

# OAK LAKE ASSOCIATION

8360 Sedan Avenue West  
Hills, CA 91304

**Hidden Lake – A Private Community**

(747) 226-0022 (Guard Station)

## HOUSE RULES, REGULATIONS and FINE PROCESSES

Revised and Amended July 1, 2021, Effective August 1, 2021

Oak Lake Association, AKA Hidden Lake, is a Homeowner Association (HOA) and a private community that is governed by the Board of Directors. The Board's main responsibilities are the safety and security of its residents. Only the homeowners and residents of Hidden Lake have unrestricted access to the community. All others are subject to restricted access based on compliance with the community rules and regulations.

The Oak Lake Association Board of Directors shares the concerns of the homeowners for the livability of our unique neighborhood and the protection of our property investment. Thus, the Board has adopted the following House Rules, Regulations and Fine Processes, also referred to as House Rules or Rules and Regulations and has established fines for non-compliance. The sole intent is to provide a fair, equitable and nondiscriminatory enforcement policy for maintaining the equity of living which led each owner to purchase a home in Hidden Lake. These House Rules and Regulations are designed to enforce the Association's Declaration of Restrictions/Covenants, Conditions, and Restrictions (referred to as the CC&R) and By-Laws and any amendments thereto. It is the responsibility of each owner to observe these rules. If an owner has a rented property, or has guests, it is the owner's responsibility to ensure that all renters/lessee and guests also observe these rules.

The Board encourages communication from the residents for any reason.

The association's property management company, Westcom Property Services, can be reached at 818/587-9500 or you can contact the Board from our website at:

[www.hidden-lake.org](http://www.hidden-lake.org)



# TABLE OF CONTENTS

Table of Contents	2
Introduction	3
General Declarations	4
House Rules & Regulations/Definitions and Common Area	5-6
Home Maintenance and Home Based Businesses	7-8
Traffic and Parking	9-10
Swimming Pool and Lake	11
Pool Safety	12
Lake Rules	13
Lake Wildlife Protection	14
Tennis / Basketball Court	15
Clubhouse	16
Security	17
Fine and Penalty Schedule	18-19
Past Due Accounts	20
Enforcement of Rules	21
Other Important Items	22
Emergency Procedures and Uninhabitable House Rule	22
Addendum	23-24

## ***IMPORTANT PHONE NUMBERS:***

Police Emergency	911
Municipal Services	311
Non-Emergency Police Response	877-ASK-LAPD
Hidden Lake Guard Station	747-226-0022
Animal Services	888-452-7381
Westcom Property Services	818-587-9500

## INTRODUCTION

The Board of Directors of Oak Lake Association have reviewed and adopted the following House Rules, Regulations and Fine Processes effective August 1, 2021. These rules supersede in their entirety any other versions of the Rules and Regulations that have previously been published.

These Rules and Regulations along with their enforcement procedures have a two-folded purpose. Firstly, they are intended to create a pleasant and congenial living environment for all residents and their guests. Secondly, they help to implement the purposes of our association, as stated by the Supreme Court of California.

The Court recognized that the overall function of HOA associations is to “protect and enhance the project and its economic value”. The Court declared that these associations may adopt regulations on the behavior of their residents that are sufficiently stringent to protect and enhance property values. According to the Court, associations do not need to tolerate residents, or their guests, who damage property, injure others or who are otherwise disruptive.

The Board of Directors considers it essential that all members of the association and their tenants familiarize themselves with the Rules and Regulations. The Board of Directors is committed to ensure these Rules and Regulations are adhered to. The cooperation of all residents in supporting the following rules will contribute significantly to the protection of the rights and privileges of all.

## GENERAL DECLARATIONS

1. It is the responsibility of each homeowner to be familiar with the Declaration of Restrictions/Covenants, Conditions and Restrictions (CC&Rs), By-Laws, the House Rules of Oak Lake Association, to share the same with their renters/lessee, and when necessary, their guests. The Board of Directors has the authority (1) to adopt and enforce such additional rules as it may deem necessary or advisable, (2) to amend same and (3) to impose reasonable fines, penalties or legal action upon homeowners who are in violation of the CC&Rs, Bylaws and/or the House Rules.
2. Each homeowner shall be liable to the Association for any damages to the common area(s) and/or any equipment thereon which may be compromised by reason of negligence of said homeowner or of his/her guests, invitees or tenants.
3. If compliance is not met by the stated timeframe of the infraction letter sent to the homeowner, the FINE PROCEDURE will be initiated.
4. FINE PROCEDURE: Violation of the following rules or generally accepted behavior will result in the following actions. The Association will send a notice of the violation and the Board meeting schedule to the homeowner at least (10) ten days prior to the meeting. During this meeting, the Board will review the circumstances, hear the homeowner's comment and determine if a fine/ suspension of community privileges is warranted. The meeting may be held in executive session if the homeowner requests it. If a fine and/or suspension of privileges are levied, a notice will be sent to the homeowner within (15) fifteen days. Fine amounts or actions will be determined under the Fine and Penalty Schedule.
5. Homeowners are responsible for the action of their guests, tenants, and tenant's guests. All letters regarding infractions will be sent to the homeowners and all fines, determined by the fine procedure, will be billed directly to the homeowner.

# HOUSE RULES AND REGULATIONS

## DEFINITIONS

- Resident/Tenant/Lessee: Any person who resides in Hidden Lake permanently, full-time or for more than 9 months out of a 12-month year.
- Homeowner: Any person(s) trust or other entity listed on the deed of certain property in Hidden Lake as an Owner or Co-Owner of said property.
- Guest: Any person who is not a resident of Hidden Lake but who has permission to visit by a resident or homeowner.

## COMMON AREA

1. Definition of Community Property/Common Area: The community property/common area includes: the Clubhouse, Clubhouse Lawn, Pool Area, Lake Area, Tennis Court, Parking Lot, Guard Station, exterior walls on Roscoe, exterior of the lake perimeter gate, Fire Lanes and gates, streets and sidewalks inside Hidden Lake and all maintenance boxes and machinery housings.
2. Any use of the community property/common area by any individual homeowner/tenant for personal events or commercial use, such as a movie production, must be approved in advance by the Board and documented with a Hidden Lake usage contract signed by the homeowner and a Board representative.
3. The homeowner/tenant is responsible for his/her own trash. Community receptacles are provided around the lake, clubhouse and pool areas and tennis court. Anyone caught littering is subject to the penalties under the FINE PROCEDURE. Littering shall mean willful or negligent throwing, dropping, placing, depositing, sweeping, or causing any such acts, of any waste matter on land or water in other than appropriate disposal/storage containers or areas designated for such purposes. An example of waste matter means discarded, used, or leftover substances including, but not limited to, a lit or unlit cigarette, cigar, match, or any flaming or glowing material, or any garbage, trash, refuse, paper, container, packaging, or food stuff. In addition to a penalty/fine as addressed in these Rules & Regulations, violators may, at the discretion of the Board, be required to remove the litter or debris and restore the area to its original condition.
4. All homeowners, renters and guests are to clean up after their pets. Failure to do so is subject to a penalty as per the FINE PROCEDURE. All dogs must be on a leash at all times while in the common areas or while on unfenced private property. Failure to ensure that a dog is tethered and/or secured is subject to a penalty as per the FINE PROCEDURE.
5. Any person(s) seen vandalizing, removing, destroying or otherwise harming community property is subject to the penalties under the FINE PROCEDURE.
6. All homeowners, residents and guests are asked to respect their neighbors with regards to noise, parking, pets, and other common neighbor-to-neighbor contact issues. This also applies to use of the common areas.

**Note: Non-compliance with the above rules will start the “FINE PROCEDURE”**

## HOME MAINTENANCE

1. All landscaping must be maintained. This is to include, mowing, weeding, trimming (including trees), upkeep of landscape decor.
2. All equipment, woodpiles, gravel/stone, or storage piles must be kept screened by adequate planting or fencing to conceal them from view. They cannot be kept on any common areas.
3. All trash cans must be removed and be stored, reasonably concealed from the street, no later than the evening on the day of trash pickup. Reasonably concealed is deemed as being placed **behind the garage line**, preferably on the side yard, and obstructed from view by trees, plants, bushes and/or a gate or fence.
4. No signs are permitted on the front of the property, except for “Security Company” signs. This includes signs from any third-party vendor working on the property before, during, or after the work is completed.
5. **Board approval must be sought** by any resident and/or homeowner wishing to place storage or moving bin(s)/receptacle(s) (i.e. rollaway, not regular trash cans) on the street, in front of their residence. **Board approval must be sought** for bin/receptacles on private driveway if placed there for more than one week.
6. **Board approval must be sought** by any resident and/or homeowner wishing to place portable toilet(s) or portable toilet on their front yard / lawn or in front of their residence, or in their private driveway.
7. All residences are limited to two placements per year of such receptacles. Requests for more frequent placements or additional time must be given to the Board for approval.
8. All visible fencing must be kept in good repair, including fencing visible from the lake area and street. All lake area fences are the responsibility the homeowners and they must be uniform with the rest of the fences around the lake area and kept in good condition.
9. **Any visible architectural** change(s) (i.e. garage doors, front doors or windows, new/replacing roof, solar panels, front yard fence, additions, color changes, or major landscape changes) **requires approval** from the Architectural Committee/ or the Board **prior to commencement of work**.
10. Dwellings must be kept in an acceptable state of good repair; this includes the visible back areas of all lake homes.
11. Holiday decorations are permitted in season, for a period of not to exceed 4 weeks before and 2 weeks after the holiday date.

**Note: Non-compliance with the above rules will start the “FINE PROCEDURE”**

## HOME-BASED BUSINESSES

Home-based businesses are prohibited when using employees, and community property. Restrictions to home-based businesses include but are not limited to, the following:

- Commercial vehicle parking (commercial vehicles with visible advertising must be properly parked on private property of residents)
- Client parking
- Visible storage of business inventory or supplies
- Performance of company business within view or earshot.

*Please address the Board prior to starting a home-based business.*

**Note: Non-compliance with the above rules will start the “FINE PROCEDURE”**



## TRAFFIC AND PARKING

1. All State of California Vehicle Codes applies. Section 21107.7 CA VC
2. MAXIMUM SPEED LIMIT is 18 miles per hour (Section 22350 & 22352A CA VC)
3. Inoperative or abandoned vehicles shall not be parked on the streets. Vehicles found in violation of this ordinance may be cited and/or towed. (Section 22651 and 22669(a) CA VC and L.A.M.C. 80.73.2). There will be a 72-hour notice placed on the windshield prior to towing.
4. Inoperable vehicles may be kept on private property provided they are clean and covered with an acceptable covering with no visible signs of inoperability (i.e. flat tires, etc.). No vehicles can be covered on the street and/or common area.
5. ALL motorized vehicles shall:
  - Be licensed and equipped for street use.
  - Have current registration.
  - Be operated on paved streets only.
  - RFID tags must be placed on the vehicle's windshield or head lamp.
  - New Residents have 30 days to obtain RFID tag. Applications may be obtained from our website: [www.hidden-lake.org](http://www.hidden-lake.org)
  - Vehicle license plate and driver's license of visitors will be recorded along with the name of the resident they are visiting.
6. Scooters:
  - Drivers must wear helmets
  - Shall be equipped with factory approved mufflers
7. No overnight parking is permitted in the community parking lot. Towing will occur without notice after 1 a.m.
8. Sleeping in vehicles parked on community property is prohibited.
9. There shall be no parking on any common area lawns and red zones.
10. Any vehicle parked in the designated handicap space located in the common parking lot must display a proper handicap parking permit, sticker, or license plate. Vehicles will be towed without notice at owner's expense.
11. There shall be no parking on the lawn/garden areas of any residential property or other areas designated for landscaping.
12. Vehicles parked on streets may only be parked parallel to curb in direction of traffic.
13. A complete stop is required at all stop signs or where marked "STOP" on pavement.

14. Any vehicle parked blocking a fire zone, fire lane or fire hydrant is subject to immediate towing.
15. There shall be no loitering on the streets and parking area.
16. Any person(s) caught hindering or otherwise blocking any vehicles from movement on the streets in the neighborhood will be subject to the FINE PROCEDURE.
17. Trailers are allowed in the community for a period of no more than 24 hours. During that period, they MUST be parked in the driveway. The Board reserves the right to refuse parking of recreational vehicles in the community.
18. Motor homes can be parked in front of residence for a period of 72 hours for the purpose of cleaning, loading, and unloading only. The Board reserves the right to refuse parking of recreational vehicles in the community.
19. Parking -Any vehicle parked on the street that does not appear to be in use by the resident for more than 72 hours, will have a notice placed on the front windshield noting date and time cited, and will have 72 hours to remove the vehicle from the street. If vehicle is not removed within the 72-hour period, the vehicle shall be towed at the owner's expense.
20. Boats, personal watercraft parked on a resident's property must be kept out of view. No boats, personal watercrafts shall be parked on the streets, in front of any residence or in any common areas. Lake front homeowners shall keep their boat/watercraft on their own property behind their gate and not in common areas.
21. Commercial vehicles with advertising owned by residents or homeowners are not allowed to park overnight on the street and must be parked in the homeowner's driveway only.

**Note: Non-compliance with the above rules will start the "FINE PROCEDURE"**

## **SWIMMING POOL AND LAKE**

### **Attention: There is NO Lifeguard on duty at the pool.**

It is recommended that no one swim alone. The swimming pool and lake are amenities to be accessed by homeowners and their renters by community-issued keys only. All guests must be accompanied by either a homeowner or renter. Additionally, the propping open of gates in any of these areas is subject to a penalty as per the FINE PROCEDURE.

### **Pool Rules:**

1. Pool Season is from May 1<sup>st</sup> to September 30.
2. Pool hours during season is from 10:00 am to 8:00 pm daily.
3. Lake hours is from 10:00 am to 8:00 pm.
4. Access to the pool must be by community issued keys.
5. Keys may not be duplicated. Any duplicated keys will be confiscated. There is a \$50 charge for a new key.
6. Homeowners must be current in their dues for use of the community amenities by homeowners, tenants and/or their guests. The use of the pool and lake is limited to homeowners and/or tenants and their invited guests. Homeowners are responsible for the action of their guests, tenants, and tenant's guests.
7. Homeowners or tenants cannot reserve or use the pool and lake for private parties
8. Swimmers in the pool will wear swimsuits. No cut-offs or frayed shorts will be permitted in the pool.
9. The Board retains the right to refuse access by homeowners, tenants, or their guests, to the common areas (pool, lake, etc.). Example: arrears in dues.
10. Pool, lake, and tennis court gates must be closed and locked after entering or exiting. Propping gates open is dangerous and is strictly prohibited. An automatic fine will be implemented.
11. The pool furniture must not be removed or abused.
12. **The board reserves the right to change the pool rules and / or close the pool at any time for safety / health reasons.**

**Note: Non-compliance with the above rules will start the “FINE PROCEDURE”**

## **POOL SAFETY**

1. Per California State Law, children under the age of 14 are not allowed in the pool and/or lake area unless accompanied by an adult, age 18 or over. **THIS RULE WILL BE STRICTLY ENFORCED.**
2. No running, pushing, dunking, or horseplay will be permitted in or around the pool or lake.
3. Surf mats, surfboards, boogie boards and similarly LARGE flotation objects are not to be permitted in or around pool or lake.
4. No loud music.
5. No glassware is allowed in the pool or lake area.
6. No food or drink may be consumed in the pool.
7. Various materials, such as hair pins, clips or small objects will clog filters and are not to be used while swimming.
8. **DIVING IS NOT ALLOWED.**
9. No profane language will be used in the vicinity of the pool area. Profane language and/or harassment of any kind will not be tolerated. A loss of common area privileges and/or a fine will be implemented.
10. Infants and toddlers are required to wear proper protective attire for obvious health reasons.
11. Infants and children that are not potty trained need to wear a swim diaper.
12. Unsanitary accidents must be immediately reported to a Board member, Westcom, or the security guard.
13. **No ANIMALS** of any kind allowed within the pool area.
14. All residents must access the pool by way of keyed gates in common areas. Residents on the lake may access the lake by their gate. No jumping or climbing fences or gates.
15. No skateboards, roller skates/blades, scooters, bicycles and/or motorized vehicles will be permitted in or around the pool area.

**Note: Non-compliance with the above rules will start the “FINE PROCEDURE”**

## LAKE RULES

1. **NO SWIMMING, WADING, WAKEBOARDING OR UNDERWATER DIVING IS ALLOWED IN THE LAKE.**
2. No motorized craft of any kind may be used on or around the lake perimeter. Paddle and rowboats are allowed. All watercraft must be stored on private property. No exceptions.
3. Fishing (rod and reel only) is permitted from 8:00 a.m. to sunset. California fishing regulations apply, although no license is required. **This is a CATCH-AND-RELEASE** compound due to the lake being chemically treated. No fish are to be removed from the property or kept. Every effort will be taken to keep fish alive when put in a receptacle (bucket or other) while awaiting re-release into the lake. **ONLY BARBLESS HOOKS MAY BE USED.**
4. **Fishing is not allowed close to the lake fountains, please do not cast your lines in those areas.**
5. Residents may not bring ANIMALS of any kind within the lake area.
6. Access to the lake is by way of keyed gates in common areas only by those residents not living on the lake itself.
7. No skateboards, roller skates/blades, scooters, bicycles and/or motorized vehicles will be permitted in or around the lake area.

**Note: Non-compliance with the above rules will start the “FINE PROCEDURE”**

## LAKE WILDLIFE PROTECTION

1. A fine of \$1,000 may be assessed against any homeowner (including their tenant or tenant's guest) caught taking, harassing, harming or otherwise mistreating resident and/or visiting wildlife within the boundaries of Hidden Lake. This will be in addition to a fine of \$5,000-\$10,000 which can be levied by the California Department of Fish and Wildlife.
2. No feeding of wildlife in the Hidden Lake community. This rule will be strictly enforced.

**Note: Non-compliance with the above rules will start the “FINE PROCEDURE”**

## TENNIS / BASKETBALL COURT

1. The use of the Tennis / Basketball court is limited to homeowners, residents, renters, and their invited guests. Because access to the tennis court is through the lake area, an adult 18 or older must accompany all children under the age of 14 for their entire visit. All invited guests must have a homeowner/resident present during the use of the court.
2. Please read and observe all the court rules posted inside/outside the tennis court by the benches.
3. **To use the Tennis / Basketball court you must use the signup form available** at our website [www.hidden-lake.org](http://www.hidden-lake.org). Please go to Tennis / Basketball court tab and follow instructions to sign-up.
4. The signup form has 1-hour slots, **you may not sign up for slots next to each other.** You may sign up more than 1 hour in a day, just not consecutive hours.
5. If you are not scheduled to be at the tennis/basketball court for a certain time slot and someone is using the court, you must leave the court area.
6. Roller-skating, skateboarding, and bicycle riding inside Tennis / Basketball area are prohibited.
7. Tennis / Basketball shoes or rubber-soled shoes must be worn.
8. Leaning, swinging, and jumping over the tennis court net is prohibited. Hanging on the basketball hoop or from the basketball net is prohibited.
9. Children (under 14) must be accompanied by an adult 18 years or older on the Tennis / Basketball court.
10. Homeowners must be current in their dues to use tennis/basketball court. If you are renting in our community, you will not be allowed to use the tennis/basketball court if your landlord / homeowner is not current in their dues.
11. Tennis / Basketball Court gates must be closed and locked after entering or exiting.
12. Violation of the above rules will result in loss of privilege of usage

**Note: Non-compliance with the above rules will start the “FINE PROCEDURE”**

## **CLUBHOUSE**

All rules established and written in Clubhouse Use Agreement are in effect. There shall be no skateboarding, bicycle riding or recreational activity on the Clubhouse deck and/or the handicap ramp. No sitting is allowed on the Clubhouse rails. Clubhouse rentals are approved on a first come basis with a valid submitted application with the required check.

Anyone in arrears in dues, unpaid fines or any other monetary obligation to the community may be denied rental of the clubhouse.

See Clubhouse Rental Agreement on [www.hidden-lake.org](http://www.hidden-lake.org) for specifics on rental rules.



## SECURITY

1. Every vehicle must stop at the Guard Station when the security guard is on duty. Driving around the gate or another car in line at the Guard Station without the guard's permission is subject to an automatic fine penalty as per the FINE PROCEDURE.
2. Vehicle RFID tags are to be used by residents and homeowners ONLY. All residents must have RFID tags supplied to them by Hidden Lake which is verifiable by the lot#/homeowner. Non-resident homeowners may apply for a tag. The RFID tags should be mounted on the inside of the windshield or vehicle headlamp for easy access when driving in. If any resident or homeowner is caught providing a tag to a non-resident, a fine will be imposed.
3. We have implemented new security gate and RFID tags for all homeowners, residents, and renters. The first 2 RFID tags are free and after 9/15/2021, each tag is \$20. Any replacement tags or damaged tags are \$20.
4. All RFID tags must be installed by the association to ensure proper installation and addition to the system.
5. If a car is sold / returned to dealer (lease) or not in use for any reason, the HOA Board must be contacted, and the RFID tag must be taken out of circulation for security reasons.
6. All new homeowners, residents, renters, after 9/15/2021 will have to pay for each RFID tag at the cost of \$20. There will be no free RFID tags available after 9/15/2021.
7. Homeowners can apply for a 3-month pass for their guests at the cost of \$15.
8. The Association has contracted with an outside security company to provide limited security / access control at the Guard Station. Homeowners, tenants, and guests are to conduct themselves in a professional manner when dealing with the guards. Inappropriate behavior will not be tolerated. Reported inappropriate behavior is subject to a FINE.
9. Any illegal or questionable activity observed inside the community should be reported directly to the local police department. The guard may also be asked to take an incident report-but they are not to leave their posts to intervene in such situations.
10. Homeowners may be notified by the guard when visitors arrive after 10 p.m. Sunday-Thursday and 11 p.m. Friday and Saturday. Please make sure your current phone number is given to the guard or your visitors may be turned away.

***Note:*** Non-compliance with the above rules will start the “FINE PROCEDURE”

## **FINE AND PENALTY SCHEDULE AND ENFORCEMENT OF RULES**

The Board reserves the right to assess the following fines/monetary penalties for violations of the House Rules and Regulations. The Board also reserves the right to review violations and impose penalties/fines and/or community service on a case-by-case basis. However, the following processes will be followed when imposing fines. The Board shall assess monetary penalties for violations of the governing documents against an owner as follows:

### **Trashcan Violations:**

First Offense: Warning letter  
Second Offense: \$25 fine  
Third & On-Going: \$75 fine

### **Maintenance Rules Violations:**

First Offense: Warning letter  
Second Offense: \$50 fine  
Third & On-Going: \$100 fine

### **Safety, Stop Signs, Speeding, Pool, Expired Car Tags, and Lake Violations:**

First & Second Offense: Warning letter  
Third Offense: \$50 fine  
Fourth & On-Going: \$100 fine

### **Pet Violations (failure to clean up after pet):**

First Offense: Warning letter  
Second Offense: \$50 fine  
Third & On-going: \$75 fine

### **Pet Violations (Off leash violation):**

First Offense: Warning letter  
Second Offense: \$50 fine  
Third & On-going: \$75 fine

### **Use of Common Area after Privileges Have Been Revoked**

\$100 fine per occurrence

### **Misc. Fines:**

1. Destruction or damage of community property – Cost of the repairs **plus** \$100 fine
2. Wildlife harassment - \$1,000 fine
3. Propping open or jumping over gates \$100 fine
4. Not following entrance rules \$100 fine
5. Not getting approval from the board of any external changes to the home results in \$100 fine.

The Board will send a written notice to the owner identifying the nature of the violation and a time frame for correcting the violation; stating that the board intends to impose a monetary penalty against the owner; and specifying the date, time and location of the hearing concerning such violation. The notice shall identify the amount of the proposed monetary penalty for the violation. The hearing date will be at least ten (10) days from the date of notice. Owners have the right to attend the hearing and address the board regarding the matter.

If an owner fails to attend the hearing or to submit any written evidence on his behalf to the board for consideration at the hearing, the board may still proceed to consider imposing a monetary penalty against the owner. The board will provide the owner notice of the disciplinary action taken against him within fifteen (15) days after the hearing. If an on-going violation continues after the hearing and first monetary penalty stage, another monetary penalty of \$50.00 will be automatically assessed for each week on which the violation remains uncorrected.

All fines are to be paid within 30 days of Notice of Disciplinary Action. If the Board receives payment after the 30- day period, further costs including late charges and interest may be charged to the responsible homeowners.

## **PAST DUE ACCOUNTS**

Any outstanding balance due, including fines, assessments or late fees will, after notice and a hearing, may result in the suspension of common area privileges, including, but not limited to use of the tennis court; swimming pool; lake; and clubhouse property; and attendance to any association-sponsored events; and community voting privileges. Homeowners, their renters, or guests seen at community events and/or using the Association's facilities may be fined \$100.00 if the homeowner is not current in their dues, special assessments and/or any fines/penalties levied against them.

## ENFORCEMENT OF RULES

1. Complaints against residents who may not be complying with the Association's Rules and Regulations may be filed by any resident. Complaints must be in writing and sent to the management company. It is imperative that the complaining person identify the non-compliant person or address involved in order for the management company to proceed. Please specify the date and time of each incident.
2. Should there be a violation of the Rules and Regulations; the Association will generate a warning letter mailed to the owner with a copy to the renter if applicable. If the violation is not corrected, a fine will be assessed. A homeowner receiving a warning or violation notice may appeal to the Association in writing or attend an executive meeting with the board.
3. Any resident who violates any Association rules shall be sent a **warning notice** with the exception of the rules that have misc. fines.
4. The management company, acting on behalf of the Association, will impose and collect fines for rule violations.
5. The Association has the authority to take legal action to enforce the Rules and Regulations, including recovery of attorney fees and costs.
6. It is the responsibility of each homeowner to communicate the Association's Rules and Regulations to their families, guests, and tenants and to ensure that they are followed.
7. When a **bad check** is issued, the Association will charge the offending owner an additional \$100 plus any applicable late fees.

## **OTHER IMPORTANT ITEMS**

1. The Association requires all homeowners to register the names and telephone numbers of their tenants with the Westcom Property Services /or the Association for security purposes, pursuant to Civil Code Sec 4041. Failure to do so may result in a fine.
2. Common Area keys are to be transferred through escrow when closing on a home. Replacement keys costs \$50.00 each. If a homeowner rents or leases their home, it is up to them to transfer keys to the new residents. Should anyone lose their key they may purchase one for a non-refundable amount of \$50
3. Applications for RFID tags / orange decals while available, can be accessed through the Guard Station or the website at: [www.hidden-lake.org](http://www.hidden-lake.org).
4. HOA dues are due and payable even if an owner does not receive a bill. All dues are payable by the 15<sup>th</sup> of the month (i.e. if bill is dated April 1, then the owner has until April 15<sup>th</sup> to get payment to the management company in order to avoid a penalty). Homeowners' dues are billed monthly.
5. Homeowners or renters, who obtain Hidden Lake vehicle RFID tags for guests, family members, friends and/or other non-residents, by providing inaccurate information, will be subject to an automatic fine, as per the FINE PROCEDURE. Vehicle RFID tags are for RESIDENTS ONLY.

## **EMERGENCY PROCEDURES**

In the event of a fire, collapse or other event that renders a house uninhabitable, the guard has been instructed by law enforcement and the Board to close off the neighborhood to decrease the likelihood of unauthorized persons/contractors from coming in and performing unauthorized work on such structures. All residents and homeowners will be asked to show their proof of address during these times.

## **UNINHABITABLE HOUSE RULE**

In the event of a fire, collapse, or other event that renders a house uninhabitable or, in the opinion of the Board, poses a danger to the community, the Board of Directors must be immediately notified, and a security gate/fence must be placed on or around the structure by a professional entity, paid for by the homeowner, within 24 hours of the event and/or notice to the homeowners to do so.

In the event that a house in the Hidden Lake neighborhood becomes empty by means of foreclosure, renovation, abandonment, pest infestation, or may in the opinion of the Board, be viewed as a danger to the community for other reasons, the Board of Directors may demand that a security gate/fence be erected on or around the structure by a professional entity within 24 hours of notice to the Homeowner with the cost to be paid by the legal owner.

## Addendum 1

The changes that were made to the House Rules above are reflected in the table below. The membership was sent the proposed changes for comment, and none were received. The Board voted to adopt the Addendum items at the Board meeting held on September 8, 2014. Thus, the House Rules, Regulations and Fine Processes originally adopted by the Oak Lake Association in January 2013, have now been amended with the following alterations:

Section	Changes / Additions / Deletions
Cover Page	Changed phone number for the guard shack (747) 226-0022
Table of Contents	Changed phone number for the guard shack (747) 226-0022
Table of Contents	Updated Westcom name to Westcom Property Services. This update was carried throughout the entire document
Introduction	Changed effective date to August 1 <sup>st</sup> 2021
Common Area	#4 first sentence was changed to: All homeowners, renters and guests are to clean up after their pets.
Traffic and Parking	#5 The word “decal” was removed from #5 and the entire document #10 “Other vehicles” was changed to “Vehicles” #19 The following was removed: “Any vehicle parked in the "Handicap or Fire Zone" or in front of a "Fire Hydrant", any overnight parking in the community parking lot may be towed immediately, without notice.”
Swimming Pool and Lake	Removed:  1 Pool and Lake Hours and Access: Open daily from 8:00 a.m. to 10:00 p.m. remove  Changed #2 and #3 Lake and Pool hours to 10 am-8 pm Added:  11 The board reserves the right to change the pool rules and / or close the pool at any time for safety / health reasons.
Lake Rules	Added:  #4 Fishing is not allowed close to the lake fountains, please do not cast your lines in those areas.
TENNIS / BASKETBALL COURT	Updated following:  2. Please read and observe all the court rules posted inside/outside the tennis court by the benches.  5. If you are not scheduled to be at the tennis/basketball court for that time slot and someone is using the court, you must leave the court and stand outside the fenced area.

## Addendum 1 (continued)

Section	Changes / Additions / Deletions
SECURITY	<p>Added the Following:</p> <p>3. We have implemented new security gate and RFID tags for all homeowners, residents, and renters. The first 2 RFID tags are free and after 9/15/2021, each tag is \$20. Any replacement Tags or damaged tags are \$20.</p> <p>4. All RFID tags must be installed by the association to ensure proper installation and addition to the system.</p> <p>5. If a car is sold / return to dealer (lease) or not in use for any reason, the HOA Board must be contacted, and the RFID tag must be taken out of circulation for security reasons.</p> <p>6. All new homeowners, residents, renters, after 9/15/2021 will have to pay for each RFID tag at the cost of \$20. There will be no free RFID tags available after 9/15/2021.</p>
TENNIS / BASKETBALL COURT	<p>Updated under MISC. Fines</p> <p>1. Destruction of community property – Cost of the repairs <b>plus</b> \$100 fine</p> <p>Added:</p> <p>5 Not getting approval from the board of any external changes to the home results in \$100 fine.</p>
FINE AND PENALTY SCHEDULE AND ENFORCEMENT OF RULES	<p>Updated :</p> <p>Safety, Stop Signs, Speeding, Pool, Expired Car Tags, and Lake Violations:</p>
PAST DUE ACCOUNTS	\$75.00 was updated to \$100.00
OTHER IMPORTANT ITEMS	<p>Added the Following:</p> <p>3. Applications for RFID tags while available, can be accessed through the Guard Station, or the website at: <a href="http://www.hidden-lake.org">www.hidden-lake.org</a></p>