Los Angeles Times, Orange County section: <http://www.latimes.com/editions/orange/>
- Make a Wish - Wheels for Wishes: <http://orange.wheelsforwishes.org/>
- Orange County Health Care Agency <http://myhealthoc.org/>
- San Clemente Women's Club <http://www.sanclementewomansclub.com/>
- American Society of Addiction Medicine: <http://www.asam.org/>
- Addiction Resource: <https://addictionresource.com/>
- DrugRehab.com: <https://www.drugrehab.com/guides/>
- Addiction Center: <https://www.addictioncenter.com/rehabs/california/>
- Drug Rehab Connections: <https://www.drugrehabconnections.com/>
- San Clemente Times: <http://www.sanclementetimes.com/>
- San Clemente Ocean Festival: <http://www.oceanfestival.org/>

Utilities Serving San Clemente

- Telephone, Cable & Internet - Cox Communications - (949) 240-1212
- Telephone - AT&T - (800) 310-2355
- Satellite Internet - Exede - www.exede.com
- Electricity - San Diego Gas & Electric - (800) 411-7343
- Gas - Southern California Gas - (800) 427-2200
- Trash Pickup - CR&R - (877) 728-0446
- Water & Sewer - City of San Clemente - (949) 381-8315
- Water (Talega) -Santa Margarita Water District[*] - (949) 459-6420