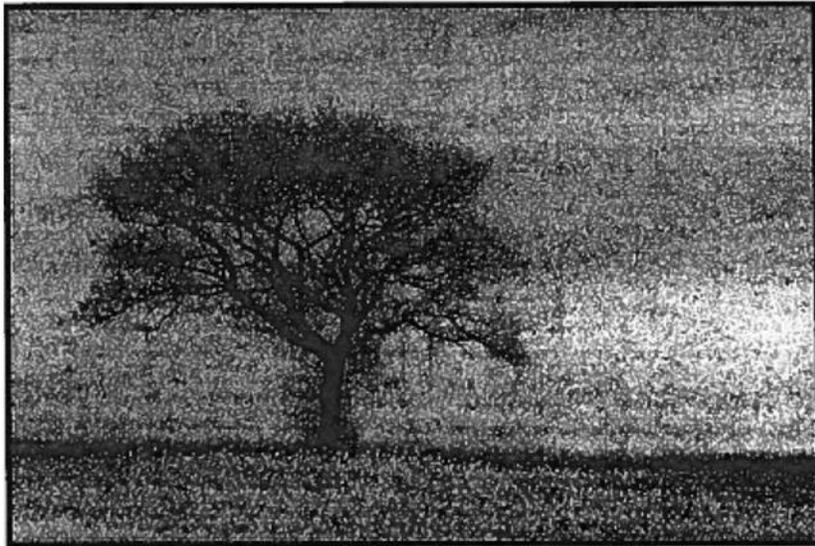


WESTSHORE

A Brief Guide to the Rules for Homeowners and Tenants



GUIDELINES

The following are some common condensed Rules and Regulations that each owner and resident is required to observe.

- This is a residential neighborhood. Home offices/businesses are subject to the rules and regulations of the City of Thousand Oaks. In addition, because of our limited parking facilities, home businesses must not cause increased traffic or parking in the community and must not become a nuisance to neighbors.
- Each unit is to be used as a single family dwelling.
- Homeowners are responsible and liable for violations and/or damage caused by their children, family members, guests, tenants, pets, contractors, and service workers.
- The garage is for the parking of the first two vehicles and shall not be used for storage or as a business workshop.
- Offensive activities, loud noise, or any other nuisance are not allowed within the complex.
- Trash cans and/or bags may be placed on streets no earlier than the evening preceding pick-up and must be removed on the day of pick-up. Open trash cans must not be placed outside the night before pick-up as open garbage cans attract animals and rodents.
- No radio or TV antenna, aerial or like object shall be installed on the roof, the exterior of any unit, or in the common area. Board approval is required before the installation of any satellite dish in the complex. The satellite installation policy and an architectural request form may be obtained from the management company.
- Commercial signs are limited to "For Sale" or "For Lease" for property located within Westshore COA.
One stake sign, not to exceed 18" by 24" may be placed on the Westshore property that is for sale or for lease, but only in a common area immediately adjacent to the unit that is for sale or lease.
Open House signs may be placed at the entrance to Westshore, and within the community as directional signs, but must be set out and removed the day of the open house.
No post and beam or any signs of a 'permanent' nature (meaning the duration of the listing) may be placed on Westshore property on Triunfo Canyon Rd.
- Noncommercial signs or posters may be up to 9 square feet and noncommercial flags or banners may be up to 15 square feet. These may be made of paper, cardboard, cloth, plastic, or fabric. These signs or banners may be displayed from the window, door, balcony, or outside wall of the homeowner's unit or behind gates. Noncommercial signs. Posters, flags, or banners may not be displayed on common area grounds.

- The above restrictions do not apply to the flag of the United States. All signs and flags are subject to city and county rules and civil codes. Civil code guidelines may be obtained from the management company.
- Maintenance of the mail-box is the responsibility of the owner. Maintenance of the mail-post is the responsibility of the Association.
- Maintenance of the property within the fences, such as landscaping, patios, etc. is the responsibility of the owner.
- Garden hoses shall be removed or hung neatly on a hose hanger when not in use.
- Outdoor hanging of laundry is not permitted.
- No resident, owner, tenant, or serviceman shall be permitted on the roof. If any maintenance is needed, contact the Management Company.
- Bicycles, motorbikes, skates, skate boards, etc., are prohibited on walkways and common area landscape.
- Vehicles, motorcycles, etc. shall not emit excessive noise or fumes, cause damage to streets, driveways, parking areas, or any common area.

POOL RULES

- The use of the pool and spa is only for our residents and their guests during the hours of 7:00 A.M. to 10:00 P.M. No lifeguard is on duty. All rules and restrictions are clearly posted in the area.

PET

- Two pets per unit are permitted. They are to be kept under control at all times.
- Exotic or dangerous pets are prohibited.
- Dogs are to be kept on a leash or confined within the pet owner's unit. Cats are not allowed to roam freely and must be kept within the individual unit.
- Pet owners are required to immediately pick up after their pet's waste and dispose of it in a sanitary manner. Pet excrement on the premises is a nuisance, a health problem, and interferes with maintenance and gardening.
- If pets are kept on patios, their environment must be kept clean at all times.
- Pet owners shall be responsible for any injury to persons or damage to property caused by their pets.
- Pets are not allowed in the pool area.
- Pets shall not be kept, bred or maintained for any commercial purposes.

DOCK AND KAYAK

Rental of the Westshore Marina Docks boat slips and kayak rack space are a privilege, not a vested right, and as such are revocable.

- All rentals of Westshore Marina Docks will follow the Westshore Rules and Regulations and Westlake Management Association / WLMA.
- No swimming off of the Westshore Marina Docks.
- All children must be supervised by a parent or adult on the Westshore Marina Docks.
- All children 7 years or under will wear a Coast Guard - approved life jacket while on the Westshore Marina Docks.
- No boat or dock shall be kept in an unsafe or unsightly manner as determined by the Westshore Board of Directors.
- No boat/kayak covers or any other items can be left or stored on dock at any time.
- Only Westshore COA property owners will be allowed to rent dock/kayak space at Westshore Marina Docks on a first come basis.
- Owners interested in renting dock slip/ kayak rack space, please contact the Westshore management company.
- Owners already with boat slip/kayak rack space that would like to change slip/rack space. Contact the Westshore management company.
- All renters of Westshore Marina Docks space must provide a Certificate of Insurance with Westshore COA named as additional insured annually to the management company.
- There is a \$50 fee for dock access key, which is refunded on return of key to Westshore Management Company. Replacement for a lost key is \$50.
- Dock gate access is not permitted to non-boat slip/kayak rack rental owners.
- Any issues with the Westshore Marina Docks please contact the Westshore management company with problems.
- One boat slip rental per unit.
- Slips are not transferable when the owner sells a unit. Except where the transfer is made to another family member via inheritance/trust/gift or other arrangement without compensation and only if one or more of the family members take up permanent residency in that unit.
- Wait List - owner will be notified upon slip availability when a slip has been vacated, dock slip fee will be added to the following month's assessment billing.
- Upon notification of slip availability, the owner has 60 days to notify COA Board of boat procurement, or slip will be offered to the next owner on the waitlist.

- Slip will also be offered to the next owner on the waitlist if no communication regarding delay has been received by the COA Board within 60 days of the owner being notified of slip availability.
- Any owner requested delay must be approved by the COA Board.

**If No Lights or Power to the docks, please contact the Westshore management company as soon as possible.

GARAGES AND PARKING

SEE PARKING RULES ADOPTED OCTOBER 2022

ARCHITECTURAL CONTROL

No alterations affecting the exterior appearance of a unit may be made without prior written approval to the Board of Director including, but not limited to, doors, windows, skylights, garden windows, patio covers, sun screens, sidewalks, garage doors, fences, walls or other structural improvements. Application forms are available from Management Company. The location and complete plans and specifications of the change, showing the nature, kind, shape and height and material, including the color scheme, shall be submitted in writing along with the approval of two neighbors.

- Any building equipment which will be left overnight on the premises such as **but** not limited to: dumpsters, cement mixers, compressors, generators, etc. must be approved by the board.
- Work hours for gardeners and our side workers are Monday through Saturday from 8am to 5pm only.
- Outdoor toilet facilities are not allowed in the complex.

LANDSCAPE CONTROL

No changes to the common area landscaping may take place without written approval of the board of directors. Application forms are available from the management company.

GARAGE SALE POLICY —Revised 02-2019

Garage, yard, trunk, and moving sales are prohibited within the complex. Violators of this ordinance will be called to a hearing. The fine for having a garage, yard, trunk, or moving sale is Five Hundred (\$500.00) dollars.

However, an ESTATE SALE may be allowed under certain conditions, i.e., death of an owner or relocation of owner to assisted living where family members are forced to clear the unit for sale. Qualifying documents included, but not limited to, are a copy of a death certificate, living arrangements made, etc. Requests for an estate sale will be handled on a case by case basis and under the Board's discretion. This request shall be received in writing to the management company and must be received one week and one day prior to the next monthly board meeting. Details of the request should include the reason for the sale within Westshore, the date, and the time of duration of the sale. The board will discuss the merit of the request and approve or deny the request at its next scheduled meeting. The fine for having an unauthorized estate sale is Five Hundred (\$500.00) dollars. **Note:** This does apply to a board approved community wide garage sale.

SECURITY

All homeowners, resident or non-resident, as well as tenants, shall supply the Management Company with daytime and evening phone numbers, as well as email addresses where they can be reached. Nonresident owners must also furnish a current address (no P.O. Box numbers accepted).

The Board of Directors maintains the right of entry in "exclusive use" areas, with prior notification (except in case of emergency) for the following reasons:

- Fire, water leaks, gas leaks, etc.
- Architectural and landscape inspection.
- Maintenance or construction for which the Board is responsible. All homeowners must provide their tenants with a copy of the Rules and Regulations.

SERVICES PROVIDED BY THE ASSOCIATION

- Landscaping of common areas
- Pool and community dock maintenance
- Repairs and maintenance of building exteriors, WESTSHORE'S privately owned streets, and common areas
- Roof maintenance
- Trash pickup
- Common area utilities
- Limited exterior pest control
- Insurance- fire and earthquake —exterior only
- Management

SERVICES NOT PROVIDED BY THE ASSOCIATION

The Davis – Stirling Act, as enacted by the legislature of the State of California, states that unless it is specifically mentioned in the CC&R's, the Homeowners Association is not responsible for the maintenance or repair of "exclusive use" areas. This includes, but is not limited to all decks, patio overhangs, gutters windows, front door, gazebos, and spas. Barbeques, docks, intakes pressures valves, garage doors, windows screens, sliding doors, etc. Neither is it responsible for rodents, insect infestations, or acts of nature.

ENFORCEMENT

- All fees shall be due and payable on the first of the month, and be delinquent by the fifteenth. Appropriate action will be taken after that time with resultant legal fees, interest, foreclosure, etc. to be borne by the homeowner.
- Except where otherwise noted, violation of the above -stated rules will result in a hearing where the initial fine of \$100.00 dollars will be considered. Fines will increase at \$100.00 per month and continue until the violator provides proof of compliance.
- When appropriate, warning letter(s) will be issued before calling the homeowner to a hearing.
- The Westshore Homeowners Association is a non-profit corporation, chartered and governed by the State of California. The Corporate powers of the Association are exercised by an elected Board of Directors which has the authority, power, and responsibility to enforce compliance of the CC&R's the Bylaws and adopted Rules and Regulations. The Board employs a management company which carries out the affairs of the Association and to whom the board delegates some of its power and duties.

Copies of this booklet may be obtained from the Management Company.

Revised 2/2024