

Starlight Ridge

RULES & REGULATIONS
FOR
OWNERS AND TENANTS

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(REVISED 06/19)

I. INTRODUCTION

In 1984, the community of Starlight Ridge was built by Kaiser Development. This subdivision consists of 224 residential lots and several areas of common open space. This open space is maintained by our neighborhood Homeowner's association, which is supported by quarterly dues paid by each Homeowner. Our Homeowner's association is governed by a set of rules called "Covenants, Conditions, and Restrictions" (CC&Rs). Each Homeowner is issued a copy of the CC&Rs with the purchase of their home. The CC&Rs are written to enforce, protect and preserve the desirability, attractiveness and value of our homes and our community.

The Board of Directors, elected each year by the Homeowners, enforce these CC&Rs, along with the Architectural Control Committee (ACC), which is appointed by the Board to review home improvement plans before they are built or installed.

The CC&R's were written to govern our subdivision over a long period of time. To assist the Board and the ACC in interpreting the intent of the CC&RS, this set of Rules and Regulations has been compiled. Every few years, these Rules and Regulations are updated to accommodate current issues and concerns within our subdivision. The Board of Directors has adopted these Rules and Regulations into their governing documents. In the event of a conflict between the Rules and Regulations and the CC&Rs, the CC&Rs shall take precedence. Additions and modifications to these Rules and Regulations may be adopted by the Board at their discretion.

The following items reflect the latest issues requiring additional clarification by the Board of Directors. The article shown in parentheses adjacent to the item refers to the section in the CC&Rs which relates most closely with the issue described.

II. GENERAL RULES

1. Exterior alterations, additions or property improvements of any type are not permitted without prior review and written consent of the ACC. Homeowners must submit applications for review, along with the proper documentation to the Manager. Refer to the submittal guidelines as defined below.
2. (11-d): One "For Sale" or "For Lease" sign is allowed per lot. All signs must remain on the Homeowner's property. Signs or flags will be allowed in the common areas as described below.
3. (11-d): "Open House" and "Garage Sale" signs may be placed in common areas at such a time that the sale is in progress or the property is open for inspection with an agent or owner present at all times. Signs must be removed immediately at the end of the sale or open house day.
4. (14-b): Private on-premise garage sales or signs advertising them are permitted to be posted on the day of the sale only. All temporary signs and posters must be removed by the end of the sale day. Signs advertising garage sales will be permitted in the common areas on the day of the sale provided that the sale location is shown.
5. (11-b): Dogs, cats and other domestic household pets may be kept in accordance with current City ordinances. No other pets, livestock or poultry may be kept on the property.
6. (2-b): All of the Rules and Regulations herein described may be changed, deleted or added to at any time by the Board of Directors with due notice.

III. TRASH PICK-UP AND STORAGE

1. Trash containers should always be placed on top of the curb, out of the gutter and OFF the street. This allows the weekly street sweeping service access to areas of the street most in need of cleaning. Parked cars should also be removed from the street on trash pick-up days.
2. Waste containers should be removed from the street side and PLACED OUT OF VIEW FROM THE STREET by the end of the pick-up day. Trash containers must not be visible from the street.

IV. PARKING REGULATIONS

1. (11-C): It is strongly recommended that the garage be utilized whenever possible to house all vehicles. Operable vehicles not otherwise garaged are to be parked on the concrete driveway specifically designed for this purpose. No parking of vehicles shall be allowed on lawns, side yards, or any other gravel or dirt areas. Inoperable (or unlicensed) vehicles must be stored in the garage.
2. Parking of any vehicle used for commercial purposes is not permitted within Starlight Ridge. Short term service and delivery will be allowed for limited time periods.
3. "Temporary" parking and limitations are defined below:
 - a. A Homeowner/Tenant may temporarily park a UNATTENDED RV, at their own risk, not to exceed 72 hours (3 days), before leaving or after returning from a trip or vacation, provided there is no blockage of a street, garage or driveway that would create a hazard to other homeowners or prevent access by emergency vehicles.
 - b. Recreational vehicles may never be used as guest quarters or additional residential living quarters.
4. Other than immediate emergency service, no repairs of any vehicle will be permitted on the street or in the driveway. Minor repairs or vehicle checks on passenger cars should be done in the garage. Excessive noise will not be permitted. Homeowner/Tenant will be responsible for the cleanup of any spillage of oil, coolants, or other toxic or unsightly materials.

V. LANDSCAPING MAINTENANCE

1. (7-c): It is the obligation of every Homeowner to assure that their property is maintained in good condition and repair at all times. The expense of individual property maintenance is the responsibility of each Homeowner.
2. (11-h): Lawns, gardens and slopes visible to public streets must be maintained and weeded regularly. If an extended absence is expected (i.e. vacation, business trips, etc...) or if the property will be vacated for any reason, it is the Homeowner's responsibility to provide for the continued and undisturbed maintenance of the property. Failure of the Homeowner to comply with this item could result in fines and other Board action.

3. UNMAINTAINED LAWNS

- a. If your yard is dead or dirt and not maintained, it is not in compliance with the rules as being properly maintained.
- b. If you wish to change the front yard, as stated in the Homeowners Rules & Regulations, you are required to submit an application to the Board of Directors and get approval before any work is done. You can request an application from Ralston Management. Keep in mind that it is required that changes must blend in to the neighborhood. Please stay away from DG dirt style yards, please use rock or wood chips with green plants. Many plants with a spreading style and low water use are available locally. Make sure that more "GREEN" is close to the curb so that it will blend in the neighborhood.

4. LAWNS

- a. Mowing is required and should be done not to exceed 4' in height.
- b. Lawn maintenance is a year-round requirement with some seasons requiring more attention than others. Regardless of the season, a neat appearance must be maintained. Weeds sprouting up in a lawn or, weeds that are allowed to dominate the make-up of the "lawn", must be eliminated by hand or by chemical means. Raising the mower blade height, especially during the warmer months, is strongly encouraged to maintain a neat and healthy appearance of the mowed lawn and to avoid scalping. Lawns must be watered on a regular basis sufficient to maintain health and green color. This is weather and temperature dependent.
- c. Edging of lawns and plants is also required and needs to be done regularly (approximately every 30 days or sooner if rapid growth requires it to keep a neat appearance). No part of the lawn shall run onto paved surfaces such as sidewalks, curbs and common areas. This should have a neat and clean appearance.

5. RAKING

- a. Rake and pick up leaves that have fallen or blown onto your property. These need to be removed weekly (once every 7 days) and not allowed to accumulate.
- b. Lawn debris, including lawn clippings should not be left along the curb, sidewalk or street, and tree and shrub trimmings, must be removed from view from the front yard after the maintenance is performed until trash pick-up day.

6. PLANTS AND SHRUBS

- a. Plants and shrubbery should be watered to maintain a healthy appearance.
- b. Shrubs shall be pruned regularly (approximately every 30 days or sooner if rapid growth requires it to keep a neat appearance) to maintain health and a neat appearance in a manner consistent with the neighborhood.
- c. Dead shrubs shall be removed and replaced with similar type and within 25% of scale.
- d. Shrubs in front of residence should not block the entire view of the residence from the street. Trim to approximately 4' in height

7. TREES

- a. Trees shall be pruned and maintained in a manner consistent with the neighborhood.
- b. Mature trees need to be pruned as needed to be safe and presentable.
- c. Dead trees shall be removed and replaced with similar nature and scale.
- d. Branches overhanging the sidewalks should be pruned back or up to allow pedestrian traffic to pass safely. Eight feet of clearance is suggested to allow for growth.

8. WEEDS

- a. Control and removal of weeds in lawn, gardens, sidewalks and driveways.

- b. Remove any and all dead plants, shrubs and trees in a timely manner.
- c. Mexican palms that sprout up are weeds and should be removed.

9. NON-PLANT GROUND COVER

- a. Mulch, rock or bark areas need to be replenished on a seasonal basis (once every 6 months or sooner) to insure no dirt is exposed and any missing material is replaced with same type and color.

10. PLANTED GROUND COVER

- a. Dead ground cover shall be removed and replaced with similar nature and scale.
- b. Planted ground cover in a yard must be kept weeded and/or mulched to present a neat appearance from the street and neighbors' views.

VI. ARCHITECTURAL CONTROL COMMITTEE

- 1. PURPOSE: (8-a): The Architectural Control Committee (ACC) is appointed by the Board of Directors each year to guide the development and maintain the standards of established design quality within Starlight Ridge.
- 2. SCOPE: (8-b): The ACC shall make decisions regarding external change or alterations to any part of a residence or individual Homeowner's property with the intent of preserving the appearance, value and harmony of the community as a whole.
- 3. Any condition, material or other matter not specifically addressed within these rules and regulations shall become a matter of reasonable discretion on the part of the ACC. Disputes and appeals may be presented to the Board of Directors for additional consideration.
- 4. SUBMISSION REVIEW PROCEDURE
 - a. Prior to commencing with any project, the Homeowner shall assemble plans for any landscaping, addition, fence or wall, exterior addition, shed or any other alteration of the existing dwelling or property. These improvement plans shall be presented to the ACC for their review and written approval. All plans must include the following information: the extent of the improvement, including all

information pertinent to the proposed improvements, i.e. finishes and colors, location of addition, the name, address and telephone number of the applicant, along with the lot, tract and assessor's parcel number.

b. ANY PLAN REQUIRING A BUILDING PERMIT MUST BE APPROVED AND STAMPED BY THE ACC PRIOR TO SUBMITTAL TO THE CITY OF TEMECULA BUILDING DEPARTMENT.

c. The ACC approves plans only as to conformity with the CC&R's, specifically reviewing the harmony of the proposed improvement in relation to the adjacent neighborhood and surrounding topography.

ALL IMPROVEMENTS MUST BE COMPATIBLE WITH EXISTING STRUCTURES AND SITE CONDITIONS, AND ABRUPT CHANGES IN STYLE SHOULD BE CAREFULLY AVOIDED. The ACC does not review plans for technical adequacy or compliance with City standards. Any approval of a proposed improvement does not guarantee structural safety or conformance with any building codes or other governmental requirements. The ACC shall not be liable to any person for damages or injury which might arise from the negligence of errors or omissions of their review.

d. NOTIFICATION OF NEIGHBORS

Proposed exterior improvements that will be visible from adjacent properties will require written acceptance from those neighbors if/when required by the ACC. The ACC must also determine that such improvement will be acceptable as viewed from the street or streets bordering the property.

e. Approval or Disapproval of a proposed improvement by adjacent neighbors shall be fully considered by the ACC when making their determination of compliance. Neighbors' comments must be received by the ACC within ten (10) days of the application submitted.

f. ACC REVIEW AND APPEAL PROCEDURES

(8-b): The ACC will notify the applicant of their decision within thirty (30) calendar days of its receipt of a COMPLETE application for review. Should the applicant not receive a written decision within thirty (30) days of their COMPLETE application submittal, the applicant may assume that approval has been granted and may continue with their improvements.

- g. The applicant has the right to appeal any decision of the ACC to the Board of Directors. In case of such appeal, the applicant must not begin construction or installation of any proposed improvements until the appeal process has been completed by the Board. A written appeal must be received by the Board not more than ten (10) days after notification of the final decision by the ACC. A hearing on the appeal will be assigned to the next regularly scheduled Board meeting.
- h. All improvements reviewed and approved by the ACC shall be completed within 6 months from the date of starting. Projects not completed within this time will be subject to re-evaluation by the ACC.

VII. PENALTIES AND ENFORCEMENT

- 1. Homeowner's who have begun improvements without proper review and approval by the ACC shall be notified by the Management Company that they are in violation of the CC&R's and/or the Rules and Regulations. That notice shall also advise the Homeowner of the steps to be taken to correct the violation and the time by which the violation must be corrected.
- 2. The Management Company shall advise the Board at least fifteen (15) days prior to the regularly scheduled Board meeting of any Homeowner's who have not complied within the time limit to correct the violation. The Board shall send a notice, by certified mail, to each Homeowner involved, advising them of the Board's intention to impose penalties or take other legal action. Such notice shall be mailed at least one (1) week prior to the hearing date.
- 3. All involved Homeowners and other interested parties will have an opportunity to address the Board regarding the allegations of the violation. If the Homeowner fails to appear, the Board may treat such failure as a default, and order such fines or other penalties as they deem appropriate.
- 4. (VIII-2 of Association By-Laws): the penalties imposed shall be as follows:
 - a. The initial penalty for any violation shall be \$25.00.
 - b. If the violation is not corrected within thirty (30) days, it shall be deemed a second offense and

the Homeowner may be penalized up to \$100.00, in addition to the initial \$25.00 penalty. If the violation is not corrected within sixty (60) days, it shall be deemed a third offense and an additional \$100.00 penalty shall be imposed. Failure to correct a violation after the third penalty has been imposed may result in possible legal action by the Board.

5. CLEARANCE OF VIOLATION

In the event a repeat violation occurs more than twelve (12) months after the initial violation and penalty assessment, the Board will not consider the prior violation in its determination of penalties.

6. SCHEDULE OF PENALTY ASSESSMENTS

- a. First Offense (any violation) - \$25.00
- b. Second Offense (same violation) - Up to \$100.00
- c. Third Offense (same violation) - Up to \$100.00
- d. Continuing Offense (same violation) - Possible legal action

7. The Board reserves the right to re-evaluate assessment penalties as they deem appropriate. Penalties may be waived or increased according to the circumstances of the violation.

8. The Homeowner will be held liable for payment of any assessment penalties levied for tenants or guests violations, in addition to any reasonable costs which may be incurred by the Association for the repair or replacement of any damage caused to common open areas.

9. REPORTING A VIOLATION

Residents may report a suspected violation to:

RALSTON MANAGEMENT
28441 RANCHO CALIFORNIA RD
SUITE 101
TEMECULA, CA 92590

In case of emergency, contact the Management Company immediately, or the president of the Board of Directors. All reports of a violation must be accompanied by the name and address of the person filing the report. Identity of complainant will be kept in strict confidence.

VIII. BOARD ACTION ON VIOLATIONS

1. **FIRST OFFENSE:** The first violation of the CC&R's will result in the issuance of a "Notice of Violation" and a \$25.00 penalty will be assessed. The Board, at their discretion, may waive this penalty if the violation is corrected within thirty (30) days of written notification by the Board.

2. **SECOND OFFENSE:** If the violation is not corrected within thirty (30) DAYS, the Board may levy a second penalty of up to \$100.00. The Homeowner will be notified in writing of the next Board hearing date scheduled to review the violation. The Homeowner may have an attorney present at this hearing provided that seven (7) days prior written notice is given to the Board regarding this intention. Based on the facts presented at this hearing, the Board may:
 - a. Dismiss the violation.
 - b. Grant a time extension to the Homeowner to correct the violation. The Board will determine the action to be taken if the Homeowner does not correct the violation within the extension period.
 - c. Levy a penalty
 - d. Take appropriate legal action deemed necessary by the circumstances of the violation.
 - Any Homeowner notified of a Board hearing may petition for one (1) hearing postponement, based on the circumstances involved.
 - Any Homeowner who fails to appear when notified of a Board hearing will be considered in "Default," and appropriate action will be taken by the Board.
 - After the hearing, the Board will notify the cited homeowner of their decision in writing.

3. **Third Offense:** Repeat occurrences of the same violation will receive penalty assessments as deemed appropriate by the Board, with a fine up to \$100.00. Additional legal action may also be initiated by the Board.

IX. COLLECTION PROCEDURES

1. One quarter's dues unpaid by the 1st of the SECOND month of the subsequent quarter, SEND DEMAND LETTER noting

costs of filing small claims action, cost of service, administrative fee. COLLECT DUES TO DATE.

2. If not paid by the 15th of the SECOND month of the subsequent quarter, FILE SMALL CLAIMS ACTION.
3. If paid after action is filed and service is made, COLLECT DUES TO DATE, COURT COSTS, and ADMINISTRATIVE FEE.
4. If paid after the 15th of the THIRD month of the subsequent quarter, COLLECT DUES TO DATE, COURT COSTS, ADMINISTRATIVE FEE AND \$10 LATE FEE.
5. If paid a few days prior to the scheduled court date, ACCEPT MONEY ORDER or CASH ONLY.
6. Procedures for collecting fines will follow the same procedure as for dues.