VILLA ANTIGUA HOMEOWNERS ASSOCIATION

RULES AND REGULATIONS FOR RENTERS

If this document contains any restriction based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, genetic information, national origin, source of income as defined in subdivision (p) of Section12955, or ancestry, that restriction violates state and federal fair housing laws and is void, and may be removed pursuant to section 12956.2 of the Government Code. Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status. **(2013)**

VILLA ANTIGUA HOMEOWNERS ASSOCIATION

RULES AND REGULATIONS FOR THE ASSOCIATION CLUBHOUSE

HOURS: Monday through Sunday from 7:00 a.m. to 10:00 p.m.

CLUBHOUSE RESERVATIONS:

1. Reservations must be made through the Association Manager a minimum of ten days prior to the function.
2. Owner/Tenant acknowledges receipt of the Rules and Regulations governing the use of the Association Clubhouse. Owners/tenants and guests must comply with the Rules and Regulations. The Clubhouse must be left clean and undamaged. If the Clubhouse requires cleaning your account will be invoiced $75.00. If the Clubhouse is damaged in any way, your account will be invoiced accordingly.
3. An approved Reservation Form confirms the reservation. Homeowners' monthly assessment payments must be current.
4. All reservations must be made by the ***occupant*** of the unit. If a reservation is for a tenant, the unit owner assumes full responsibility and liability for the facilities.
5. All functions must be supervised by an adult – AT ALL TIMES.

USE OF CLUBHOUSE:

1. The Association Manager will update your Brivo Pass access to include the clubhouse on the day of your reservation.
2. Check the Clubhouse for damage upon arrival and report any damage seen by calling & leaving a message at the office or emailing the manager, or you will be held liable for the damage.
3. The use of music, live or recorded, shall be confined to a volume so as not to infringe on the rights of the residents of neighboring units.
4. **PLEASE NO** putting anything on the walls- **Use painter's tape NOT regular** tape, tacks, pins, etc. There will be Bulletin Boards and hooks that can be used when approved and arranged by the Manager.
5. Lighted candles or decorations that constitute a fire hazard are prohibited.
6. Maximum capacity of the clubhouse is **36**.
7. Any damage to the facility, furniture, etc., will be billed to the unit owner reserving the clubhouse.
8. The unit owner is responsible for any uninvited guests.
9. Use of the clubhouse is at your own risk. It is your responsibility to ensure all guests follow all city, county and state health guideline orders.

FOLLOWING YOUR FUNCTION:

1. Return all furniture to its original location.
2. Sweep &/or mop the floor, clean the countertops, tables, & refrigerator & the microwave. Empty waste baskets and remove trash. Empty the cupboards. **DO NOT FORGET THE BATHROOMS**.
3. Turn off all lights. **ENSURE ALL DOORS, INCLUDING DOOR FROM CLUBHOUSE TO RESTROOMS ARE FULLY CLOSED. Ensure sliding door & windows are all closed and locked properly.**

NO SMOKING ANYWHERE IN CLUBHOUSE

SWIMMING POOL/TENNIS COURT RULES AND REGULATIONS

POOL AREA

1. **Open: 7:00 a.m. to 10.00 p.m. Sunday through Saturday.**
2. NO CHILDREN UNDER THE AGE OF 14 ARE ALLOWED WITHIN THE FENCED SWIMMING POOL AREA UNLESS ACCOMPANIED BY AN ADULT 18 YEARS OF AGE OR OLDER.
3. Incontinent persons must not enter the water without waterproof pants.
4. The gates to the pool must be kept locked at all time. Upon entering or leaving the pool area, pull the gates locked behind you. This is a safety precaution, which must be followed.
5. Lifesaving equipment is to be used for emergencies only and is to be kept in its designated place when not in emergency use.
6. A shower is required before entering the water to remove suntan lotions, oils, etc. which are harmful to the pool and filtering system.
7. No running or horseplay is allowed inside the pool area at any time.
8. Only small flotation devices are allowed in the water.
9. Pets are not allowed inside the pool area at any time.
10. Only unbreakable beverage containers are allowed. No glass is allowed.
11. Guests must be accompanied by their sponsors at all times.
12. No radios or taped music is allowed in the pool area.
13. Leave the pool area in a clean and orderly manner.
14. The charge for replacing a pool key is $50 for the first time, $75 the second time, and subsequent replacement charges are $100.

JACUZZI

1. **Open: Same hours as the pool hours.**
2. Alcoholic beverages are not allowed in the Jacuzzi area.
3. Only unbreakable containers are allowed. No glass is allowed.
4. Guests must be accompanied by their sponsors at all times.
5. Pets are not permitted in the Jacuzzi at any time.
6. Running or horseplay is not allowed in the Jacuzzi area.
7. No tampering or adjusting the thermostat, clock or any mechanisms.
8. A shower is required before entering the water.
9. Children under the age of 14 are not allowed in the Jacuzzi at any time.
   No one under the height of 4'6" is permitted in the Jacuzzi.
10. Do not enter or exit the clubhouse from the Jacuzzi area.
11. No radios or taped music allowed in the Jacuzzi area.

TENNIS COURTS

1. **Open: 7:00 a.m. to Dusk Sunday through Saturday**
2. The tennis courts may be used for one hour for singles, one and a half hours for doubles and half an hour for practice- **when there are people waiting**.
3. Only tennis shoes are permitted on the courts.
4. The tennis courts are for tennis playing only.
5. No bicycling, skateboarding or roller skating allowed on the courts.
6. Guests must be accompanied by a valid card holding resident on the courts at all times.
7. No loud music.
8. Gates must remain closed and locked. Do not prop open gates for any reasons.
9. Pickleball is not permitted on the tennis courts.

NO SMOKING ANYWHERE
WITHIN POOL AREA, CLUBHOUSE, & TENNIS COURTS

Adopted 9/15/2026

VILLA ANTIGUA HOA
POLICY RESOLUTION NO. 05†
Architectural Change Guidelines

WHEREAS, Article III § 3.5 (b) Operating Rules, of the Declaration of Covenants, Conditions and Restrictions gives the Board of Directors powers to adopt reasonable rules and restrictions, and

WHEREAS, CA Civil Code § 5310(a)(10) requires that the association must issue a summary of requirements for approval of any architectural or physical changes made by homeowners to their unit, and

WHEREAS, any procedures shall be made pursuant to CA Civil Code §4765 and §4765(c) which requires that these procedures be distributed annually to homeowners, and

WHEREAS, it is the intent that these rules shall be applicable to any violation of the governing documents by an owner/member, tenant of a member or guest of a member; this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

NOW THEREFORE, BE IT RESOLVED THAT this resolution will supersede and consolidate all previous related resolutions, and that the following architectural changes require prior written approval by the Architectural Control Committee and/or the Board of Directors:

- All requests for any change or installation, such as those listed below, that will directly affect the exterior of the unit or common area, or may be seen from the common area, must be submitted to the Association Manager on an **Architectural Request for Change (ARC)** in order to obtain approval prior to beginning work. The homeowner shall be responsible for any repairs and/or water intrusion in the stucco or Hardie board attributed to any installation.
- An Architectural Request for Change (ARC) must contain complete information including: building permits, if required; contractor's name, license number & proof of insurance; all plans, specifications, drawings, blueprints, brochures; and are to be submitted at least seven (7) days prior to the next Board meeting. If property lines are involved, the property setback and plot map must be included. **Contact the Association Manager at 858-268-0929 via e-mail at office@villaantiguahoa.net with any questions or to obtain an ARC form.**
- The ARC obligates the homeowner to obtain any necessary building permits; to accept responsibility for any water intrusion or other damages done, and/or any costs or losses incurred that may be attributed to installation; and also to accept responsibility for any subsequent maintenance, repair or changes related to installation**. To find out if your project needs a permit, call the City of San Diego (619) 446-5000.**

1. **Gates:** Black wrought iron gates at privacy walls. The Association will maintain original gates. Homeowner becomes responsible for repair and painting if the original gate is or has been replaced.
2. **Rear or Side-yard Fencing:** All fences must be free standing and must NOT be attached to the unit or to any common privacy wall. Fence installations must be 6 feet or less in height, and of one of the following materials:
   a. Cedar: natural wood, 6" or 8" dog eared fence boards, 4"x4" galvanized posts, staining of painting must obtain HOA approval
   b. Vinyl-coated chain link fence framed with cedar or coated metal: black or green
   c. Wrought iron: black or green
   d. Vinyl or composite material: natural wood color, almond, beige (NOT white)
   e. Glass may be used for rear fencing only
   f. HOA Shared Fences: Specs must match those in line item #a, finished side must face the common area
3. **Patio Slabs & Walkways attached to unit:** materials may include concrete, brick, tile pavers, concrete & redwood headers, colored concrete, stamped concrete.
4. **Patio Decks attached to unit:** materials may include redwood, cedar, or high-quality composite.

5. **Trellises attached to unit**: materials may include Douglas fir, cedar, or other engineered wood, painted to match existing wood trim OR high-quality composite aluminum alloy with wood embossed baked enamel finish, color to match adjacent surface.

6. **Retaining Walls & Planter Boxes attached to unit**: A City of San Diego Building Permit may be required for retaining walls over 3 feet high. Materials may include brick, block, stucco, slump block, wood, railroad ties, or adobe brick. Stucco walls should match the unit color. When built near the wall of neighbor's unit, there must be a divider at least 2" from wall so no dirt touches wall or covers weep screed.

7. **Landscape, Irrigation & Underground Drainage Systems**: Ask your Contractor if a City of San Diego building permit is required for in-ground lawn sprinkler installations. All drainage systems must drain to front of lot. All drain flow lines should slope a minimum of one percent, with core cut curb and gutter as required to drain to the street. No additional plants of any kind can be added to the front area outside the privacy wall. Trees and plants must be planted and maintained to avoid damage to property or adjacent properties as they mature. No vine type plants that will grow up the walls or encroach on neighbor's yard are permitted. Trees and plants with root systems that may cause damage to property, structural foundations and footings should not be planted.

8. **Windows, Sliding Glass Doors & Skylights:** Homeowners have the responsibility for the maintenance and upkeep of windows, sliding glass doors, French doors and skylights. A City of San Diego building permit may be required. Window or sliding door frames may be metal or vinyl (color: almond or tan not white). Upper floor slider door installation requires additional proof that the pan sill flashing has been inspected and determined it is in an acceptable condition. If the sill pan is unserviceable and fails to transition and terminate the waterproofing system into the door, it must be replaced. An inspection will be required by HOA personnel to verify the condition of the pan sill flashing. See management contractors guidance sheet. Skylight frames and transparency must be bronze in color. French doors must have prior approval from the board. The homeowner shall be responsible for any repairs and/or water intrusion in the stucco, balcony decks or Hardie board attributed to installation.

9. **Yard/Patio Accessories:** No items may be attached to the unit or privacy walls without prior Board approval. No items may be placed in the front area outside of the privacy wall. **A freestanding/detached item within yard does NOT require Board approval.**

10. **Patio Covers & Roof Overhangs attached to unit**: A City of San Diego building permit may be required if the structure is <u>more</u> than 300 square feet, or higher than 12 feet above grade. Structure to be constructed to match the unit in style and materials. Structure may not encroach into adjacent yards. Awnings and exterior shades are subject to Board approval. The homeowner shall be responsible for any repairs and/or water intrusion in the stucco or Hardie Board attributed to installation. **Corrugated plastic covers are prohibited.**

11. **Front Doors:** Picture must be submitted of replacement doors. Color must be approved.

12. **Screen & Security Doors:** Picture must be submitted of screen or security door. **Color:** Black, brown, dark bronze or almond, NOT white. Any screens attached to front gate must be black.

13. **Exterior Light Fixtures attached to unit:** Picture must be submitted of replacement fixture. Color may be black, dark bronze, brass, or brushed nickel, NOT white. Use of motion sensors is OK.

14. **Gutters/Downspouts:** Homeowners have the responsibility for the maintenance and upkeep of gutters/downspouts. Colors to match adjacent surface of stucco, fascia or Hardie Board.

15. **Venting:** Must be painted the color of the adjacent surface.

16. **Solar Installations:** All installations of roof-mounted photo voltaic or heating units must be consistent with Federal and California State Civil Code, section 714 Guidelines. No trees or shrubs may be cut except on said owner's property. Any penetrations in the stucco or Hardie Board must be sealed, and any exposed electrical conduit or wires should be encased in conduit compatible with California code and painted to match the adjacent surfaces. The homeowner shall be responsible for any repairs and/or water intrusion in the stucco or Hardie Board attributed to installation.

17. **Room Additions & Remodels:** Additions or remodels are to be constructed to match the unit in style and materials and be in accordance with submitted plans. The homeowner should obtain, in writing, adjacent unit owners' approval for remodel and present copy to the Board. A copy of the building permit and the final approved City inspection must be furnished to the Board. Construction must be completed within ninety- (90) days of commencement.

18. **Central Air Conditioning**: Placement of unit must be pre-approved. Any penetrations in the stucco or Hardie Board must be sealed, and any exposed electrical conduit or wires should be encased in conduit compatible with California code and painted to match the adjacent surfaces. The homeowner shall be responsible for any repairs and/or water intrusion in the stucco or Hardie Board attributed to installation. **Window units are prohibited.**

19. **Roofs, Roof Jacks and Fascia:** Homeowners have the responsibility for the maintenance and upkeep of the roof, roof jacks, and all fascia, including painting. For certain installations, a City of San Diego building permit is required. See Specifications in Association Office for types and colors of shingles that are acceptable. All installations must follow the most recent Uniform Building Code adopted by the City of San Diego. Contractor must provide insurance certificate showing homeowner and association as additional insureds.

20. **Satellite Dishes & TV/Video Antenna**: Size must be 36" or less in diameter or diagonal measurement. Whenever reasonably possible, every effort shall be made to ensure that it cannot be seen from the street and is screened from adjacent properties. Any penetrations in the stucco or Hardie Board must be sealed, and any exposed electrical conduit or wires should be encased in conduit compatible with California code and painted to match the adjacent surfaces. The homeowner shall be responsible for any repairs and/or water intrusion in the stucco or Hardie Board attributed to installation. Installations must follow Federal, State, Local laws.

21. **Garage Doors:** Homeowners have the responsibility for the maintenance and upkeep of garage door. The door must meet the following specifications:
    a) 24-gauge steel sectional garage door
    b) Color: New Replacement garage doors after April 2015 may be Almond or match the unit paint color scheme with architectural approval.
    c) Four horizontal and four vertical panels ONLY
    d) Windows with plain or opaque glass are acceptable.
    e) No reflective tints or window coverings of any kind are permitted.

22. **Signage/Flags: Board approval is NOT required if adhering to these rules:**
    a) No sign of any kind shall be attached to the unit.
    b) Decorative plates or address numbers should be no larger than 12" x 18" and should NOT penetrate or be permanently attached to the privacy wall.
    c) "Beware of Dog" or "No Solicitors" signs may be attached to the front gate.
    d) Non-commercial signs or posters such as political, rent, sale, lease or security signs are to be freestanding, no higher than five feet off the ground or more than nine square feet.
    e) Non-commercial flags or banners are to be no more than 15 square feet in size.
    f) No more than two (2) or a combination thereof, signs or flags may be displayed at each property.
    g) Any flags or signs deemed to be in poor condition by the Board or Management must be removed or replaced when instructed.
    h) Per Civil Code §4710 signs, posters and flags displaying crude or offensive language or images, or fighting words, are prohibited.
    i) Campaign signs or flags may not be displayed earlier than 60 days prior to an election and must be removed 2 weeks after the close of the election polls.
    j) Holiday decorations and lights may NOT be permanently affixed to the unit or common walls. There should be NO penetration of stucco or Hardie board. Decorations can be displayed no earlier than four (4) weeks prior to the holiday with the exception of the winter holidays, which can be displayed the day after Thanksgiving. All decorations are to be removed within one week after the holiday, with the exception of the winter holiday decorations, which are to be removed by January 7th.

23. **Unit Color Scheme:** The Association is solely responsible to paint, maintain, repair and replace exterior building stucco, wood trim and other items such as caps on some unit privacy walls and rails on some balconies. *Hardie Plank Siding has replacing wood trim and has a 35-year warranty against termite and dry rot damage.* The color scheme, as adopted by the Board at the October 1998 meeting, is binding and mandatory. See specifications in Association Office & on website.

24. **Mailboxes:** There are two locking mailbox options available to owners to install without needing to go through the ARC approval process: Mailsafe Black, Large, Plastic, Locking, Post Mount Mailbox; Mail Boss: Mail Manager Street Safe Black Post-Mount Mailbox Gibraltar Mailboxes. The 3rd option is a higher security mailbox for which Architectural approval must be obtained. This is because a special post must be installed that can support the new mailbox. Neighbors must be in agreement For this option, neighbors must be in agreement to install if your share your post. If you elect to go with this 3rd option, you are accepting responsibility for the install of the improvement and all future maintenance & repairs. https://www.mailboss.com/shop/curbside-mailboxes/mail-manager-pro/

25. **Exterior Security Devices (Excluding Light Fixtures see item #13):** Picture must be submitted of proposed device. Color of device and any attached solar panel may be white or black. Any penetrations in the stucco or Hardie Board must be sealed, and any exposed electrical conduit or wires should be encased in conduit compatible with California code and painted to match the adjacent surface.

VILLA ANTIGUA HOMEOWNERS ASSOCIATION

REVISED POLICY RESOLUTION No. 18 PET OWNER RESPONSIBILITIES

WHEREAS, Article III -Section 3.7 (h) of the Amendment To and Restatement of Declaration of Covenants, Conditions and Restrictions charges the Board of Directors with powers and duties for establishing and enforcing rules, and regulations of the Association; and

WHEREAS, Article III –Sections 5.1(f and c) of the CC&R's specifically prohibit owners from annoying other owners or creating a nuisance and give the Board of Directors power to make rules relating to pets;

WHEREAS, to carry out such powers and duties for establishing rules and regulations; and

NOW THEREFORE, BE IT RESOLVED THAT homeowners and residents of the Association who own pets are to comply with the following conditions:

1. Animals are to be restrained or confined to the back yards of the unit at all times.
2. Vaccinations, licenses, and permits shall be obtained as required by law.
3. Animal premises shall be kept sanitary and shall not constitute a fly breeding reservoir, a source of offensive odors or of human or animal disease.
4. Animals and animal premises shall not be permitted to be an annoyance, a nuisance or a hazard.

AND BE IT FURTHER RESOLVED THAT:

1. Restrained shall mean that dog owners shall keep their dogs at all times on a leash or within an enclosed area of their property; to prevent them from being at large or astray, from biting or harassing any person.

2. Committing a nuisance shall mean that no pet shall be allowed to defecate on public or private property other than the private property of the pet owner. Any and all defecation is the responsibility of the pet owner and is to be removed immediately and not allowed to create a hazard of any kind.

3. Being an annoyance shall mean harboring a pet in a manner that creates any frequent or long continued noise causing annoyance or discomfort to a reasonable person of normal sensitiveness in the vicinity.

Criteria defining a violation of the annoyance rule:

- Any animal noise that disturbs 2 (two) or more residents residing in separate residences adjacent to any part of the property on which the subject animal or animals are kept or maintained

- Or animal noise that disturbs three or more residents residing in separate residences in close proximity to the property on which the subject animal or animals are kept or maintained.

AND BE IT FURTHER RESOLVED THAT the Board of Directors may impose a fine and/or disciplinary action against the owner of the unit in which the pet resides for the violation of any provisions of this Resolution.

MINUTES: #308
ATTEST:
Ronald Moore, President VAHOA
June 19, 2007

VILLA ANTIGUA HOMEOWNERS ASSOCIATION
REVISED ADMINISTRATIVE RESOLUTION NO. 19 - REFUSE COLLECTION

WHEREAS, Article III, Section 3.7 (h) of the Amendment To and Restatement of the Declaration of Covenants, Conditions, and Restrictions charges the Board of Directors with powers and duties for establishing and enforcing the Rules and Regulations of the Association; and,

WHEREAS, to carry out such powers and duties for establishing rules and regulation; and,

WHEREAS, there is a need to establish procedures for the collection of refuse and recyclables for residents;

NOW THEREFORE BE IT RESOLVED THAT the refuse and recycling procedure be as follows:

1. Automated refuse collection and curbside recycling are City of San Diego services which facilitates the collection of household trash and recyclables. The households in Villa Antigua Homeowners Association are provided with one 96-gallon automated refuse container and one 96 gallon recycling container, which must be used for trash and recycling to be collected. Automated collection trucks are equipped with specially designed arms that grasp, lift and empty the City-issued refuse and recycling containers. The containers are property of the City of San Diego. Customers are responsible for their upkeep and storage and for ensuring that they remain at the residence to which they were originally delivered. Do not take the container when moving.
2. Trash containers and recycling containers must be at curbside by 7:00 a.m. on collection day. The containers may not be put out earlier than 6:00 p.m. on the day before collection. All empty containers must be taken in by 6:00 p.m. the day of collection. All containers must be stored behind the front garden walls and in such a way that they are not visible from the street. No containers may be stored in the front planter beds.
3. Set the containers in the street with the wheels against the curb and handle facing your home. Make sure the container is at least three feet from all parked cars, mailbox posts, and any other containers.
4. Trash Containers: Fill the container with every day household trash. Do not place flammable materials such as paints, pesticides, pool chemicals, motor oil, or chemicals in automated containers. It is dangerous and illegal to toss these items in the trash or pour them down the drain. Do not place cigarettes, hot coals, or ashes in the automated containers unless thoroughly wet before discarding. Do not toss recyclable items in the automated containers.
5. Recycling Containers: Fill the container only with approved recyclables-corrugated cardboard, newspapers and inserts, clean mixed paper, metal cans (including empty aerosol cans), rinsed glass containers, and plastic bottles. Do not fill with unacceptable materials such as landscaping clippings, pool chemicals, pesticides, hazardous materials, scrap metal, oil, paint or poison cans, mirrors or windows, china, ceramics, crockery, light bulbs, plastic tubs, styrofoam, or plastic toys. (This list is not exhaustive.)
6. Call (619) 235-2111 to learn how to safely dispose of hazardous wastes. Other refuse should be taken to a landfill. Call (619) 236-5660 for removal of dead animals. For further information regarding the city's refuse collection service, call 236-5660 and for information regarding the city's recycling collection service, call (858) 492-5060.
7. Refuse, including vegetation, landscaping trimmings, etc. is never to be thrown down the canyon, the embankment of Santo Road, or at the end of the cul-de-sacs. Refuse is never to be burned in the backyard or on any part of Villa Antigua; that is in violation of the Uniform Fire Code and can result in legal action by the City of San Diego. The dumpsters are for the use of the landscape personnel and are not to be used by residents for their household trash.

AND BE IT FURTHER RESOLVED THAT the Board of Directors shall impose a fine and/or take disciplinary action against the owner of the unit/or whose resident violates any provisions of this Resolution.

Minutes #235 ATTEST:
Chuck Brown President, Villa Antigua HOA
February 15, 2000

VILLA ANTIGUA HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 26-SATELLITE DISHES

WHEREAS, Article III, Section 3.7 (h) of the Amendment To and Restatement of the Declaration of Covenants, Conditions and Restrictions charges the Board of Directors with the powers and duties for establishing and enforcing rules and regulations of the Association; and

WHEREAS, to carry out such powers and duties for establishing rules and regulations; and the Association is charges with the maintenance and architectural control of the units;

WHEREAS FURTHER, *Assembly Bill No. 104 is an act to add Section 1376 to the Civil Code relating to Common Interest Developments*. The bill provides that any prohibition against, or restriction on, the installation or use of a video or television antenna, including a satellite dish, or any prohibition against the attachment of that antenna to a structure, that is contained in a document that affects the transfer or sale of, or any interest in, a common interest development is void and unenforceable, as it relates to the installation or use of a video or television antenna that has a diameter or diagonal measurement of 39 inches or less.

FURTHERMORE, the bill permits a common interest development association to impose reasonable restrictions on the installation or use of a video or television antenna.

NOW THEREFORE, BE IT RESOLVED THAT the following policy is established to control those antennas or satellite dishes which affect or are attached to the exterior of the unit.

l. The installation of an antenna or satellite dish requires prior approval from the Association Board of Directors.

2. The antenna or satellite dish may not have a diameter or diagonal measurement of more than 39 inches and no higher than 45 inches if installed at ground level.

3. The antenna or satellite dish must be screened from other properties when possible and must not be visible from the front of the house. They may not be mounted on the stucco or on the unit's wood siding. The homeowner is responsible for any necessary repairs or any damage to the structure as a result of the installation of an antenna or satellite dish.

All requests for the above items must be submitted on an Architectural Change Request through the Association Manager for approval by the Architectural Control Committee and the Board of Directors. All applications are to contain the required information, including the location of the installation of the antenna or satellite dish. This will be considered at the regularly scheduled monthly Board of Directors meeting held on the third Tuesday of each month. Therefore, the request must be submitted no less than one week prior to the monthly Board meetings. There will be a minimum two week approval period for all applications.

Minutes # 193 ATTEST:
Don Spagnolo,
President, Villa Antigua HOA
January 16, 1996

VILLA ANTIGUA HOMEOWNERS ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 32
HOME OPERATED BUSINESSES/HOME OCCUPATION

WHEREAS, Article III, Section 3.7 (h) of the Amendment to and Restatement of the Declaration of Covenants, Conditions, and Restrictions charges the Board of Directors with the powers and duties for establishing and enforcing rules and regulations of the Association; and

WHEREAS, the CC&R's, Article V. Section 5.1 (a) states: "No lot owner shall occupy or use his Dwelling, or permit the same or any part thereof to be occupied or used for any purpose other than as a private residence. No occupation, profession, commerce, trade, or other non-residential use shall be conducted in any portion of the project;" and

WHEREAS, the CC&R's are twenty-five years old and impractical to enforce with regard to Article V. Section 5.1 (a), there is a need for the Board of Directors to clarify what is acceptable with regard to home businesses/occupation; and,

WHEREAS, it is the intent of the Board of Directors to establish reasonable guidelines for home businesses/offices that generally agree with San Diego Municipal Code Section 141.0308.

NOW THEREFORE, BE IT RESOLVED THAT, the following policy is established:

1. **Home occupations are permitted only as accessory uses to a residential use.**
2. **The home occupation/business shall not result in the elimination or the reduction of required off-street parking.**
3. **Signs advertising the home occupation are not permitted.**
4. **Home occupations shall be conducted within an enclosed structure on the premises.**
5. **Materials or products associated with the home occupation on the premises must be stored within the enclosed structure.**
6. **The operation of the home occupation shall be consistent with permitted residential uses. It shall not create any conditions that amount to public nuisance, and shall not be detrimental to the residential neighborhood by causing, increased noise, traffic, parking problems, lighting, odor, or by violating any applicable ordinances or laws.**
7. **The resident of the premises shall not rent space to others in association with a home occupation.**
8. **Only a resident of the premises may engage in a home occupation on the premises.**
9. **All sales of products and the performance of all service or work that requires the presence of more than one partner, employee, or customer at a time shall take place off the premises.**
10. **Only one vehicle for business-related purposes is permitted on the premises or on any adjacent residentially zoned area. This vehicle may not exceed a one-ton carrying capacity and may not be a tow-truck.**

AND BE IT FURTHER RESOLVED THAT, the Board of Directors shall impose a fine and/or disciplinary action against the owner of the unit for violation of any provisions of this Resolution.

Minutes #291 ATTEST:
Anita Wood,
President, Villa Antigua HOA
September 20, 2005

VILLA ANTIGUA HOMEOWNERS ASSOCIATION
ADMINISTRATIVE POLICY RESOLUTION No. 35
RULE ENFORCEMENT AND DISCIPLINE

WHEREAS, Article V, Section 5.02 (a) of the Bylaws and Article III, Section 3.5 (b) of the Amendment To and Restatement of the Association's CC&R's grant to the Board the powers necessary to conduct the affairs of the Association and to make such rules as the directors determine to be in the best interests of the Association; and

WHEREAS, Article V, Section 5.02 (1) of the Bylaws and Article III, Section 3.5 (c) (d) of the Amendment To and Restatement of the Association's CC&R's grants to the Board the power to enforce rules and further grants the power to discipline members who violate those rules in Article VIII of the Bylaws and Article III, Section 3.5 (d) (1-6); and

NOW THEREFORE, BE IT RESOLVED THAT, the following Enforcement and Discipline Procedures be established:

OVERVIEW OF DISIPLINARY PROCEDURES

I. Violation Notice(s) to Owner

1. First Reminder – letter
2. Second Reminder – within 6 months – sterner tone and warns of possible discipline.
3. Violation Letter – invites Owner to next scheduled Board meeting for a hearing to explain, in Executive Session, why discipline should not be imposed.

II. Hearing

Homeowner comes to meeting with Board to explain the situation and/or what steps are being taken to resolve it. See "Purpose of Hearings" and "Notice and Hearing Procedures" below. In addition to or in lieu of fines, privileges may be suspended for up to 30 days. The Association may pursue one or more remedies simultaneously. The selection of one remedy does not preclude the Association's right to pursue others.

III. Amount of possible fines

1st Notice - $25
2nd Notice - $50
3rd Notice- $100
4th Notice- $500

Failure to pay fines within thirty (30) days may result in legal action to collect the fines.

IV. Issue resolved or Meet & Confer (If Requested By Owner) or ADR Offered (Arbitration or Mediation)

V. Issue resolved or litigation needed for final resolution.

PURPOSE OF HEARINGS

Enforcing the rules and the association's CC&R's is the responsibility of the Board of Directors. Effective enforcement requires established procedures known to residents and administered with a judicious mix of discipline and discretion by the Board.

While a complaint is inherently adversarial, violation hearings do not have to be. Violators need to hear why the rule they have violated is important and how their failure to comply has affected others. The Board, for its part, needs to hear why the violation may have been inadvertent or the result of circumstances beyond the owner's control. Enforcement hearings do not need and probably should not have the rigidity and formality of a

courtroom trial. But they do need sufficient structure to ensure that the discussion is orderly and that all parties are treated fairly.

Although even-handed application of the rules and the sanctions is essential, rigid enforcement is not. Boards have the discretion to waive or reduce penalties and should do so when they determine that extenuating circumstances justify those decisions.

Thus a hearing provides an organized structure to evaluate complaints and enforce rules. This process has the potential to mediate disputes and to dispel the residual ill feelings that could otherwise continue to cloud relations between neighbors or between owners and the Board. In this sense, violation hearings can be an effective community building tool, and they should be structured and conducted with that overriding purpose in mind.

NOTICE AND HEARING PROCEDURES

The following notice and hearing procedures will be used whenever the Board meets to consider disciplinary action against a Member for an alleged violation.

a. Notice of Hearing. Notice of the hearing will be sent at least ten (10) days prior to the hearing and will be given either personally or by prepaid first-class mail to the most recent address shown in the Association's records. The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a Member may be disciplined, and a statement that the Member has a right to attend and may address the Board at the meeting.

b. Opportunity to Be Heard. Members have the right to send a letter, send a representative, or appear in person to present evidence as to why they should not be disciplined. Members also have the right to bring an attorney with them to advise them or to speak on their behalf. The hearing will be held in executive session unless the member requests otherwise.

c. Rescheduled Meetings. Upon timely, written request and for worthy cause, an accused party may be granted a continuance to a new hearing date. In the event a person fails to appear for a hearing, the Board will review the evidence presented and make its decision accordingly.

d. Correction of Violation. In the event the violation is corrected prior to the hearing date, the Board may, if appropriate, discontinue the proceedings.

e. Notice of Decision. Within fifteen (15) days of the Board's decision, the Member will be given written notice of the decision.

f. Conflicts of Interest. If members of the Board have a conflict of interest (i.e., they filed the complaint, or the complaint was filed against them) such persons may not vote on the issue.

MINUTES: #311
ATTEST:
Ronald Moore, President VAHOA
September 18, 2007

VILLA ANTIGUA HOMEOWNERS ASSOCIATION

CARE & MAINTENANCE OF BALCONY DECKS

I M P O R T A N T

Every four – five years the Association has the Decks of your unit resurfaced to maintain its waterproofing. To ensure that the waterproof membrane stays that way- PLEASE read and Use the following instructions:

EXCEL-COAT CLEANING INSTRUCTIONS

The following are recommended cleaning procedures for Excel-Coat products:

DIRT, DUST, AND ORGANIC STAINS

1. Rinse the deck off with water. Use one of the following cleaners on the Excel-Coat systems: Excel-Coat Maintenance Cleaner, Excel-Coat Hardwater Deposit Remover, Simple Green, or citrus cleaners. Make sure to follow the manufacturer's suggested dilution directions. Apply the solution generously to the surface of the deck and agitate with a stiff bristle broom. When finished, rinse the entire area with cold water.
2. A pressure washer, not exceeding 1500 psi, can also be used to apply and wash the detergent solution. Care should be exercised with this method. Concentrating too much water pressure on the deck coating could be detrimental to the system.
3. There are cleaners now available for removing rust stains from the deck that are safe & effective.

INORGANIC STAINS

1. After cleaning the deck as outlined above, saturate a cotton rag with alcohol and scrub the stain or mark off by hand. Rinse thoroughly with water. Alcohol will not damage Excel-Coat as long as it is not left sitting on the coating for an extended period of time.

HARD WATER DEPOSITS

1. Hard water staining should be cleaned as soon as it becomes noticeable. Pre-wet surface with clean water. Mix white vinegar with water at a ratio of 1:1 and apply to surface. Gently brush affected area and allow to dwell for 3-4 minutes. Brush again and then rinse. Allow to dry. If the removal process has worked but has not completely removed the stain, repeat this process; making sure to thoroughly rise afterward. This method should remove new and light hard water deposit stains.
2. If the above method does not remove tenacious hard water deposits and scales, try Excel-Coat Hard Water Deposit Remover. Follow manufacturer's instructions for use of this product. Contact your Excellent Coatings distributor for purchasing this product.

NOTE: Do not use Paint Remover, Xylol or MEK solvents.

NOTE: Lacquer thinner can be used on some very tough stains, but use very sparingly and rinse thoroughly with water.

VILLA ANTIGUA HOMEOWNERS ASSOCIATION

CARE & MAINTENANCE OF BALCONY DECKS

I M P O R T A N T

EXCEL-COAT MAINTENANCE INSTRUCTIONS

To maintain the appearance and maximize the longevity of the system, we recommend the following:

Keep the Deck Clean Dirt, gravel, sand and debris should be regularly removed from the surface by broom or blower.

Wash Periodically Clean the surface with warm water and a mild detergent solution as identified in our Cleaning Instructions. For best results, agitate the solution with a stiff bristle broom and rinse with water.

Planters and Flower Boxes It is recommended that a planter with a self-contained drainage system or planter saucers should be used. If planters freely drain onto the deck, the chemicals in the water may stain the coating. It is recommended that planters be raised off the ground with something similar to 1-inch slats or clay pedestals to allow circulation of air.

Patio Furniture All metal patio furniture should have rubber or plastic coasters on the legs. Rust from metal or iron furniture may stain the final coat.

Outdoor Carpet/Door Mats Outdoor carpet is not recommended over Excel-Coat for any period of time. Only breathable doormats should be used over the Excel-Coat System.

Accidental Damage/ Remodeling Contact Excellent Coatings International or your local authorized applicator for assistance.

Re-Seal Coating For continued performance, re-seal the deck every 3-4 years with the appropriate Excel-Coat seal coat. For specific re-sealing instructions or the name of your local authorized distributor, contact Excellent Coatings International.

Snow Removal Equipment Only use snow shovels that have a rubber edge, or hand held blowers for snow removal on your decks. Do not use electric or gas-propelled snow removal equipment on your Excel-Coat systems.

By following these eight simple guidelines, your Excel-Coat deck coating system will provide years of service and beauty.