

Dear Neighbor,

Our Surfcrest Community offers all the amenities of the Southern California beach lifestyle and we, the Directors of the Surfcrest Corporation, hope that you will enjoy everything about your ownership here. Living in a planned community made up of many diverse individuals, necessitates a willingness and commitment to conform our individual lifestyles to this type of community. We all have an obligation to respect our neighbor's rights and try to live harmoniously in our community. Another important aspect of living in such a community is to respect each homeowner's property and maintain our community in such a way to ensure its physical integrity and beauty that will in turn minimize the cost of maintenance of common areas and insure the optimum value of our homes.

This prepared booklet is a partial extraction of the most pertinent community related rules, regulations and procedures related to Surfcrest homeownership. These were initially established by our builder, New Urban West, and over the years, additional rules have been adopted by the Board of Directors at the request of the Homeowners. Please visit the Surfcrest HOA web site for more detailed and additional information related to the Surfcrest community.

This version, effective February 28, 2018, supersedes all previous versions of the Surfcrest Corporation Rules & Regulations, Policies and Procedures booklet, (previously referred to as the Blue Book). References to the Associations CC&Rs are generally the Surfcrest Corporation CC&Rs. (If that item is also addressed in the Surfcrest One and Two CC&Rs it may not be the same reference number.) In a few cases where an issue is not addressed in the Surfcrest Corporation CC&Rs, the reference will be to the Surfcrest One & Surfcrest Two CC&Rs.

The Board of Directors of Surfcrest Corporation

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- ❖ Please refer to the Surfcrest HOA website for additional information including the following.
 - Changing Front Gate Entry Code
 - Go to **Forms**, find Security System and Click on [Update Security System Form](#)
 - Vehicle Registration
 - Go to **Forms**, find Vehicle Registration and Click on [Vehicle Registration Form](#)
 - Overflow and Oversized Vehicle Follow-Up Inspection
 - Go to **Parking** and Click on [Overflow and Oversized Vehicle Follow-Up Inspection](#)
 - Requesting Special Landscaping
 - Go to **Forms** and Click on [Landscape Planting Form](#)
 - POD/Storage Bin
 - Contact Management Company for Information.
 - Real-Estate Activities
 - Go to FAQ
 - Need Extra Parking
 - Go to FAQ

SURFCREST COMMUNITY

Rules & Regulations, Policies & Procedures

Architectural and Appearance Control

1. All exterior alterations, additions, or changes to any structure or to the landscape of any lot must be submitted to the Board of Directors for approval prior to any installation or commencement of construction. (Architectural Standards page 2)
2. No owner shall affix anything to or otherwise modify the surfaces of the balcony or deck without the prior approval of the Board of Directors. (CC&Rs, article XIV, section 3)
3. No hard surfaces of patios may be altered or cut into except for repairs. Nor shall any owners affix anything to any patio wall, fence or railing. (CC&Rs, article XV, section 1&3)
4. Plant material must be placed in decorative pots. (Architectural Standards 3 & 4) Empty pots and/or dead plants should be removed or stored away.
5. Planter Boxes – Planters must be free standing allowing a minimum horizontal air gap to existing stucco patio and/or residential walls. No dirt or soil shall be placed against fences, walls or living unit exterior walls. (Architectural Standards 4, #4)
6. No screens, sunshades, awnings, or athletic equipment shall be installed on any residential building. (CC&Rs, article VII, section 7)
7. Outdoor furniture shall be complimentary to the exterior color scheme of the buildings. Furniture in a state of disrepair, (i.e. torn cushions, rusting frames, faded or torn umbrellas) is specifically prohibited. (Architectural Standards pages 5)
8. Window tinting requests will be considered by the Board of Directors. However, mirror finishes will not be approved. (Architectural Standards page 5)
9. No sign or billboard of any kind may be displayed to the public view on any portion of the Properties or any lot, EXCEPT one (1) sign for each building site (an individual unit) advertising the property for sale or rent. Signs may not be larger than 18"x24". (CC&Rs, article VII, section 2) The Association does allow a homeowner to place one additional flag or sign inside the front patio area during an open house event. The one 18"x24" sign allowed by the CC&Rs may be placed anywhere on an individual property, most commonly in a

window or on the property iron fence. If placed on the iron fence, care must be taken to use an attachment method that does not damage the painted surfaced.

10. The area outside of your patio space are Association maintained areas and under no circumstances are you permitted to alter, adapt or encroach into these areas. (Architectural Standards page 6)
11. All clotheslines, refuse containers, wood piles, storage areas, and machinery equipment must be obscured from view of adjoining lots and/or streets by a fence or appropriate screen approved by the Board of Directors. (CC&Rs, article VII, section 9)
12. Each owner shall maintain and keep in a state of good repair and attractive condition his Lot, the landscaping thereon and the exterior surfaces of the improvements thereon, including any fences or walls facing the public streets or common areas. (Except to the extent that such matters are to be maintained by the Association. (CC&Rs, article X, section 2)

Owner Responsibility

1. Each owner shall comply with the governing documents of the Association, those being; CC&Rs, By-Laws, Architectural Standards and Rules and Regulations governing the use of the project as are adopted by the Board.
2. Any damage caused by misuse by the owner's family, guests or tenants is the responsibility of the owner. If repair or maintenance is required due to such misuse, the cost will be charged to the owner.
3. Every owner must perform promptly all maintenance, replacement and repair work, within his lot, which if omitted would adversely affect the properties in its entirety or in part. (CC&Rs, article X, sections 1 & 2 & 5)
4. Owners wanting to rent their unit must complete the "Owner Tenant Form" located on the website and return to management via email.

Noise and Nuisance Control

Surfcrest Corporation does not support, condone or recommend the use of streets or alleyways for any recreational or sports activities.

Surfcrest Corporation waives all liability for any and all damage to persons or property due to these actions. All damages are the sole responsibility of the responsible party.

1. No noxious or offensive activity shall be carried on upon any part of the properties, including streets and alleyways, 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 of the owners of his respective dwelling unit. (CC&Rs, article VII, section 4)
2. No animals or fowl may be kept on the properties, which result in an annoyance or are obnoxious to the residents in the vicinity. (CC&Rs, article VII, section 6)
3. Bicycle riding, rollerblades, skateboarding, or scooter riding on sidewalks is prohibited throughout the Surfcrest Community. (Resolution #16).
4. No person shall use or ride a skateboard upon or within any common area (sidewalks, streets, alleys, etc.) within the Surfcrest community. (Resolution #19)
5. Surfcrest Association Residents shall not use homes or garages for business or commercial purposes or other such non-residential purposes. (CC&Rs, article VII, section 1)
6. Trash receptacles cannot be placed on the street before noon the day before trash day. Trash receptacles must be returned to the garage by 10PM trash day. (Huntington Beach Municipal Code 8.21.100)
7. The Surfcrest Association has adopted all present provisions of the California Vehicle Code or as they may be amended in the future pertaining to the use of motorized bikes, motorized scooters and 'pocket' motorcycles within the Surfcrest community. Vehicle code sections; 21235, 21223, 21968, 21225, 21227 ,21967 ,22411. (Resolution 32 adopted December 2004)
8. Other than an emergency (i.e., changing a flat tire) no maintenance work, general repairs, or modification of a vehicle may be performed in the common parking areas of the community.

9. Vehicle Mobile Washing: Residents wanting to wash their vehicle or use a mobile vehicle wash service must use the space immediately behind their garage for this purpose. At no time, may a mobile vehicle wash service use guest parking or main Surfcrest streets. To be in compliance with the City of Huntington Beach regulations on vehicles in our fire lane alleyways, vehicles cannot be left unattended and in case of emergency, the vehicle keys should be in the ignition. (Resolution #33 adopted July 26, 2017)
10. Remodeling Projects: Homeowner construction, maintenance and do-it yourself repairs are restricted to the hours of 8:00a.m. to 5:00p.m. Monday through Friday and 9:00a.m. to 3:00p.m. on Saturdays. This includes the repetitive use of all motorized and non-motorized equipment for all indoor projects. All interior and/or exterior construction, maintenance and DIY projects that produce repetitive noise are prohibited on Sundays. Emergency repairs for health and safety reason are excluded from this requirement. (Resolution #34 adopted December 2017)

Pet Control

Due to the landscaping damage caused by repetitive pet waste, Surfcrest Corporation recommends all dogs are walked outside the community grounds.

1. No animals, livestock, or poultry shall be kept on any Lot, except dogs, cats, or other household pets may be kept on the properties. (CC&RS, article VII, section 6)
 - 1a. Limit of (2) pets per residence.
2. Breeding or raising of animals for sale is not permitted within the Surfcrest Community. (CC&Rs, article VII, section 6)
3. Dogs are prohibited from excreting pet waste on all Turf/Grass Common Areas: No person shall allow their dog to eliminate waste on common area turf (grass) within Surfcrest. (Resolution #22)
4. Pet owners are required to remove pet waste: All persons exercising pets in common areas are required to remove pet waste immediately. (Resolution #22)
5. Pets must be kept on a leash and public leash laws apply within the Surfcrest Community. (Huntington Beach City Ordinance)

Pool Rules

Pool Use

1. Hours: The Pool Area facilities are closed between the hours of 11:00 P.M. and 5:00 A.M. Please be considerate and respectful of nearby residents prior to 7:00 A.M. and after 9:00 P.M (quiet time).
2. Adult Supervision Required for Children under the age of fourteen (14). No child under the age of fourteen shall enter, nor remain within, the Pool Area without the supervision of an adult 18 years of age or older.
3. Residents and Guests Only: The Surfcrest Pool Area is for the use of residents and their guests only. Day guests must be accompanied by a resident 18 years of age or older.
4. Limited Number of Guests: No resident shall bring more than 10 guests into the Pool Area at one time, without prior notification to, and authorization from, the Management Company and approval from the Board of Directors.
 - Notice (the Authorization Request Form) shall be provided to the Management Company no less than 14 business days prior to the event.
 - The Management Company may deny authorization if prior reservations would cause the Pool Area capacity to be exceeded.
 - After receiving Management Company approval, a Board member is responsible for posting their party date and time on the bulletin board in the Pool Area 5 days prior to the event.
 - When the party has come to the approved end-time, the Resident's Guests should vacate the Pool Area.
 - The party host is responsible for ensuring all trash is picked up and removed from the pool area.
5. Responsible Persons: Residents are responsible for their own actions as well as those of their guests.

6. Children, Toddlers, and Babies: All children of any age must wear swim attire. No bare bottoms! Unless the child is “potty trained”, “swim diapers” must be used in the Pool and Pool Area under a bathing suit. Parents of children wearing swim diapers have full responsibility for monitoring their children and removing them immediately from the Pool if their swim diapers become soiled.
7. Pool Toys: Devices for pool use, including; Noodles, Swim Vests, Kickboards, and single person floatation devices may be used in the Pool; provided that their use does not interfere with other Residents’ use of the Pool.

Pool Area

1. Clean-Up: Residents and Guest must return pool furniture to their proper places, and return chair-backs to their upright positions.
2. Trash: All trash shall be deposited in appropriate receptacles: Residents are responsible for their own, as well as their guests clean up.

Prohibited Items

1. Glass items, bicycles, motorcycles, skateboards, scooters, or any wheeled riding devices, boogie-boards, surfboards, roller or inline skates of any kind, commercial vehicle inner tubes and large, multi-person flotation devices are prohibited in the Pool Area.
2. Pets and Animals Prohibited: No person shall bring any pet or animal into the Pool Area.
3. Nuisance Prohibited: No person shall disrupt the peaceful use of the Pool Area by others, nor disturb nearby residents, by engaging in any of the following behaviors: acting in a rowdy or boisterous manner, diving, playing loud music, running, or using profanity. Any other disruptive or offensive behavior not listed is also prohibited.
4. Smoking Prohibited: Smoking and vaping (e-cigarettes, etc.) is prohibited within the Pool Area.
5. Wetsuits are prohibited in the Pool and Spa.
6. No Sand in the Pool Area: No person coming from the beach shall use the Pool or Spa without first showering in the Pool shower provided.

Parking

See Parking Procedures & Rules as posted on the Surfcrest HOA Web Site or contact the Golden West Property Management Company for more detailed Parking and Vehicle Registration information

Note: The term "Vehicle" refers to cars and trucks only.

GENERAL INFORMATION

1. New decals and hang tags will be issued to registered vehicles only.

DECALS AND HANG TAGS

1. All resident vehicles accessing the Surfcrest property must display a Residential Decal which must be permanently affixed to the inside lower left (driver's side) corner of the front window (windshield).
2. To obtain a resident decal, residents must show a current vehicle registration with their current address. A resident using a vehicle owned by a company employing them must submit proof from the employer along with a company business card including their name. Nonresident owners without additional residents occupying their home will be issued the normal Resident Decals and be considered as residents as described above.
3. Overflow Vehicle. Two vehicles MUST be parked in each owner/residents garage. If an owner has more than two vehicles proof must be shown that two vehicles are parked in the garage. When proof is verified by Courtesy Patrol a resident may obtain a sticker indicating a vehicle(s) is an "overflow vehicle." Offsite owners without full time residents in their home are NOT eligible for Overflow parking. Overflow status is valid for 12 months, after which the resident must reapply subject to the provisions stated herein. There is no guarantee space will be available.
4. Oversize Vehicle. Should a vehicle be determined UPON INSPECTION by Courtesy Patrol to be oversized and unable to fit the standard garage dimensions as stated in the original architectural design of the garage, an Oversize designation will be issued and the vehicle may be parked in "visitor parking." There is no guarantee space will be available. These vehicles must reapply every 12 months in case of any changes and for validation.

5. Visitor Parking. Hang Tags will be made available to residents for use by their visitors and or contractors. In the event there is an Offsite homeowner(s) without onsite residents living in their home will also be issued Visitor Hang Tags. Owners who are NOT on sight residents but have occupants in their home are responsible for disseminating the proper decals/tags to the occupants.

GENERAL RULES AND PROVISIONS FOR PARKING:

1. Decals and Hang Tags will be periodically reissued. Homeowners will be advised in writing when this will occur including days and location for distribution.
2. Should a resident's vehicle information change, it is the responsibility of the resident to submit a request to change the registration information. Information should be sent via mail or fax to:

Surfcrest Corporation Homeowners Association
Golden West Property Management
6101 Ball Road, Suite 301
Cypress, CA 90630
Fax: 714-220-9327 Email: parking@courtesypatrols.com

3. Resident Parking: Up to two (2) resident vehicles must be parked in the resident's home garage.
4. Resident registered vehicles may not use guest parking without an Overflow or Oversized vehicle designation.
5. Residents with a decal may not additionally display a Visitor's Hang Tag for the purpose of parking in visitor spaces.
6. New Resident Parking: Upon notification of a resident change, at close of escrow for change of ownership, the management company will issue temporary resident authorization. This authorization is valid for thirty (30) days during which time the resident can change the temporary authorization for the permanent decals available to residents. Appropriate vehicle registration information is required as stated in this document.
7. Visitor Parking: As stated previously, vehicles parked in visitor parking within the Surfcrest community must display a valid Hang Tag in the front window of the vehicle and be parked properly in a visitor parking space. Vehicles displaying a Hang Tag may not be parked in a visitor parking space for more than 72 hours without being moved from the space. In addition, no vehicle displaying a

Visitor Hang Tag may be parked overnight on more than eight (8) occasions with a thirty (30) day rolling period, with overnight defined as between the hours of 12:00 a.m., to 6:00 a.m. If you have a temporary guest who may exceed the permitted eight (8) overnight stays, please call 714-220-5920 or email Becky at becky@gwpm.com Monday thru Friday 9 a.m. to 5:00 p.m. After 5:00 p.m. and on the weekends contact parking@courtesypatrols.com to request authorization for additional overnight stays. Your request must include the reason for the extended time, vehicle information, Visitor Hang Tag number, and the requested start and stop dates. Your request will be taken into consideration and either approved or denied. If the request is approved the guest vehicle will be safe listed for the number of days authorized.

8. Handicap Parking: Resident and visitor vehicles may be parked in specifically marked blue spaces designated for handicap parking for a maximum of 72 hours. The vehicle must display the required handicap designations.
9. Street Parking: Is prohibited in all areas of Surfcrest by the City of Huntington Beach and the Fire Department with the exception of designated guest parking spaces. All main streets, alleyways and driveway approaches are designated Fire Lanes. The fire lane designation requires that the road way provide 28 feet of width to allow Fire Vehicles to travel and then turn into our alleyway access roads. 28 feet is the exact distance from curb to curb on our streets and alleyways. To comply with our Fire Department requirements and Fire Department vehicles needs and for safety of the people and property of our community make sure that when parking in Visitor Parking the rear end of your vehicle is not extended beyond the curb on either side of the parking stalls. Anything beyond that will be considered a parking violation of the fire lanes. Parking in a fire lane may cause the vehicle to be immediately towed WITHOUT NOTICE and at the owner's expense.
10. Non Standard Vehicles: No trailers, campers, motor homes, recreational vehicles, mobile equipment, boats, commercial or inoperative vehicles shall be parked on any street or in any common area within the property. Temporary parking for a maximum of two (2) hours is allowed for house trailers, campers or

motor homes only for the purpose of loading or unloading the vehicles.

11. Motorcycles: All types of two (2) wheel motorized vehicles operated in the Surfcrest community must be licensed for public streets and highways in the state of California.
12. Drive Requirements: Only licensed drivers may operate motor vehicles within Surfcrest.
13. Speed Limit: The speed limit within Surfcrest is 15 MPH.
14. Gate Entry: Only one car is permitted through the gate or raised arm at a time.
15. Safe listing: Any resident may request to use the visitor parking spaces for conditions that prohibit the normal use of the garage. These exclusions may include but not limited to; home remodeling, storage rearrangement, short term project. All such requests must be made and approved through the management company during normal business hours. During non-business hours, requests can be made directly to Courtesy Patrol (see item #2 for contact information). Courtesy Patrol will temporarily safe list the vehicle until the next business day at which time the management company will be contracted for authorization.
16. Penalties: Vehicles without proper authorization for guest parking may result in immediate towing. These include: Any vehicle parking on a street, alleyway or driveway approach within the Surfcrest community property, all of which are designated fire lanes. Any vehicle without current vehicle license tags. Any vehicle without a current Surfcrest hang tag allowing visitor parking, or an invalid or incorrect parking designation (without being prior Safe listed). Any vehicle parked in the same space for over 72 hours.
17. Any tampering with decals or hang tags will be considered a violation of the Parking Rules and Procedures.
18. Please remove all old decals and hang tags from your vehicle.

Surfcrest Corporation Violation Procedure

1. When a violation occurs the homeowner/resident will receive a letter stating the nature of the violation, along with an invitation to attend a hearing, the fine imposed or a time frame to correct stated violation.
2. Failure to attend the hearing will result in a penalty of \$100 for each individual infraction noted in the violation.
3. If the violation is confirmed at the hearing as a onetime event, the Board of Directors may levy a \$100 penalty for each individual infraction noted in the violation.
4. If the violation is confirmed at the hearing as a continuing violation that has not been corrected, the Board of Directors may take one or more of the following actions:
 - a. Levy a \$100 penalty for initial occurrence of violation.
 - b. Levy an additional \$100 after 30 days following the initial violation.
 - c. Levy a \$200 penalty for the second thirty-day period and each 30 days following the initial violation.
 - d. Suspend the Homeowners Association privileges which include, voting in elections, use of common area, and automated gate access for a period of not more than 30 days.
 - e. Submit the matter to binding arbitration in accordance with the rules of the American Arbitration Association.
5. The hearing shall be held before the Board in Executive Session, unless requested to be held in General Session by the homeowner(s).
6. Results of the hearing, including any monetary penalties, or action to be taken, shall be delivered to the homeowner within seven (7) days following the date of hearing.

We, the Board of Directors of the Surfcrest Corporation, resolve to adopt this policy this 13rd day of September, 2011.

*Members wishing to report violations must do so in writing to the Management Company. Violations may not be anonymous and must include the name or address of the party in alleged violation and the name of the person making the complaint.

ASSESSMENT COLLECTION POLICY

BOD Revised January 2012

The effective and prompt collection of assessments is critical to the running of the Surfcrest Associations. Only through the collection of these assessments can important bills, i.e., insurance, be paid and property values be maintained.

With these facts in mind, the following is the Surfcrest assessment policy.

1. Monthly assessments are due on the first day of each month. Special Assessments are due according to the terms of the Special Assessment.
2. Assessments are delinquent 15 days after they are due and a late charge of \$10.00 or 10% of the monthly assessment, whichever is larger, will be charged after 16 days. An interest rate of 12% will also be charged commencing 30 days after the due date.
3. When assessments become delinquent by more than 60 days, a pre-lien letter will be sent to the owners of record and a fee of \$75.00/\$100.00 will be charged and added to the delinquent balance. When assessments become delinquent by more than 90 days a lien will be recorded against the owner's unit and a fee of \$325.00 will be charged and added to the delinquent balance, subject to the procedural prerequisites of Civil Code Sections 5650, and 5705. This lien will encumber the property and, very likely, prevent the sale of the unit until all delinquencies and costs of collection are paid.
4. When assessments become delinquent by more than 120 days, and subject to the applicable procedural prerequisites of Civil Code Sections 5650, and 5705, a non-judicial foreclosure action will be commenced to enforce the lien. This procedure, also used by banks and savings and loans to collect on unpaid mortgages, takes approximately 111 days from inception to the foreclosure sale. You could lose ownership of your property if a foreclosure action is commenced. You will be responsible for significant additional costs and fees if a foreclosure action is commenced against your

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property. The Association also reserves the right to collect unpaid assessments, fees and charges through any other manner provided by law.

5. Any owner who is unable to pay assessments will be entitled to make a written request for a payment plan to be considered by the Board of Directors.
6. Any owner may request, in writing, that additional copies of notices required by Civil Code Section 5650 concerning assessment collection be sent to a secondary address. The owner's written request must be sent via certified mail, with delivery confirmation, to Golden West Property Management Company.

Meeting Conduct

The Board of Directors meets for the purpose of conducting the business of the association. The governing documents for the association outline the procedure for the meetings and the Board of Directors is obligated to follow the meeting format as written.

In order to run the meetings efficiently, we would like to ask that those homeowners attending the Board meeting read over the outline for conduct presented below. This information can be found in the By-Laws for the Corporation, which was issued at the time of purchase.

Homeowners are invited to ask questions and present opinions to the Board during the "Homeowners' Forum" portion of the meeting. Time allocated during the Homeowner forum will be limited based on the Board Meeting agenda. Once "Homeowners' Forum" has concluded, the Board of Directors must be free to conduct business amongst themselves and decisions are made by a majority vote of the Board only. Agendas are available prior to the meeting for all homeowners upon request. If you see an item on the Agenda that the Board will be discussing and have an opinion to express, we ask that it be expressed during "Homeowners' Forum" only. Homeowners' Forum allows the Board to hear opinions related to issues regarding Association issues. If you have a concern regarding an action taken by the Board during open meeting, we ask that you place your concern or opinion in writing and submit it to the Board through the Management Company. The correspondence will be placed in the next Board Package and the Board may or may not choose to revisit the issue.

Regular and special meetings of directors shall be open to all members of the Association. However, Association members who are not on the Board of Directors may not participate in any deliberation of discussion unless expressly so authorized by the vote of a majority of a quorum of the Directors.