

9. Noise and music must be kept at a reasonable level.
10. The use of alcoholic beverages is permitted in accordance with California State Law, but cannot be sold.
11. All residents and guests must park on the street. No off-street parking is provided.
12. Maximum occupancy is 66 persons. Multiple reservations require Board of Directors approval.

The Board of Directors may withdraw reservation privileges for Guidelines violations at any time.

To Reserve Recreation Room

Only the "Owner of Record" is eligible to reserve Recreation Room. Homeowner will be required to:

- Sign Recreation Room Reservation Agreement.
- Meet all insurance requirements
- Post a \$250.00 security deposit payable to La Costa Oaks Community Association.

Recreation Room registration shall be arranged with the management company via the on-site recreation staff during regular office hours.

Website

The community website is a great resource for members of the community to obtain documents and other relevant information regarding the community. The website is located at www.twmc.com/lacostaoks. Solicitation of the membership is not permitted on the community website.

Violation Notification Procedure

Violations may come to the attention of the Board through written homeowner complaints (documented by two separate witnesses from separate households) or through visual observations by one or more Board members or by the management company. All homeowner complaints must be submitted in writing (with accompanying witness statement or signature) to the Board in care of the management company, with the complainant's name, address and telephone number, before action will be taken. If a second witness is not available, homeowners may submit a complaint with reasonable proof that an attempt has been made to resolve the matter through verbal or written communication. There will be no exceptions.

With the exception of violations for abuse and trespass of Community Association Property and Common Maintenance Areas, violations of the governing documents shall be handled as follows:

1. **Friendly Reminder**. Upon observation of a violation or receipt of a complainant's letter, the Board may direct the management company to send a Friendly Reminder. The management company may send a written "friendly reminder" to the offending Homeowner of record at the Homeowner's last known address and, if the unit is rented, to the tenant. The Friendly Reminder will describe the general nature of the alleged violation and request correction of the violation by a stated date. Friendly Reminder Notice is a courtesy notice and will not be utilized for egregious violations as determined by the Board of Directors.
2. **Violation Notice**. If the violation is not corrected by the date set forth in the Friendly Reminder, the management company will send a formal written notice of violation to the offending Homeowner of record at the Homeowner's last known address and, if the unit is

rented, to the tenant. The Violation Notice will again describe the nature of the violation and request correction of the violation by a stated date. The Violation Notice will also advise that, if the violation is not corrected, the Board may impose monetary fines and penalties and may revoke all membership rights including the use of all facilities at The Oaks Club.

3. Hearing Notice. If the violation is not corrected by the date set forth in the Violation Notice, the management company will send a Hearing Notice to the Homeowner, inviting the Homeowner to appear before the Board to discuss the alleged violation. The Hearing Notice shall advise the Homeowner of the date and time of the scheduled hearing and of pending enforcement action including, but not limited to, monetary fines and penalties, revocation of membership rights and potential legal action. The Hearing Notice must be sent at least ten (10) days prior to the scheduled hearing.

Hearing

Homeowners who do not correct a violation after receiving a Friendly Reminder and Violation Notice will be invited to a Hearing with the Board of Directors. The Hearing will be conducted in an Executive Session of the Board. The Board retains the right to delegate the hearing process to its duly designated Committee.

Any determination made by the Board is binding notwithstanding the absence of the Homeowner and/or tenant.

If the Homeowner/tenant has corrected the violation, the Board will not impose any monetary fines or penalties and will close the complaint or violation procedure. If the Homeowner/tenant continues to be in violation, the Board will determine what sanctions are appropriate.

1. Fines. The Board has adopted two fine schedules for violation of the CC&Rs. For any non architectural violation, the Board may impose a fine in the amount of \$100.00 and may also rule that additional fines, in accordance with the adopted (graduated) fine schedule stated below, be automatically imposed for each month or for each portion of a month that the violation continues without the need for further hearings on the violation.

Fine Schedule for all Violations of a Non-Architectural Nature

First violation:	\$100.00
Continued violation after three months:	\$200.00
Continued violation after six months:	\$400.00
Subsequent Fines/Legal Action:	Per Decision of the Board

Due to the importance of compliance with the Design Standards, the Board has adopted a separate fine policy for these types of violations. Architectural Violations include, but are not limited to:

- Initiation of improvements without approval
- Failure to submit plans within six (6) months of close of escrow
- Failure to complete improvements within one (1) year of close of escrow
- Violation of any provision contained within the Community Design Standards

Fine Schedule for Architectural Violations

First violation:	\$200.00
Continued violation after three months:	\$400.00
Continued violation after six months:	\$800.00
Subsequent Fines/Legal Action:	Per Decision of the Board

Due to the community impact caused by homeowners who trespass and damage Community Association Property and Common Maintenance Areas, the Board has adopted an additional fine policy for these types of violations. Please note:

- Homeowners with alleged violations for Community Association Property and Common Maintenance Area trespass and abuse will be called immediately to a hearing. There will be no Friendly Reminder or Violation Notice mailed.
- It is important to note that the fine for trespass and abuse of Community Association Property and Common Maintenance Area may be in addition to any charges for repairing and restoring the damaged community property.

Fine Schedule for Trespass and Abuse of Community Association Property and Common Maintenance Areas

First Violation:	\$1000.00
Second Violation:	\$2500.00
Third & Subsequent Violations:	\$5000.00

2. Additional Charges. In addition to fines, the Board may impose on the offending Homeowner additional charges resulting from the violation, including, without limitation, the actual cost to the Association to repair Association property or to correct the violation.
3. Other Penalties. In addition to monetary fines, for any violation of the Association's governing documents, the Board may determine to suspend the Homeowner's rights and privileges, including, without limitation, the Homeowner's voting rights, the right to use the Association's recreational facilities or any combination thereof.

Notice of Discipline

If the Board imposes discipline on a Homeowner and/or tenant, the Board will provide the Homeowner and/or tenant with written notification of the disciplinary action within 15 days following the action.

Verification of Continuing Violation

Following the giving of the Notice of Discipline, the Management Company will verify whether the violation is continuing or reoccurring if the violation is observable.

1. If the violation has been corrected, no further fines or penalties shall be imposed, all revoked membership rights will be reinstated and the violation proceeding will be closed.
2. If the violation has not been corrected, monetary fines and penalties will continue to be imposed in accordance with the terms decided by the Board and in accordance with the stated Fine Policy.

Notices

All notices required or sent pursuant to this Enforcement Policy shall be either personally delivered or sent by United States first class mail, postage prepaid, (1) to the offending Homeowner at the last known address listed with the Management Company; and (2) to the tenant at the tenant's address within the Association community.

Payment of Fines and Charges

All fines and charges imposed against a Homeowner for a violation of the governing documents will be applied to the offending Homeowner's account and will appear on the Homeowner's next statement of account. Any unpaid balances will be subject to additional late fees and charges as set forth on the statement.

Appeal

Each suspended or fined member can appeal disciplinary action within one (1) year of the date of the disciplinary action. An appeal shall be commenced by filing a written Notice of Appeal with the management company. The action imposing the fine or suspension shall then become ineffective until the fine or suspension is reconsidered and approved by the Board of Directors at a regular or special meeting.

**LA COSTA OAKS COMMUNITY ASSOCIATION
VIOLATION COMPLAINT FORM**

From: _____

Address: _____

Phone Number: _____

Second Witness Name: _____

Address and Phone Number: _____

(If a second witness is not available, then the complaining party may file a complaint with one signature only – providing the complaint is accompanied by reasonable proof that an attempt has been made to resolve the issue through verbal or written communication with the violating party.)

To: Board of Directors, La Costa Oaks Community Association

Subject: Report of Violation of Association Guidelines/Request for Enforcement

Based on my personal observations, I report the following alleged violation and request appropriate investigation and Board action to enforce the Association Guidelines. I understand that my name and address may not be kept confidential as the party in question has the legal right to question the nature of this complaint.

Property address of alleged violation: _____
Carlsbad, CA 92009

Rule (Title and Section)	Specific description of violation (include dates and times, any actions taken by you or other neighbors to notify property homeowner/resident, and what action is necessary for property homeowner to comply with the Guidelines)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please mail form to: La Costa Oaks Community Association
c/o Keystone Pacific Property Management
16775 Von Karman, Suite 100
Irvine, CA 92606
Fax: (949) 833-0919