

**TANGLEWOOD WEST
HOMEOWNERS ASSOCIATION**

**4080 LARWIN AVENUE
CYPRESS CA 90630**

RULES AND REGULATIONS

REVISED JANUARY 2018

A Message from the Board of Directors of Tanglewood West Homeowners Association

Dear Homeowner,

By purchasing a home in Tanglewood West, you have automatically become a member of the Tanglewood West Homeowners Association. This is a non-profit corporation, incorporated under the general non-profit corporation law of the State of California.

The homeowners association is governed by the declaration of Covenants, Conditions and Restrictions (CC&Rs) and by the by-laws of the corporation. Each member has been furnished with a copy of these documents.

The homeowners association is directed by a board of directors who set the policies of the association, after reviewing the recommendations from the various working committees. The working committees are comprised of members of the homeowners association. By becoming active in one of these committees, you too, will have a voice in how the association is to be run.

Monthly Board of Directors Meeting: The board meets the third Tuesday of every month, in the clubhouse at 7:00 p.m. All homeowners are invited to attend. At the end of the business part of the meeting, homeowners are invited to present their problems, comments and suggestions during the regular homeowner's forum.

Annual Homeowners Meeting: The annual homeowners meeting is held on the second Wednesday of January at 7:30pm, during which time a new board of directors is elected. Other items of interest are also discussed during this meeting.

Special Homeowners Meeting: Special homeowners meetings are held to conduct association business of interest to every homeowner. Notice of special meetings and the annual meeting will be mailed to each and every homeowner, giving date, time and place of meeting.

The association has adopted rules governing the use of the common areas. It is every homeowner's obligation to abide by these rules and to see that their family members, guests and renters abide by these rules. Violation of the association rules will result in the restricted use of the privileges for the recreation facilities, fines as described in this document and possible legal action. In addition to the association rules, the CC&Rs specifically list other use restrictions. The use restrictions pertain to your property and the common areas. They will also be enforced by the homeowners association. We hope that the information in this document will be useful to you and your family members.

**The Board of Directors of Tanglewood West
Homeowners Association**

TWHA Rules and Regulations

To preserve and protect the mutual rights of all residents in Tanglewood West, the following rules and regulations have been established.

The Tanglewood West Homeowners Association property, facilities and equipment are restricted to the use by residents* of Tanglewood West and their guests. No other may use said facilities without the express written consent of the board of directors, acting in compliance with the by-laws of the association. The rules contain herein are not meant to amend or supersede those contained in the CC&Rs.

The rights of any resident or authorized group to use and enjoy the facilities of the common area may be suspended by the board of directors who act on behalf of the association. If said resident or group violates any rules or regulation, mistreats, vandalizes or pilfers the common area facilities the use of those facilities will be suspended for a period of time determined by the board of directors.

The board of directors is empowered by the CC&Rs with the right to assess any homeowner for damage to any of the common area facilities.

*Residents: one who resides as an owner in Tanglewood West, or, if the unit is unoccupied, the legal owner of the unit.

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Assessment Policy

Payment of monthly assessment fees is the responsibility of each homeowner of this association. These assessments are a necessity for the operation and maintainability of our properties with maximum effectiveness.

The California State legislature is extremely aware of the need to have adequate funds to operate community associations. They have enacted laws to ensure payment of assessments and to permit associations to charge fees for late payment of dues. These charges are detailed in the California civil Code. The section states that all regular and special assessments are considered delinquent 15 days after they become due. If they are not paid, the association can charge a late fee of ten percent of the delinquent assessment.

In addition to the late fee stated above, the law also permits charging interest on all sums, including the delinquent assessment, at an annual rate of 12 percent, commencing 30 days after the assessment becomes due. After 60 days, the association may place a lien against the property involved. The homeowner will be legally responsible for all legal fees that occur.

All information relative to the effects resulting from non-payment of assessments is fully explained in our Tanglewood West Homeowners Association CC&Rs.

Our regular monthly assessment payments are due the first day of each month. Assessments are considered late if they are not postmarked by 12:00 midnight on the 15th of the month.

This document contains no restriction based on race, color, religion, sex, marital status, disability, national origin, or ancestry.

Prohibited Activities

Nuisances: No noxious or offensive activity shall be carried on any lot or any part of the properties. Nor shall anything be done thereon which may be, or may become, an annoyance or nuisance to the neighborhood, or which shall in any way interfere with the quiet enjoyment of each resident of his respective dwelling unit, or which shall, in any way, increase the rate of insurance.

Vehicular restrictions: No resident shall conduct major repairs or major restorations of any motor vehicle, boat, and trailer or any other vehicle upon any portion of any lot, alleyway or common area, except within the resident's garage, provided, however, that such activity shall at no time be permitted if it is determined by the board of directors or its agent to be a nuisance.

Architectural Specifications and Guidelines

Architectural alterations must be submitted by the homeowner and approved by the Board of Directors prior to the Homeowner undertaking any modifications or installation of the following:

Screens

1. Screen doors must be kept in good repair.
2. Screen doors must be compatible with the overall scheme of the building.
3. The Screen door must be white.
4. The homeowner is responsible for the painting of the screen door. Window screens must be kept in good condition. Corroded, damaged or bent screens must be replaced.

T.V. Antennas

The installation and the location of the T.V. antenna must be reviewed by the Architectural Director and approved, IN WRITING, prior to Installation.

1. T.V. antennas are not permitted on any part of the roof of the main building. If the antenna is a dish, then it may be attached to the patio cover or the patio fascia board. Installations of antennas, including pole attachments or dish installation are NOT to be attached to any roof i.e. - House or Garage. AT NO TIME is the antenna/dish to be attached to the mansards.
2. No wires of any kind are to be visible along the front of the house. Wires that are not in use are to be removed.

Patio Covers

All installation plans and specifications are to be reviewed by the Architectural Director prior to installation.

1. Patio covers must be composed of wood or any alternate material, approved by the board of directors, with the main beams measuring a minimum of 2 inches by 6 inches cross-section.
2. The covering may be 1 inch by 2 inches or 2 inches by 2 inches, with a minimum spacing of 2 inches or a lattice design or covering.
3. Patio covers must conform to the exterior design colors of the complex, white or blue, or may be natural wood or stained.
4. Patio covers must be installed as per City of Cypress building Codes, and require a building permit.

Front Doors

The Architectural Director must review all plans and specifications for New Door installations.

1. The exterior of all doors must be painted in keeping with the color scheme: white.
2. The entry landings inside and out must meet safety standards for the dimensions of the door installed.
3. If there is glass in the door, it must be either clear, smoked or glue chipped. No colored glass will be allowed.
4. There shall be no structural changes in the door configuration, i.e. a single door configuration must remain a single door.
5. The style of the door may be single, double or a single door with two side lights.
6. Corroded and/or missing door knobs and/or embellishments must be replaced.

House Numbers

Homeowners may not replace house numbers without the written permission of the architectural director or the board.

Christmas Lights and Displays

1. Christmas lights may be mounted after Thanksgiving and must be removed no later than two (2) weeks after January 1st.
2. All metal mounting devices must be removed with the Christmas lights without causing damage to the structure.
3. Attachment of Christmas displays (e.g. Nativity scenes, etc) to the house structure or to the mansards is not permitted.

Roof Exhaust Fans

1. Installation of exhaust fans or ventilators on the roof of the main building or the garage is not permitted without specific written permission from the architectural director.

Garages

The Architectural Director must approve all plans pertaining to garage door installations or revisions.

1. Garage doors must be a roll-up with either four (4) or five (5) panels.
2. The door may be made of wood or metal.
3. Structural maintenance of the garage door is the sole responsibility of the homeowner.
4. Painting of new garage doors is the responsibility of the homeowner. Metal doors must be prepared accordingly so as to successfully accept the paint that must match the existing color scheme. (white)
5. There shall be no structural changes in the frame of the garage.
6. Cut-out doors/windows are not permitted.

Common Area Rules

Parking of Vehicles:

Homeowners and renters are encouraged to use their garages at all times for parking their vehicles. The Cypress Police Department patrols the alleyways and will cite anyone parking in the alleys, as fire and emergency vehicles must have use of the alleys to reach homes during times of emergency. Unauthorized parking in assigned parking spaces is not permitted. **Long Term Alley Parking is prohibited at all times.**

Protection of the Common Areas and Landscaping:

Organized Baseball, Football or Soccer and any other games of this type will not be permitted on the lawn areas. The playing of simple catch and informal games will be allowed. At no time shall any area be turned into a sports field. In any game, every attempt must be made to keep objects out of landscape areas. Excessive noise or any other activity that can cause disturbances to the area will lead to the termination of the activity.

Trash pick-up:

Trash must be placed, according to their classification, in either the black trash container or the blue recycling container furnished by the City of Cypress. Both containers are picked up every Thursday. Trash containers are to be placed in the alleyways after 6 p.m. on Wednesday and must be removed by Thursday night. Trash containers are not to be placed or left in the alleys at any other time.

Dogs, Cats, etc:

Dogs will be walked along the walkways of the association and the alleyways. Dog owners are required to "pick-up" after their animals. Dogs will not be allowed to run free within the common areas. Always walk your dog on a leash. Cypress does have a leash law which is enforced. The crying or barking of dogs on the lots is prohibited.

Bicycles, Tricycles (and other various types of toys), chairs and large Flower Pots:

For safety purposes, bicycles, Tricycles and various types of toys must be kept within the home or garage, when not in use. Please instruct your children, most seriously, to avoid riding through the landscape or across the lawn areas. For Safety purposes please do not have oversized chairs/oversized pots on the front steps or walkways, which is association property. Small flower pots are allowed but must be kept up. Please remove all dead plants.

Sprinklers:

No person may tamper with, move, or turn on sprinklers at any time. Only members of the landscape crew may adjust or move a sprinkler.

Blanket Insurance Coverage

The following is a brief summary of the coverage of the association blanket insurance policy.

The Policy covers:

1. All the buildings of the premises including all garages, swimming pools
2. Any loss of a building or association property due to fire has a \$10,000.00 deductible which is the responsibility of the homeowner.
3. The associations DOES NOT carry earthquake or flood insurance.
4. The insurance carrier will pay on behalf of the association all sums which the association shall become legally obligated to pay as damages because of bodily injury or property damage caused by an occurrence as defined by the HOA policy with no deductible and a \$6 million cap.
5. The directors, officers and manager of the association are protected while acting within the scope of their duties on behalf of the association.

The cost of the blanket loss and liability insurance is included in the monthly assessment. Each homeowner and renter should purchase their own homeowners or condominium insurance policy to cover their own personal property and to protect them against liability in their own unit.

The association has the blanket insurance policy and certified copies are available to all homeowners upon request.

Pool Rules

- 1. No food, alcohol or smoking is permitted in the pool area.**
- 2. No animals are permitted in the pool areas.**
3. Children under fourteen (14) years of age are not permitted in the pool areas without the full attendance of an adult. **This is State Law!** Children under 14 years of age must be accompanied by an adult 18 years or older. No other adult is under any obligation unless by agreement. Any adult who brings in any under age children to the pool areas must be responsible for their good conduct and behavior.
4. The “buddy system” is to be used by all swimmers of all ages at all times. This means that for safety, no one should swim alone.
5. No running, pushing or horseplay is permitted around or in the pools. Let’s keep the water in the pools. Moderation in pool activities should be the guideline.
6. Small children who wear diapers are not permitted in the pool unless they are wearing special swim diapers.
7. No cut-offs of any type are allowed in the pool. The loose strings get tangled in the filters and damage the water pumps.
8. No glassware or breakable items will be allowed in the pool area. Unbreakable containers are permitted provided they are disposed of in a proper manner and are not thrown into the pools or left to litter the pool area.
9. No Styrofoam objects are permitted in the pool areas except pool noodles.
10. No person is to enter the water after an application of any tanning preparation or greasy hair oils, without first taking a hot shower to remove these materials from their hair and skin.
11. Playing with, destroying or throwing any of the pool furniture into the pools will not be tolerated. This also applies to life preservers, life saving hooks, etc, which is for safety purposes only.
12. Entry into and the pool areas and restrooms is by pool key only. Climbing the pool area fences is forbidden.

Pool Rules cont.

13. The use of the pools is expressly limited to residents of Tanglewood West Homeowners Association and their invited guests. Residents who intend to invite more than four (4) guests at any time must contact the pool director or any member of the board of directors for permission.
14. Long hair should be tied up or back.
15. Stereos/music devices are to be kept on low volume.
16. The pools will be open from 8:00 a.m. until 10 p.m. swimming or any other pool activity after pool hours is not permitted.
17. Persons refusing to comply with the pool rules may lose their privilege of using the pool facilities for a period of 30 days for each infraction of each rule and will be billed personally for damages for which they are responsible. Non-compliance of pool rules by homeowners could be subjected to fines as listed in the fine schedule of this document.
18. If you need to replace a pool key please contact the clubhouse phone to request a duplicate key. The replacement cost is \$25 per key.

Call the Recreation Director or any board member for pool information.

714-236-0133

Clubhouse Rules

Only resident homeowners in good standing of Tanglewood West Homeowners Association, renters and their invited guests may use the clubhouse for private parties.

1. The clubhouse chairperson shall receive a list of delinquent homeowners every month. If the delinquent owner is not a resident, the renter will also be denied the privilege of using the clubhouse.
2. The resident shall contact the clubhouse chairperson no more than two months in advance for the reservation application. The resident must attach a deposit of \$200.00 with the application, (a check dated with the reservation date is acceptable) the resident shall accompany the recreation chairperson or designee on a facility inspection prior to the reservation date. Please allow at least two weeks when calling in for a reservation.
3. The resident shall be interviewed by a board member prior to approval of the application.
4. Only the resident (or his/her spouse) who is the legal owner or renter may sign the agreement for reservation of the clubhouse.
5. The clubhouse shall not be used for any profit-making event unless specifically approved by the board of directors.
6. The clubhouse shall not be used for any regularly scheduled private club or group meeting.
7. The clubhouse shall not be used for any event which may be considered illegal by the laws of the City of Cypress, the State Of California or the United States of America.
8. The resident who signs the agreement shall assume all liabilities that may occur. An inspection by a member of the clubhouse committee after the cleanup will determine the condition of the facilities. If the facilities are left in a satisfactory condition, the deposit will be refunded to the resident.

Clubhouse Rules cont.

9. Alcoholic beverages shall not be present or served if the majority of the attendees are under the age of 21.
10. The clubhouse and facilities must be restored to their pre-reservation condition no later than 12 noon the following day.
11. **The pool shall not be used in conjunction with the use of the clubhouse.**
12. The rights of the neighbors living near the clubhouse shall be considered. Noise shall be kept to a minimum and the clubhouse doors are to be kept closed at night. Parties are to be confined to the clubhouse interior only. Parties must be concluded by 10:00p.m.
13. No furniture or anything else belonging to the clubhouse shall be removed from the premises unless special permission is given by the clubhouse chairperson.
14. The clubhouse, kitchen, restrooms and surrounding areas shall be left free of cigarette butts, paper and other debris. Trash shall be removed from the premises by the user and trash containers left clean with the plastic trash bag replaced.
15. All lights, air-condition/heater, and appliances shall be turned on no earlier than one hour before the stated time of the start of the event and turned off immediately after clubhouse use.
16. No tacks, nails, or staples shall be used for putting up decorations. All decorations are to be taken down at the conclusion of the event and the furniture returned to its original position.
17. The resident is responsible for any damage or abuse of the facilities and shall pay for the repair of same.

Clubhouse Rules cont.

18. Maximum occupancy of the clubhouse is 56 persons.

19. Abuse of the clubhouse rules or complaints from neighbors or arrival of the police shall constitute violation of the rules and shall be cause for the forfeiture of the resident's deposit.

20. The clubhouse floors must be swept and mopped after each use. All tabletops must be cleaned. If the kitchen is being used it must be cleaned.

21. **The Clubhouse is a non smoking facility.**

Vehicle Parking: Rules and Regulations

(Revised 3-8-05) (Revised 7-8-08) (Revised 9-27-08) (Revised 2-7-10) (Revised 9- 2015)
(6-2018), April 2020

1. Vehicle parking spaces were established for the purpose of providing off-street parking. We require all homeowners to keep at least one vehicle in the garage except of pick-up trucks since they are too large to fit into the garages.
2. Resident homeowners shall have first priority for the assigned parking spaces. Resident renters will be allowed to put their name on the waiting list to apply for vacant parking spaces.
3. A vehicle is defined as a sedan, pick-up truck SUV, motor home, travel trailer, pickup truck w/camper or boat w/trailer, all not to exceed 23 feet in length as measured end to end, from one maximum protrusion to the other and 8 feet max. in width. Final definition in ambiguous cases will be made by the Board of Directors. (revised 6/14/03) (revised 3-8-05)
4. To obtain a parking space assignment, the homeowner shall file a request (on forms furnished by the association) with the Recreational Director. (revised 9-27-08)
5. Parking spaces will be assigned on a first come, first serve basis. If there are no spaces available, the applicant will be placed on a waiting list.
6. The waiting list shall be available to any homeowner upon request. Parking spaces are limited to one per family. **All parking spaces are to be leased at a fee to be determined by the Board of Directors.** The fee is to be paid monthly, and no later than the 15th of the month. Payments not made by the 15th of the month will be subject to a late fee. All Payments are to be made out to: **Tanglewood West Homeowners Association and the fee must be mailed to our accountant: Louise Liewald, CPA, 3415 W. Cerritos Ave, Los Alamitos CA 90720.** Failure to pay will result in the loss of the parking space. (Revised 6-19-2018)
7. Owners of Vehicles must live in Tanglewood West, have the vehicle registered in their name and have a current registration for the vehicle, boat, or trailer on file with association. The vehicle, boat or trailer must be road worthy and movable at all times. No storage trailers are allowed.
8. The holder of the parking space will be required to keep the space neat and clean.
9. As of the latest revision resident homeowners shall have first priority for the assigned parking spaces. Resident renters will be allowed to put their name on the waiting list to apply for vacant parking spaces.
10. **Storage of any materials of any kind in parking spaces is prohibited.**

FAILURE TO OBEY THE ABOVE RULES AND REGULATIONS WILL RESULT IN THE LOSS OF THE PARKING SPACE.

Landscaping Guidelines

Homeowners/residents are asked not to instruct the landscaper/gardener into doing anything concerning the landscaping without the direct permission of the landscape director. Homeowners/residents may make arrangements with the gardener for work to be accomplished in the patio area. Homeowners/residents are responsible for the payment of the gardener's work.

Patio trees and bushes

Patio trees and bushes are the responsibility of the homeowner and are to be kept trimmed so as not to interfere with or lay against the side of the garage or the garage roof.

Roots of trees or bushes are the responsibility of the homeowner in cases where the roots may damage the foundations in their vicinity.

Homeowners may not place or hang any plants on the front porch.

There shall be no hanging of mobiles or bells, sea shell, etc. on the outside of the home.

Patio Trees are not to exceed a height limit of 10 feet. No trees with excessive root growth are permitted. Any damage caused by the homeowner's trees is the responsibility of the homeowner.

Penalty schedule

Penalties for violations of the By-Laws, Covenants, Conditions And Restrictions, pool rules, and other rules and regulations approved and published by the board of directors of Tanglewood West Homeowners Association may be imposed by the board of directors at any regular board meeting or special meeting of the board, by majority vote only.

1st violation: warning letter

2nd violation: (same offense): \$50.00

3rd violation: (same offense): \$100.00

4th and subsequent violations of the same offense: \$200.00 charge

The above charges are collectible in accordance with

Article VI of the by-laws.

Appendix

Dog Owner Warning Letter:

<Homeowner>

<DATE>

<Address>

Dear Homeowner,

We have received complaints about the failure of the dog owner at this address to pick up after their dog. This is a violation of the Rules and Regulations of the Homeowners Association as well as of the City Municipal Code. This letter is to serve as your formal warning letter. If you feel you have received this warning in error or would like to dispute the issue, please attend the next Board of Directors Meeting. The meetings are held the 3rd Tuesday of every month at the clubhouse at 7pm.

For your reference and convenience, the policies concerning this issue are provided below:

Document:

Tanglewood West Homeowners Association
Rules & Regulations
Revised June 2015

Page 10 of the Rules & Regulations:

“Dogs, Cats, etc:

Dogs will be walked along the walkways of the association and the alleyways. Dog owners are required to “pick-up” after their animals. Dogs will not be allowed to run free within...”

Page 19 of the Rules & Regulations:

“Penalty Schedule

Penalties for violations of the By-Laws, Covenants, Conditions And Restrictions, pool rules, and other rules and regulations approved and published by the board of directors of Tanglewood West Homeowners Association may be imposed by the board of directors at any regular board meeting or special meeting of the board, by majority vote only.

1st violation: warning letter

2nd violation: (same offense): \$50.00

3rd violation: (same offense): \$100.00

4th and subsequent violations of the same offense: \$200 charge

The above charges are collectible in accordance with Article VI of the by-laws.”

The following excerpts are taken from the City Municipal Code:

1. No person having the charge of any dog(s) shall permit, either willfully or through failure to exercise due care, any such dog(s) to defecate and allow any feces to remain on any public property.
2. Any person having the charge of any dog(s) shall have in possession a suitable disposable bag or container for the purpose of complying with the requirements of item 1.
3. Any person violating any of the previous shall be deemed guilty of an infraction and can be punished by a fine.

Thank you for your attention to this matter, The Board of Directors

Pool Key Policy:

Tanglewood West Homeowners Association

4080 Larwin Ave
Cypress, CA 90630

Date: _____

Pool Key Policy

Name: _____

Address: _____

Phone: _____

I hereby acknowledge receiving a new pool key and a copy of the pool rules.

As a homeowner, I agree to the following:

- a) I will not allow minors (under 12 yrs.) to use or borrow my key.
- b) I will not allow non-residents to use or borrow my key.
- c) If I lose or misplace my key, a replacement will cost me \$25.00.

I also agree to read and obey the pool rules.

Persons refusing to comply with the pool rules and the above agreement will lose the privilege of using the pool facilities for 30 days for each infraction of each rule, and will be subject to damage claims for which they are responsible.

Homeowner's signature