

RANCHO HIGHLANDS COMMUNITY ASSOCIATION



Community **Handbook**

Amended: May 22, 2014
Rancho Highlands Community Association
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Community Handbook

Welcome to the Rancho Highlands Community Association. The Board of Directors, with input from the Architectural Control Committee, has created this Community Handbook for your use. Inside you will find practical rules, regulations and guidelines that if observed will help keep all properties, recreational facilities and common areas maintained and attractive for all residents and guests to enjoy. The release of the Community Handbook supersedes all previous editions of Rancho Highlands rules, regulations, guidelines and related adopted resolutions.

Bear in mind that the rules and guidelines established in this Community Handbook are always subject to the Community CC&Rs, Articles of Incorporation and the Bylaws. The Board of Directors has the power to revise the rules, regulations and guidelines set forth in the Community Handbook from time to time.

A copy of the CC&Rs was provided to each owner at the close of escrow in the purchase of your home. Each property within the Association is subject by law to the CC&Rs. If you do not have a copy of the CC&Rs or other governing documents, copies can be provided to you upon written request and payment of the Association's charges for this service. It is strongly recommended that you take the time to read and understand the CC&R's, the rules and guidelines herein, and any other governing document as these documents determine both your rights and responsibilities. If there is any conflict between the CC&Rs and the rules or guidelines, the provisions of the CC&Rs shall prevail. Strict observance and adherence to these guidelines is requested by the Board of Directors. Note: A copy of the CC&Rs can also be found online at the Rancho Highlands website under "Governing Documents".

Please read this Handbook carefully. It is the responsibility of each owner to make sure that your family, guests and tenants fully understand and follow the rules, regulations and guidelines set forth in this Handbook.

The Board of Directors uses the services of a professional association management company to run the day to day operations. Should you have a concern or question regarding Rancho Highlands Community Association please contact:

The Avalon Management Group, Inc., AAMC®
Rancho Highlands Community Association
Contact: Blake Morlet
43529 Ridge Park Dr., Temecula CA 92590
Telephone: (951) 699-2918 Fax: (951) 699-0522
Email: RanchoHighlands@AvalonWeb.com

The Board of Directors' purpose is to operate, manage, and maintain the community for the benefit of the owners. The Board of Directors governs the Association and meets regularly to make

decisions on those matters for which the Association is responsible. Homeowners will be notified of the date, time, and location of all Board meetings and are encouraged to participate. Notification of all meetings will be posted on the website and at the pool bulletin board.

If at any time you would like to contribute suggestions for the Community Handbook or for improvements to our neighborhood, please use the homeowner suggestion form (Exhibit F, pg. 27).

If you want to make any installations or modifications to the exterior of your residence, a request must be submitted to the management company in writing for approval by the Architectural Control Committee. The procedures and guidelines for such modifications are located in the Architectural Control Guidelines section of the Handbook.

COMMUNITY RULES AND REGULATIONS

GENERAL GUIDELINES – OWNERS LIABILITY

The Board of Directors is empowered under Article V, section 13, of the CC&Rs to establish any rules or regulations that it deems reasonable with regard to the use, occupancy and maintenance of the individual lots, community common area and recreational facilities by owners, tenants or guests. This includes the conduct of such persons with respect to parking, control of pets, number of guests and other activities which, if not regulated, might otherwise detract from the appearance of the community, be offensive, cause inconvenience or danger to persons residing in Rancho Highlands.

Owners have a vested interest in the Common Areas and should therefore treat these areas with the same pride of ownership and care given to their own property. The rules must be observed to protect your investment.

Owners will be held liable for all enforcement assessments resulting from violations of the Rancho Highlands' rules or regulations by said owner, owner's families, guests, tenants, and tenant's families and guests and any other occupant of the owner's lot.

The owner will also be held liable for all costs incurred by the Rancho Highlands Community Association for the repair and replacement of damaged common property due to negligent or willful damage or the removal of said common property by any of the above said occupants of the owner's lot. In addition to the recovery of repair and replacement costs, enforcement penalty assessments may be levied against the owner which may include attorney fees, litigation costs, interest and other charges related thereto.

Owners are prohibited from destroying, removing or altering the landscaping in the Common Area, in any manner, regardless of the condition of the plantings.

Littering the Common Area is not permitted, including but not limited to the disposal of dirt, trimmings, or other materials. The cost of cleanup or removal shall be assessed to the owner whose lot the material came from, and/or who disposed of the material.

No rubbish, trash, garbage or other waste material shall be kept or permitted upon any lot, Common Area or on any public street abutting or visible from the properties, except in sanitary containers located in appropriate areas screened from view. Such containers shall be exposed to the view of neighboring lots only when set out for a reasonable period of time (not to exceed twenty-four hours before and after scheduled trash collection hours). Trash collection hours are 6:00AM-6:00PM the scheduled day of pickup.

No clothing or household fabrics shall be hung, dried, or aired on or over any lot in such a way as to be visible from street level or the Common Area.

Street hockey equipment, basketball equipment and any other portable recreation/athletic equipment must be stored away from the street or front of the lot when not in use. Acceptable means of storage are in the garage or behind the lot's fence out of common view.

No residence in the community shall be used, allowed, or authorized for any business, commercial manufacturing or other nonresidential purposes. This shall not preclude professional and administrative occupations as long as there is no evidence of such occupations visible to or affecting the neighborhood or common area.

PARK AND RECREATION FACILITY RULES

Guests must be accompanied by an owner or resident when using the Common Area facilities. Owners and guests are required to clean up their areas before leaving the premises.

Guest Limits:

Pool and Spa Area - The maximum occupancy of the pool and spa area is 83. It is requested that the number of guests per residence be limited to 10 due to the limited size of the pool and spa area.

Park Area - The maximum number of guests allowed for each homeowner is 20. Larger gatherings in the park must have a written approval from the Association Manager. Requests should be made 2 weeks in advance and include function, date, time and number of guests. See Exhibit G, pg. 28 for form to use. It is the responsibility of owner to see that guests show respect for other visitors as well as the facilities.

Pool and Spa Rules:

1. Hours: 6:00 a.m. - 10:00 p.m. Lap swimming only from 6:00 a.m. - 8:00 a.m.
2. Pool hours may be adjusted per seasonal schedule.
3. Use of the pool/spa facilities is restricted to members in good standing.
4. Pool/spa area may not be reserved.
5. Diapered children must wear waterproof swim diapers in the pool and spa area.
6. Children under the age of 14 are not permitted in the pool area unless accompanied by a resident adult.
7. No children under 14 are permitted in the spa unless accompanied by a resident adult.

8. No animals permitted in the pool/spa area except service animals trained to work or perform task for a person with a disability who is present.
9. No glass objects in the pool/spa area, plastic bottles are allowed.
10. No food in the pool/spa area, except in the picnic area next to the spa and west of the wading pool.
11. No running, diving or horseplay in the pool/spa or picnic area.
12. No boogie boards allowed in the pool area.
13. No throwing of objects into pool/spa.
14. No smoking within the fenced pool/spa area.
15. No alcoholic beverages.
16. No loud music.
17. Shower before entering the pool/spa.
18. Appropriate swim suit attire only. No cut-offs permitted.
19. No roller-blades, skates, bicycles or skateboards permitted in the pool/spa area.
20. No professionally taught instruction.

Tennis and Basketball Courts

1. Hours: Sunday - Thursday 7:00 am to 10:00 pm --- Friday - Saturday 7:00 am to 11:00 pm
2. Tennis shoes only (no street shoes or black sole shoes.)
3. Availability on a first come, first serve basis.
4. Tennis: time limits (if others are waiting):
 - A. Restrict warm-up to 5 minutes.
 - B. Restrict play to one set for singles.
 - C. Restrict play to two sets for doubles.
 - D. Restrict free play practice to 30 minutes.
5. Basketball Hours: 8:00 am until dark. Time limits (if others are waiting):
 - A. Restrict play to 20 point games.
 - B. Restrict free play practice to 30 minutes.
6. Players waiting must stay off the courts.
7. Guests must be with a property owner/resident.
8. No food on the courts.
9. Drinking water only on the courts - in a plastic water bottle.
10. No glass allowed on the courts.
11. No skates, bicycles, big wheels, or skateboards on the courts.
12. Non-playing children are not allowed on the courts.
13. No professionally taught instructions.

Park Areas

1. Dogs must be on a leash.
2. Pick up after your dog.
3. No skateboards, roller blades, roller skates, big wheels, or bicycle riding on walkways.
4. Members will be held responsible for any damage caused by themselves, their children, tenants, or guests.
5. Bicycles are to be placed in the bike racks.
6. Alcohol is not permitted within the park area.

Replacement Keys

The primary key is complimentary. A second key may be obtained for \$50.00. Any subsequent key may be obtained for \$50.00. This is to discourage handing out keys to outside family or friends and to help ensure that the facilities are reserved for Rancho Highlands owners/residents and their accompanied guests.

Suspension of Use Privileges

After notice and hearing, violation of park and recreation facility rules may result in loss of privileges (return of key) and possible assessment of fines if the key is not returned in 15 days. It is the responsibility of all residents and guests to conduct themselves in a respectful and courteous manner. Observed violations of the rules should be reported to the association manager promptly at (951) 699-2918.

PARKING RULES

1. Property owners or residents shall maintain their garage such that it is readily available for parking. All garage doors shall remain closed at all times except as reasonably required for entry and exit from the garage.
2. Recreation vehicle parking on community streets is governed by local city code. Time limits, usually 3 days with a permit, are enforced by the Temecula PD.
3. No recreational, commercial or nuisance vehicles shall be parked or stored on any driveway or lot except within an enclosed garage. The following exception exists; one recreational vehicle may be parked behind the Lots fence line provided it be on concrete and screened from public view with live or life-like plant material. Definitions: recreational vehicle is a motor home, boat, camper, trailer, etc. Commercial vehicle is one used for commercial purposes. Nuisance vehicle is a vehicle with unsightly car cover, unregistered, non-operable, or in a visible state of disrepair.

PET RULES

1. No animals of any kind may be raised, bred, or kept with the exception of common household pets, such as dogs, cats, birds, and fish.
2. No animal shall be kept for commercial purpose or in unreasonable numbers as determined by the Board.
3. Pet owners are responsible for cleaning up after their animals.
4. All animals must be kept in a secured area or on a leash being held by a person capable of controlling the animal.
5. The Association, with approval of the Board, shall have the right to prohibit any animal that is deemed to be a nuisance to any other person.
6. Any person bringing or keeping a pet within the community shall be liable pursuant to all local and state laws to each and all persons for any injury or damage to persons or property caused by the pet.

SIGN RULES

The following signs are permitted with conditions.

Non-commercial/Political Signs:

1. Not allowed on common area and/or park property
2. Allowed on owner's lot for up to 4 weeks prior to election and removed 3 days after.
3. A maximum of 3 signs allowed with no sign larger than nine-square feet in size.

Alarm/Security Signs:

1. Must be on a metal stake and not exceed 12"x 12".
2. May not be attached to house or garage.
3. One window decal allowed (4"x 4" max), not on garage.

Real Estate Signs:

1. Maximum size is 6 sq. ft. and placed within 10 ft. of curb.
2. Open house signs allowed during open house hours only.
3. Sign shall be installed only in the front of the property.

Garage/Yard Sale signs:

1. Maximum size is 12"x 12", must be on day of sale only and attached to a stake.
2. A maximum of 4 signs on common area permitted.
3. No garage sale signs allowed on street sign poles or mailboxes.
4. Owners and residents are allowed a maximum of 2 sales per year.

Contractor signs are not allowed.

Specialty signs (i.e. welcome, no solicitors, beware of dog) are allowed but must be appropriate in size (maximum nine-square feet), design (no bright colors), and content.

All other signs placed on individual lots or common area property require approval by the ACC. Written requests to the committee may be made to the Rancho Highlands Architectural Control Committee c/o Avalon management. Requests must contain a color diagram to scale for review, and description of material, placement and attachment. Committee will respond within 45 days.

ARCHITECTURAL CONTROL GUIDELINES

PURPOSE:

In order to maintain the architectural character and integrity of the community as well as to preserve the value of the homes in the community, it is necessary to establish and enforce the following Architectural Control Guidelines. The authority for the Architectural Control Committee (hereinafter the ACC) to enact and enforce the Architectural Control Guidelines is provided in the Associations CC&Rs, pursuant to Article IX.

The ACC seeks to assure continuity in design, which will help preserve and improve the appearance of the community. The ACC shall consist of not less than three members. Members receive no compensation for services rendered other than reimbursement by the Association for any expenses that might be incurred in performing their duties. The ACC has the right to retain architects or other construction specialists as may be necessary to perform its duties. Prior to the commencement of any addition, alteration or construction work of any type on any residential lot in the community, an owner must first make a written application to the ACC for approval of such work. **Failure to obtain written approval from the ACC prior to beginning work constitutes a violation of the CC&R's and these guidelines. This may result in the assessment of fines, require modification or removal of unauthorized work or improvements, and possible replacement at the owner's expense. This also pertains to unauthorized landscape modification and tree removals.** In addition, a building permit or other permit may be required by the City of Temecula, or other governmental agencies prior to the commencement of any work. Neither the ACC, nor the Association assumes any responsibility for failure to obtain such permits. Also, obtaining such permits does not waive the owner's obligation to obtain written Association approval.

GENERAL CONDITIONS AND GUIDELINES

1. Homeowners are required to maintain the exterior of their home and lot in a clean, neat, safe, and attractive condition. Maintenance and necessary repairs should be carried out in a timely, proficient manner.
2. All work must be performed in a professional workmanlike manner and be consistent with the style and appearance of your property.
3. The Architectural Control Committee (ACC) may consult with neighbors or invite neighbor input on any improvements that may impact a neighbor's use and enjoyment of their property.
4. All exterior architectural modifications requiring city permits must also have the ACC approval.
5. Construction must be completed within the number of days indicated on the approval. Requests for extensions may be submitted to the ACC and will be considered on a case by case basis.
6. If plans submitted by an owner are denied by the ACC, the grounds for disapproval will be provided in writing. The applicant may appeal any denial in writing to the Board of Directors. The

ACC may give suggestions for the homeowner on resubmittal requirements. The appeal must be filed within 30 days of the ACC's denial. The Board has 45 days from receipt of the appeal to respond.

7. Failure to complete improvements in conformity with plans, specifications and time limits constitutes a violation of the CC&Rs and may require modification and/or removal of any work or improvement, at your expense, and possible monetary fines and liability for the Association's legal costs.

8. Upon completion of your exterior paint or architectural modification project, the owner shall submit a written notice of completion (Exhibit E pg. 26) to the ACC.

9. Each residence, as a result of its location, enjoys a particular view; however, that view is not guaranteed nor protected. Future development of other property, construction of public facilities, and/or growth of trees or other vegetation may change, obstruct, impair, or otherwise affect the view from a residence at any time. The governing instruments of the Rancho Highlands Community Association do not contain any provisions intended to protect the current view from any residences or guarantee that such views will not be impaired or obstructed in the future by changes to other property.

10. This review is in no way intended to approve architectural requests for structural engineering or to act in lieu of governmental permits or inspections. The intent is (among other things) to maintain the architectural harmony and character of the Association.

11. If proposed improvements require access over community common area or a neighboring property, prior written permission shall be required and submitted with the application.

APPLICATION: ARCHITECTURAL APPROVAL

1. All applications for exterior paint and architectural modifications must be approved by the ACC. Requests for approval are to be submitted to the association offices:

Rancho Highlands Community Association
43529 Ridge Park Dr., Temecula, CA 92590

2. Submission of application for exterior paint; all signed applications will require an 'exterior paint selection diagram' (Exhibit D), and in the case of color changes or additions an 'neighbor notification statement' (Exhibit C). Color changes may require color samples. Two copies of all proposed drawings, plans, specifications and materials required shall be provided to the ACC for review

3. Submission of application for architectural modifications; ACC written approval must be obtained prior to the start of any exterior modification project. A completed and signed application along with 2 copies of all proposed drawings, plans, specifications and materials required shall be provided to the ACC for review. All plans and specifications must be prepared in accordance with applicable building codes and with sufficient clarity and completeness to enable the ACC to make an informed decision on the request. The ACC will provide its decision on an application within

45 days of receiving *all* plans, specifications, materials, and other information necessary to render its decision.

EXTERIOR PAINT STANDARDS

1. All exterior paint projects require written approval by the ACC. Failure to obtain prior written approval may result in the Association Board of Directors requiring the building to be repainted at the owners' expense.

2. The color palettes presented by Dunn Edwards for use in Rancho Highlands have been updated and expanded. The summit color palette, with 12 additional color schemes, now contains new accent and trim options allowing for color variations on stucco and wood siding.

3. The color palettes for the Falcon Ridge and Horizon II neighborhoods have been combined and enhanced with 12 additional color schemes. In addition, 4 new accent and trim colors have been added supporting the Horizon II original tract merchant colors.

4. Exterior paint projects with colors selected from the community's color palettes and colors matching the original tract merchant color may receive ACC approval within 14 days or sooner.

5. Applications with colors outside of approved colors will be considered but may be disapproved if such colors are not aesthetically in harmony with the approved color palette colors or existing colors of the community. These requests will require up to 45 days for review by the ACC.

6. Original tract merchant colors are allowed and can be found at the Association offices. Ask for Rancho Highlands original tract color palettes.

ARCHITECTURAL STANDARDS

1. Antenna and Satellite Dish

No exterior CB radio antenna, satellite dish larger than one meter (39.37") in diameter shall be erected or maintained in the community without prior written approval by the ACC. Any TV satellite dish one meter (39.37") or less in diameter can be installed but notice must be provided to the ACC prior to installation. The dish should be placed on the side or in the rear yard behind the privacy fence, or the dish may be attached to the house, per City code, and camouflaged to blend with the existing aesthetics, unless such placement or location would impose unreasonable costs or interfere with reception.

2. Awnings

ACC approval is required for any awnings. Awnings are discouraged on front windows of the residence. Awnings must be of one color. A color brochure must accompany the application.

3. Cement Slabs and Walkways

Front yard additions or modifications require ACC approval as well. It is owners' responsibility to obtain city permits.

4. Dog Runs

Pets must be confined to fenced areas or kept in the housing structure or garage. Should an owner wish to construct a dog run, plans for dog runs along fence or property lines require 'neighbor notification statement' and ACC approval. Neighbor input will be strongly considered.

5. Drainage

Drainage from the installation or construction of any improvements shall maintain the established pattern of drainage; typically, drainage to the front street. No drainage pattern shall be altered to cause drainage to flow over neighbor's property or on any slope. Drains should be cored through the curb, and may not run over the City sidewalk. City sidewalks may not be broken to lay drainage lines.

6. Fences and Walls

- All replacement of fences and walls require prior ACC approval. A completed neighbor notification form must accompany the application.
- Acceptable material for extension, repair, or replacement of any fence or wall must generally match the original or existing material and color. In considering color changes the ACC shall generally require that any change blend with the siding or trim of the home and be of one color only.
- All wood fencing including gates shall be painted, stained or sealed.
- All wood fencing shall be maintained in a manner that prohibits development of black or white stains. If stains cannot be removed, painting or staining will be required.
- Fencing or gates should not exceed six feet (6') in height.
- Any perimeter wall or fence situated on an owner's lot shall be repaired and maintained in good condition by the owner of the lot. The Association paints the exterior surfaces which face any public right-of-way, common area or Association maintenance areas; the other surfaces and the fence/wall structure on a residential lot remain the owner's responsibility for maintenance and repair, even where the Association performs this painting.
- Vinyl fencing may be constructed within Rancho Highlands. ACC approval is required prior to construction.
 - The following is the preferred specification for Rancho Highlands:
Style & Type: tongue and groove privacy fencing
Color: white
Height: same as height of existing fence being replaced (5 ft)
Capping: external flat cap

7. Flagpoles

All flagpoles require ACC approval.

8. Garage Doors

New doors require ACC approval and should be of compatible color and style of the home and community. Roll up garage doors are encouraged.

9. Holiday/Outside lighting

- Exterior landscape/walkway lighting should be low voltage. Higher voltage is allowed provided it is directed in a way not to be an annoyance to surrounding neighbors.
- Holiday decorations/lighting is permitted up to four weeks prior to the holiday and must be removed within two weeks after.

10. Landscaping

- Slopes and/or planters shall be planted with live plants and bare areas shall not be greater than a 3'x 3' area upon plant maturity.
- Slopes and/or planters (areas other than lawns) shall be kept free of weeds and grasses.
- Lawns shall be regularly watered and fertilized to maintain a green appearance.
- Lawns shall be kept free of weeds, clover, dandelions, and broadleaves. All bare spots in the lawn shall be re-seeded.
- If an extended absence is expected (vacation, business trip, etc.) or if the property will be vacated for any reason, it is the owner's responsibility to see that the property continues to be maintained.
- All major landscape modification plans, and tree removals with a trunk diameter greater than 6 inches require prior ACC approval with the exception of tree failure or major structural damage requiring emergency removal.
- Unaesthetic tree trimming is not permitted. If trees are not properly and attractively trimmed, the association may require correction of the problems at the homeowner's expense including possible removal and replacement. Members are encouraged to use the services of a qualified arborist for tree trimming work in order to protect their trees and keep them healthy and attractive.
- No plants, trees or seeds infected with insects or plant disease shall be brought upon, grown or maintained upon any lot.
- When an owner removes a tree, the stump shall be removed also.
- All trees, hedges and other plant material shall be trimmed and well maintained by the lot owner or resident. The Association will perform site inspections to determine whether owners are properly maintaining their lots and such inspections and photographs from such inspections may be used in the event of a dispute as to whether a lot or improvements thereon are well maintained, and the Board of Directors may make a determination at a duly noticed hearing.
- Trees, hedges and shrubs that restrict sight lines for vehicular traffic shall be trimmed back or removed.

11. Patio Covers, Decks, & Gazebos

- These improvements should be of wood construction with the exception of vertical supports. Other material products that look like wood may be allowed on a case by case basis. Samples of the product and structural/weather resistant data must accompany the application.
- Second story decks not built by the merchant builder will be considered on a case by case basis with adjoining homeowner privacy in mind.
- Solid roof covers must match in material and color of the roof of the existing dwelling.
- Exposed surfaces must be painted to match the exterior of the home. No accent colors will be allowed.

12. Screen Doors

Screen door design is to be compatible with the general architectural design of the house and must be consistent with the general appearance of the community.

13. Solar

These are the Standard Conditions of Approval for Solar Systems.

- Solar powered energy systems are encouraged as a matter of public policy. (Civ. Code §714.) Aesthetic concerns do exist, however and therefore, the Association has implemented certain minimal guidelines to preserve the aesthetic integrity of the neighborhood.
- All solar equipment installation shall be submitted to the ACC for review. Color brochures or the equivalent shall be required for the review process. All such systems require adjacent neighbor notification and written ACC approval before installation.
- Construction drawings for the specific installation should be provided. They should be drawn to show clearly all elevations, roof plane, and assembly, attachment to the roof structure and proposed locations on the building and the location of the storage tank, if any.
- Solar panels shall be continually maintained to include but may not be limited to the following:
 1. Owner shall not permit solar panels or systems to fall into disrepair or to become safety hazards.
 2. Owner shall be responsible for solar heating system maintenance and repair.
 3. Owner shall be responsible for repainting or replacement if the exterior surface of the solar heating system deteriorates.
- Solar equipment profiles shall be minimized and shall blend into existing roof slope.
- All solar equipment supports, piping and conduit shall be finished/painted to match the existing adjacent surfaces – roof/fascia/trim or wall color.
- Installation of conduits between solar collectors and electrical panel shall be routed and installed in the least visible locations. If exposed, conduit shall be painted to match adjacent surfaces.
- Color of solar collector frames shall match or be compatible with roof color. Natural aluminum (silver) frames are not permitted
- All wall mounted solar equipment components/disconnect switches/inverters shall be installed to match main breaker/meter panel installation.

- All wall mounted solar equipment components/conduits shall be painted to match wall color.
- Owner shall verify that roof mounted solar systems comply with city & county Building and Safety Department requirements.

14. Swimming Pools and Spas.

The ACC must approve swimming pools, spas, water features and related equipment. Neighbor Notification Statement (Exhibit C) is required.

15. Storage Sheds/Temporary Structures

Storage sheds may be allowed with prior ACC written approval but must generally meet the following criteria:

- Shed should be located in the rear or side yard so as not to be visible to the public.
- Shed is to be a completely enclosed structure with entry door(s).
- Shed design and construction are to be compatible with the architectural design of the home and must be consistent with the general dwelling construction and appearance of the community.
- Paint color of the shed should conform to the paint of the residence in color and proportions (i.e. body color and trim color to match).
- Shed should not exceed six ft. in height at eaves and no more than eight ft. at the highest point of roof.
- The ACC will usually require an on-site inspection before rendering a decision.
- Neighbor Notification Statement is required with application.

16. Windows/Window Coverings

Only curtains, drapes, shutters, or blinds may be installed as window covers. No aluminum foil, paint, newspaper, or similar covering deemed to be inappropriate for a window covering by the Board of Directors or ACC shall be applied to the windows or doors of any dwelling. Window coverings which are visible to the exterior must be maintained in good condition.

17. Miscellaneous

Trash must be located out of view from any street except when it is put out for collection. Trash/containers shall not be put out until the day before pickup and shall be removed within twenty-four hours after. Trash collection hours are 6:00AM-6:00PM the scheduled day of pickup.

Driveways and walks are to be swept, kept clean, and free of oil & rust stains.

ENFORCEMENT POLICY AND PROCEDURES

NUISANCE POLICY

This policy is designed to cover those issues between neighbors concerning alleged violations for disturbances, including stereos, continuous loud noises, dogs barking, etc. or any other action that may become an annoyance, nuisance, disturbance, or unreasonable embarrassment to the Rancho Highlands Community.

The complaining owner should try to resolve the matter directly where possible.

If the problem persists, the Association suggests complaining owner contact local agencies to help with the matter. If it is a barking dog issue, you may contact the County animal control agency at 951-674-0618 ext. 222 or 223. If the noise from stereo speakers, parties, etc., you may call the Temecula Police Department at 951-696-4357.

If the offending owner has been uncooperative in resolving the situation and the local agencies have not been effective in this situation, then the following steps may occur:

- The complaining owner may submit written correspondence (Exhibit A) to the Board of Directors, indicating the problem, the dates and specific hours that the reported nuisance occurs.
- If it appears a violation of the governing documents may have occurred or is occurring, the Board may direct management to send a letter to the offending owner to request resolution within a time period set by the Board.
- If the problem appears unresolved within the time period set by the Board, the Board may request the alleged offending owner to attend a hearing with the Board of Directors.
- If the violation is substantial and it continues, the Board may seek further remedies provided for in the CC&Rs, including possible monetary fines and suspension of privileges after notice and hearing and legal action.

The Association will not become involved unless it appears a violation of the governing documents has occurred.

The Association has the discretion to determine whether or not to file a suit in regard to owner disputes and will exercise this discretion on a case by case basis consistent with the governing documents and applicable California law.

OBSERVED AND WRITTEN COMPLAINTS OF OTHER ALLEGED VIOLATIONS

The Rancho Highlands Community Association Board of Directors has directed the Association manager to conduct neighborhood inspections twice per month for violations of the governing documents. Observed violations along with received written complaints will be dealt with according to the following procedure. Anonymous complaints will not be considered. Any homeowner or resident of Rancho Highlands may report a violation or infraction in writing to the management company. The violation report form can be found in (Exhibit A).

The complaint shall constitute a written statement of charges which shall set forth in ordinary and concise language the acts or omissions with which the respondent (person alleged to be in violation) is charged. The complaint shall specify the specific provisions of the Association's Governing Documents alleged to have been violated with such detailed information as the complainant considers support the conclusion that a violation has occurred. Further, the written complaint must contain as many specifics as are available as to time, date, location, person involved, etc., so that the complaint may be investigated by the Association. A complaint may also be initiated by the Board or its agent should any violation come to their attention during the performance of their duties.

NOTIFICATION PROCESS

In the event one or more owners of the Association files a violation report that appears to have merit or an inspection by the Association or its authorized agent reveals an alleged violation, the Association will generally act as follows:

- Friendly Reminder - Management will send a "friendly reminder" letter to the owner stating the alleged violation. The owner is given 30 days to correct the violation.
- Second Notice of Violation - If the violation is not corrected, management will send a second "notice of violation" and date by which such violation must be cured. The owner is given an additional 15 days to correct the violation.
- Notice of Hearing - Upon expiration of the extended correction date, if the violation still exists, a third letter will be sent stating the failure to abide by the Association CC&Rs, established rules or architectural guidelines and the owner will be asked to attend a hearing with the Board of Directors. This letter will inform the owner of the penalties which may be imposed.
- Notice of Decision - Within 5 days following the hearing, the owner will be notified as to the decision rendered by the Board of Directors. If the owner is found to be in violation of the Association documents, the Board will either a) seek remedy by use of the legal system; b) apply monetary fines to the owner; c) suspend privileges to use the recreation facilities; d) correct the violation and assess the owner for costs; e) issue an extension for violation to be cured; and/or, f) any combination of the above.
- If the decision is to pursue a monetary fine, the Rancho Highlands fine schedule will apply.

- Notice of Defense/Admission - The alleged violator may submit a letter of defense or admission which:
 1. Contest the complaint either in whole or in part and set out the reason and facts why the respondent does not consider that a violation has occurred; or
 2. Admit the complaint in whole or in part and if desired, set out any mitigating circumstances which the Board is requested to consider.The notice of defense or admission shall be completed and returned to the Association no later than 24 hours prior to the hearing and copies will be provided to the Board and any complainant.

The foregoing in no way limits the Association's right to use other procedures or take other actions which the Board of Directors decides appropriate under the circumstances. At any point, the Association may refer a violation to its legal counsel if the Board so determines (Article XIX, Section 1(c), of the CC&Rs).

FINE SCHEDULE

Penalties (fines) for the violations of the Association's governing documents may also be assessed, after Notice and a Hearing, in accordance with the Rules and Regulations as they may be from time to time amended.

The fine schedule apart from architectural issues is as follows:

First offense	\$25.00
Second offense	up to \$100.00
Third offense	\$100.00 more than the previous monetary penalty imposed.

Architectural Violation Fine Schedule is as follows:

For commencing construction of any improvement/modification before the required architectural approval is obtained - up to \$500.00

For all other violations of architectural requirements:

First offense	\$25.00 to \$150.00
Second offense	\$50.00 to \$250.00
Third offense	\$100.00 to \$150.00 more than the previous monetary penalty.

Offenses for separate infractions will each start at the First Offense stage. However, recurring fines are permissible on a monthly basis until compliance is achieved at the above rates.

In addition, the Board may suspend member privileges as provided for in the Association's Governing Documents.

DISCLAIMER

THE MATERIAL CONTAINED WITHIN THIS PACKET IS NOT INTENDED TO BE SUBSTITUTED FOR THE SERVICES OF AN ATTORNEY. THE LAW AND ITS INTERPRETATIONS ARE CONSTANTLY CHANGING.

PLEASE CONSULT YOUR PROFESSIONAL ADVISOR REGARDING YOUR INVOLVEMENT IN A COMMUNITY ASSOCIATION.

**EXHIBIT A
VIOLATION REPORT**

Mail to: Rancho Highlands Community Association
c/o Avalon Management Group
43529 Ridge Park Drive
Temecula, CA 92590
Fax: 951-699-0522
Email: ranchohighlands@avalonweb.com

Please be as specific as possible to enable the Board of Directors or the Association Manager to expedite the enforcement process in a timely manner. Alleged violations will be evaluated to determine if there is a violation of the Association's governing documents.

REPORT FILED BY:

Name: _____	Name: _____
Signature: _____	Signature: _____
Address: _____	Address: _____
Phone: _____ Date: _____	Phone: _____ Date: _____

VIOLATION INFORMATION:

Name: _____ Address: _____
Phone: _____
(alleged violator's information, if known)

Description of alleged violation: _____

(if additional space is needed, please use reverse side of form)

Date(s) and time(s) alleged violation occurs? _____

How often does said violation occur? _____

EXHIBIT B (Page 1 of 2)
ARCHITECTURAL APPROVAL APPLICATION

Mail to: **Rancho Highlands Community Association** ARC # _____
c/o Avalon Management Group
43529 Ridge Park Drive
Temecula, CA 92590

Date: _____

Applicant Name: _____

Site Address: _____

Telephone Number : (____) _____ Email: _____

Applicants Mailing Address: _____

Modification Requested: _____

Desired Commencement: _____ Estimated Project Duration: _____

PLEASE FILL IN DETAILS BELOW IF NOT SHOWN ON PLANS:

Are existing improvements shown on plans? _____

Names of plants _____

Type of materials used _____

Type of wood surfaces _____

Color scheme _____

Neighbor Notification Statement attached? _____ Two (2) copies of plans attached? _____

Exterior paint applications. The Association recommends owners select colors found in the community color palettes or original tract merchant colors. Any change of color will require the “Exterior Paint Color Diagram” (Exhibit D), and the “Neighbor Notification Statement” (Exhibit C) be submitted with the application. The community color palettes can be viewed at the Association office and the Dunn Edwards paint store.

Architectural Control Committee:

You are hereby advised that the work described above is proposed and approval is requested. Attached is a drawing of the work to be done including materials to be used. We understand that the city of Temecula requires building permits for home improvements. This is the homeowner’s responsibility to secure. We agree to hold Rancho Highlands Community Association harmless from any liability, damage and/or loss resulting from the construction or performance of the proposed modification, whether or not constructed pursuant to approved plans, drawings, and/or specifications.

EXHIBIT B (Page 2 of 2)
ARCHITECTURAL APPROVAL APPLICATION

Signature (s) of Owner (s): _____

FOR COMMITTEE USE ONLY : DO NOT WRITE BELOW THIS LINE

Date Committee Received: _____ Date Committee Reviewed: _____

_____ Approved

_____ Approved with the following conditions: _____

_____ Disapproved as submitted.

Additional Comments: _____

If plans submitted by an owner are disapproved by the ACC, the applicant may appeal in writing to the Board of Directors. The appeal must be submitted within 30 days of the ACC's denial.

Committee Member Signature

Print Name

Committee Member Signature

Print Name

Committee Member Signature

Print Name

Committee Member Signature

Print Name

Committee Member Signature

Print Name

EXHIBIT C (Page 1 of 2)
NEIGHBOR NOTIFICATION STATEMENT

It is the intent of the Architectural Committee to notify neighbors on any improvements which may impact their use and enjoyment of their property. The Committee and/or the Board may waive the requirement for neighbor notification on an individual basis. Neighbor approval or disapproval of a particular improvement shall only be advisory and shall not be binding in any way on the Architectural Committee's decision.

1. Definitions: Facing Neighbor, Adjacent Neighbor, and Impacted Neighbor.

Facing Neighbor: Means the three (3) homes most directly across the street.

Adjacent Neighbor: Means all homes with adjoining property lines to the Lot in question.

Impacted Neighbor: Means all homes in the immediate surrounding area which would be affected by the construction of any improvements.

2. Improvements Requiring Notification

 Any exterior improvements including, but NOT limited to exterior painting.

3. Statement

 The Facing, Adjacent and Impacted Neighbor Notification Statement set forth on the next page (Exhibit "C") must be provided to the Architectural Committee to verify the neighbors have been notified about the proposed improvements.

EXHIBIT C (Page 2 of 2)
NEIGHBOR NOTIFICATION STATEMENT

The attached plans were made available to the following neighbors for review:

Impacted Neighbor	Impacted Neighbor
_____ Name	_____ Name
_____ Address	_____ Address
_____ Signature	_____ Signature
_____ Date	_____ Date

Common Area or Back Yard - Rear of Home

Adjacent Neighbor	YOUR HOUSE	Adjacent Neighbor
_____ Name		_____ Name
_____ Address		_____ Address
_____ Signature		_____ Signature
_____ Date		_____ Date

Your Street - Front of Home

Facing Neighbor	Facing Neighbor	Facing Neighbor
_____ Name	_____ Name	_____ Name
_____ Address	_____ Address	_____ Address
_____ Signature	_____ Signature	_____ Signature
_____ Date	_____ Date	_____ Date

My neighbors have seen the plans I am submitting for Architectural Committee approval (see above verification). If any neighbor has a concern, they should notify Avalon Management in writing. Please note that neighbor objections do not in themselves cause denial of the plans, however, those concerns may be considered by the Committee. All above boxes must be filled out whether or not a signature has been obtained.

SUBMITTED BY:

Name: _____ Date: _____
 Address: _____
 Home Phone: _____ Email: _____

EXHIBIT D EXTERIOR PAINT SELECTION DIAGRAM

FACIA COLOR:

STUCCO / SIDING COLOR:

ACCENT COLOR:

PATIO / TRELLIS COLOR:

SHUTTER COLOR:

FENCE WALL COLOR

FRONT DOOR COLOR:

GARAGE DOOR COLOR:

The diagram shows a two-story house with a gabled roof, a chimney on the left, and a garage on the right. Arrows point from color selection boxes to specific parts of the house: the roofline to the Facia Color box, the main walls to the Stucco / Siding Color box, the shutters on the second-floor windows to the Shutter Color box, the patio/trellis area to the Patio / Trellis Color box, the fence wall to the Fence Wall Color box, the front door to the Front Door Color box, and the garage door to the Garage Door Color box. The house features a central front door with a decorative pediment, two second-floor windows with shutters, two first-floor windows, and a two-car garage with a paneled door. A small light fixture is visible next to the front door.

ADDITIONAL NOTES or COMMENTS:

EXHIBIT E
NOTICE OF COMPLETION

Rancho Highlands Community Association Architectural Project Notice of Completion

Name(s) of Owner: _____
Print Name

Print Name

Telephone Number: _____ Application #: _____

Type of Improvement Completed: _____

Project Address: _____

I or We the owner(s) of the above property do hereby state that the subject project was completed in accordance with the approved Plans and that no changes or alterations were incorporated.

Signature of Owner

Date

Signature of Owner

Date

For Committee Use

Date of Final Inspection: _____

Property is in: _____ Compliance _____ Non-Compliance

Reason(s):

Architectural Control Committee Signatures:

Member: _____
Print Name

Signature

Date

Member: _____
Print Name

Signature

Date

Member: _____
Print Name

Signature

Date

EXHIBIT F HOMEOWNER SUGGESTION FORM
--

Please use this form to make suggestions for the Community Handbook or for improvements to our Community.

[illegible]

Name: _____

Site Address: _____

Telephone Number : (____) _____ Email: _____

Mailing Address (If different than site):_____

EXHIBIT G HOMEOWNER REQUEST FORM

[illegible]

Site Address: _____

Mailing Address (If different than site): _____

EXHIBIT H
COMMUNITY MAP



EXHIBIT I
COMMUNITY PAINT COLOR PALETTES

COMMUNITY COLOR PALETTES

ONLY COLORS SHOWN BELOW ARE APPROVED FOR USE IN THE COMMUNITY, NEW COMBINATIONS OR SCHEMES UTILIZING THESE COLORS WILL BE CONSIDERED. THE ORIGINAL TRACT COLORS ARE ALSO APPROVED AND ARE AVAILABLE AT THE ASSOCIATION OFFICE. THE PALETTES SHOWN ARE AVAILABLE TO VIEW AT THE ASSOCIATION OFFICE AND AT THE DUNN EDWARDS STORE IN TEMECULA/MURRIETA.

HORIZON II

Accent colors added to compliment original tract colors

Scheme One

Stucco – DEC766 Stevereno Beige

Trim – DE6253 Cotton Field

Stucco Accent – DE6068 Cobblestone Path (New Color Added)

Scheme Two

Stucco – DE6171 Sand Dollar

Trim – DEW324 Phoenix Villa

Stucco Accent – DE6173 Paper Sack (New Color Added)

Scheme Three

Stucco – DEC738 Travertine

Trim – DE6116 Dover Plains

Stucco Accent – DE6111 S'mores (New Color Added)

Scheme Four

Stucco – DEC738 Travertine

Trim – DE6149 Cream Washed

Stucco Accent – DE6117 Colorado Trail (New Color Added)

FALCON RIDGE AND HORIZON II

12 New Color Schemes

Scheme One

Stucco – DEC748 Oyster

Trim/Garage Door/Entry Door – DEW340 Whisper

Stucco Accent (Option) – DE6067 Crushed Stone

Shutter (Option) – DE6070 Chocolate Chunk

Scheme Two

Stucco – DEC725 Weathered Coral

Trim/Garage Door/Entry Door – DEW340 Whisper

Stucco Accent (Option) – DEC726 Adobe
Shutter (Option) – DE6112 Cedar Chest

Scheme Three

Stucco – DEC746 Apache Tan
Trim/Garage Door – DEW340 Whisper
Stucco Accent (Option) – DE6130 Wooded Acre
Shutter (Option) – DEA161 Wild Mustang
Entry Door – DEC759 Hickory

Scheme Four

Stucco – DEC786 Miner's Dust
Trim/Garage Door/Entry Door – DEW340 Whisper
Stucco Accent (Option) – DEC770 Drifting
Shutter (Option) – DEC779 Woodlawn Green

Scheme Five

Stucco – DEC719 Coral Clay
Trim/Garage Door – DEW340 Whisper
Stucco Accent (Option) – DE6060 Twilight Taupe
Shutter (Option) – DE6062 Tea Bag
Entry Door – DE6390 Chocolate Pudding

Scheme Six

Stucco – DEC763 Oatmeal Cookie
Trim – DEC746 Apache Tan
Shutter / Entry Door (Option) – DEC779 Woodland Green
Stucco Accent (Option) – DE6124 Whole Wheat
Garage Door - DEW340 Whisper

Scheme Seven

Stucco – DEC738 Travertine
Trim/Garage Door/Entry Door – DEW340 Whisper
Stucco Accent (Option) – DE6117 Colorado Trail
Shutter (Option) – DE6119 Natural Valley

Scheme Eight

Stucco – DEC752 Birchwood
Trim/Garage Door – DEW340 Whisper
Stucco Accent (Option) – DEC750 Bison Beige
Entry Door – DEA181 Refined Green

Scheme Nine

Stucco – DEC757 Riverbed
Trim – DE6124 Whole Wheat
Stucco Accent – DE6068 Cobblestone Path
Garage Door – DEC758 Cashmere
Entry Door/Shutter (Option) – DE6069 Bannister Brown

Scheme Ten
Stucco – DEC760 Desert Gray
Trim/Garage Door – DE6214 Pigeon Gray
Entry Door/Stucco Accent/Shutter (Option) – DE6217 Ancient Earth

Scheme Eleven
Stucco – DE6122 Dry Creek
Trim – DEW340 Whisper
Stucco Accent (Option) – DE6076 Wandering Road
Garage Door – DE6074 Frontier Land
Entry Door/Shutter (Option) – DE6077 Deep Brown

Scheme Twelve
Stucco – DEC717 Baked Potato
Trim – DE6077 Deep Brown
Garage Door/Stucco Accent (Option) – DE6122 Dry Creek
Entry Door/Shutter (Option) – DEA158 Northern Territory

THE SUMMIT – NEW COLOR SCHEMES

Scheme One
Siding/Stucco – DE5366 Midland Tan
Stucco (Option) – DE5365 Burnished Cream
Trim – DEW380 White

Scheme Two
Siding/Stucco – DE6272 Dried Chives
Stucco (Option) – DE6270 Antique Coin
Trim – DEW380 White

Scheme Three
Siding/Stucco – DEC789 Light Gray
Stucco (Option) – DE6311 Haze Blue
Trim – DEW380 White

Scheme Four
Siding/Stucco – DE6221 Flintstone
Stucco (Option) – DE6220 Porous Stone
Trim – DEW380 White

Scheme Five
Stucco/Siding – DE6145 Rocky Ridge
Stucco (Option) – DE6144 Graham Cracker
Trim – DEW380 White

Scheme Six

Siding/Stucco – DEC777 Meadowood
Stucco (Option) – DE6263 Pistachio Shell
Trim – DEW380 White

Scheme Seven

Siding/Stucco – DEC792 Cape Cod Blue
Stucco (Option) – DE6318 Lake Placid
Trim – DEW380 White

Scheme Eight

Siding/Stucco – DEC798 – Taliesin Blue
Stucco (Option) – DE6319 Gray Flannel
Trim – DEW380 White

Scheme Nine

Siding/Stucco – DE6278 Stone Creek
Stucco (Option) – DE6277 Pebble Walk
Trim – DEW380 White

Scheme Ten

Siding/Stucco – DE6104 Chic Brick
Stucco (Option) – DE6103 Copper Lake
Trim – DEW380 White

Scheme Eleven

Siding/Stucco – DE6117 Colorado Trail
Stucco (Option) – DE6116 Dover Plain
Trim – DEW380 White

Scheme Twelve

Siding/Stucco – DE6068 Cobblestone Path
Stucco (Option) – DE6167 Crushed Stone
Trim – DEW380 White