

**Operating Rules (Required Civil Code Sec. 4525)
Cypress Landing OA**

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Order: PR7MLZ268
Address: 633 E El Camino Real Unit 102
Order Date: 03-03-2021
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CYPRESS LANDING OWNERS ASSOCIATION PARKING RULES AND REGULATIONS

This document sets forth the rules, regulations and policies for parking within the Cypress Landing Owners Association ("Association") condominium project as adopted by the Association's Board of Directors and is intended to supplement the Association's Governing Documents.

Authorized Areas for Parking (as shown on the attached aerial photo)

- Assigned parking space - the numbered parking space assigned by grant deed to a specific Unit.
- Communal parking space - unassigned resident parking spaces.
- Guest parking spaces - parking spaces reserved primarily for guests of residents.
- Disabled parking spaces - parking spaces reserved for use by disabled residents and guests.

Parking Requirements

- All residents of the Association must have a valid parking permit to park in any of the Association's parking spaces.

Eligibility for Parking Permits

- All 1 and 2 bedroom Units are assigned 1 parking permit to be used for the parking space assigned to the Unit per grant deed (each 1 and 2 bedroom Unit has 1 deeded space).
- All 3 bedroom Units are assigned 2 permits to be used for the parking spaces assigned to the Unit per grant deed (each 3 bedroom unit has 2 deeded spaces).
- An additional permit is available for all Units upon request for use in communal resident parking spaces if proof of car ownership is provided.
- No more than 2 active permits per 1 and 2 bedroom Units and 3 active permits per 3 bedroom Units are allowed.

Proof of Eligibility for Parking Permit (provide one of the following two options)

- Copy of driver's license with individual's name and address.
- Proof of grant deed assigned parking space.

Parking Permit Required Information

- Individual's name.
- Vehicle make, model, color.
- License plate number.

Parking Permit Characteristics

- Color
 - Orange = for use only in the parking space number assigned by grant deed to a specific Unit.
 - Green = for use in communal parking spaces (Residents parking only) or assigned parking spaces.
- First 2 Digits (or 3 digits for spaces U12, PS1, and PS2)
 - Number corresponding to the parking space number assigned by grant deed to a specific Unit.
- Last 3 Digits
 - Parking permit number.
- Placard System
 - The first 2 digits of the permit number match the assigned parking space number in the grant deed. This allows for easy identification of each owner's parked vehicle without personally identifying an individual to non-board members or the Association's management company.
 - The color of the placard allows for easy identification of the owner utilizing the assigned parking space for at least one vehicle without parking both vehicles in the communal parking

Adopted by the Board of Directors on

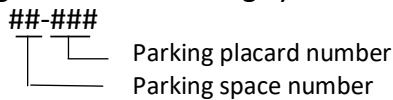
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spaces.

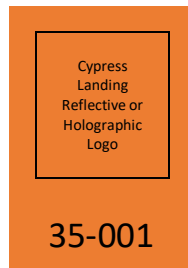
- The last 3 digits of the permit number allow for easy identification of the number of active vehicles to prevent owners from parking more than the authorized number of vehicles on the property.

- Parking Permit Numbering System



- Placard Examples

Example 1



Parking space 35's first assigned space permit

Example 2



Parking space 3's fifth communal space permit

Example 3



Parking space 10's second communal space permit

Example 4



Parking space 10's second assigned space permit

- Checking for Violations

- An individual checking for parking violations can easily identify vehicles of a Unit by looking for the orange and green permit with the same parking space numbers as shown by the first 2 digits.
 - An orange placard can only park in the parking space assigned to the Unit in the grant deed
 - A green placard can park either in the assigned parking space or a communal parking space
- The first 2 digits of the permit number must match the number painted on the assigned parking space.

- Replacement of Lost Permits

- Other than the first orange and green permit issued to a Unit owner, each additional parking permit will cost \$50 and be added to the Unit's monthly Association assessment.
- Upon issuing a replacement permit, the previously issued permit will be voided, and the replacement permit will use a new, unique permit number to not conflict with any previous permit number.

Guest Parking

- Guests visiting the property may park in the guest parking spaces for up to 24 hours and thereafter must display a guest parking pass if they intend to park for more than 24 hours.
- Guests are not allowed to park in the assigned resident parking spaces or the communal resident parking spaces.
- The Unit owner with a guest must contact the Association's management company to be issued a guest parking pass. A guest parking pass is valid for 24 hours from the time-stamp on the guest parking pass, unless the guest pass is issued on a Saturday in which case the pass will be valid for 48 hours from the time-stamp on the guest parking pass. Guest parking passes may be issued via email.
- The guest parking pass issued by the Association's management company should be placed in such a way that it is fully visible from outside the vehicle. A guest parking pass will contain a 10 digit random character identifier, issued/tracked by the Association's management company, to prevent individuals

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from duplicating a guest parking pass.

- Resident Use of Guest Parking Spaces
 - Residents with green placards may park in the guest parking spaces between the hours of 10:00 PM and 9:00 AM.
 - Residents with orange placards are not allowed to park in guest parking spaces.

Disabled Parking



- Disabled guests visiting the property with a disabled placard or license plate issued by the DMV may park in the disabled parking spaces for up to 24 hours and thereafter must display a disabled guest parking pass if they intend to park for more than 24 hours.
- The Unit owner with a disabled guest must contact the Association's management company to be issued a guest parking pass specifically for a disabled parking space.
- The disabled placard and the disabled guest parking pass issued by the Association's management company should be placed in such a way that it is fully visible from outside the vehicle.
- The person to whom a disabled person placard has been issued by the DMV shall not lend the placard to another person, and a disabled person shall not knowingly permit the use of the placard by anyone not entitled to it, except as follows:
 - A person to whom a disabled person placard has been issued may permit another person to use the placard while in the presence of or in reasonable proximity to the disabled person for the purpose of transporting the disabled person.
 - Any use of a disabled person placard/license plate without the handicapped person present is in violation of the California Vehicle Code.
 - Handicap placards/license plates are nontransferable, and it is a misdemeanor if used by another person or without the person to whom it was issued being present.
- Resident use of disabled parking spaces
 - Residents who are disabled and have a valid disabled parking placard/license plate issued by the DMV and need long term or permanent parking in a disabled parking space must contact the Association's management company and register their vehicle with the required disability permit information.
 - The disabled resident will then be assigned to one of the disabled parking spaces closest to their Unit.
 - The disabled resident must surrender to the Association's management company the green placard previously issued to the resident which will then be revoked.

Parking Violations

- Any vehicle with an orange placard parked in a communal or guest parking space.
- Any vehicle with a placard color that matches another vehicle's placard color for the same parking space number, in which case all but one of the vehicles will be flagged with a violation.
- Any vehicle in an assigned parking space with a parking permit of which the first 2 parking space numbers don't match the painted number of the parking space.
- Any vehicle found using a previously voided parking permit number.
- Any vehicle with a guest parking pass parking in an assigned resident parking space or communal resident parking space.
- Any vehicle found with an expired guest parking pass.
- Any vehicle found with no parking pass.
- Any vehicle found in a disabled parking space without a valid disabled parking placard/license plate issued by the DMV.
- Unit owners are responsible for their tenants, guests and invitees who violate any of these rules and

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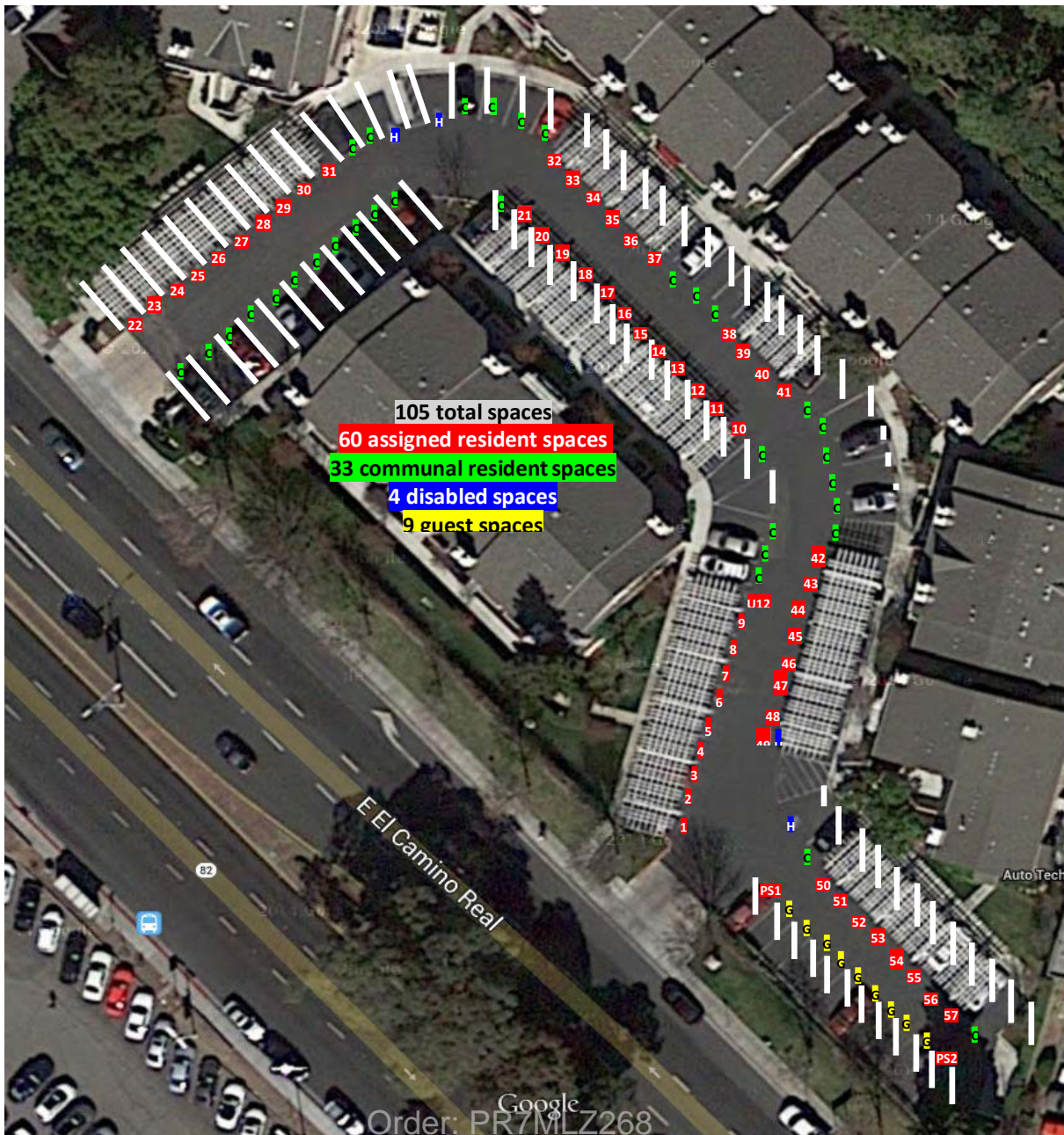
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regulations.

Parking Violation Penalties

- Vehicles parked in violation of the Association's Governing Documents, including these parking rules and regulations, may be subject to towing pursuant to the California Vehicle Code at the sole expense of the vehicle owner.
- The Unit owner of a violating vehicle, based on the parking permit number, will be responsible for reimbursing the Association's management company's hourly fee for travel and time at the property to determine ownership of the violating vehicle and to authorize towing.
- The Unit owner of a violating vehicle, based on the parking permit number, may be fined \$50 for each vehicle violation of the Association's Governing Documents, including these parking rules and regulations, following notice and a hearing before the Board, and any such fine will be automatically added to the Unit owner's monthly assessment.



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2021



Move In/Move Out Policy

Below you will find Cypress Landing Association Move In/Move Out Policy. We are providing these general guidelines to maintain a clean, safe, and enjoyable Community.

Requirements

- 1) When a New Owner or New Tenant moves into a unit the owner will be charged a non-refundable fee of two hundred dollars (\$200) to cover administrative updates related to the occupancy change.
 - a) **Upon move in of a new Owner:** Occupancy Form and Vehicle information Form must be submitted to the management company within thirty (30) days of moving into their unit.
 - b) **Upon move in of new tenants:** All Owners renting their units are required to provide property management with a copy of the lease or rental agreement and updated Occupancy Form within thirty (30) days from the Occupancy Change.
 - c) Be sure to include Renter's Emergency Contact Information as well as Vehicle information for each new tenant. *Please be aware that unauthorized vehicles can be towed, so make sure your tenant(s)' car(s) or motorcycles are registered with the Association.*
 - d) Owners may wish to add language to rental agreements requiring compliance with the CC&Rs and Rules, as well as provisions requiring tenants to reimburse the owner for any fine that the owner incurs as a result of the tenants' actions.
 - e) Any lease shall be for a minimum initial term of Six (6) months and no less than thirty (30) days thereafter. No Airbnb or other Short Term personal or Corporate Rentals.
- 2) Owners must provide tenants with the most current approved set of the Association's Rules and the Declaration and Covenants, Conditions and Restrictions (CC&Rs) and any amendments.
- 3) If a tenant violates the CC&Rs or the Rules may result in a fine to the owner of the unit in accordance with HOA Fine Policy.

Recommendations

- 1) Do a comprehensive background check on prospective renters that includes both credit and criminal background checks;
- 2) Pass along copies of all rules, newsletters, etc., to your tenants so they may be aware of the Association's expectations for all new residents;
- 3) Provide your tenants with local emergency contact information such as the fire department, police, control, etc.

Adopted by Resolution of the Board of Directors

President: *Polina Medina*

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