

MacArthur Village

Homeowners Association

Rules & Regulations



MacArthur Village HOA

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714/751-2956

www.macarthurvillage.com

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MacArthur Village Homeowners Association

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MACARTHUR VILLAGE RULES & REGULATIONS

INTRODUCTION

The information in this pamphlet is important for both Homeowners and Tenants because both are subject to the Rules & Regulations described here.

The first part, pages 1 through 10, is general information and is listed alphabetically by category. Some information is repeated in a different section where it also applies. Please read this entire section as it is a guideline on the standards for everyone living at MacArthur Village.

The second section, pages 11 through 22, is an alphabetical list of specific Rules and Regulations, an explanation of their importance, and the fines imposed if the homeowner or tenant is found in violation. Please refer to both sections.

At MacArthur Village, we're working to make this an ideal place to live and one of the best residential communities in our area. Please join us as a good neighbor. If you have questions on any of these Rules & Regulations, please contact the front office at **(714) 751-2956**.

GENERAL INFORMATION

The MacArthur Village Homeowners Association is a California non-profit corporation, which was incorporated March 7, 1980 and began operations with the close of the first escrow.

This Association is a Statutory Condominium, which exists, among other reasons, to protect and to maintain the Common Area, such as, but not limited to, building exteriors, roofs, recreation facilities, landscaping, etc.

The Board of Directors formulates all policy decisions. Certain limitations on the power of the Board are contained in the Declaration of Covenants, Conditions, and Restrictions (CC&Rs), which require a vote of the membership before certain major actions can be taken.

All residents, guests and visitors are required to abide by the Rules and Regulations for this condominium as provided for by the condominium Association's governing documents and the laws of the State of California as promulgated by the governing Board of Directors of MacArthur Village Homeowners Association.

The Board has enacted the Rules and Regulations contained in this pamphlet over a period of time in furtherance of the purposes of the Association. Power to adopt such rules is granted to the Board by the CC&Rs for MacArthur Village. The CC&Rs contain basic restrictions of several kinds on various subjects, and some sections of the CC&Rs dealing with regularly recurring problems have also been referenced here. Homeowners may purchase copies of the CC&Rs from the front office. Fines are levied against unit owners if the Rules and Regulations or CC&Rs are not followed. If questions arise, please 1) contact the owner of your unit, 2) contact the Homeowners Association manager, or 3) attend the regularly held monthly Board of Directors meeting.

ARCHITECTURAL MODIFICATIONS

The owner must first submit to the Board a detailed, written request for any architectural modification to the exterior or Common Area.

The Board will then approve or deny any proposed architectural changes per the HOA Architectural Policy. This includes but is not limited to antennas, planter boxes, windows, air-conditioning units, skylights, storage units, patio flooring or any exterior or structural change to a building. Please review CC&Rs Article XI, Article IV, and Section 7. Washers or dryers are PROHIBITED in or connected to any unit. Failure to remove may result in the Association removing at owner's expense.

Board approval does not waive the necessity of obtaining required permits from local or state agencies; neither does obtaining permits waive the necessity of obtaining the prior written approval of the Board. Please be aware that requests may at first be denied due to insufficient information.

Please remember that although you consider it "your roof" or "your wall," it is jointly owned common property.

A modification made by you today could cause costly problems for everyone in the future. Since everyone is an owner-in-common, the Association requires that certain legal agreements be prepared and recorded before approval can be given. Modifications made without prior approval may result in a hearing and fines and any costs incurred to rectify the matter will be the owner's responsibility. A sample application is attached at the end of this document.

BOARD OF DIRECTORS

The Board of Directors is an elected body of five members who serve two-year, staggered terms of office without compensation. Their election is part of the Annual Meeting usually held in September. The Board of Directors operates the Association on behalf of the individual unit owners. Assessments are collected each month from the owner of each unit to maintain the daily operations and to fund the Association's reserves.

The Board of Directors conducts the business of the Association at regular monthly meetings (look for notices posted on bulletin boards for date and time) at which owners are welcome, and at Executive meetings called by the Board when necessary. Executive meetings are for Board members only to conduct the business of the Association which may require protecting the privacy of certain owners, as in foreclosures.

BOARD MEETING MINUTES

Copies of the approved minutes for each Board meeting are available to members of the Association for inspection at the Association office during normal business hours. Members may request a copy of the approved minutes by writing the Association office. Each set of minutes costs \$5.00 to cover handling costs. Payment must accompany the request.

BULLETIN BOARDS

The Association posts announcements and notices affecting the community/residents on all bulletin boards in the mailbox areas and laundry rooms.

Such notices include times, dates and agendas of Board meetings, executive meetings, repair work or construction work that will require shut down of facilities or services or other important information. Please check the bulletin board in your area daily for pending repairs or important announcements.

CC&RS

The Declaration of Covenants, Conditions, and Restrictions for MacArthur Village are referred to as the "CC&Rs." Each unit owner received a copy of the CC&Rs at or prior to the sale of the unit.

Additional copies of this lengthy legal document can be purchased from the Association office for a fee of \$35.00. Please be advised that this fee is subject to change.

California state law requires that the seller deliver to the buyer before transfer of title to the unit, a copy of the CC&Rs, Articles of Incorporation, By-Laws, a copy of the most recent documents distributed in accordance with The Davis Sterling Act, California Civil Code, Section 1365. (i.e. Audited Financial Statement for the most recent complete fiscal year, a current statement of the collection policy of the Association regarding monthly maintenance assessments, the current Association budget, and the current statement of the reserves of the Association including the identification of the estimated remaining life of the Association's assets and the methods of funding the reserves, insurance information, etc.)

A current set of this information is mailed to all owners annually, in accordance with the Association's governing documents and the legal requirements pursuant to California Law and the Davis-Stirling Common Interest Development Act.

A current set of all the required escrow documents is available for purchase through the Association's management company. Please be advised that this fee is subject to change. You may reach the management company through the Association office.

If you keep the documents you received at the purchase of your unit, and save the updated mailings, then you will not have to pay the additional expenses when you refinance or sell your unit.

The seller is referred to his or her own attorney or real estate broker with respect to any questions concerning the sale of his or her unit and the seller's obligations.

COMMON AREAS

Common Areas generally include, but are not limited to, all areas outside of individual units that are for the common use and enjoyment of all owners and residents. The following are examples of Common Areas: barbecues, gates, laundry rooms, pools & spas, Fitness Center, tennis courts, walkways, driveways and Common Area landscape.

BARBECUES

A number of outdoor gas barbecues have been placed throughout the Village for the use and enjoyment of all residents. Please turn off the barbecues when not in use and report barbecues that need cleaning or repairs to the Association office.

KEYS FACILITIES & PEDESTRIAN GATES

A master key for three (3) pedestrian gates along MacArthur Boulevard, the fitness center, pool gates, and tennis courts may be purchased from the Association office for a \$50.00 fee. Proof of ownership or written authorization from the owner is required to obtain a key. In addition, an information sheet must be completed prior to purchase of the key(s).

LAUNDRY ROOMS

There are nine (9) laundry rooms located within the community. The hours of use are from 6:00 a.m. to 11:00 p.m. The laundry rooms are to be kept in a clean and sanitary condition. All trash must be put in wastebaskets and all dryer filters cleaned with each use. Report any inoperable machines, damage, or anyone causing damage to the office or to Community Patrol immediately. Children must be closely supervised and may not play on or with the machines.

TREES AND LANDSCAPE

If Common Area trees require attention, please notify the Association office.

Trees located in all other landscaped Common Areas in MacArthur Village are owned jointly by all owners. The Association's Board of Directors contracts an independent professional landscape maintenance company. Please report immediately any evidence of broken or leaking water mains and/or sprinklers not working properly to the Association office. On weekends and evenings, please notify Community Patrol.

VEHICLE GATES

The main entry and exit gate are accessible 24 hours a day. The east and west gates, which are exit only gates, are closed after 6:00 p.m. and opened at 5:00 a.m. Community Patrol operates all access to MacArthur Village and requires that guests identify themselves and be approved for entry by an owner.

COMMON AREA vs. INDIVIDUAL UNITS

The Common Area is generally that area which is not inside a unit; however, there are various exceptions, limitations, and complications. Each owner is responsible for the inside of their unit bounded by the inside surface of the walls, floors, windows, doors and ceilings. If you have a Common Area problem, contact the Association office for assistance.

If you have a problem within your unit, it is the duty and responsibility of the unit owner to correct the problem. If you are a tenant, contact your landlord or management service. The MacArthur Village Homeowners Association does not offer any private management services.

Exclusive Use Common area is treated as part of the individually owned unit for purposes of maintenance. See CC&R Article VII, Sections 4, 5, 6 & I 0. See also CC&R Article XIV, Section 4. See also CC&R Article XVI, Section 8. The determination of maintenance responsibility is a function of the provisions of the Declaration of CC&Rs, and the various provisions of the Davis-Stirling Common Interest Development Act. Electrical vehicles will be addressed in the Electrical Vehicle Charging Station Application and Approval Policy.

Owners are responsible for any damage caused by landscaping in Exclusive Use Common Area patios and balconies. Prior to making any hardscape or landscape modifications to your area please contact the Association office.

Leaks between units may be the responsibility of an individual unit owner depending on the source of the leak. Each owner is required to maintain their own personal insurance policy to cover interior damages.

GUESTS AND VISITORS

ALL GUESTS

All guests and visitors must check in at the Guard Station and have permission from the resident to enter. All residents must call Security at **(714) 241-1679** and give the unit number and resident's name as well as the full name of the visitor. All guests must have a parking pass; see Parking.

Security guards are required to deny entry to anyone not on the resident's list for visitors.

OVERNIGHT GUESTS/SAFELISTING

Patrol Masters, Inc. has issued safe-listing codes to prevent unauthorized usage of safe-listing days. Each address has been assigned a safelist code. Each resident is required to supply this code when safe-listing any vehicle either online or over the phone.

Day guests do not require a safelist. If you have a guest who will be parked in common area overnight, that guest's vehicle must be placed on the safelist, effective between the hours of 12:00 a.m. and 6:00 a.m. Each unit is allowed a **maximum of thirty (30) overnight** safe lists in any 365-day rolling window.

If you lose, misplace or forget your code a request in writing needs to be submitted with proof of residency to Patrol Masters to ensure we are supplying the correct person with the code. Please do not give or share your code with any other residents.

PROCEDURE FOR SAFE LISTING VEHICLES

To safelist your vehicle, visit Patrol Masters website www.patrolmasters.com and use the online safe list procedures, or by **downloading our safelist APP** from your app store or call **(877) 648-0602** if you do not have online access.

Each owner is responsible for the actions of their guests, their tenants, their tenant's guests, as well as themselves while in Mac Arthur Village. Each owner shall be held liable for any costs incurred as a result of vandalism or any other type of damage caused by tenants and/or their guests.

When using the recreational facilities, **each unit is limited to a maximum of four (4) guests.**

All units may entertain and accommodate reasonable numbers of house guests, but any guest who remains for more than 30 days is considered a resident and must register with the Association office. A guest is no longer considered a guest after 30 days.

INSECT/TERMITE/PEST CONTROL

TERMITES

Residents should report any termites to the Association office in writing so that an inspection and treatment can be arranged with the Association and the unit owner.

PESTS

The Association provides exterior pest control treatment to the Common Areas on a weekly basis by an independent contractor. If you would like to know which chemicals are used, please contact the office to obtain a copy of the Material Safety Data Sheet.

The exterior of each building is treated for ants, roaches and other pests. Please call the office to have a work order issued if you see evidence of these pests near your unit.

Interior spraying for insects such as ants, roaches, silver fish, fleas, etc., is the responsibility of the resident. If you would like interior pest control treatment for your own unit, the Association's vendor will perform the service for a cost to you of \$25.00, if the work is done on the same day as the Common Area, or \$35.00 if scheduled on another day. (Fee is subject to change; check with the office.) Contact the office to schedule an appointment.

INSURANCE

The Homeowner's Association at MacArthur Village carries the standard, required insurance for the entire property, but homeowners and tenants should know that as an industry standard, these are policies that only cover the structure of the building. There are circumstances where the Association insurance policies do not and cannot cover all the desires or needs of homeowner. For this reason, it is highly recommended that every homeowner and every tenant acquire their own Homeowner's/Renter's Insurance policy to cover all personal belongings and any damage to the interior of their unit.

LITTER

All owners and tenants are expected to help make MacArthur Village a clean, litter-free residence.

PLEASE DON'T LITTER

Please do pick up litter or if there is a problem area, please let the office know.

All residents are expected to properly dispose of the trash from their own mailboxes. Trash cans have been removed from the mailbox area because they were creating more trash, not solving the problem. Any violations of litter from mailboxes may result in a fine.

MANAGEMENT & MAINTENANCE

MANAGEMENT

The MacArthur Village Homeowners Association employs a management company, which includes an on-site manager to help with customer service needs.

The manager's role is to review the financials and operational aspects of the community. The manager walks the grounds, meets with vendors, reviews contracts with the Board, and performs numerous other duties for the Association. The manager is here to assist the Board of Directors in the general day-to-day management of the Association.

The management company collects and processes the monthly assessments, provides monthly financial reports, provides all escrow information and other duties.

Contact the management company at (940) 429-5831 for any escrow questions or (800) 414-9455 for billing questions.

The Association office is open daily. Check the Clubhouse for office hours. The office is closed holidays. Limited after hour appointments may be scheduled by calling the Association office.

MAINTENANCE

The Association employs an on-site maintenance staff to repair problems in the Common Area. Please report lights out, broken steps, a broken key in a gate, a tree down, broken glass, trash, or any other maintenance issue to the Association office.

Please report any evidence of broken or leaking water mains and/or sprinklers not working properly to the Association office. On weekends and evenings, please notify Community Patrol.

OWNER RESPONSIBILITY

WHAT EVERY OWNER AND TENANT SHOULD KNOW

It is the responsibility of the unit owner to give a copy of the Rules and Regulations to his/her tenants and to explain the rules to their tenants prior to moving into MacArthur Village. Unit owners are responsible for the acts of their guests, their tenants, their tenants' guests and themselves while in MacArthur Village.

Rule violation hearings and fines will be directed to the unit owner. Residents and others involved may be invited to participate during the hearing process. See Rule Violations/ Hearings Procedures.

DAMAGE TO UNITS

The Board wishes to remind all unit owners of their duty and financial responsibility in the event of damage to another unit.

Unit owners are responsible for any damage to their unit, their neighbors' units or to Common Areas resulting from a cause within the unit. It is the responsibility of each owner to carry his or her own personal homeowner's insurance in addition to the Association's insurance. Should the damage be covered by the Association's insurance and be so extensive as to exceed the deductible, the unit owner where the damage originated shall be responsible for payment of the deductible amount in full and may also be responsible to the Association's insurance carrier for any payments made under the policy. See Article VII, Section 6 of the CC&Rs.

Should damage to a unit result from a Common Area problem, the Association may be responsible for structural repairs, depending upon the circumstances of the specific case. The unit owner may be responsible for interior repairs including but not limited to carpets, paint, wallpaper, linoleum, tile, etc.

INFORMATION SHEET

In the event the Association needs to contact you, it is required that each owner and resident complete and return an information sheet. Information sheets are available through the Association office. General maintenance, fire, burglary and plumbing leaks are but a few of the reasons the Association might need to find a resident in a hurry.

LEAKS BETWEEN UNITS

Leaks from upstairs units into lower units can cause extensive damage. Please look for the following problem areas in your unit:

- ❖ Caulking around the tub/shower and sinks in both the bathroom and kitchen.
- ❖ Leaking from deteriorated tub overflow valves or shower diverters.
- ❖ Leaking wax gasket under the toilet.
- ❖ Leaking drain or valve under the sink in either the bathroom or kitchen.
- ❖ Corroded valve under the sink in either the bathroom or kitchen.
- ❖ Flooding from the dishwasher.
- ❖ Overflow from clogged toilets.

Please be aware that damages to adjoining units from any of the above causes are the responsibility of the unit owner where the leak originated. For this reason, it is important that you report leaks immediately to your landlord, to a licensed plumber and to the Association office for repairs.

Responsibility for notification, follow-up and coordination of repairs remains with the owners of the units affected.

OFF-SITE UNIT OWNERS

Once a unit has been rented, the owner(s) relinquish his/her rights to use the Association recreation facilities (i.e., pools, spas, tennis courts, gym, volleyball court, etc.). See Recreation Facilities.

PARKING

There is one assigned carport space for each unit within the complex. Carport numbers do not necessarily correspond to unit numbers. Please verify your assigned carport with the Association office or refer to your deed. See Parking.

Each condominium unit in MacArthur Village is limited to a total of two (2) vehicles regularly parked on the property.

One vehicle must be parked in the carport space assigned to that unit and a second vehicle may park in the open space parking.

Both vehicles must be registered with the Association office to obtain parking permits and a transponder for each vehicle, which opens the front gate. See Parking Permits.

Vehicles parked in the assigned carport space must not extend beyond the roofline of the carport. Any vehicle which extends beyond the roofline of the carport may be considered a hazard and shall be subject to tow at the vehicle owner's expense. See Oversized Vehicles.

All guests must have a parking pass. All OVERNIGHT guests must be SAFELISTED with Patrol Masters by calling (877) 648-0602.

All roads within the community are Fire Lanes and vehicles are subject to tow at the owner's expense.

PATROL/SECURITY

MacArthur Village owners and residents should be aware that MacArthur Village is a gated community but not a secured community. It is, at most, a partially controlled access development. Community Patrol assists the Association with rule enforcement and assists residents when appropriate.

Should a situation arise requiring the police, fire department or paramedics, call 911 immediately to report the incident, then contact your Community Patrol.

Crime/Fire/Medical Emergency, call 911

Rule enforcement or community nuisance, call Community Patrol at (714) 241-1679.

Remember, we all share the responsibility of keeping our community safe and beautiful.

At least one Community Patrol officer is on duty at MacArthur Village 24 hours each day, 365 days per year. Most of the time there are two Patrol officers. An officer patrols the complex by foot every hour. **Community Patrol can be contacted directly by calling (714) 241-1679.**

The Association provides certain services, features, facilities, and procedures in an effort to enhance the desirability of the Village as a residence by discouraging unauthorized access to the complex and recreational facilities. Such services, features, facilities and procedures are not intended or claimed to guarantee or protect the privacy or safety of any person or the property of any person or group. Individuals wishing security services should make their own arrangements with private security companies to provide such services to the individual at the individual's expense.

Unit owners making representations or claims about MacArthur Village security to tenants or prospective tenants or buyers or prospective buyers do so without authority or factual basis, and assume a substantial liability risk, as such representations or claims are in error.

The MacArthur Village Homeowners Association and its directors, officers, and employees disclaim all liability for security-related claims or representations made by owners, their agents or anyone else to tenants, prospective tenants, buyers or prospective buyers or anyone else.

PLEASE GET INVOLVED TO MAKE MACARTHUR VILLAGE SAFE AND PEACEFUL!

PETS

Owners may have two (2) domestic pets per unit, but they may not be caged or kept outside the unit. Owners must clean up after their pets and must carry clean-up equipment with them or they will be fined. See Pets.

For assistance with lost, found, injured, neglected, abused or abandoned animals please contact one or all of the following groups:

Animal Assistance League
(714) 978-PETS (978-7387)

Pet Pro Life
(714) 964-3593

PET OVER-POPULATION

Animal Control/City of Santa Ana
(714) 245-8792

OC Animal League
(714) 465-9896

Please spay or neuter your cats and dogs. Pet over-population is inhumane and unnecessary. You can eliminate unwanted kittens and puppies by simply having your pet spayed or neutered. **Please be responsible pet owners!**

MacArthur Village is home to many opossums. Opossums are harmless, gentle, nocturnal creatures that quietly wander throughout our community looking for food such as snails, roaches, cat food, dog food, edible trash and water. To avoid nightly visits to your patios and back yards, do not leave food out.

Please remember that opossums, and all wild animals, are best left alone! Do not try to pet or corner these creatures. Call the Opossum Society at (714) 536-3538 if you have a problem with opossums in your area.

POOL & SPA HEATING SCHEDULE

The Association has a main pool and spa, which are heated year-round. There are two other large swimming pools in Villages 1 & 4. These pools are heated from June through October.

All spas are heated during the spring/summer season April through October.

During the fall/winter season, the spas in Villages 2 & 3 are heated from November 1 through April 1.

Main pool/spa, Village 2 pool/spa & Village 3 pool/spa hours are from 7:00 A.M.-11:00 P.M. daily.
Villages 1 & 4 pool/spa hours are from 9:00 A.M.-11:00 P.M. See detailed Pool & Spa Rules.

RECREATIONAL FACILITIES

The facilities include three (3) swimming pools, five (5) spas, four (4) lighted tennis courts, a basketball half court, volleyball court, and exercise room.

Recreation facilities are for the use of MacArthur Village residents only. Proof of residency is required at all times while using Association facilities. You may be requested to show proof of residency by Community Patrol or MacArthur Village staff at any time. The Board will establish, publish, and review the rules and hours of use for each of the several recreational facilities from time to time.

BASKETBALL COURT HOURS:

9:00 A.M. – 8:00 P.M. Seven days a week including holidays.

GYM HOURS:

6:00 A.M. – 11:00 P.M. Seven days a week including holidays.

TENNIS COURT HOURS:

8:00 A.M. – 10:00 P.M. Monday through Friday.

9:00 A.M. – 10:00 P.M. Saturday, Sunday including holidays.

VOLLEYBALL COURT HOURS:

9:00 A.M. – 9:00 P.M. Seven days a week including holidays.

Use of recreational facilities by minors is restricted and children must be accompanied by a parent or guardian.

TELEVISION

CABLE, SATELLITE DISH, ANTENNA

Cable TV service is available to any unit in MacArthur Village through Time Warner Cable or various satellite dish companies.

The Association has an approved satellite dish installation and application procedure. Please refer to Television, Satellite Dish Installation for more information.

TRASH/REFUSE COLLECTION

If you have large trash items that need to be discarded, place your item NEAR the dumpsters before Sunday Midnight. The items will be picked up early Monday morning. Do NOT dispose of building materials in dumpsters.

To donate your items to a non-profit organization, please contact Goodwill at (714) 547-6300, The Salvation Army at (714) 832-7100, or St. Vincent de Paul at (714) 284-0405 for pickup of household items.

U.S. MAIL

Each of the four (4) villages within MacArthur Village has a separate street address and mailbox kiosk. It is important that all mail be addressed to both the Village street address and the unit number to be properly delivered.

The mailboxes are the property of the U.S. Postal Service. The Association does not have keys or locks for the mailboxes. Residents are responsible for properly disposing of the contents of their mailboxes. Please don't litter. All maintenance, questions, problems, etc. should be referred to the U.S. Post Office at:

South Main Post Office
1415 South Main Street
Santa Ana, CA 92707-9998
(714) 836-0353

UTILITY COMPANIES

Residents should contact the phone company directly on all matters involving telephones. Telephone service is only available through AT&T.

AT&T
Customer Service (800) 750-2355

Residents should contact Southern California Edison directly for all electrical matters.

Southern California Edison
Customer Service (800) 990-7788

The Association pays water from funds collected monthly from unit owners, but this may change in the future.

HOW TO ... & WHAT IF ... QUESTIONS

- ❖ Resident request/complaint forms may be obtained from either the HOA office or the guardhouse. A copy may also be found in this booklet.
- ❖ Architectural request forms are available at the HOA office. A copy may also be found in this booklet.
- ❖ Email contact: manager@macarthurvillage.com
- ❖ Report all maintenance issues to the HOA office immediately. (i.e., water leaks, lights out, graffiti, etc.)

HOW TO:

File a Complaint – Complete a resident request/complaint form and submit it to the HOA office.

Notify the Board of a violation of the Rules & Regulations – Complete a resident request/complaint form and submit it to the HOA office.

Submit a Request – Complete a resident request/complaint form and submit it to the HOA office.

Submit an Architectural Application – Complete an Architectural Application and submit it to the HOA office.

Contact the Board – Complete a resident request/complaint form and submit it to the HOA office or submit an email to management.

Attend a Board Meeting – Visit the HOA office on the 3rd Wednesday of each month at 6:30 p.m. or at any other announced Board meeting.

Start a Committee – Obtain/recruit volunteers and present a proposal to the Board for Committee approval.

WHAT IF:

There is an emergency requiring medical attention or police – Call 911.

There is excessive noise in a neighboring unit – Report it to Security and complete a resident request/complaint form.

You observe suspicious behavior – Report it to Security and complete a resident request/complaint form.

You receive a Notice of Violation

- 1) Contact management in writing via the communication form or email.
- 2) Attend a hearing committee meeting on the 3rd Wednesday of each month at 5:30 p.m. or at any other announced hearing meeting.

RULES & REGULATIONS

ENFORCEMENT AND FINES POLICIES

Listed here in alphabetical order are the Rules and Regulations that all owners and residents of MacArthur Village agree to follow as well as the fines that are levied for violations.

It is important to read and be familiar with these because they are also guidelines to the standards that are maintained by the community and that make MacArthur Village a wonderful place to live.

As a general rule, please remember that as an owner or a tenant, you are responsible for all issues that take place within your residence. This includes leaky pipes, toilets, appliance problems, and electrical issues. Other concerns and issues should be covered in this publication, but if you have any questions, please call the Association office at 714/751-2956. If you are a tenant, please first contact the owner or manager of your unit.

If you violate any of these Rules and Regulations, a citation will be issued. The Violation Notice will state the specific violation and ask that it be corrected within a reasonable period of time. Owners will be notified before a hearing and fined until the violation is corrected. If you believe there are special circumstances, you may attend a Violations Hearing to explain your case.

Please understand that Violation Notices and fines are how the community maintains the high standards of MacArthur Village and everyone benefits from following these Rules and Regulations.

ARCHITECTURAL MODIFICATIONS

The Board must first approve any proposed architectural change to the exterior or Common Area. This includes but is not limited to antennas, planter boxes, windows, air-conditioning units, skylights, storage units, or any exterior or structural change to a building. Please review CC&Rs Article XI, Article IV, and Section 7.

To request any architectural modification, send a detailed written request to the Board of Directors. An application form is available at the Association office and a sample is included on page 23.

Board approval does not waive the necessity of obtaining required permits from local or state agencies; neither does obtaining permits waive the necessity of obtaining the prior written approval of the Board. Modifications made without prior approval may result in a hearing and fines and any costs incurred to rectify the matter. **Initial Fine: \$100.00.**

BALCONIES, PATIOS, PORCHES, YARDS

Patios, porches, balconies and enclosed yard are part of the Exclusive Use Common Area and are reserved for the exclusive use of the occupant of the associated unit. The owner or resident will maintain such areas in a clean and attractive condition. These areas are NOT to be used for storage of trash, boxes, refrigerators, clothes washers or dryers, indoor furniture, brooms and mops, household goods, exercise equipment, children's toys, towels, bookshelves, etc. Storage units must be out of sight.

Indoor/outdoor carpeting is prohibited.

If an owner wishes to modify the flooring of a downstairs patio, it is necessary to fill out the Architectural Request form and submit a complete description and application to the Board of Directors for approval prior to any alteration.

For an upstairs patio floor, no tile or alteration is permitted because of the weight and structural concerns. Residents living in upstairs units with balconies are not permitted to wash down, sweep, or brush debris onto neighboring units below unless both neighbors agree and have worked out an amicable schedule.

Allowable items on patios, balconies, or porches include barbeques, water hoses, outdoor-type patio furniture, architecturally approved sunshades. Storage units that are not visible are acceptable. Any exceptions must be approved by the Board through written request. All storage units must be enclosed and, in a color, approved by the Board. Plants are allowed on patios but not on the railings.

Spaces between the patio railings may be filled with appropriate materials, but no chicken wire is permitted. Any such addition must be painted with the same paint as the fencing and rail. The Association office can supply necessary information on paint. Nothing can be placed on the patio or balcony railing, i.e., plants, plant hangers, etc.

Please note that sunshades are only to be used to occasionally block the sun and are not permitted for 24- hour, all-season use, which has the effect of creating an enclosed patio. Violations will be issued for such use.

A good rule of thumb for patios and balconies is that items should not be visible to people walking by from common areas, nor should any items extend above the patio railing. Towels cannot be draped over the railing to dry.

The purpose of this policy is to maintain a certain architectural standard and attractiveness throughout MacArthur Village. ***Initial fine for all of the above violations: \$50.00.***

BIRD FEEDERS/HOUSES

Bird feeders/houses are permitted providing they are installed within Exclusive Use Common Area (i.e. private patio, backyard or balcony).

Debris (seeds/syrup) must not drop onto Common Area or neighbors' areas. All debris must be cleaned-up immediately as the seed can be a nuisance that attracts vermin/rodents, insects/pests, and the seed falls in the common area landscape causing unwanted grass and weeds to grow. ***Initial Fine: \$50.00.***

Bird feeders/houses or debris hung in the Common Area will be removed and discarded. ***Initial Fine: \$50.00.***

HOLIDAY LIGHTS & DECORATIONS

Seasonal and/or holiday lights and decorations are permitted within your Exclusive Use Common Area. Lights and decorations may be displayed no more than one month prior to the holiday and must be removed within two weeks after the holiday. The Board retains the sole right to request the removal of lights/decorations deemed inappropriate or unsightly. Do not place lights or decorations in the Common Areas, or in Common Area landscaping. ***Initial Fine: \$50.00***

PLANTS

Potted plants are not to be placed and/or set on railings or on beams extending under porches or balconies/decks. All plants must be maintained in a healthy and attractive manner. Empty pots and unsightly materials are not permitted.

Plants on upper porches, balconies or patios with any type of decking must be raised off the deck by placing the pots on casters or redwood runners. These are available at any home and garden store. All plants must also have a receptacle under the pot to contain any excess water.

Hanging plants are acceptable as long as excess water does not drain directly onto wood or any upstairs surfaces or ground floor units. Plant hooks must be installed in the underside of the beams, not in the tongue & groove paneling that makes up the ceiling of the patios. ***Initial Fine: \$50.00.***

Any damage to the Common Areas resulting from non-compliance with the above will be the unit owner's responsibility. ***Initial Fine: \$50.00.***

All plants must be maintained in a healthy and attractive condition. ***Initial Fine: \$50.00.***

RAILING SCREENS

Residents may choose to install a railing screen around the inside railing of their porch, patio or balcony. The Board, as required by the CC&Rs, gives blanket approval of such installation as long as such installation meets the following requirement:

Such railing screening is limited to lattice or additional railing slats below the railing. **Other screening, including but not limited to plastic bags, plastic sheeting, sheets or chicken wire is not acceptable.** ***Initial Fine: \$50.00.***

Such privacy screening must be erected inside the existing porch, patio or balcony railing; **it must be no higher than the existing railing;** and it must be painted the same color as the existing railing. ***Initial Fine: \$50.00.***

SCREEN DOORS

Screen doors may be installed on front doors of units only if the screen door meets the following specifications:

Approved screen door colors: Dark brown or black only.

Screen doors must be removable and maintained in a clean and attractive condition. It is the owner-user's responsibility to repair or immediately remove those that are in poor condition: i.e., rusted, broken or torn.

All screen door installations are given blanket approval by the Board provided that the above listed specifications are met. Failure to meet guidelines: **Initial Fine: \$50.00.**

SUNSCREENS AND SHADES

Sunscreens/shades are not permitted for 24-hour, all-season use, which has the effect of creating an enclosed patio. Sunscreens/shades are permitted to block the sun when appropriate and must be installed in accordance with the following specifications:

Mounting Specifications: Hooks must be installed on the underside of the cross beams, not in the tongue & groove paneling that makes up the ceiling of the patios. All shades must hang on the inside of the hand railing(s) and must be easily removable.

Color Specification: Only natural or tan are permitted.

Condition: Shades must be maintained in a clean, attractive condition. It is the owner/resident(s) responsibility to immediately remove any shade, which is in poor condition. (i.e. torn or broken). **Initial Fine: \$50.00.**

FLAGS, SEASONAL WINDSOCKS & WIND CHIMES

Patriotic flags, seasonal flags or windsocks are permitted provided they are hung on a pole and mounted to the upright support beam or cross beam. Mounting brackets are not to be installed in the handrail. All flags/windsocks must be kept in an attractive manner. Any faded, ripped or out of season flag/windsock must be removed. **Initial Fine: \$50.00.**

Wind chimes are acceptable providing that they do not disrupt anyone's peace and quiet. Hooks must be installed in the underside of the beams, not in the tongue & groove paneling that makes up the patio ceiling. When hanging the wind chimes, be considerate of your neighbors.

The Board retains the sole right to request the removal of wind chimes should he chimes be deemed a nuisance by the Board. **Initial Fine: \$50.00.**

WINDOWS AND WINDOW SCREENS

Windows may not be covered with aluminum foil, newspapers, paint, tint, bed sheets, tape, cardboard or any other material deemed unsightly or inappropriate by the Board. Curtains, drapes, blinds and shutters are to be maintained in a neat, clean and attractive manner. **Initial Fine: \$50.00.**

Broken windows are the responsibility of the unit owner and must be repaired promptly. Failure to repair a broken window may result in a hearing, possible fine or reimbursement assessment to the unit owner. **Initial Fine: \$50.00.**

WINDOW SCREENS

All window screens are the responsibility of the unit owner and are required to avoid termite or other pest infestations. Screens are to be maintained in a clean and attractive manner. Screens unsightly, ripped, torn, bent or broken must be repaired promptly. **Initial Fine: \$50.00.**

BULLETIN BOARDS

Business or commercial advertising may not be posted anywhere in the Common Area. All such advertising will be removed. Only owners or residents may use the bulletin boards to post community information relating to MacArthur Village. **Initial Fine: \$50.00.**

Signs/notices of a non-commercial nature may be posted by residents to the attention of other residents only on a community bulletin board provided that they meet the following regulations:

Notices must include village, unit number and date posted. No commercial ads are allowed. Use thumbtacks only. A 14-day time limit will apply; personal use only. Materials otherwise posted will be removed and discarded. **Initial Fine: \$50.00.**

Only real estate advertisements displaying listings within MacArthur Village are permitted. Advertisements or listings found in violation of this rule will be removed. **Initial Fine \$50.00.**

CARPORTS

EXCESSIVE OIL AND/OR VEHICLE FLUID ACCUMULATION

It is the responsibility of the owner of a unit to keep the carport assigned to his unit clear of excessive oil and/or vehicle fluid accumulation.

Failure to clean up the oil/fluid will result in a hearing, possible fine, and all expenses to have the oil/fluid cleaned. **Initial Fine: \$100.00.**

Vehicles are to be repaired to stop the oil/fluid from leaking. If the vehicle cannot be repaired right away, oil pans are temporarily permitted, providing that it is an actual oil pan manufactured for this purpose. Cookie sheets, carpets, plastic liners or any other type of catch-tray is not allowed. **Initial Fine: \$50.00.**

If the vehicle continues to leak oil after the initial hearing, the Board may notify the owner or tenant that the vehicle may no longer be parked within MacArthur Village. If the owner or tenant fails to remove the vehicle, the Board may have the vehicle removed from the property at the vehicle owner's expense.

STORAGE

Storage in the carport is not permitted. Unsightly items creating a visual nuisance in the carport areas outside the overhead storage lockers are prohibited. Examples of such items include, but are not limited to, the following: flammable materials, broken bicycles, furniture, newspapers, automobile or motorcycle parts, boxes, tires, refrigerators, or abandoned or derelict motor vehicles. The Board retains the sole right to make determinations on a case-by-case basis as to what represents a visual nuisance.

Any carport found to have unacceptable items stored in the open (outside the provided storage locker) will be cited and the unit owner will be required to remove the unsightly items from the carport area; the items may be discarded and the cost to have them removed may be billed back to the homeowner. A fine may be levied against the unit owner even though the stored items may be the property of a tenant. **Initial Fine: \$50.00.**

Residents must keep storage doors securely fastened. **Initial Fine: \$25.00.**

Locks and hasps are the responsibility of the unit owner. Report damaged doors to the Association.

ADDITIONAL STORAGE CABINETS IN CARPORT

Residents may construct additional storage cabinets in the carport assigned to their unit under the existing hanging storage cabinets as long as established guidelines are met. Contact the Association office for these guidelines and specifications for construction.

The following general restrictions will apply to any cabinet installation granted by the Board:

- A) Installation of the cabinet will not cause a vehicle parked in the carport space to extend beyond the roofline of the carport.
- B) The cabinet must be painted to match the existing carport color.
- C) All installations must be inspected and approved by the maintenance staff of the Association.

Failure to abide by the guidelines established will result in a fine and/or removal of the cabinet at the unit owner's expense. **Initial Fine: \$50.00.**

CHILDREN AND MINORS

Minors are defined as children under the age of 18. Children are to be supervised by their parents and/or guardian at all times. Children are the responsibility of their parents and/or guardian.

Minors on bikes must comply with California Law. **HELMETS MUST BE WORN AT ALL TIMES.**

Damage caused by minors is the responsibility of the owner of the unit in which the minor resides or is visiting.

Initial Fine: \$100.00 plus the cost to repair any damage.

Minors may use Common Area recreational facilities under the direct supervision of an accompanying adult who is 18 years or older, who is a resident. **Initial Fine: \$100.00.**

Spa usage is designated for those 14 years of age and older. Children/minors may use all pool areas as long as an adult resident, 18 years or older accompanies them at all times. **Initial Fine: \$100.00.**

SIDEWALKS AND PATHS

Sidewalks and paths are for pedestrian traffic only. Riding of bicycles, scooters, Skateboards, roller-skates, or children's toys are prohibited. **Initial Fine: \$50.00.**

COMMON AREA USAGE

CAR WASHING IS PROHIBITED

Car washing is not allowed within the community at any time. **Initial Fine: \$50.00.**

LAUNDRY ROOMS

There are nine laundry rooms located within the community. The hours of use are from 6:00 a.m. to 11:00 p.m. The laundry rooms are to be kept in a clean sanitary condition. Anyone causing damage will be responsible for the costs of repairs in addition to a possible fine. **Initial Fine: \$100.00.**

SIDEWALKS AND PATHS

Sidewalks and paths are for pedestrian traffic only. Bicycles, scooters, skateboards, roller-skates, or children's toys are prohibited. **Initial Fine: \$50.00.**

TREES AND LANDSCAPE

It is the responsibility of unit owners to prune and maintain their own trees, shrubbery and landscaping located within the Exclusive Use Common Area (backyards/patios). Failure to maintain individual landscaping will result in a fine. **Initial Fine: \$50.00.**

Board approval must be granted prior to making any changes or modifications to the hardscape or landscape within backyards and patios. **Initial Fine: \$50.00.**

Owners are responsible for any damage caused by landscaping in Exclusive Use Common Areas (backyard patios).

CLOTHES WASHERS AND DRYERS

Clothes washers and dryers are prohibited to be in any unit's interior, patio, backyard, porch, or in any way connected to the unit. **Initial Fine: \$500.00.**

CONSTRUCTION

As a courtesy, owners are asked to schedule construction or remodeling of their units from 8 a.m. to 6 p.m. on weekdays and from 9 a.m. to 6 p.m. on weekends. Owners are asked to give their neighbors who may be affected by the noise advance notice.

GUEST AND VISITORS

Owners are responsible for the actions of their guests, their tenants, the guests of their tenants, and themselves while in MacArthur Village.

Each owner shall be held liable for any costs incurred as a result of vandalism or any other type of damage caused by tenants and/or their guests. **Initial Fine: \$50.00.**

When using the recreational facilities, each unit is limited to a maximum of four (4) guests. See Recreational facilities. **Initial Fine: \$50.00.**

All units may entertain and accommodate reasonable numbers of houseguests provided no individual guest remains for a total of more than 30 days per year. A guest is considered a resident after 30 consecutive days of occupancy.

Once a unit has been rented, the owner(s) relinquishes his/her rights to use the Association recreation facilities (i.e., pools, spas, tennis courts, gym, volleyball court, etc.).

All guests must have a parking pass, see Parking.

LITTERING

All residents are expected to properly dispose of their own trash at the mailboxes and throughout the community. ***Initial Fine: \$50.00.***

MOVING

MOVING VANS, TRUCKS, TRAILERS & STORAGE CONTAINERS

The only exception to the oversized vehicle restriction is a moving van, truck or trailer, which may be parked on the complex for **48 hours only**. Such moving vans, trucks or trailers must not exceed six wheels per vehicle or have more than two axles. ***Initial Fine: \$50.00.***

Moving vans, trucks or trailers must be parked so that traffic is not obstructed in any way. To accomplish this, moving vans, trucks or trailers may take up more than one space if necessary. Moving vans, trucks or trailers may not park in a marked fire lane. Any vehicle parked in a fire lane will be towed at the vehicle owner's expense.

Moving vans, trucks or trailers parked in accordance with this exception must obtain and display an overnight parking pass. ***Initial Fine: \$50.00.***

PORTABLE STORAGE UNITS

Portable storage units may be permitted on the property for a maximum time of seventy-two (72) hours. Arrangements must be made by notifying the office at least five business days prior to the date the storage unit is to arrive. This is necessary to receive the appropriate pass and approval prior to allowing the delivery truck on the property.

Any storage unit(s) delivered without first making previous arrangements will not be allowed to enter for drop off. ***Initial Fine: \$50.00.***

For any storage units left on the property for longer than seventy-two (72) hours, the owner is subject to a ***\$50.00 initial fine and a \$50.00 fine for each day thereafter.***

NOISE

Excessive noise from televisions, radios, stereos, parties, power tools, family disputes, children, guests, pets, running, jumping, exercising, moving, and slamming of doors, drawers and windows. etc., is prohibited from within the confines of any unit as well as any vehicle. The same rules apply while in the Common Area, or while using any of the Association recreational facilities. A good rule of thumb is that if sound can be heard outside any unit or vehicle, it is too loud. ***Initial Fine: \$50.00.***

Also refer to your CC&Rs Article IV, Section 12.

It is the resident's responsibility to be courteous and considerate to all neighbors at all times.

PARKING & GUEST PASSES

All roads are FIRE LANES. Parking is allowed in marked stalls only! Improperly parked vehicles will be towed at the expense of the vehicle owner.

All vehicles are assigned a numbered carport or, with a second vehicle, an open space permit. It is a violation to park anywhere else. Even in case of an emergency, a vehicle in violation may be towed at the vehicle owner's expense.

All vehicles parked illegally are subject to immediate towing at the expense of the vehicle owner. This includes but is not limited to vehicles parked in ANY red zone, parked in any areas marked NO PARKING, parked in another resident's assigned space, parked in front of a trash dumpster, parked on a sidewalk, blocking driveways, or in any way restricting access or potential access of fire, police, ambulance, or similar vehicles.

All vehicles parked inside the Village must display current registration. If the vehicle registration is expired for more than six months, the vehicle may be subject to towing at the expense of the vehicle owner. A written violation resulting in a hearing and/or fine may also be implemented. **Initial Fine: \$50.00.**

Parking permits or guest passes are required on all vehicles parked in the open spaces and/or carports. See Parking Permits.

Vehicles parked in an open space without a permit or pass will be towed immediately at the vehicle owner's expense.

Since there are fewer guest parking spaces (328 open spaces) than units (612 units) in MacArthur Village, all guest spaces are on a first-come first-served basis. There is no guarantee that a parking space will be available for use by a resident or guest at any given time. The unavailability of a valid parking space shall at no time constitute grounds for parking in an unauthorized location or manner.

No vehicle shall be parked so as to occupy in full or in part more than one marked parking space. Vehicles parked in violation of this rule are subject to immediate towing at the vehicle owner's expense.

Trailers, motor homes, industrial equipment, campers, or boats are prohibited from parking on the premises. Such vehicles will be removed in accordance with the provisions of Section 22658 of the California Vehicle Code at the owner's expense. **Initial Fine: \$50.00.**

ABANDONED/STORED VEHICLES/MOTORCYCLES

Abandoned vehicles or motorcycles, without current registration, as well as those that are obviously not in running condition or are not used on a regular basis (i.e., once every 96 hours), are subject to an **initial fine of \$50.00**, towing at the expense of the vehicle owner, or both. Vehicles or motorcycles not used every 96 hours will be judged not to be in running condition and will be considered stored vehicles. This policy applies to assigned parking spaces and guest spaces.

If a vehicle or motorcycle must be parked for more than 96 hours: i.e., vacation or business trip, then the vehicle owner must safelist the vehicle with Patrol Masters.

ASSIGNED PARKING/CARPORTS

There is one assigned carport space for each unit within the complex. Carport numbers do not necessarily correspond to unit numbers. Please verify your assigned carport by referring to your deed or checking with the office.

Each condominium unit in MacArthur Village is limited to a total of **TWO (2)** vehicles regularly parked on the property.

One vehicle must be parked in the carport space assigned to that unit in order to park a second vehicle in the open space parking.

Resident vehicles parked in the assigned carports require a Red-parking transponder. Red-parking transponder permits are registered to a numbered carport and cannot be parked in an open space between 6 p.m. and 6 a.m.

Resident vehicles parked in open spaces require a Blue permit transponder. Both vehicles must be registered with the Association office.

If you purchase a new vehicle, you must register the new license information with the Association office.

Vehicles are subject to tow at the vehicle owner's expense if found in violation. *See Parking Permits. Initial Fine: \$100.00.*

All vehicles, whether parked in a carport or an open space, must display a valid transponder or guest pass. Vehicles are subject to tow at the vehicle owner's expense if found in violation.

Any vehicle which extends beyond the roofline of the carport and is considered a hazard, may be subject to tow at the vehicle owner's expense. *See Oversized Vehicles. Initial Fine: \$50.00.*

CAR ALARMS

If an alarm sounds for 20 minutes without being silenced, the vehicle may be towed at the vehicle owner's expense in accordance with Vehicle Code 22651.5. *Initial Fine: \$50.00.*

CARPORT STORAGE

Storage of unsightly items creating a visual nuisance in the carport areas outside the overhead storage lockers is prohibited. Examples of such items include but are not limited to flammable materials, broken bicycles, furniture, newspapers, automobile or motorcycle parts, boxes, tires, refrigerators, and abandoned or derelict motor vehicles. *Initial Fine: \$50.00.*

The Board retains the right to make determinations on a case-by-case basis as to what represents a visual nuisance. *Initial Fine: \$50.00.*

Any carport found to have unacceptable items stored in the open (outside the provided storage locker) will be cited and the unit owner will be required to remove the unsightly items from the carport area, or the items may be discarded and the cost to have them removed may be billed to the homeowner. A fine may also be levied against the unit owner even though the stored items may be the property of a tenant. *See Carports Storage. Initial Fine: \$50.00.*

Locks and hasps are the responsibility of the unit owner. Report damaged doors to the Association. Residents must keep storage doors securely fastened. *Initial fine: \$50.00*

CARPORT ADDITIONAL STORAGE CABINETS

Residents may construct additional storage cabinets in the carport assigned to their unit under the existing hanging storage cabinets as long as established guidelines are met. *See Carports Storage for specific instructions.*

EXCESSIVE OIL and/or VEHICLE FLUID ACCUMULATION. See Carports.

GUEST DAY PASSES

Daily guest parking passes are available at the guard station at the entrance of the community.

There is no charge for a Guest Pass. Guest passes are intended for DAY guest use ONLY.

Residents must contact Patrol Masters at 877-648-0602 to safelist an overnight vehicle.

OVERNIGHT GUESTS/SAFELIST

Overnight guests must be placed on the **OVERNIGHT SAFELIST**. All vehicles to be SAFELISTED must contact Patrol Masters at 877-648-0602 or online at www.patrolmasters.com and use the online safelist procedures, or by downloading the safelist APP from your app store.

IT IS THE RESIDENT'S RESPONSIBILITY TO ENSURE THAT THE VEHICLE IS SAFELISTED FOR ALL OVERNIGHT GUESTS.

Passes on the floor of the vehicle, on the seat, in the glove box, in a briefcase, or anywhere else where the Community Patrol Officer cannot see it, are invalid and the vehicle will be towed.

MAINTENANCE ON VEHICLES

Performing vehicle repairs within MacArthur Village is prohibited. This includes, but is not limited to changing the oil, oil filters, engine overhaul, brake jobs, rebuilding carburetors, transmission or clutch work, or exchanging of major mechanical components. The only exception to this rule is flat tires or dead batteries. A fine plus all expenses for cleaning up any spills, debris, or mess will be assessed. **Initial Fine: \$100.00.**

Carports must be kept clean of any accumulated oil leaks, spills and/or debris. **Initial fine: \$50.00.**

Car washing is not allowed within the community at any time. **Initial Fine: \$50.00.**

MOTORCYCLES

Motorcycles are implicitly included wherever "vehicle" is written and all rules for vehicles apply to motorcycles.

Motorcycles must be registered with the Association office. It is recommended that motorcycles be parked in front of the carport space under the storage cabinet overhang if possible. Your car must not extend beyond the roofline of your carport, however. If the vehicle extends into the driveway, it will be considered a hazard. **Initial Fine: \$50.00.**

MOVING VANS, TRUCKS/TRAILERS & STORAGE CONTAINERS. See Moving.

OVERSIZED VEHICLES

The average size of a parking space in MacArthur Village is 17 feet long by 8 feet wide. Any vehicle which extends beyond the roofline of the carport and is considered a hazard may be subject to towing at the vehicle owner's expense. **Initial Fine: \$50.00.**

PARKING PERMITS

Any vehicle parked within the community, whether it is parked in a carport or an open space, must display a valid parking permit, transponder or a valid guest pass.

There is one assigned carport space for each unit, and permits are required in the carport spaces and in open spaces.

A resident must register all vehicles with the Association office in order to receive parking permits. Vehicles must have current registration in order to obtain parking permits.

It is the responsibility of unit owners to notify the Association of new tenants, and to return the Owner Authorization form to the office with any new tenant vehicle registration.

Parking is limited to two (2) vehicles per unit. There is a \$25.00 fee to replace transponders (payable by check or money order only). Transponders are non-transferable. All lost transponders will be electronically disabled. Vehicles with expired transponders will be towed at the owner's expense.

In order to obtain a parking permit/transponder, the current vehicle registrations on both cars must be provided for inspection. Proof of residency, either by a rental agreement and/or owner authorization, or escrow documents must be submitted, and the resident must present photo identification. No permit will be issued without this information.

SPEED LIMIT

Motor vehicle speed limit is seven (7) mph within MacArthur Village. Speeding violations will result in a hearing on the first offense. **Initial Fine: \$100.00.**

STREETS AND DRIVEWAYS

Streets and driveways are for motor vehicles and bicycles only. Skateboards, roller skates, and children's toys are prohibited. **Initial Fine: \$50.00.**

VEHICLE GATES

Vehicle gates are not for pedestrian entry and exit. Do not block gates while entering or exiting the community. If you are having someone pick you up or drop you off, please use common sense and make sure you are not in the flow of traffic. **Initial Fine: \$100.00.**

PETS

PET OWNER RESPONSIBILITIES

Pets in MacArthur Village must be house pets. No pet is allowed to live exclusively in the backyard, patio or balcony. Inside access to the unit must be provided.

Article IV, Section 6 of the MacArthur Village HOA CC&Rs describes the conditions upon which an owner or their tenants may keep pets within their condominium and on the property of MacArthur Village. In part, the document states: "Any Owner shall be absolutely liable to each and all remaining owners, their families, guests, tenants and invitees, for any unreasonable noise or damage to person or property caused by any animals brought or kept on the property by an owner or by members of his/her family, tenants or guests and it shall be the absolute duty and responsibility of each owner to clean up after such animals which have used any portion of the property."

The "Property" applies to Exclusive Use Common Areas (backyards and patios) as well as Common Area (green belts, sidewalks, carports, driveways, etc.). In addition, the Board may require the removal of pets deemed to be a nuisance.

Owners are not to exceed two (2) pets per unit. Only domestic pets are permitted, no livestock (i.e., chickens, rabbits, ducks, pigs, roosters, horses, etc.). The Board must approve any exception to this rule. **Initial Fine: \$50.00.**

Animals are never allowed inside the fences surrounding any of the pool or spa areas. **Initial Fine: \$100.00.**

Leashes are required at all times on animals in the Common Area. Someone capable of controlling the animal must hold the leash. **Initial Fine: \$50.00.**

Owners are required to clean up after their pets at all times. Should your pet utilize the Common Area to "Do his/her Business," you must carry clean-up equipment with you while walking your dog (i.e., pooper-scooper, baggie and/or paper towels etc.). No verbal warnings will be issued. **Initial Fine: \$100.00.**

Pet owners are responsible for controlling noisy animals (i.e., consistent barking and/or howling). **Initial Fine: \$50.00.**

All pets that are outside their owner's unit must have an I.D. tag with the owner's phone number, Village and Unit number. **Initial Fine: \$50.00.**

POOL/SPA RULES

Pools and spas are for MacArthur Village residents and authorized guests only. Proof of residency is required at all times while utilizing pools/spas. **Initial Fine: \$50.00.**

All pools and spas are open year-round from 8:00 a.m. to 11:00 p.m. See office or pool area for times. **Initial Fine: \$50.00.**

Children under the age of 14 are not permitted to use the Association pools without the presence of a parent or responsible adult who is a resident at least 18 years of age. **Initial fine: \$200.00.**

Children under the age of 14 are not permitted to use the Association spas at any time. **Initial fine: \$100.00.**

POOL/SPA RULES

- a) Proper swim attire must be worn while in the pools. The wearing of street clothes, shorts, cut offs and T-shirts to swim in the pool/spa is prohibited.
- b) **The responsible adult must be physically within reach of non-swimmers under the age of 6 years.**
- c) Guests are limited to (4) per household and must be accompanied by a resident at all times.
- d) Shower before entering the pool.
- e) No diving, jumping, running and/or unruly behavior is permitted.
- f) No food or drinks are allowed while in the pool/spa.
- g) Only personal stereos such as Walkman/I-pods with headphones are permitted in the pool areas. **NO LOUD MUSIC!**
- h) For safety reasons no personal appliances that require electrical outlets will be allowed in the pool areas.
- i) Due to the close proximity of the pools to residences, no loud, obscene or boisterous language is permitted at the pools.
- j) Smoking and alcoholic beverages are not permitted within the pool areas.

- k) No glass containers are permitted.
- l) No flotation toys, rafts, boogie boards, or other devices will be allowed in the pools.
- m) Water wings or life jackets for children under the direct supervision of an adult will be permitted as well as "noodles" and small beach balls under the size of 12" in diameter.
- n) Maximum occupancy for the pools and spas is posted at each pool facility and must be observed.
- o) No pets are allowed within the pool areas.
- p) Children of diaper age must wear swimwear diapers or rubber pants with elastic at the waist and legs while in the pools.
- q) All personal items must be removed when leaving the pool and all trash must be deposited in appropriate containers.
- r) Use of skateboards, bicycles, roller blades, skates, and other such equipment in the pool area is prohibited.
- s) Persons having communicable diseases that may pose a health risk **MAY NOT** use the pools or spas.
- t) Pool gates are to remain closed and locked at all times.
- u) Failure to abide by these rules may result in the expulsion and/or suspension of facility privileges, and/or fines.
- v) Proof of residency is required when using the pool facilities at all times.

Initial Fine for all the above: \$100.00.

HEALTH ADVISORIES FOR SPA USE

- a) Elderly persons, pregnant women, and those with health conditions requiring medical care should consult with a physician before using the spa.
- b) Children under the age 14 **ARE NOT** permitted in the spa at any time.
- c) Use of the spa while under the influence of alcohol, narcotics, drugs or medications is prohibited.
- d) Use of the spa alone is not recommended. Long exposure may result in nausea, dizziness, or fainting.
- e) Shower before entering the spa.

Remember: There are no lifeguards at any of the pools. An adult resident must supervise minors at all times.

Initial Fine: \$100.00.

REAL ESTATE SALES/RENTAL

All FOR SALE or FOR RENT signs must be displayed inside unit windows, on a community bulletin board or (for a charge) on the special sales/rent directory on the wall outside the main entrance. Signs are not allowed on stairways, beams, walls, fences, front doors, lawns or planters. Signs posted in violation of this rule will be removed and stored at a charge of **\$15.00** per sign plus a possible fine to the unit owner. **Initial Fine: \$50.00.**

Only real estate advertisements displaying listings within MacArthur Village are permitted. Advertisements or listings found otherwise are in violation of the rule and will be removed. **Initial Fine: \$50.00.**

The last Sunday of each month is Open House Sunday. A maximum of three real estate signs per unit may be placed within the Common Area from noon to 5:00 p.m. only on this day.

Signs not removed by 5:00 p.m. will be picked up and stored at a charge of \$15.00 per sign. Signs will be discarded after 30 days.

Stored signs, which remain unclaimed after 30 days, are subject to disposal and no claim for loss or damages will be considered. **Initial Fine: \$50.00.**

LEASING OF UNIT

No owner shall be permitted to lease their unit for transient or hotel purposes. No owner may lease less than the entire unit. Any lease shall be required to provide that the terms of the lease shall be subject in all respects to the provisions of the Declaration and the By-Laws and that any failure by the lessee to comply with the terms of such documents shall be a default under the lease. All leases shall be required to be in writing. **Initial Fine: \$500.00.**

RECREATIONAL FACILITIES

Recreation facilities are for the use of MacArthur Village residents only. Proof of residency is required at all times while utilizing Association facilities.

You may be requested to show proof of residency by Community Patrol or MacArthur Village Staff.

Once a unit has been rented, the owner(s) relinquishes his/her rights to use the Association recreation facilities (i.e., pools, spas, tennis courts, gym, volleyball court, etc.). **Initial Fine: \$50.00.**

Use of recreational facilities by minors is restricted. Refer to Children/Minors.

A resident must accompany guests at all recreational facilities at all times. There is a limit of four (4) guests per unit. **Initial Fine: \$50.00.**

BASKETBALL COURT HOURS:

9:00 A.M. – 9:00 P.M. seven days a week including holidays.

Initial Fine: \$50.00.

No individual may continuously occupy the basketball court for more than one hour if others are waiting to use the court.

Initial Fine: \$50.00.

Basketball courts are to be used for basketball only. Children's bicycles, tricycles, riding toys, skates, skateboards, etc., are not allowed.

Initial Fine: \$50.00.

FITNESS CENTER:

6:00 A.M. – 11:00 P.M. seven days a week including Holidays.

Initial Fine: \$50.00.

The Fitness Center is for adult use only. Residents and guests under the age of 18 are not permitted in the center.

TENNIS COURT HOURS:

8:00 A.M – 10:00 P.M. Monday – Friday.

9:00 A.M. – 10:00 P.M. Saturday – Sunday & Holidays.

Initial Fine: \$50.00.

No individual may continuously occupy a tennis court for more than one hour if others are waiting to use the court.

Initial Fine: \$50.00.

Tennis shoes are required on courts. No hard-sole shoes are permitted for any reason at any time.

Initial Fine: \$50.00.

Tennis courts are to be used for tennis ONLY. Children's bicycles, tricycles, riding toys, skates, skateboards, etc., are not allowed.

Initial Fine: \$50.00.

Use of MacArthur Village tennis courts for tennis lessons is not allowed unless the student is a MacArthur Village resident.

Initial Fine: \$50.00.

VOLLEYBALL COURT HOURS:

9:00 A.M – 9:00 P.M. seven days a week including holidays.

Initial Fine: \$50.00.

Individuals and teams **MAY NOT** occupy the volleyball court for more than one hour if others are waiting to use the court.

Initial Fine: \$50.00.

SHOPPING CARTS

Commercial and/or store-owned shopping carts are not permitted on the property at any time. California law prohibits removing shopping carts from the store. This is considered theft. You may be prosecuted for stealing by the local authorities in addition to receiving a fine from MacArthur Village. Initial Fine: \$50.00.

SOLICITING IS NOT PERMITTED

Door-to-door solicitation or any other type of advertisement is prohibited within MacArthur Village. Notify the Community Patrol Officer at once if you detect solicitation. **Initial Fine: \$50.00.**

STREETS AND DRIVES

Streets and drives are for motor vehicles and bicycles only. Skateboards, roller skates, and children's toys are prohibited. All streets within MacArthur Village are Fire Lanes. **Initial Fine: \$50.00.**

TELEVISION

Article IV, Section 14 of the MacArthur Village CC&Rs prohibits any type of electronic antenna/cable being installed in the Common Area without the prior written approval of the Board of Directors. **Information on equipment and applications for installation are available in the office and must be completed and returned prior to installation.**

Satellite Dish Installation

In order to maintain the integrity of the roofing system and roofing warranties, satellite dish installations shall not be affixed to any portion of the building that provides water containment (i.e., roof, stucco walls, metal flashing, wall caps, etc.).

Once the satellite dish is installed, there is **NO** additional access to the roof allowed without the knowledge of the Association.

All exposed cable must be contained and concealed either by painting the cable to match the current paint color or by having cable covering. Any improperly installed dish may be removed at the owner's expense. Owners are subject to a fine and/or a reimbursement assessment for repair to any damaged common area.

Satellite Dish Application Procedure

1. Submit completed application by the owner and resident to the office PRIOR to any work performed.
2. Identify the location of the installation in relation to the unit on a roof plan (top view).
3. Final inspection sign-off to be made by the Association.
4. The Association must be apprised of the removal of the satellite dish.
5. The owner agrees to have the satellite dish removed upon sale of the unit, and to disclose this fact to any potential purchasers. The new owner must then re-apply to the Association if the dish is to be a part of the sale.

Any unauthorized antenna or cable found in the Common Area is subject to removal and storage plus a fine. Stored antennae, which remain unclaimed after 90 days are subject to disposal and no claim for loss or damages will be considered. **Initial Fine: \$100.00.**

TRASH/REFUSE COLLECTION

Household trash is to be placed in the large Common Area steel trash bins. Trash or recyclable items must not be placed on top of any closed bin or beside the bin. Trash receptacles at the laundry, barbecue, pool, walkways and mailbox areas are not for household trash or uncontained dog/pet waste. **Initial Fine: \$50.00.**

Trash bins are not for discarded furniture. Assistance is available by contacting the office to make arrangements for large trash items. Non-compliance will result in a fine. **Initial Fine: \$100.00.**

The refuse collection company empties each of the large trash bins regularly. They will not collect anything that is outside the trash bin. Please crush boxes before placing them in trash bins. For bulky items see Trash/Refuse. **Initial Fine: \$100.00.**

It is considered THEFT to remove any recyclable items from trash bins and will be reported to the Santa Ana Police.

VANDALISM OR ACCIDENTAL DAMAGE

Any damage to the Common Area caused by an owner, their tenant(s), their guest(s), their tenant's guest(s), or their employee or contractor(s) shall be considered the responsibility of the owner and all costs of resulting repairs and/or replacements shall be the responsibility of such owner. A fine will be imposed as well. **Initial Fine: \$100.00.**

Please report evidence of any vandalism or damage to Community Patrol immediately at (714) 241-1679.

RULE VIOLATIONS/HEARINGS

The following procedures have been established to ensure that the principles of due process and fairness are kept intact.

1. INITIATE PROCESS

Any owner, resident, Board Member, manager, committee member or Community Patrol Officer can initiate the process by filing a written complaint and/or violation notice with the Association office. Rule Violation Forms are available from the Community Patrol officer on duty or from the Association office. Written complaints can be dropped off at the Association office or mailed to:

**MacArthur Village Homeowners Association
1000 West MacArthur Blvd.
Santa Ana, CA 92707**

Community Patrol officers and/or management will issue Violation Notices to the resident of the unit of the observed violation. If the violation is not corrected within the time period on the notice, then a hearing notice will be scheduled, and the owner of the unit notified. It is the responsibility of the OWNER to contact the tenant if the tenant is in violation and to resolve the issue.

2. NOTICE OF HEARING LETTER

If the violation is not corrected within the stated time limit, a "Notice of Hearing" letter will go to the unit owner with a copy to the tenant. The letter will state the violation and schedule a hearing by the Board/Hearing Committee for the first meeting date, which is at least fifteen days (15) but not more than thirty-days (30) after the date of the letter.

3. HEARING PROCESS

The Board/Hearing Committee will hear the charges and evaluate the evidence of the alleged violation. At such hearings, the member charged will have the right to present oral and/or written evidence and confront or cross-examine adverse witnesses.

4. DECISION

The Board/Hearing Committee will deliver to the member so charged a written decision within ten (10) days after the hearing, which specifies the fines or penalties levied, if any, and the reasons for them.

5. CORRECTION OF VIOLATION

In the event a member corrects an alleged violation prior to the date of the hearing, the Board may dismiss the proceedings.

6. RULE CHANGES

The Board will periodically review the wording of each rule and will publish any revisions. If you would like to recommend any additions, deletions, or other changes, please mail your suggestions to the Board in care of the Association.

ALTERNATE/INTERNAL DISPUTE RESOLUTION

Please refer to the California Civil Code policies mailed out annually in your Association Budget package.

**MAC ARTHUR VILLAGE HOMEOWNERS ASSOCIATION
REQUEST FOR ARCHITECTURAL APPROVAL FOR:**

- FRONT DOOR SCREEN DOOR WINDOWS
 PATIO COVER STORAGE UNITS SATELLITE DISHES OTHER

Mail or Fax to:
MACARTHUR VILLAGE HOA
1000 W. Mac Arthur Blvd.
Santa Ana, CA 92707
Fax: 714/751-2960

SECTION 1 – APPLICANT INFORMATION

APPLICANT NAME DATE

ADDRESS DAY PHONE

HOMEOWNERS SIGNATURE EVENING PHONE

BRIEF DESCRIPTION:

ENCLOSED PLANS / DETAILED APPLICATIONS? (YES/NO – PLEASE SUBMIT IF
____ AVAILABLE)

APPROVAL OF THIS REQUEST DOES NOT RELIEVE APPLICANT FROM OBTAINING THE
NECESSARY PERMITS FROM THE GOVERNMENTAL AGENCIES INVOLVED.

SECTION 2 – ARCHITECTURAL COMMITTEE DISPOSITION

DATE RECEIVED: _____

REQUEST APPROVED DATE RECEIVED

REQUEST REJECTED

COMMITTEE MEMBER/BOARD MEMBER SIGNATURE

DATE

COMMITTEE MEMBER/BOARD MEMBER SIGNATURE

DATE

CONDITIONS OF APPROVAL/REASON FOR REJECTION:

FAILURE TO COMPLY WITH DETAILED INSTALLATION GUIDELINES CAN RESULT IN THE
REMOVAL OF THE REQUESTED ITEM AND A FINE.

COMMUNITY PATROL

714/241-1679 Phone

SANTA ANA POLICE

911 Life Threatening Emergencies 714/834-4211 Emergency Assistance 714/245-8665 Business/ Reports

The contacts below are either the only services available to the Association or are the Association's contracted service.

ELECTRIC COMPANY – SO CAL EDISON

800/990-7788 Customer Service

PHONE-AT&T

800/750-2355 Customer Service

INSURANCE – ARMSTRONG/ROBITAILLE/REIGLE

949/381-7720

949/487-6151

PEST/ TERMITE CONTROL

Lone Star Pest Control 714/526-2847 Phone

714/526-6489 Facsimile

TIME WARNER CABLE

1-888-TW-CABLE Phone

US MAIL

714/836-0353 Santa Ana Post Office

1415 South Main Street

Santa Ana, CA 92707

The contacts below are for homeowner information purposes only and are not endorsements of the Association.

PETS/ ANIMAL ASSISTANCE

714/245- 8792 Animal Control 714/978-7387 Animal Asst. League 714/536-3538 Opossum Society 949/597-9037 Pet Pro Life

WATER DAMAGE RESTORATION

714/965-4500 ServPro of Fountain Valley

714/350-9290 Carpet Specialists

TRASH - LARGE ITEMS

714/547-6300 Goodwill

714/758-0333 Salvation Army

714/284-0405 St. Vincent de Paul

714/751-2956 HOA Office (fee to owner)

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