

SAND DOLLAR BEACH HOMEOWNERS ASSOCIATION RULES

These Rules of the Sand Dollar Beach Homeowners' Association ("SDBHOA") have been adopted from time to time by the SDBHOA Board pursuant to Section 3.5 of the SDBHOA Bylaws and to supplement the SDBHOA Covenants, Conditions & Restrictions (CC&R's) and Bylaws. In the event the Rules conflict with the governing documents, the governing documents shall prevail. This compilation is a restatement of Rules and Standards adopted and in force at the time of publication of this document, and additional rules and policies not previously addressed. Rules and Policies stated herein which had not been previously duly adopted by the Board, shall be deemed provisionally adopted as of the date of this document, and after distribution and an opportunity for comment by the Members as provided in the Bylaws, shall be deemed adopted. This document, in addition to the CC&R's and Bylaws, shall constitute the reference source for all SDBHOA Rules, and shall be amended from time to time hereafter through addition or deletion in accordance with the Bylaws. It shall be printed and distributed to all Members upon its approval by the Board of Directors, and shall be currently maintained and accessible to all Members on the SDBHOA website.

RULES

I. ARCHITECTURAL (See Exhibit 1 for entire Architecture Standards)

Pursuant to Article IX Section 9.1 of the CC&R's, an Architectural Review Committee has been established by the SDBHOA Board to review applications for any proposed exterior alteration or addition to lots in the Sand Dollar Beach community.

Homeowners must complete the Application for Architectural or Landscape Change prior to any work being initiated. The form can be found on the Sand Dollar Beach Homeowners website or available from the on-site manager.

- A. The "Architectural Standards," as provided for by Article IX Section 9.2 of the CC&R's, have been adopted by the SDBHOA and are fully set forth in Exhibit 1 [Architectural Standards] which are incorporated into these Rules by this reference.

II. LANDSCAPE (See Exhibit 2 for entire Landscape Standards)

A Landscape Committee has been established, constituted and governed pursuant to the Committee Rules stated below. The Landscape committee oversees the SDBHOA Common Areas and reviews applications for any proposed new or significantly modified landscaping to lots (including planting a tree on said lot) in the Sand Dollar Beach community. Homeowners must complete the Application for Architectural or Landscape Change prior to any work being initiated. The form can be found on the Sand Dollar Beach Homeowners website, or available from the on-site manager.

- A. "Landscaping Standards" have been adopted by the SDBHOA and are fully set forth in Exhibit 2 [Landscape Standards] which are incorporated into these Rules by this reference.

III. TOWNHOUSE

- A. Firewood is not to be stored on decks or in carports unless encapsulated.
- B. No charcoal burners or other open flame cooking devices are allowed on combustible balconies and decks. Standard size propane barbeques are acceptable when using a 5 gallon (20lb) cylinder only.

III. PARKING

- A. Vehicles must be parked within the carports of the townhouse unit they occupy and they must reside within the 8 foot parking lane. Violations are subject to the vehicle being towed. These parking restrictions were developed in conjunction with the Fire Marshal—see townhouse parking diagram on the website or within the individual townhouses.
- B. Illegal parking is a public safety violation and considered a serious offense. Illegal parking is defined as parking within 15 feet of a fire hydrant, blocking another homeowner's driveway, parking in any red zone, or negligently parking in anyway that impedes emergency response. Violations are subject to the vehicle being towed.
 - Illegal parking above the gate: dial 911 and file a report
 - Illegal parking below the gate: contact private security firm

IV. GENERAL

- A. The SDBHOA community lies within an unincorporated area of Santa Cruz County and therefore our community must abide by all ordinances and codes that apply.
- B. Homeowners are responsible for minimizing nuisances within the community and their property. Disturbing the peace between the hours of 10 p.m. – 8 a.m. is against the Santa Cruz county noise ordinance.
- C. The HOA gate policy exists for the sole benefit of its members and residents. Anyone causing damage to the gate structure or circumventing its intended purpose will be held accountable including reimbursement for damages. See the SDBHOA website for the complete gate policy.
- D. Special events or social gatherings by a homeowner and guests on any of the common areas must have prior authorization from the board so that insurance & clean-up can be considered.
- E. All dogs must be leashed when outdoors within the HOA community and not confined to the homeowner's property. Homeowners or their agents are responsible for cleanup after their pets.

V. COMMITTEES

Permanent Committees are provided for in the SDBHOA CC&R's and Bylaws. The following permanent committees are established:

1. Landscape Committee
2. Facilities Committee
3. Security Committee
4. Architecture Review Committee (ARC)
5. Nominating Committee
6. Townhouse Committee

For descriptions and goals of the Landscape, Facilities, Security and Architecture Review committees, see the SDBHOA website under job descriptions. The descriptions, goals, and general policies applicable to the Townhouse and Nominating Committees are provided for in the SDBHOA CC&R's and Bylaws.

The general policies applicable to all permanent committees except the Townhouse and Nominating Committees are:

- A. Each committee will develop a mission statement and annual goals.
- B. Committee composition includes:
 1. Members in good standing or member's spouse or family member with written authorization from the member.
 2. Three to five members including the chairperson.
 3. A combination of townhouse owners and single lot homeowners.
- C. In addition to committee goals, duties include:
 1. The Chair or designee will submit a written progress committee report to the board 5 days prior to board meetings and the chair or designee will present the report at said meetings.
 2. The chair will submit a proposed annual budget to the board by September 1st when appropriate.
 3. Conducting a minimum of 4 meetings per year.
 4. Requiring unfinished business to be documented with an action plan prior to any change in committee leadership.
- D. Each Committee will have a Board Director liaison. Board liaison suggestions are as follows but may be reassigned at any time at the discretion of the Board:

ARC	President
Facilities	Vice-President
Landscape	Director at Large
Security	Director at Large
Website Coordinator	Secretary

VI. ENFORCEMENT POLICY (See Exhibit 3 for entire Enforcement Policy)

- A. A policy to enforce the Rules contained herein and all other governing document provisions was adopted by the SDBHOA Board on November 18, 2011, and is fully set forth in Exhibit 3 [Enforcement Policy] which is incorporated into these Rules by this reference.

EXHIBITS

EXHIBIT 1: ARCHITECTURAL REVIEW STANDARDS

EXHIBIT 2: LANDSCAPE STANDARDS

EXHIBIT 3: ENFORCEMENT POLICY

EXHIBIT 1: ARCHITECTURAL REVIEW STANDARDS

{EXISTING ARC STANDARDS TO BE ATTACHED – SEE SDBHOA WEBSITE FOR
COMPLETE DOCUMENT}

EXHIBIT 2: LANDSCAPE STANDARDS

{EXISTING LANDSCAPE STANDARDS TO BE ATTACHED – SEE SDBHOA WEBSITE
FOR COMPLETE DOCUMENT}

EXHIBIT 3: ENFORCEMENT POLICY

{EXISTING ENFORCEMENT POLICY TO BE ATTACHED – SEE SDBHOA WEBSITE FOR
COMPLETE DOCUMENT}