

Winding Way Community Association

WWCA RULES & MAINTENANCE STANDARDS

Revised: August 23, 2017

GENERAL GUIDELINES:

- I. Homeowners are not permitted to make any structural or architectural changes without prior written approval from the WWCA Board of Directors. This includes, but is not limited to exterior paint, roofing, garage doors, windows, fences, hardscape changes and any change visible from the street. Homeowners who make architectural changes without prior approval by the Board may be levied a fine of \$250. Requests for changes are to be submitted using the WWCA Architectural Change Form and presented at a Board meeting. Board meetings are held the third Wednesday of every month (except December) at 7pm in the Cedar Room on the second floor of the Brea Civic Center. Architectural Change Forms can be found on the Association's website. Please direct questions regarding this procedure to windingwayhoa@gmail.com or call the number above.
- II. Homeowners are not permitted to lease their home for a period of less than thirty (30) days.

MAINTENANCE STANDARDS refer to the proper maintenance of all individual homes, lots and adjoining structures.

1. LAWN MAINTENANCE:

- a. Lawns shall be maintained in such a manner as to give a neat manicured appearance.
 1. No lawn shall be allowed to go to seed.
 2. All high growing weeds shall be removed.
 3. Lawns and ground cover shall be edged away from sidewalks and walls.
 4. Lawns shall be watered consistent with city watering guidelines. No lawn should go dead.
 5. Side yard by driveway is to be landscaped, maintained weed free and watered.
 6. Lawns shall be mowed to keep a neat appearance.

2. HILLSIDES AND SLOPES (EXCLUSIVE OF REAR YARDS):

- a. Slopes and hillsides shall be groomed and free of weeds and litter.
- b. Slopes and hillsides shall be covered with ground cover.

3. TREES AND SHRUBBERY:

- a. All trees and shrubbery shall be kept pruned of dead branches.
- b. All trees and shrubbery shall be kept pruned off adjoining structures.
- c. Trees and shrubbery shall not, in any way, impede any thoroughfare or street signs.
- d. All dead trees shall be removed promptly.

4. PLANTERS:

- a. All planters shall be kept weed free. Plants within the planter should be trimmed and neatly maintained.
- b. Blocks and hardscape defining planters shall be kept in good repair. Loose and broken blocks or stained and cracked stucco are not allowed.

5. DRIVEWAYS:

- a. All driveways shall be kept clear of oil. An oil pan may be used but must be removed and stored out of sight when the car is moved.
- b. All driveways shall be kept clear of rust stains that are not naturally occurring or adherent in concrete.
- c. All driveways shall be kept free of weeds.

6. PAIN:

Must receive approval from Board prior to start of work, failure to comply may result in levy of a \$250 fine.

- a. All colors must be approved by the Board before painting begins. This is also necessary when house is being re-painted using the existing colors. Please submit your plans for painting to the Board using the Architectural Change Form, include paint brand, color name and specifics as to which part of the structure will be painted what color. Failure to obtain prior approval may result in the need for the home to be repainted at the homeowner's expense.
- b. Paint must be kept in good repair. Blistering, peeling, faded, discolored, stained or chipped paint is not allowed.

7. ROOFING:

Must receive approval from Board prior to start of work, failure to comply may result in levy of a \$250 fine.

- a. All roofing changes shall be submitted to the Board for review and approval before work is started using the Architectural Change Form.

8. HARDSCAPE:

Must receive approval from Board prior to start of work, failure to comply may result in levy of a \$250 fine.

- a. All public facing hardscape work, new or changes, shall be submitted to the Board for review and approval before the work begins using the Architectural Change Form.

9. TRASH CONTAINERS:

- a. All trash containers shall be stored behind gates so they are not visible from the street. Trash containers may be placed at the curb no earlier than 5pm the day before trash pick-up and must be taken in the same day the trash is picked up.

10. R. V., BOAT AND VEHICLE STORAGE & PARKING:

- a. All recreation vehicles, campers, commercial vehicles, boats and trailers must be stored so that they are not visible from the street.
- b. Inoperable vehicles may not be stored in driveways or in other areas where they are visible from the street.
- c. Only conventional vehicles covers in a neutral color, such as tan or grey, may be used.
- d. Vehicles must be parked on paved areas only, parking on lawns or dirt is not allowed.

11. MISCELLANEOUS:

- a. There shall be no vegetable gardens grown or maintained between the sidewalk and the setback line.
- b. Any landscaping that impedes, destroys, or puts into disrepair any property belonging to the Winding Way Community Association will be deemed unacceptable. The homeowner, whose landscaping caused such disrepair or destruction, will be held liable for any and all repairs and/ or replacement of said Association property.
- c. Weeds in seams of concrete or pavers are not allowed.
- d. Wood pillars, trim, fascia board and beams must be kept painted and in good repair. Wood that is cracked or rotting is not allowed.
- e. Broken window panes are not allowed and must be promptly repaired.
- f. Window screens must be kept in good condition, ripped or torn screens are not allowed.
- g. No window that is visible from the street shall be covered with aluminum foil, sheets, posters, newspapers or other material not intended or designed for use as a window covering.
- h. Patio covers, walls, fences and gates must be kept in good condition. Chipped or rusted paint, broken or cracked wood or vinyl is not allowed.
- i. Grass clippings, woodpiles, trash and building materials that are not currently in use, must be stored in an area where they are not visible from the street.
- j. Rain gutters must be kept secured to home and in good repair.
- k. Portable basketball hoops must be stored in an area where they are out of view when not in use.
- l. No vehicle shall be repaired or rebuilt on any lot so that the same is visible from the street. No vehicle shall be repaired or rebuilt on any street or in any common area.
- m. Holiday decorations are permitted up to one month prior to the holiday and must be removed within 15 days after the holiday. All holiday decorations celebrating holidays in December, must be removed by January 15.
- n. Anything else which might be considered an eyesore is not allowed.

WWCA RULES & MAINTENANCE STANDARDS VIOLATION AND FINE PROCEDURES

Adopted: August 23, 2017

1. The WWCA Board of Directors shall direct a warning notice to the homeowner advising them of the nature of the violation to the WWCA Rules & Maintenance Standards and the time limit to rectify the violation.
2. Failure to comply with the request to rectify the violation within the required time limit will result in a "Notice of Hearing" requesting the homeowner appear on a specified date to be heard by the Board of Directors. Ten days' notice will be given of any hearing. Within 15 days after the hearing the homeowner will be sent written notification of the outcome.
3. If the Board of Directors determines at the hearing the violation has not been corrected, the Board may impose a fine and/or seek legal relief.
4. The Board of Directors reserves the right to waive issuing of warning letters when a serious violation is life threatening or endangers the safety of others.
5. Failure to correct the violation will result in a fine of \$100 being levied for every 30-days the violation goes uncorrected.
6. The fine schedule is as follows:

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| Failure to Correct Violation Within Given Time Frame | \$100 Fine |
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NOTE: WWCA reserves the right to make the above fine a continuing fine which will be assessed monthly until the violation is resolved. Additional hearings are not required for the levying of ongoing fines in the same amount for the same violation.

FINE FOR FAILURE TO OBTAIN PRE-APPROVAL FOR ARCHITECTURAL CHANGES:

Homeowners who make architectural changes without prior written approval by the Board may be levied a fine of \$250. Homeowners are not permitted to make any structural or architectural changes without prior written approval from the WWCA Board of Directors. This includes, but is not limited to exterior paint, roofing, garage doors, windows, fences, hardscape changes and any change visible from the street. Requests for changes are to be submitted using the WWCA Architectural Change Form and presented at a Board meeting.