

**SEA RIDGE CONDOMINIUM
ASSOCIATION**



**HOMEOWNER HANDBOOK
Rules & Regulations
2022 Edition**

PREFACE

This new version of the Sea Ridge Condominium Association Owners Handbook contains a wealth of information about our community and how we govern ourselves. The new format and organization of this Handbook is intended to help you locate, understand, and follow specific rules. The loose-leaf format makes it convenient for us to distribute updated or additional pages as rules and information change.

By delivering services at the direction of their members, community associations meet the expectations of residents by working to provide a safe, well-maintained living environment, preserving the nature of the community and protecting property values.

To this end, the Board of Directors of the Sea Ridge Condominium Association has established the following guidelines for Sea Ridge. Your homeownership, rights and remedies as a member of the Association are controlled by the Governing Documents, which includes a Declaration of Restrictions (also known as CC&Rs), Articles of Incorporation, Bylaws, and Rules. Together these provide guidance to promote understanding and compliance standards for owners and residents in our community.

Because Sea Ridge is a Condominium Association, you individually own the non-structural elements on the interior of your unit. As an Association member, you also own part of all of the Association's common property. The Association provides a vehicle for the homeownership and use of recreational and other common facilities that were designed to attract you to buy in this subdivision. The Association also provides a base for Homeowner interaction on a variety of issues.

As an association member, you have a voice in the Association's decisions. In addition to your right and responsibility to vote, you should contemplate active participation in the affairs of the Association by serving on the Board of Directors or on committees created by the Board. You also have a vested interest in reporting problems, keeping in mind that HOA regulations are a layer of protection against neighborhood degradation and another means of maintaining community standards and protecting property values.

We hope that you find this book helpful, and that you enjoy life as a resident of Sea Ridge!

Board of Directors
Sea Ridge Condominium Association

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WELCOME

To All Residents of Sea Ridge Condominium Association

This informational handbook has been created to acquaint you with the Association governance, rules, facilities, recreational areas and services provided to enhance your lives in our “Community by the Sea.”

Sea Ridge was established in 1978, with the building of the first portion of our complex. Approximately five years and three phases later, the community was expanded west of the greenbelt. By 1985 an additional two phases completed our community with a total of one hundred eighty-eight (188) units. The complex is unique with considerable land devoted to park-like greenbelts and a lower housing density, setting our place apart from many others. The keys to maintaining this beautiful environment are Association decisions based on what is best for the community as a whole, while maintaining respect and concern for each individual member.

Sea Ridge Condominium Association is an independent, self-governing Association of Homeowners. The Board of Directors is elected at the annual meeting and its responsibilities are outlined in the CC&Rs. In order to provide funds for operations and maintenance of the community, the Association levies monthly assessments against each unit. Proper management requires the cooperation of everyone so that we can all enjoy the benefits of community living.

The policies of the Board of Directors are carried out through the services of our Property Management Company. In addition, the Board appoints standing and ad-hoc committees to assist it in various areas, such as Architectural, Communications, Compliance, Landscape, Maintenance and Social. Committees are always in need of volunteers. We seek your expertise and urge you to lend a hand in the affairs of your Community. The Association needs you!

The following rules not only condense portions of the CC&Rs, but also provide additional guidance and information. We hope this informational handbook will be of value to you and the entire community. Please read and retain this copy, and review it as needed to answer questions and concerns. It is also a requirement that your tenants receive and acknowledge receipt of this information as well. Note that these documents are also available on our website at www.searidge.info.

ASSOCIATION AFFAIRS

Self-Governance

Although we employ a Property Management Company, the governance of our Association is through an elected Board of Directors of fellow Homeowners. The Board meets monthly and is responsible for the policy decisions that the Property Management Company carries out. All regular sessions of the Board are open to all members and residents. Homeowners will have some time at each Board meeting to express thoughts and concerns to the Board.

In addition to serving on the Board, members may participate by serving on various committees dedicated to the oversight and development of recommendations to the Board on specialized areas of concern to the community. Our community is not one that can operate on “automatic pilot”, and we rely on the efforts of our volunteers to govern our Association.

Monthly Meetings of the Board of Directors

The Board meets on the third Wednesday of each month at 6:30 p.m. at the Sea Ridge Clubhouse unless otherwise noted. At the beginning of each meeting there is a period for Homeowners to speak on matters of general interest to the community after which the Board conducts its business without interruption. Personal issues involving noncompliance or maintenance issues are to be handled in writing tendered to management and not during open forum session. All Homeowners and other residents are invited to attend and observe the regular open Board Meetings.

Homeowners Forums & Town Hall Meetings

The Board will periodically conduct Homeowner Forums and/or Town Hall Meetings to discuss specific matters of general interest to the Community. You are invited to attend and participate in the discussion. These meetings are held in the Clubhouse and generally include refreshments and an opportunity to socialize and meet your neighbors. We look forward to seeing you there.

Social Programs & Events

In addition to supporting the social aspects of special meetings, the Annual Meeting and Board election, the Social Committee plans activities to enable Sea Ridge residents to meet in a social setting. The Board has established a budget for the cost of these activities designed to create a spirit of friendship and cohesiveness among our neighbors. The Clubhouse is the center of these events.

The 4th of July Barbeque and the Holiday Party are events that have been traditional in Sea Ridge and were established by resident interest or directives of the Board. Interested community residents are invited to offer suggestions and participate in hosting one or more throughout the year. New ideas are very welcomed by the Committee to enhance the social life of the community.

Assessments

In order to provide funds for operation and maintenance of the common facilities, the Association will levy monthly assessments against each unit. Our CC&Rs mandate the formula for determining regular assessments and cannot be changed without an amendment. If you are delinquent in the payment of assessments, the Association may enforce payment through court proceedings and/or a lien may be placed on your unit. Foreclosure proceedings may be initiated leading to the sale of your property in order to satisfy your debt to the Association. The anticipated income and expenses of the Association, including the amount that you may expect to pay through assessments, are outlined in the Annual Budget.

Everyone Is Equal

The Sea Ridge Condominium Association, its Board and Property Management Company, do not discriminate on the basis of sex, race, color, religion, ancestry, national origin, disability, sexual orientation, sexual preference, age, medical condition or familial status. The Association, its Directors, and Management do not condone, accept or allow any such discrimination by their officers, agents, employees or vendors, and upon discovery or notification of any such discrimination will take prompt and appropriate action to address such discrimination.

CC&R and Rules Compliance

Sea Ridge is dedicated to ensuring that our rules are equitably and consistently followed by all residents. The Property Management Co. will notify residents not complying with CC&Rs or rules by letter. Continued infractions may include an assessment on the Homeowner for administration cost, damages and any legal fees, along with a fine for each violation. Before a fine is levied, the Homeowner, will be given an opportunity for a hearing before the Board of Directors.

GENERAL RULES



Water Conservation

Sea Ridge is required to adhere to water conservation measures implemented by the South Coast Water District, the City of Dana Point and other entities that regulate water usage in California.

As an owner/resident within Sea Ridge, you are obligated to abide by these official directives. Non-compliance may result in fines being imposed in accordance with Sea Ridge enforcement procedures.

Water Conservation Practices may include but are not limited to the following:

- Faulty plumbing and water leaks must be repaired within 72 hours. Where feasible, turn water supply lever to off to prevent damage prior to corrective actions.
- Car washing is not permitted within the Sea Ridge Community.
- Sweep rather than hose off patios, walkways, other hard surfaces.
- Landscape watering is restricted to posted days & times.
- Follow suggested tips for conserving water. (See www.scwd.org).
- Avoid excessive water usage. Meters will be monitored to ensure reasonable water consumption of potable water.

Tenants and Guests

- Homeowners must register all tenants with the Property Management Company and such registration must be kept current.
- All rental leases are for a minimum of a six-month period.
- It is required that Homeowners inform their tenants and guests of Association rules and ensure their compliance.
- Homeowners are fully responsible for the actions of their tenants and guests, and must compensate or reimburse the Association for any damage to premises, furnishings, or landscaping caused by tenants or guests.
- Tenants will be required to sign a form acknowledging receipt of the Sea Ridge Rules & Regulations.
- Tenants are expected to notify their owners and the Management Company promptly of problems within their units, i.e. plumbing leaks, etc.



Pets

- There are to be no more than two pets per unit.
- Pets are not permitted in the pool area, clubhouse, or the tennis court, except for certified service animals such as guide dogs.
- Dogs are to be leashed at all times when in the Common Area.
- Owners are required to pick up their pet's waste and dispose of it in a sanitary manner.

Play Equipment

- Portable and/or permanent basketball backboards are prohibited.
- Due to safety/liability considerations, bounce houses are not allowed.
- Play equipment and toys, i.e. bikes, wagons, etc. are not allowed to remain overnight in public view.

Signs

- Only one "For Sale" or "For Rent" sign, not exceeding four (4) square feet in size, may be displayed on the Common Area within five (5) feet of the front set back and near the front entrance of the unit. A brochure dispenser is allowed on the same stake. A "Sold" sign can remain until close of escrow. The Association will remove non-conforming signs.
- Only one "Open House" or "Garage Sale" sign may be displayed at each entrance and change of direction to direct buyers or renters. "Open House" signs may display the words "Open House" or "For Rent" along with a directional arrow. A maximum sign size of two square feet is allowed. All Open House & Garage Sale signs are to be removed when the home is not being held open or the sale closes.
- A "Beware of Dog" sign, limited to 8 inches x 2 inches, may only be placed on the entrance gate to that unit or near the entrance for units with no entry gate.
- A Security Alarm sign, limited to 8 inches x 2 inches, may only be placed on the entrance gate to the unit or near the entrance for units with no entry gate.
- Temporary political yard signs which are the subject of the current election may be displayed up to 30 days prior to and removed within two days after the election. A maximum of two free-standing signs, not to exceed 2 square feet, may be placed on the common area near the front entrance of the unit in such a way as to not block the view of traffic, present a safety hazard, or cause damage to exterior building surfaces.
- No other signs may be displayed in the Sea Ridge Common Area, without a variance.

Appearance

- Clothing and/or laundry and similar items shall not be hung from balconies or railings.

- No posters, bed sheets, paper, cardboard, reflective tint, or aluminum foil may be affixed to windows.
- No neon or other lighted signs or displays are permitted.
- Temporary decorative holiday and festive lighting does not require approval. However such lighting shall be installed no earlier than one month prior to use and must be removed within one month after the holiday or function. Light clips designed for this purpose should be used to hang holiday light displays rather than tacks, staples, or nails, which are not permitted.
- Walkway lighting must be of an inconspicuous size and design. Only low-level lighting will be considered. This restriction does not apply to security or floodlights.
- An approved Architectural Application is required for any statuary, bench, fencing, trellis, fountain, or other sizeable item in Common Areas. Items that are considered to be an eyesore or nuisance or that may pose a risk will not be allowed. The Association reserves the right to require removal of items that are not in compliance.
- Individual balconies and patios shall remain uncluttered. Storage on patios, balconies and decks of appliances, boxes, and similar items is prohibited. No storage is permitted beneath the decks or any other Common Area.
- Trash may not be visible from the street or neighbors' property. Trashcans must be stored inside the garage from the morning after trash collection until the evening prior to the next trash collection day.
- Garage windows, excluding the high decorative windows in roll-up garage doors, must be covered with drapes or blinds or designed to eliminate garage contents from open view.
- American Flags should be displayed in accordance with the provisions of the Federal Flag Code: the flag may be displayed twenty-four hours a day if properly illuminated during hours of darkness.



Attachments to Buildings

To maintain consistency within our community and safeguard the improvements in which the Association has invested considerable resources and money, owners/residents are required to abide by the following regulations:

- In order to protect the structures from damage, no items may be attached to the stucco or siding surfaces of the units.
- One flagpole bracket may be attached to the exterior surface of the unit; no prior approval is necessary.
- Hanging plants are allowed only when hung from a bracket attached to the building eaves. Use heavy gauge chain and screw hooks to prevent damage to the plants and to the building.
- All exterior decorating must be tasteful. The definition of "tasteful", by design, is subjective and is to be determined at the sole discretion of the Board of Directors. Items found to be inappropriate are subject to removal.
- Unit owners are responsible for any damage to the exterior walls caused by the installation/removal of attachments to the structure. Owners will be billed an amount equal to having an exterior area restored.

Community Relations

- All residents are entitled to the peaceable enjoyment of their units.
- Exterior lighting shall not be directed in such a manner as to create annoyance to the neighbors.
- Excessive and unreasonable noise that constitutes a nuisance to our residential living environment is not permitted. Noise levels should be reduced between the hours of 10:00 P.M. and 7:00 A.M.
- At no time are musical instruments, radios, stereos, or televisions to be so loud as to create a nuisance. Wind chimes are prohibited if any resident objects to the noise.
- Members and other residents shall not engage in any abusive or harassing behavior either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, or at management, its agents employees, or vendors.

FACILITIES

The Maintenance Committee provides the general oversight for the Community Facilities. There are three facility areas: the clubhouse that is the center of Association activities, the pool and spa area next to it and the tennis courts below the clubhouse.



CLUBHOUSE: CONDITIONS OF USE

The clubhouse can be reserved by Members for pre-arranged meetings, community, or family functions. It may not be reserved on New Year's Eve, New Years Day, Easter Sunday, the 4th of July, Thanksgiving, Christmas Eve, or Christmas Day. Renters of the clubhouse must abide by the Association rules, including but not limited to the following:

- The clubhouse facilities are for the use of members/owners who are current with assessment dues. The Board of Directors may restrict the use of the clubhouse facilities for violation of the rules and regulations, delinquent assessments, or deliberate abuse of the recreational facilities or common areas.
- Rental of the clubhouse is offered to Sea Ridge Members at no charge. A cleaning fee of \$50 will be assessed to cover professional cleaning of the facility after the event. An insurance rider is required.
- Tenants are not permitted to reserve the facilities. If an owner so desires, he/she may reserve the facility in their name for use by a tenant. The Owner is the responsible party and shall be held liable for any damages.
- Reservation of the clubhouse facility is restricted to residents for personal and private events. Use of the clubhouse facility by outside organizations, whether or not requested by a member, is not permitted.

- The clubhouse may not be rented or used for commercial or for profit making purposes by anyone. No admissions or donations may be charged in advance or at the door. However, events which are offered to all Homeowners and residents may require a per person charge, subject to prior approval by the Board of Directors.
- It is expected that the homeowner will leave the clubhouse facility in a neat and orderly fashion. All furniture, fixtures and plants are to be returned to original locations. No clubhouse furnishings may be removed from the clubhouse at any time. All rubbish is to be removed from the premises.
- Clubhouse facility usage is approved free of charge for endorsed activities, i.e. homeowner meetings, committee meetings, Association sponsored events. Sea Ridge groups (such as the book club, men's group, women's group, etc.) may be offered the use of the clubhouse at no fee provided the activity is desired by the residents of Sea Ridge, open to all residents and attended only by residents and their invited guests. One resident must be responsible for clean up and reserving the clubhouse.
- Board of Director's meetings and regularly scheduled events have precedence over non-scheduled (reserved) events.
- Reservations of the clubhouse facility do not include the pool and/or spa. Food and drinks may not be placed in the pool area. Poolside furniture may not be monopolized. Bathing attire and/or wet clothing are not permitted in the clubhouse.
- Reservations will not be accepted more than six (6) months in advance.
- To reserve the clubhouse contact the Management Company for a Clubhouse Rental Agreement Application. Specific information and requirements for clubhouse rental are contained in the Clubhouse Rental Agreement.
- The security deposit may be posted by personal check, money order or cashier's check. Reservations will be confirmed when the check has cleared the bank. The security deposit is refundable, less applicable charges, as indicated in the agreement. Allow 15 days for refund.
- The sponsoring homeowner is required to provide an Insurance Rider (Certificate of Insurance) naming Sea Ridge Condominium Association and the Management Company as additionally insured for at least \$1,000,000 in personal liability coverage for the date of the event. If alcoholic beverages are to be served, the personal liability coverage should also include "host liquor liability." A copy of this policy is due prior to the event. Failure to do so may result in the cancellation of the clubhouse rental.
- Homeowners will also be required to accept complete financial and legal responsibility and to indemnify the Association and Management for themselves, tenants and guests for all damage or injuries that may occur as a result of the clubhouse use and rental. Lessee is liable for all damages incurred regardless of the amount.
- Any misrepresentation under the Clubhouse Rental Agreement is subject to forfeiture of deposit, and possible fines or other penalties after notice and hearing.
- The maximum number of guests is seventy-five (75).
- **No smoking** is allowed within the clubhouse or in proximate areas, i.e. the balconies, decks and entry level area. etc.

- All clubhouse doors are to be unlocked and unrestricted during the function.
- Use of alcoholic beverages must be stated in your application. Illegal use of liquor or drugs will cause immediate dismissal of the event, automatic forfeiture of your deposit, and loss of future privileges for use of the facilities. Offending sponsor will be held responsible for all resulting legal fees and fines assessed. It is solely the homeowner's responsibility to monitor the dispensing of alcohol to remain within legal limits as well as to ensure the safe driving conduct of their family and guests. No alcoholic beverages may be sold on the clubhouse premises.
 - In accordance with California State Law, no one under the age of twenty-one shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at the rental function, no minors are to be present without a consenting parent or guardian. Any party or event where minors have consumed alcoholic beverages, including beer or wine, will be immediately discontinued.
- No pets are permitted in the clubhouse.
- All lights as well as air conditioner and/or heater are to be turned off after the event. Interior lavatory doors are to be locked from inside upon conclusion of event as are all doors and windows.
- The renter shall be completely responsible for his/her own set-up.
- Event must be completed (facility closed to guests) by 11:00 PM on Friday and Saturday nights, and by 10:00 PM on weekday nights.
- No commercial amplifiers are permitted to be played at a volume that would disturb or annoy other residents.
- Personal equipment or property must be removed by noon of the following day or prior to the next scheduled event that may be scheduled on the same day. The Association is not responsible for equipment or property brought to or left on the premises.
- Guests must park in spaces near the tennis court on Evening Star.
- No pins, tacks, or nails are permitted when decorating. Double-sided tape or similar products that will not damage wood, paint or plaster are permitted.
- Appointments for pre and post-event inspections will be made by Association authorized persons with those individuals who are signatory to the rental agreement. Failure by persons desiring to use the clubhouse to meet at a mutually agreed upon time for pre-event inspection constitutes acceptance of responsibility for all damage not listed on the inspection form prior to the event. Failure by persons using the clubhouse to meet at mutually agreed upon time for post-event inspection will constitute acceptance of responsibility for damages listed on post-event inspection report.





Swimming Pool and Spa

- Pool hours are: Sunday through Thursday - 6:00 AM to 10:00 PM.
Friday and Saturday - 6:00 AM to 11:00 PM.
- Smoking is prohibited in the pool area
- Swimming pool and spa may not be reserved
- Pool use is limited to Homeowners, tenants, and invited guests. A resident must accompany guests at all times. The number of residents and guests of one party must not exceed a total of ten (10) at any given time.
- Access to the pool enclosure shall be solely via the gates with the use of an authorized key. Residents must show their pool keys and identification upon request. Lost keys may be replaced by application to the Property Management Company. A fee of \$50 will be charged for replacement keys.
- The pool gate must be closed at all times and may not be propped open for any reason.
- Homeowners must assume complete responsibility for the conduct and safety of their guests or tenants.
- Children under the age of 5 are not permitted in the spa for safety and health reasons.
- Children under the age of 14 are not allowed in the pool or pool area at any time except under the supervision of an adult over age 18, pursuant to State law.
- No flotation or scuba gear, bikes or wheel toys are allowed in the pool area.
- No diving is allowed in the pool or spa. No running, tag, horseplay, dunking, unruly or unsocial conduct is permitted. No personal grooming is allowed.
- No loud noise, music or yelling is permitted. Personal earphones are recommended for listening to music in the pool area.
- Glassware or other breakable items are not allowed in the pool area. Beverages and food in nonbreakable containers are permitted in the pool area, but not in the pool.
- All trash and litter must be picked up and disposed of in trash receptacles.
- Furniture in the Clubhouse and pool area may not be removed.
- Safety equipment provided in the pool area must remain in the pool area at all times. It is to be used only in an emergency.



Tennis Court

- Hours are from 6:00 AM to 10:00 PM daily, including weekends.
- Tennis court use is restricted to residents and guests only.
- No games or activities other than tennis are allowed on the tennis courts.
- Tennis shoes must be worn at all times while on the courts.
- Rules of tennis etiquette must be observed. Loud and unnecessary noise is prohibited.
- No food or glassware is permitted on the courts. All trash and litter shall be disposed of in trash receptacles.
- The gate to the tennis court is to remain locked at all times.
- Smoking is prohibited in the tennis court area.



HOME MAINTENANCE & REPAIR - A PARTNERSHIP

Sea Ridge is a Condominium Association. This means that you individually own the non-structural elements of what is interior to your unit. As a Homeowner you also jointly own a part of the Association's Common Areas along with all of the other Homeowners in the Association. There are, however, certain areas of the Common Areas that are designated for your "exclusive use." These are the "Restricted Common Areas" such as your balcony, your deck and your patio area. The maintenance and repair of our homes is a partnership between the Association, in which you have a proportional ownership, and you as a Homeowner of an individual unit.

UNIT shall mean the elements of a Condominium not owned in common with the Unit Owners of other Condominiums. The Units consists of living area spaces, together with separate areas of space for garages, and in some cases, decks and balconies as are described in the Condominium Plan.

The boundaries of the living area of each Unit are the interior structures of the roof, the base of the cement slab, and the exterior surfaces of the vertical walls including without limitation, perimeter walls, windows and doors, thereof, and the Unit includes the air spaces encompassed therein.

The Association utilizes a contract vendor for repair work. If you have a problem that you believe is an Association responsibility, you **MUST** call the Property Management Company to contact the Association contractor. This contractor is familiar with the criteria used in determining legal responsibility between the Association and Homeowner. Any apportionment of financial responsibility will be noted on the bill. Disputes as to the findings should be brought to the attention of the Property Management Company. Homeowners will be responsible for all costs for work done without authorization.

Roofs

The Association maintains the roofs. The Association contracts for needed roof repairs and replacement. Homeowners and residents are not allowed to be on the roofs or to permit anyone access to the roof. Attaching anything to the roofs is not allowed. Replacement of existing skylights and windows are the responsibility of the homeowner. The Association maintains the flashing around the skylight as part of its roof maintenance responsibilities.

Patio Fences

The Association maintains the patio fences. Replacement is to existing standards. Any requests for modification of an existing patio fence at Homeowners expense should be submitted to the Architectural Committee on the Home Improvement Application.

In order to prevent damage, nothing is to be attached to or butted up against the fence.

Plumbing

The Association maintains the water service valve and regulator and plumbing outside each unit. All plumbing problems inside a unit are the Homeowner's responsibility such as plumbing for water heaters, refrigerators/ice machines, dishwashers, disposals, washers and dryers, sinks, bathtubs and toilets, etc. Plumbing and fixtures on the exterior wall of the unit are also the Homeowner's responsibility, including the water faucets, sink drains, and the hose bibs on the outside of the unit.

Residents who vacate their units for periods of two weeks or longer are strongly encouraged to turn off their water to prohibit leaks or damage to interior or exterior of their or adjoining units. When you turn off your water it is highly recommended that you turn down your water heater temperature setting to "low or pilot," to prevent water evaporation in the tank, which could possibly damage your water heater.

Sewer

The Association is responsible to repair any blockage that occurs in the mainline - the common sewer line serving all units in a condominium building. If the blockage is in the lateral line that serves the individual unit, it is the responsibility of the Homeowner. All Homeowners are required to allow access to any community sewer clean-out areas that may be in their patio area and are responsible for the cost of removal of any concrete or decking that has been placed over these clean-out areas.

Dryer Vents

The Association is responsible for the maintenance of exterior portions of dryer venting. As dryer vents are frequent safety and fire hazards, homeowners are expected to ensure that the interior dryer vents are maintained and cleaned so as to be free of extensive lint and blockage.

Pest Control/Termite Treatment

The Association maintains a contract with an Exterminating Company. The Association will not pay for any pest control treatment ordered by the Homeowner. The Property Management Company is solely responsible for ordering termite treatment if needed. Termite treatment is managed on a community-wide basis according to a scheduled maintenance program.

Homeowners in escrow who require termite inspection are reminded that the Association will designate which termite company will do the treatment and should call the Property Management Company to arrange for the inspection.

The Association will treat attic areas and areas inside common walls for rodents and vermin. Treatment for rodents or other pests inside the unit is the responsibility of the Homeowner.

INSURANCE: OWNER'S POLICY

Each unit owner shall provide insurance on his personal property and upon all other property within his Unit that is not insured by the Association's blanket policy. Available coverage recommended as unit owner's needs include:

Personal Property – coverage with replacement cost to cover personal belongings

Building Additions & Alterations - to include all additions and alterations made to the original structure, i.e. upgraded kitchen cabinetry, countertops, permanently installed appliances, upgraded floor coverings, ceiling wall coverings, light fixtures, etc.

Loss of Use - to pay additional living expense while the unit is unfit to live in due to a covered loss

Loss Assessment – to pay the unit owner's share of a special assessment levied by the Association due to an insured loss exceeding the association's master policy limits

Personal Liability – to pay for bodily injuries to other people or damage to their property if the unit owner is liable resulting from unintentional acts committed by family members, including sporting activities and acts of pets

CEA Earthquake – coverage available for real property, personal property, loss of use, earthquake loss assessment

HOMEOWNERS MAINTENANCE, REPAIR AND REPLACEMENT RESPONSIBILITIES

MODIFICATIONS:

No installation, change, improvement, add-on, or alteration to the exterior of any unit shall be commenced without prior Architectural Committee approval. This includes, but is not limited to, the replacement of exterior doors or windows, addition of awnings, patio or fence renovations, and installation of satellite dishes or antennas as well as external air-conditioning units.

No interior changes shall be made prior to Architectural Committee approval that has implications for structural integrity and/or significant changes to interior utilities.

Homeowners are responsible for the following:

- All interior painting, replacement and maintenance of floor coverings, appliances, such as the furnace, air conditioner, hot water tank, dishwasher, stove, etc.
- Sinks, bathtubs, toilets and similar fixtures within the unit as well as faucets, hose bibs, and sink drains located on the unit exterior

- Replacement of glass, screens, skylights, doors and windows including hardware, door sills, exterior lights and mail boxes on individual units
- Wood and steel gates installed by the homeowner
- Repair of deck and/or balcony where damage is a result of objects being left on the deck/balcony or water damage due to plant watering
- Front entry doors and overhead garage doors
- Charges for utility services that are not centrally metered
- Landscaping, hardscaping, irrigation of restricted use patio area



LANDSCAPING

The Landscape standards are established to protect the Association from potential liability and to maintain and enhance the original standard of the Sea Ridge community. The Landscaping standards are reviewed regularly and may be modified.

The addition of annual color (Annuals) in the Common Area in the front of your unit is permitted and does not require written approval of the Landscape Committee. However, existing shrubs, ground cover etc. may not be removed for this purpose. Homeowners are responsible for all care and feeding of annuals they have planted.

All other plantings require Landscape Committee approval. If approved, the Association will assume maintenance responsibility of these plants. Under no circumstance will anything be approved that may cause possible safety issues, cause possible damage to any structures above or below ground, or cause visibility issues for other units. The Committee also takes into consideration the esthetic appearance of the homeowner's request as well as water-conservation factors. Given the water situation in California and the current city and state laws, only drought tolerant plants will be allowed.

The Association contracts with a Landscape Company to maintain the Sea Ridge Common Area grounds. All requests for service such as reporting broken sprinklers, areas too wet, areas too dry, plants needing spraying, etc., should be made to the Property Management Company.

Homeowners are not to interfere or impede landscape staff in the performance of their assigned work or to interrupt landscape persons in the performance of their duties to make personal requests. Do not ask any of the landscape maintenance crew to perform work for you during their scheduled Sea Ridge working hours. Any request for service should be directed to our Property Management Company – NOT to individual workers. Residents interfering with the landscape crew may be fined and charged for the cost of lost time.

General

- Residents may not obstruct walkways or steps to the condo units with furniture, potted plants, untrimmed bushes, or any other material that could be a hazard to pedestrian traffic.
- Hoses hanging from decks or balconies or stored attached to the front hose bib are not allowed. Storage of hoses is not permitted in the Common Area.
- No artificial plants are allowed in the Common Area.
- No potted plants or planter boxes are allowed on wood fences or on deck or balcony railings.
- No vegetation or other obstruction shall be planted or maintained upon any balcony or patio in such location or of such height as to unreasonably obstruct the view from any other residence in the vicinity.



Patios, Decks, and Balconies

- An approved Architectural Application is required for any irrigation or drip system. The Board may request an inspection of homeowner sprinkler systems and may require sprinkler maintenance, repair, or removal of those systems that pose a risk of water leakage or damage.
- Avoid excess water accumulation on and under the decks when watering plants on decks, balconies, and patios. Hosing off decks must be minimized.
- Trex decks and balconies require specific protocols for cleaning, care, and maintenance as delineated in the Architectural Guidelines. Wood composite materials such as Trex may not be painted, nor be covered by other materials such as tile, pavers, etc. Sanding of Trex decks is not recommended.
- No spas are allowed on patios, balconies, or decks.
- Potted plants and planter boxes are only allowed on deck and balcony floors and must have non-wood spacers placed under them to prevent dry rot. A plant dolly that allows a potted plant to be moved readily is an acceptable alternative. No potted plants or planter boxes are allowed on top of wood fences, on deck or balcony railings, or on common shared stucco walls.
- Patios must be improved or landscaped and must be maintained in a neat and attractive condition.
- Trees such as Ficus that can damage building structure, slabs, walkways, sewers, water lines and fences are not permitted and will not be approved. Other plants that may be invasive, such as Pampas Grass and Asparagus Fern are also not permitted. The Landscape Committee can advise you about prohibited plants and shrubs.
- Sucker type vines such as ivy are not permitted on house structures or patio fences.
- Non-sucker vines must be kept pruned and maintained in a controlled fashion.
- All plants must be trimmed a minimum of 6" away from all walls and 12" below any eaves or structural overhangs. Uncontrolled foliage must be pruned, thinned and/or removed.
- Homeowners are responsible for removing and disposing of any clippings or debris from their patio. Clippings and debris are not to be placed outside the patio fence or in the Common Area.

ARCHITECTURAL STANDARDS AND APPROVAL PROCESS

(For additional details see separate document –Architectural Guidelines at www.searidge.info)

As a Condominium Association, all of the condominium buildings, patios, decks, and balconies are not individually owned but are owned in common by all Homeowners. The Architectural Standards have been established to safeguard the Association from potential liability, to protect your investment, and to maintain and enhance the aesthetic quality of our Sea Ridge community.

In general, the following alterations require prior written approval of the Architectural Committee:

- > alterations to the exterior, including landscaping in the common areas
- > any structural alteration that would impact the integrity of the interior
- > any interior alteration that would be visible from the exterior of a building
- > alteration to any of the common elements encroaching upon a unit, including but not limited to pipes, heating and cooling systems, vents, or plumbing within the walls

Homeowners may be required to use qualified and licensed contractors, carrying both worker's compensation and general liability insurance policies, and to identify contractors prior to the commencement of the work. Building permits from the City of Dana Point will also be required when applicable. Renovations that are beyond the scope of authority of the Committee will be forwarded to the Sea Ridge Board of Directors for consideration of a variance approval. Before embarking on any project, please determine whether you will need Architectural Committee or Board approval by contacting the Chair of the Architectural Committee or the Property Management Company.

A change in the unit footprint whether by room additions, expansion of patio area or balcony, or by any other means to increase unit size, is considered an encroachment into the association common area, is prohibited by our governing documents, and cannot be given Board approval.

Architectural Change Review Procedure

- The Architectural Committee will consider only written requests on the Property Improvement-Architectural Application form submitted through the Management Company. Forms are available from Property Management or can be downloaded from the website at www.searidge.info.
- Applications should include drawings and detailed plans or specifications providing information regarding dimensions, materials, color, location, and any other relevant facts necessary for the Committee to take action. The completed “Neighbor Awareness Form” should also be attached.
- City permits and inspections may be required for structural modifications. The homeowner is responsible for contacting the building department & obtaining required permits at his sole expense.
- Homeowner’s will be given a decision by the Architectural Committee within 45 days after receiving a completed application. Please allow time for this in your renovation planning.
- The alteration is to be completed within 180 days after the starting date indicated on the application
- Upon completion of the alteration, the “Notice of Completion Form” is to be submitted and the work will be inspected and signed off by the Committee.
- Should approval be granted for an alteration or change of an element that has been the Association’s responsibility, the owner assumes future responsibility, signs a covenant to be recorded, and is obligated to notify future owners of this agreement.

Appeals Procedure

- The homeowner may submit a request to the Board of Directors to reconsider the Architectural Committee's denial.
- To initiate the appeals procedure, the applicant must submit a written request via the Association Management Company within 30 days of the written denial.
- The applicant will be given notice of the date, time, and location of the meeting at which the request is to be considered.
- The Board shall render its decision at the next scheduled Board meeting following the receipt of the request for reconsideration and shall transmit its decision to the owner within 15 days of its decision. All Board decisions on appeals will be final.
- If no appeal is submitted within 30 days from denial, the decision of the Architectural Committee will be considered to be final.

Fees

Although there are no fees for Architectural Applications, any costs associated with Architectural approval – i.e. experts, legal, engineers, consultants, management, recording - or any other associated fees or costs the Association incurs to review or analyze the submittal will be required to be paid by the Homeowner. Depending on the scope of requested architectural modifications, homeowners may be required to record a Covenant, running with the property, so that future owners of the property are made aware of their responsibilities. Payment for attorney fees and recording costs for processing Covenants is the responsibility of the homeowner.

Alterations Performed Without Required Approval

Any alterations made without Architectural Committee approval, will subject the Homeowner to a fine. The Homeowner may also be required to undo the work and restore the unit to its original condition. In addition, the Association assumes no future maintenance or other responsibility for unapproved alterations, nor for any damage resulting from the unapproved alterations. Homeowners are cautioned that all unapproved alterations must be disclosed to any new buyer upon sale of the unit. The Homeowner may be held responsible for any damage or needed repairs to the affected areas necessitated by and directly attributable to the unapproved alterations.

DESIGN STANDARDS

Building, Remodeling, Additions, Improvements

- Only the exterior materials existing on the parent structure or compatible with the architectural design character of the Sea Ridge community will be approved.
- Touch-up repainting of existing colors is permitted. Approved paint colors are available on the website at www.searidge.info and from Dunn Edwards Paint in San Juan Capistrano.
- Maintenance of gates on the decks and front entry are the responsibility of the Association (with the exception of custom gates installed by the Homeowner). Any changes or additions to the gates must have prior Architectural approval. Touchup painting of gates is permitted and encouraged.
- Trex decks may not be painted.
- All coverings at the entry and on patios and balconies must have Architectural approval.

Skylights and Windows

- Replacement of existing skylights and windows are the responsibility of the Homeowner.

- The Association maintains the flashing around the skylight as part of its roof maintenance responsibilities, but not the skylights themselves.
- Exact replacement of existing skylights will be approved and modifications may be considered. Additional skylights may be applied for preceding the re-roofing of the buildings after which they will not be authorized or allowed.
- Skylights must be bronze to match the color standard throughout Sea Ridge. No other color is approved.
- Glass tinting applications will be considered for approval. Mirror-look finishes will not be approved.
- Homeowners who wish to replace the windows in their units must submit an Architectural Application. Requests for white vinyl replacement windows have generally been approved.
- When windows and sliding door frames are replaced, the color of all frames visible on one side of the unit must match.

Garage Doors, Front Doors, Screen Doors

- Maintenance of overhead garage doors is the responsibility of the Homeowner. Homeowners may replace garage doors for their units at their own expense.
- Roll-up garage doors made of 24 gauge steel in an almond color are pre-approved and do not require an Architectural Application. Window styles are optional.
- The Committee also has approved colors for front doors. A Home Improvement Approval application need not be submitted if a homeowner paints and maintains their front door in any of the approved colors.
- Owner installed screen or security doors require that an application be submitted. Approval will be considered by the Architectural Committee on a case-by-case basis.
- Secondary door color should match the color on the existing primary entry door to best harmonize with the color palate of the residence.

Awnings

- Permanent awnings or other sun control devices require an application and approval of the Architectural Committee. Considerations include the material, color, and style of the device.
- Sun control devices are to be compatible with the architectural character of the home and may not adversely affect views, light, or natural ventilation of neighboring properties.
- Only solid color awnings are permitted. Stripes or other patterns are not allowed.
- Awning material should be of durable acrylic material, such as Sunbrella or equivalent. No aluminum or fiberglass awnings will be approved. Awning frames with bright shiny colors such as natural aluminum, gold or silver and the like are not allowed.
- Awnings must have a retraction capability & should be retracted when not in use for extended periods.
- Awnings must be maintained in presentable condition. Heavily weathered, deteriorated, unsightly or damaged awnings must be replaced or removed by the Homeowner.



Satellite Dish and Antennae

The rules covering satellite dish and antennae installation have been approved by the Board of Directors to conform to FCC (Federal Communications Commission) requirements as well as ensure safety and consistency with the architectural policies of Sea Ridge.

- Plans and specifications for your antenna must be submitted to the Architectural Committee for approval prior to installation. The architectural review process will consider size and type of antenna, make and model of antenna, location, reasonable screening and concealing options, signal quality, cost of compliance, among other factors. (See separate document - Satellite Dish Installation)
- Antennas or satellite dishes will be permitted only on property over which the applicant has exclusive use or control. You may not place an antenna or satellite dish, nor mount or bolt guy wiring on roofs, eaves, and exterior walls, nor on the property of another Homeowner. Free-Standing installations are preferred. In some instances, non-penetrating dish mount clamps may be approved.
- All satellite dish, MMDS and DBS antennas must be one meter (39.4 inches) or less in diameter.
- There may be other requirements at reasonable cost and without interfering with a reasonable signal for installation of satellite dish/antenna. It is advisable to check with the Architectural Committee prior to installation for details to avoid having to remove or relocate the satellite dish or antennae.
- The Homeowner is responsible for maintaining the equipment as well as for removal and reinstallation if required at no cost or delay to the Association.
- Homeowners will incur all costs relating to damage caused by any device placed on Association property, including the roofs and building structures.
- To the extent feasible, antennas or satellite dishes should be installed in locations that are not visible from the street, Common Area, recreation areas and neighbors' property. Reasonable steps may be required to minimize the impact of the installation. The Homeowner is responsible to pay the costs of requested screening and/or concealment where required.

Air Conditioning Installations

- Air conditioning equipment or any of its components located on the exterior portions of the units require approval from the Architectural Committee or the Board of Directors. (See separate document – Air Conditioning Installation Guidelines).
- For air conditioning installations at ground level, considerations will include, but may not be limited to, screening, location, and specific proximity to neighbor's living spaces.
- Adding a new component such as air conditioning will require a permit from the City of Dana Point to insure current code requirements are met. All air conditioning units must meet the noise standards for the City of Dana Point.
- No air conditioning unit may be installed on the roof of any structure.
- All air conditioning compressors, condensers, and other equipment shall be concealed within such screening as may be deemed appropriate by the Architectural Committee, in order to obscure such from the view of other residents in Sea Ridge. The Homeowner is responsible for any related costs.

VEHICLE STREET AND PARKING RULES

Sea Ridge streets are private and are subject to our CC&Rs, Bylaws and Parking Rules, as well as the California Vehicle Code. Please read these rules carefully. All Sea Ridge residents are subject to these rules, and homeowners who have rented their property are responsible for ensuring their tenants understand and comply with these rules. In addition, any homeowner or tenant having visitors are responsible for their guest's compliance.

PATROL COMPANY

The Association has spent a considerable amount of time investigating the parking issues in the community. In order to address the challenges posed by the limited availability of parking spaces, Sea Ridge has adopted the following parking rules and employs Patrol Masters for contracted patrol services.

In addition to providing patrol services, Patrol Masters enforces the Sea Ridge Parking rules and issues and tracks Parking Permits. Residents may also call Patrol Masters to report problems at the clubhouse or pool. Residents observing damage to units or Common Area, dumping of construction or hazardous materials, trespassing, vehicular violations, etc., are strongly encouraged to contact the Orange County Sheriff's Department immediately.

REGISTRATION OF VEHICLES

Sea Ridge residents MUST register ALL of their vehicles to be parked on Sea Ridge property with Sea Ridge HOA and Patrol Masters, regardless of whether they are to be parked inside the garage or on the street. Each unit has two garage spaces. **Each garage space is intended to be occupied by a vehicle and may not be converted to any other purpose, i.e., storage, living space, office space, music room, weight room, game room, etc. Any garage shelving or cabinetry must not hinder the ability to park two vehicles in the garage. Two vehicles must be registered and assigned for garage parking (red decal) before outside parking permits for additional vehicles (blue decal) will be issued.** Any vehicle parked on Sea Ridge streets between the hours of 12:00 midnight and 6:00 a.m. must be safe-listed or display a blue outside parking decal or Disabled Placard/License Plate with either a Red or Blue decal. Any vehicles parked overnight on Sea Ridge property and failing to meet one of these two criteria will be cited by Patrol Masters. If a vehicle receives a third violation within a rolling six (6) month period and the vehicle is registered to a Sea Ridge resident, they will be fined \$20.00. The fine amount will escalate \$20.00 with each successive violation. Fines will be billed by the association. If the vehicle is NOT registered to a Sea Ridge resident, it will be towed at owner's expense on the third violation. Vehicles displaying a Disabled Placard/License Plate are not subject to these restrictions, however, they are still required to register their vehicle to obtain a Blue or Red parking decal.

To apply for an outside parking permit for an additional vehicle, residents must submit photographs showing the inside of their garage with their two assigned vehicles parked inside. In the case of an oversized vehicle, pictures must be submitted showing why the vehicle will not fit. In ALL cases, an outside parking permit will not be issued if the garage has been altered in any way that prohibits the parking of two vehicles. Keep in mind that not being able to walk around your vehicle easily is not a justification for street parking. If deemed necessary, the homeowner/tenant may have to pay for a garage inspection by Patrol Masters or the HOA.

IMPORTANT TIPS

- Vehicles parked in the garage require a red parking decal. They must be registered with Sea Ridge HOA and Patrol Masters and identified as the vehicles assigned for garage parking.
- All resident vehicles parked on-site and outside a garage on a regular, ongoing basis require a blue parking decal issued by Patrol Masters.
- Blue parking decals for street parking will only be issued when the resident has provided proof that all garage spaces are being used appropriately, except in the case of over-sized vehicles and vehicles displaying a Disabled Placard/License Plate with either a Red or Blue decal.
- Blue outside parking decals will be renewed on an annual basis for the calendar year.
- Each decal is serialized and issued to a specific vehicle. Decals must be affixed to the proper vehicle inside the left front window.
- Motorcycles are recognized as vehicles. Over 500cc
- Vehicles displaying a Disabled Placard/License Plate are still required to be registered, regardless of whether parked inside or outside of the garage and display a decal.
- Lost or stolen permits will be replaced at no charge. However, permits revoked or reported as lost or stolen will immediately be HOTLISTED and any vehicle displaying them will be subject to tow at owner's expense.

- Outside parking decals may be revoked at any time at the discretion of the Sea Ridge board if the circumstances that allowed issuance change.

- Homeowners having tenants that violate the parking requirements will also be subject to fines by the Sea Ridge HOA board to be billed by the association up to \$250 per month.

REGISTRATION PROCEDURES

To register your vehicles and designate which vehicles will be parked in your garage, contact Seabreeze Property Management at 949-855-1800 and Patrol Masters 877-648-0602. Forms can be located on the Searidge.info website.

APPLICATION FOR OUTSIDE PARKING PERMIT

If any vehicle in a household requires an outside parking decal, Patrol Masters will need the following information after 2 Red inside garage decals are approved:

1. Copy of CURRENT vehicle registration.
2. Completed application form available from Patrol Masters or the Sea Ridge web site.
3. Documentation that proves the resident lives on site, i.e., utility bill, grant deed, etc.
4. Letter from the homeowner giving permission for the tenant to obtain a parking decal (if applicable).
5. License plate number.
6. The following vehicle types are NOT eligible for outside parking decals:
 - Vehicles out of current registration.

- Vehicles registered as non-operating.
- Registered vehicles that are not street legal (off road vehicles).
- Commercial vehicles.

- Recreational vehicles, including but not limited to boats, jet skis, kayaks or any type of trailer.

STREET PARKING PERMIT FEES

A monthly fee is billed by the Association according to the number of Blue parking decals issued. Decals will be revoked after payment is delinquent thirty (30) days.

- First and Second Street Parking Decals fee is \$20.00 per month per permit
- Third and Fourth Street Parking Decals fee is \$40.00 per month per permit
- Fifth and Sixth Street Parking Decals fee is \$60.00 per month per permit
- Seven vehicles or more, Street Parking Decals fee is \$80.00 per month per permit

SAFE-LISTING VEHICLES

Residents are limited to 45 safe-listings in any consecutive rolling six (6) month period. The patrol company will not authorize safe listing for more than ten (10) consecutive days. Special authorization to safe list beyond 10 days must be obtained by calling Seabreeze Management. Parking on streets exceeding 45 days in any six (6) month period, will require a street parking decal and applicable fees.

You can obtain a safe-list confirmation number by using the online safe-listing tool on the Patrolmasters.com web site or by calling 877-648-0602. The confirmation number should be placed on the guest's driver's side dash. You will need the following information when you contact Patrol Masters

- a. Resident's name
- b. Address

- c. Vehicle description
- d. Vehicle license plate
- e. Number of days requested to be safe listed

PROHIBITED VEHICLES

No boats or campers, commercial-type vehicles are allowed to be maintained in the community. A commercial-type vehicle is defined as any vehicle with outside toolboxes, ladders, pipe, racks, and/or displaying logos, company names, phone numbers cloaked or uncloaked, flatbed trucks or any vehicle over 1 ton. Only internal utility boxes for personal use are permitted.

PROHIBITED ACTIVITIES

No vehicle or boat shall be constructed or repaired in the community, including the street. However, minor repairs may be done inside closed garages.

STREET PARKING

Our streets are used as Fire Lanes and must be kept available for use by emergency vehicles. Street parking is permitted in marked parking spaces only. Parallel parking in marked spaces must be with the passenger side adjacent to the curb and within the painted lines. Parking at an angle or parking in opposition to the line of traffic is not permitted. Parking is not permitted in front of garage doors, in cul-de-sacs or in courts, as these are defined as fire lanes.

Street parking of attended vehicles in front of condominium garages (Fire Lanes) is permitted for guest and resident vehicles to briefly load and unload only. As an exception, the three identified residences with extended driveways may utilize the driveways for parking. Only two vehicles are to be parked on these driveways at any one time.

Residents and their guests may park their vehicles in designated parking spaces during the hours of 6:00 A.M. to 11:59 P.M. Decals or safe listing is not required during these hours.

Moving Vans or trucks with commercial lettering may be safe-listed and parked in designated parking spaces up to 48-hours for residents moving in or out of homes.

Motor homes, campers and boats may be safe-listed and parked for up to 15-hours in designated parking spaces to prepare for use by residents and guests. This category of safe-list is limited to two 15-hour safe-lists per seven-day period unless approved in advance.

Vendors & Contractors and their sub-contractors, whether hired by the homeowner or the association, are required to use designated parking where available. Vendors should make every effort to unload needed items and move the vehicle to guest parking while work is in progress. Should vendors find it necessary to park in front of a condominium garage, they must display a commercial sign on their vehicle. As an alternative, a notification may be placed on the front dash that is clearly visible to an emergency vehicle operator, police, and/or patrol company patrolman. Residents may also safe-list their contractors.

Disabled Placards/License Plates: Vehicles displaying a valid state issued **Disability Placard or License Plate** may park on the Association's private streets without regard to garaged vehicle status. Proper paperwork must accompany the placard with the resident's information. However, all such vehicles must be registered with Patrol Masters and the HOA, park legally, not impede traffic or park in a fire lane and display a Blue or Red parking decal.

Street Vehicle Storage is not permitted. This includes vehicles that have been registered and have a current parking decal. Any vehicle not moved within a seven-day period is subject to citation, fine and towing at the owner's expense, and the outside parking decal may be revoked.

Car covers are permitted with the provision that they are in good condition, i.e., clean and free of tears, stains, etc. The parking permit and license plate must be visible.

ENFORCEMENT – FINES AND TOWING

To reiterate, the following are the procedures that will be implemented when vehicles are observed violating Sea Ridge CC&Rs, Bylaws, Parking Rules or the California Vehicle Code:

- **FIRST WARNING NOTICE**—a vehicle observed in violation will receive a first warning citation placed under the vehicle wiper blade.
- **SECOND WARNING NOTICE**—The same vehicle receiving a second violation will receive a second warning citation placed under the vehicle wiper blade.
- **THIRD VIOLATION**— **Vehicles that are registered to Sea Ridge residents will be fined \$20.00 per** citation. Vehicles NOT registered to Sea Ridge WILL be towed at the owner's expense, without further written warning.
- **FOURTH** — and subsequent violations by Sea Ridge registered vehicles will receive fines on an escalating \$20.00 scale per occurrence.

Note: Any vehicle which is blocking a fire hydrant, not parked in a designated, marked parking spot, or which constitutes a safety or health hazard, or is an abandoned vehicle, will be towed immediately without warning!

Sea Ridge Parking Restrictions

- The speed limit is 15 miles per hour.

- Bicycles are permitted on streets only not sidewalks.
- Tricycles and wheeled toys are permitted on sidewalks, but extreme caution should be exercised to make sure that no pedestrians are injured by their use.
- Self-propelled and/or motorized skateboards, roller skates, scooters and roller blades are prohibited anywhere on Sea Ridge streets, sidewalks, decks, or any other Common Area.
- California Right of Way Rules apply to our streets; as a safety measure, be careful of vehicles accessing driveways and garages.
- As a courtesy and to avoid the expense of contracting with a street cleaning company, residents are requested to help keep our streets clean by such measures as removing children's chalking, insuring there is no unsealed/dripping garbage, etc.

PROPERTY MANAGEMENT COMPANY

Sea Ridge contracts with a Property Management Company to manage the day-to-day needs of our Homeowners Condominium Association. Their responsibilities include: maintenance arrangements and contract management for our various contractors; accounting and billing services; and support and staffing for the Board of Directors. While their several departments provide for the various services to the Association, there is an individual Account Executive responsible for our community who serves as the management focal point. Refer to the inside back cover for contact information for the Property Management Company.

ELECTRONIC DOCUMENTS & NOTICES

Sea Ridge Condominium Association is pleased to offer e-mail distribution services to our members. This allows us not only to go "green", but also to save the substantial costs of copying, printing, postage, and supply costs, ultimately reducing our expenses. We encourage you to sign the consent form, available on the web site at www.searidge.info or through our Property Management Company, agreeing to accept electronic mail as the method of delivery for all Association correspondence permitted by law.

YOU ARE INVITED TO PARTICIPATE

As an owner of a Condominium you are automatically a member of our Sea Ridge Condominium Association and benefit from its services. We encourage you to become involved in the Association's activities.

BY SERVING ON THE BOARD OF DIRECTORS

The Sea Ridge Board of Directors consists of five members: President, Vice-President, Secretary, Treasurer and Member-At-Large. The Directors serve voluntarily and without pay. Each is elected to a two-year term. The terms are staggered with two Directors elected one year and three elected the following year. There is a term limit of two consecutive terms to serve on the Board. The Annual Meeting and Election is held each November.

It is the responsibility of the Board to direct the organization and fiscal management of the Association in the conduct of its corporate business. In addition, each Director is assigned as a liaison to one of the various operating committees. Contact the Property Manager if you as a Sea Ridge resident-owner are interested in submitting an application to be considered as a candidate for the next election.



BY SERVING ON COMMITTEES

The operating committees are an extension of the Board of Directors and function in specific areas of Association interest. There are several standing committees whose functions are described below. In addition the Board, from time-to-time, appoints ad hoc committees for special projects. These committees have a defined objective and are dissolved once their objectives have been completed.

We welcome your participation. Contact the Board Liaison, Committee Chairperson or Property Manager regarding your interest. Following are the current Committees approved by the Board:

ARCHITECTURAL COMMITTEE

The purpose of the Architectural Committee is to preserve the integrity of the architectural design of Sea Ridge by developing and overseeing standards that further that end.

Responsibilities:

- Develop written standards for approval of Sea Ridge structural elements with respect to their impact on the aesthetic quality of the community.
- Review plans submitted for exterior alterations, for interior structural modifications, for interior alterations aesthetic considerations to the common areas and the community, and approve those within existing guidelines and inspect completed projects.
- Review and recommend to the Board alteration requests requiring expanded standards or variances.
- Meet as necessary to review and decide upon modification requests received from management.
- Communicate status of the application submission to the owner through the management company.
- Convey the results of deliberations and actions to the Board at its next official meeting through written or oral channels, or both.
- All submitted applications to be distributed digitally to management and the committee before any regular meeting of the Committee
- The Committee Lead to submit Committee recommendations to management and the Board of Directors, no later than three days before the Board meeting date, The Architectural Committee may request evidence of City Permits for scopes that impacts, modifies, and / or changes to common areas and common items within the buildings that are HOA responsibility.
- The committee is not responsible for reviewing and approving any plan or design from the standpoint of structural safety or conformance with building or other codes.
- Committee meeting minutes shall be kept digitally and upon request to be sent to the management company. Management will store these minutes in the Association's Architectural Meeting Minutes folder.
- To ensure the homeowner is not inundated with multiple actions to be in compliance, Committee instructions to homeowner will be limited to three iterations of actions the homeowner needs to take to meet the Architectural Guidelines requirements for their project application.
- All meetings may be held via teleconference or in person at a regular interval (i.e., monthly) at a designated time and place. Committee members should be given the option to meet virtually.

- Architectural Committee's observations and potential violation concerns sent to management shall be reviewed by management and Board of Directors. Observations and potential violation concerns shall not be included in the Committee meeting minutes.

COMMUNICATIONS COMMITTEE

The purpose of the Communications Committee is to inform, engage, and educate members and residents regarding matters important to their understanding of, and participation in, the community.

Responsibilities:

- Work with the management company, the Board and other committees to create and disseminate relevant communications.
- Present accurate information in a timely and convenient manner through approaches that might include: web site postings, e-mail blasts, newsletters, flyers, bulletin board postings, etc.
- Coordinate the Sea Ridge website.
- Determine a schedule for and publish a community newsletter on an as needed basis.
- Assist with the physical distribution of flyers, newsletters, notices, etc.
- Provide budgetary recommendations to the Board as related to the function of the Committee.

COMPLIANCE COMMITTEE

The purpose of the Compliance Committee is to advise the Board in ensuring compliance of all Sea Ridge rules either detailed in the CC&Rs or adopted by the Board of Directors.

Responsibilities:

- Inspect Sea Ridge neighborhoods on a regular basis to determine compliance and identify violations.
- Investigate alleged violations of the governing documents.
- Work with Management to verify the status of violations.
- Make recommendations to the Board as necessary to update, revise, or abrogate policies, rules, and guidelines.
- Meet monthly, or as often as reasonable and necessary, to review the results of inspections and make decisions of the appropriate course of action to be taken to obtain compliance.
- Bring any violation requiring legal action for enforcement to the attention of the Board.
- Provide budgetary recommendations to the Board as related to the function of the Committee.

FINANCE COMMITTEE

The purpose of the Finance Committee, under the auspices of the Sea Ridge Treasurer, is to review and prepare the annual operating budget and to offer advice and recommendations to the Board on fiscal matters.

Responsibility:

- Review the monthly financial statements as prepared by the Property Management Company.
- Determine that expenditures of the Association are prudent and appropriate.
- Make recommendations to the Board pertaining to various budgetary and financial matters.
- Present the annual budget to the Board for approval.
- Annually review the Reserve budget and make recommendations for adjustments as necessary.
- Review annual contract costs and rate increases.
- Prepare and report on financial matters as directed by the Board.
- Assist in the annual financial examination of the Association books if requested.

LANDSCAPE COMMITTEE

The purpose of the Landscape Committee is to advise and assist the Board and to work with Management and the Landscape Service Contractor to assure the common areas in Sea Ridge are properly landscaped and maintained.

Responsibilities:

- Inspect the grounds on a regular basis to evaluate the current landscaping conditions.
- Make recommendations to the Board regarding maintenance issues, planting projects, annual landscape maintenance, and improvements to the Association common areas.
- Monitor tree and shrub growth and recommend timely and effective pruning or removal.
- Identify any deficiencies in the current landscaping or ground maintenance and document and prioritize required corrective actions.
- Monitor use of water and assist in implementing plans to promote conservation, including irrigation system maintenance and renovation.
- Review homeowner landscaping request forms and determine appropriate action consistent with Sea Ridge rules and landscape standards.
- Review and monitor landscape contractor performance against the contracted agreement.
- Facilitate the contract process for landscape maintenance contractor.
- Communicate community landscaping needs to the Board, Management, and the contracted landscaping company.
- Be familiar with and monitor spending of the landscape budget.

MAINTENANCE COMMITTEE

The purpose of the Maintenance Committee is to identify and prioritize matters related to the maintenance, repair and replacement of building structures, facilities, streets and other physical assets that are Association responsibility.

The Association is responsible for maintaining these building and common area assets with the costs of maintenance supported by the dues paid by each homeowner:

Building Components: exterior building surfaces, roofs, gutters/downspouts, decks, balconies, stairs and railings, including structural support, utility doors and pedestrian garage doors

Site Components: private streets, walks, area lighting, fences, entry monuments, standard entry gates, communal mailboxes, water service valves & regulators and related plumbing fixtures on the exterior (excluding hose bibs), slab and pipes located within the building slab, mutually shared sewer lines

Recreational Components: pool and spa, tennis courts, clubhouse

Responsibilities:

- Work with and provide support to the Board, Management, and contractors in the maintenance, repair and renovation of the physical structures of the community.
- Observe components on a regular basis and determine when a situation requires remedy.
- Develop recommendations for maintenance and renovation after consideration of specific circumstances and the most economical and appropriate method.
- Develop a maintenance schedule for such activities as painting, roof replacement, deck repairs or other non-emergency or cosmetic restoration.
- Ensure that the facilities, including the swimming pool, spa, tennis court, and club house, are maintained in a manner that promotes safe and continuous operation.
- Be familiar with and monitor spending of the maintenance budget.
- Review special projects or non-budgeted operating expense proposals pertaining to maintenance and repair of community structures.
- Establish long-term relationships with reputable service providers for continuity.
- Provide regular status updates to the community.

SOCIAL COMMITTEE

The purpose of the Social Committee is to develop and administer a variety of activities throughout the year, providing opportunities for Sea Ridge residents to get acquainted and share common interests.

Responsibilities:

- Provide recommendations for social events, including traditional functions such as the 4th of July Barbeque, the Holiday Social, and any event where there is sufficient general interest.
- Work with the Board and Management to develop an annual calendar of social programs.
- Make recommendations with respect to financial obligations of these events, obtain Board approval for funding, and work within the approved budget in organizing and producing social functions.
- Organize volunteers to manage events approved by the Board, including activities related to rental of the club house by Sea Ridge residents.
- Provide refreshments for special community meetings as requested by the Board.
- Assemble and distribute a welcome packet approved by the Board for all new residents and implement a “Greeters Program” to welcome new residents to our community as feasible.
- Coordinate promotion of the event with the Communications Committee through flyers, e-mail blasts, website postings, newsletters, etc.
- Provide a follow-up report on each event to evaluate its success and plan for the future.
- Meet as often as reasonable and necessary and provide regular reports to the Board.

OPERATING GUIDELINES FOR COMMITTEES

While each Committee is dedicated to fulfilling its charter in its own area, there are some general guidelines that pertain to all of the Committees. The Board delegates the authority to each Committee to carry out the duties delineated in their charter. Each Committee has a member of the Board of Directors who acts as a liaison to the Board. The Board of Directors appoints Chairpersons of Committees. The Committee may recommend an individual for appointment.

- Committee members serve at the pleasure of the Board and will keep the Board informed of actions taken on behalf of the community and the Association.
- The Board encourages widespread community participation in our committee. Each committee member shall be a resident in Sea Ridge. Homeowners in good standing (no delinquencies or violations) or their tenants are eligible and welcome to volunteer.
- Membership is established at the third consecutive meeting attended and is terminated by resignation or absence from three consecutive meetings.
- The Committee Chair maintains a Committee member listing and provides the list to the Board through the Property Management Company.
- Committees provide monthly reports to the Board. Reports may be published as part of the Board Packet or provided orally at the Board meeting by the Chair or a committee member.
- Committee meetings are scheduled by the Chair. Meetings may be informal but the Chair has the discretionary power to invoke Robert’s Rules of Order.
- Association members may attend and may be permitted to participate in discussions. However only committee members shall have the right to vote.
- Those in attendance at committee meetings are expected to conduct themselves appropriately. This includes being respectful towards others, critiquing ideas not people, and following established protocol when participating in discussions. The Committee Chair has the right to exclude an individual from membership who exhibits disruptive conduct or does not contribute to forwarding the goals and actions of the Committee.
- Committees are to act jointly with each other with respect to common problems or activities.
- Each committee is entitled to submit a budget request to the Board to fund appropriate activities.

- Each member of a recognized committee is covered by the Association's D&O policy for all authorized committee related activities and is expected to sign and adhere by the ethics policy.

FINE SCHEDULE & ENFORCEMENT PROCEDURES

In the event that the Board of Directors receives a complaint or written violation report from a member of the Association or observes that an alleged violation of the Governing Documents has taken place, the enforcement procedures will be administered according to the following steps:

1. Notice of Violation/Hearing - (Hearing letter sent at least 10 days prior to hearing date)
 2. Hearing - (Executive Session held to discuss & evaluate the evidence)
 3. Disciplinary Action - (To be determined after evaluation of evidence)
 4. Written Findings - (Delivered within 15 days after decision. No action prior to 5 days after hearing)
 5. Meet and confer - (Dispute Resolution Process - IDR & ADR if necessary)
 6. Legal Action - (Attorney involvement and potential lawsuit)
- Fines are levied at a hearing scheduled before the Board of Directors at which time the homeowner is given due process to defend his position. Failure to appear at a hearing will result in automatic Board Action. The Homeowner is required to notify management once compliance is met.
 - In addition to fines, the Association has the authority to restrict an owner's membership rights, take corrective action, seek a court injunction, as well as pursue any other remedy allowable under law.
 - Fines shall be in addition to an assessment levied to reimburse the Association for expenses. The Homeowner is responsible for the payment of any and all legal fees and other related costs.
 - In the event that the Owner of the property can be identified as an absentee Owner renting out his unit, a copy of the violation letter will also be sent to the tenant at the property address.
 - Homeowners are responsible for damage caused to the common area. It is the homeowner's responsibility to inform their tenants & guests of the rules and regulations.
 - Subsequent/Continuing Violations are those that have never been cured and continue to exist or those that are repeated after being cured as a result of receipt of a Notice. The Member may attend a hearing to address the Board each month; however, no new Notice of Violation need be sent and the Board may impose a continuing monetary penalty until the infraction has been corrected.
 - Violations posing a threat to the health, safety, and/or welfare of the community as a whole or any one or more persons may require immediate action, thus creating exceptions to the notice provisions.
 - Owners may report violations by submitting a written notice to our Property Management Company.

Following is a sample schedule of fines to be levied against owners who violate the Governing Documents, Architectural Standards, or Rules and Regulations of the Association

Violation Type	1st Violation	2nd Violation	Subsequent Violations In a 12-Month Period
Aesthetics/Non-Threatening to health, life, or property	Notification Letter	Call to Hearing \$50 fine	\$100 fine monthly Costs & Legal Fees
Nuisance/Disruption to Others	Notification Letter	Call to Hearing \$50 fine	\$100 fine monthly Costs & Legal Fees
Pet Regulations	Notification Letter	Call to Hearing \$100 fine	\$200 fine monthly Costs & Legal Fees
Damage to Property	Notification Letter	Call to Hearing \$200 fine	\$250 fine monthly Costs & Legal Fees
Architectural	Notification Letter	Call to Hearing \$200 fine	\$250 fine monthly Costs & Legal Fees

WHOM TO CALL

**FIRE & RESCUE/POLICE,
SHERIFF/AMBULANCE/PARAMEDICS**

Dial 911

For emergencies threatening life or property requiring immediate attention

**ORANGE COUNTY SHERIFF, DANA POINT
(949) 248-3580**

ANIMAL CONTROL

Coastal Animal Services Authority (949) 492-1617

Re stray dogs, cats or other animals – San Clemente Animal Shelter

CITY OF DANA POINT

Building Department (949) 248-3599

33282 Street of the Golden Lantern

Visit in person to obtain Building Permits

DUNN EDWARDS PAINTS

(949) 234-1201

32061-71 Camino Capistrano • San Juan Capistrano

Color palettes and paint recommendations for Sea Ridge

PATROL ONE SECURITY COMPANY

630 S. Grand Avenue, Santa Ana, CA 92705

TEL: (949) 367-8055 FAX: (714) 541-0990 www.patrol-one.com

PROPERTY MANAGEMENT COMPANY

Seabreeze Management Company

26840 Aliso Viejo Parkway

(949) 855 - 1800

Emergency After Hours/Weekends (800) 232 - 7517

www.Seabreezmgmt.com

