

promenade

A T S P E C T R U M

RULES & REGULATIONS

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RULES & REGULATIONS

I. MEMBERSHIP INFORMATION.

A. General.

1. Promenade at Spectrum Homeowners Association (“Promenade”) is a California nonprofit mutual benefit corporation consisting of those Owners of Condominiums within the ultimate boundaries of the Promenade community (“Community”).
2. These Rules and Regulations (“Rules”) have been developed with the consideration given to providing each person with the greatest enjoyment of the amenities without infringing on other persons and their rights to quiet enjoyment of their Condominiums and our Community.
3. These Rules supplement Promenade’s Declaration of Restrictions (“CC&Rs”), Bylaws, Articles of Incorporation, and any supplements, additions or amendments. Please be sure to read these documents carefully.
4. Owners are responsible for their own actions and those actions of all persons living with them, visiting them, or providing a service on their behalf.

B. Definitions.

The defined terms within the CC&Rs, Bylaws, Articles of Incorporation and any supplements, additions or amendments, and the following definitions shall apply:

1. **Guest.** Guest shall mean and refer to any person or entity who is authorized by a Resident to enter the Community (including vendors, contractors, or subcontractors).
2. **Tenant.** Tenant shall mean and refer to any person who leases/rents a Condominium in the Community.
3. **Resident.** Resident shall be any person not an Owner whose principal residence is a Condominium within the Community.

II. GENERAL GUIDELINES.

A. Common Area Guidelines.

1. Littering, smoking, electric cigarettes, illicit drugs and alcohol consumption is not permitted in the Common Area.

2. No person shall attempt to or in fact alter, deface, knock down or remove any Common Area, or any part thereof.
3. Owners are responsible for any damage to the Common Area, regardless of whether such damage was caused by said Owner, a Resident, Tenant, or Guest.

B. Business and Commercial Activities.

1. No part of the Community may be used, without prior written approval from Promenade's Board of Directors ("Board"), for any business, commercial (this includes but is not limited to auctions, garage sales, estate sales or similar events), manufacturing, mercantile, storage, vending or other nonresidential purposes, including any activity for which the provider is compensated or receives any consideration, regardless of whether the activity is engaged in full or part-time, generates or does not generate a profit, or requires or does not require a license.
2. Please refer to CC&R's Article 6.1, Residential Purposes, for more information.

C. Nuisances.

1. Noxious or offensive activities are prohibited in the Community and on any public street abutting or visible from the Community. Large power equipment and large power tools, off road motor vehicles and objects which create or emit loud noises or noxious odors may not be parked, stored or located or used in the Community without prior written approval from Promenade.
2. Storage of building materials is prohibited, except on a temporary basis during construction, in areas approved by Promenade.
3. Promenade is entitled to determine if any noise, odor, or activity producing such noise or odor constitutes a nuisance.
4. Smoking is not permitted in the Common Area, but is permitted in Exclusive Use Area so long as it does not create a nuisance to others.
5. All exterior lighting should adhere and comply with all federal, state, and local ordinances.
6. Determination of light trespass nuisances shall be made by observation by Promenade.

D. Tenant Guidelines / Short Term Rentals.

1. Owners must be responsible to supply their Tenants with the Promenade governing documents.
2. Owners who rent their homes must include in their rental agreement, terms that obligate their Tenants to abide by all of Promenade's governing documents.
3. Lease/Rental Agreements shall be for a minimum term length of thirty (30) days. Vacation rental programs (e.g. AirBnB), student exchange programs (e.g. American Scandinavian Student Exchange), and house exchange programs (e.g. HomeExchange) are not permitted.
4. Penalties and other actions to correct violations will be assessed against the Owner even if the Tenant committed the violation. The Owner is solely responsible for payment of assessments.
5. Owners must supply a current copy of the Lease/Rental Agreement to the Association, through its management company. The Lease/Rental Agreement must include, but is not limited to the following: (a) full name of occupants and relationships of all those residing within the home, (b) dates of occupancy, (c) all vehicles associated with the residence (including vehicle make, model, and license number(s)), and (d) terms that obligate the Tenant(s) to abide by all of Promenade's governing documents. It is the Owner's responsibility to update Promenade, through its management company, prior to the expiration of any rental agreement and the commencement of a new rental agreement.
6. Occupancy must adhere to all federal, state and local ordinances.

E. Pet Regulations.

1. Pets belonging to Owners, Residents, Tenants, or Guests in the Community must be kept in the Condominium; provided however, when outdoors, pets must be kept on a leash or harness and under the control of a person capable of controlling the animal.
2. Pets are permitted in the Common Area solely for Condominium ingress and egress. Pets are not permitted in the Common Area for any other reason, including use of the Common Area for vomiting, urination, and/or defecation. Should a pet vomit, urinate and/or defecate in the Common Area during Condominium ingress or egress, all excrement or other unsanitary condition must be immediately cleaned.
3. Pets shall not be left unattended on balconies or patios.

4. Each Owner shall be absolutely liable to each and every other Owner, Resident, Tenant, and Guest, including Promenade, for damages or injuries caused by any pets brought or kept in the Community by the responsible Owner, Resident, Tenant, or Guest.
5. Owners are responsible to minimize excessive noise from pets, including but not limited to barking, howling, and whining.
6. Service pets are permitted in the Common Area, but are not permitted to vomit, urinate and/or defecate in the Common Area.

F Contractor and Vendor Guidelines.

1. Owners are responsible for all contractors and vendors present on their or their Tenant's behalf.
2. Owners have the responsibility to acquaint their contractors and vendors with Promenade's governing documents.
3. Contractors and vendors that provide services may be permitted access outside the contractor and vendor hours for emergencies or other written approval by Promenade.
4. Contractors and vendors must adhere to the following hours:
 - 7 a.m. – 6 p.m. (or dusk) Monday through Friday
 - 8 a.m. – 6 p.m. (or dusk) Saturdays
 - No Work on Sundays or federal holidays
5. Contractors and vendors will not leave vehicles, equipment, trash, debris or other similar material in the Common Area after contractor and vendor hours.

G. Trash.

1. No bulk items are permitted in the Common Area trash/refuse bins. Trash/refuse must be placed in sealed bags before being placed into the Common Area trash/refuse bins.

H. Vehicles & Parking.

1. All vehicles on the premises must display current state registration.
2. Owners are liable for violations of Promenade's governing documents, including damage to the Common Area as a result of negligence, carelessness or misuse for any of their actions or actions of their Residents, Tenants, or Guests.

3. Driving or parking any vehicle is specifically prohibited on pedestrian paths, on landscaped areas, in construction areas, in front of an Owner's garage, other Common Area and any other area that would constitute a safety hazard or interfere with the use of, or access to, vehicles, or emergency vehicles; including but not limited to mailboxes and parking the wrong direction, against traffic. Violation of fire lane designations is subject to immediate towing.
4. No Person may store, abandon, wreck, dismantle, rebuild or render inoperable any vehicle in any outdoor area within Promenade.
5. No person shall attempt to or in fact alter, deface, knock down or remove any official traffic or parking control devices or any inscription, shield or insignia thereon, or any part thereof.
6. Parking spaces, marked RESERVED, are owned exclusively by an Owner of a Condominium. The Owner, Resident, or Tenant of that RESERVED parking space may have illegally-parked vehicles towed at the vehicle owner's expense.
7. Any vehicle parked in violation of Promenade's governing documents and/or federal, state, or local ordinance is subject to removal at the violator's sole expense per California Vehicle Code 22658.2.
8. Motorcycles are to park in designated motorcycle spots only or they shall be towed at the vehicle owner's expense.
9. No boat, camper, recreational vehicle, trailer, van, or motor vehicle of any type other than a standard automobile may be stored or parked on the premises other than in the garage, except temporarily for the purpose of loading and unloading.
10. Leaks and/or other damage from vehicles in the street and on driveways must be cleaned up immediately.
11. Off-road riding within any common area, open space, or private street serving the community is prohibited.
12. Non-functional vehicles must be kept within the garage or shall be towed from the property after 72 hours.
13. Vehicles park at their own peril; Promenade is not responsible for loss or theft.
14. Contact posted towing company for vehicle recovery.

15. Garage Policy

- a. Garages shall not be converted, modified, or obstructed in any way which prevents its use for parking the number of automotive vehicles it was originally intended to accommodate.
- b. All garage doors shall remain closed at all times, except as reasonably required for entry to or exit from the garage.
- c. Major repairs, painting, or major restorations of any motor vehicle of any kind within the garage, Condominium, Exclusive Use Common Area, or elsewhere within Promenade is prohibited except for emergency repairs and then only to the extent necessary to enable movement of the vehicle to a proper facility.

16. Parking Boss

- a. All Owner, Resident and Tenant vehicles must be registered with Promenade, through Parking Boss, a Virtual Attendant parking system, and with Promenade's management company (attached).
- b. New vehicles must be registered within ten (10) days of ownership of the vehicle, and/or ownership or tenancy of a Condominium.
- c. Failure to register may result in vehicle towing and/or a violation of Promenade's governing documents subject to enforcement as stated in these Rules.

17. Guest Parking

- a. Guest spaces are only for short-term use by guests of the Residents of Promenade— not for use by Promenade Owners, Residents, or Tenants.
- b. Owners, Residents, or Tenants must request a guest vehicle registration through the Parking Boss website or Parking Boss app (attached).
- c. Owners, Residents, or Tenants shall direct the guest vehicle to the appropriate and available guest space, marked "GUEST" (not marked "RESERVED").
- d. Each guest vehicle registration is valid for up to twenty-four (24) hours.
- e. Only one (1) vehicle per Condominium is permitted at a time. The same guest vehicle may register up to five (5) times in a thirty (30) day period.

- f. Guest vehicle parking without a valid Parking Boss guest registration will result in the vehicle being towed at the vehicle owner's expense.
 - g. Disabled/Handicap guest parking spaces require Parking Boss registration in addition to a current and valid state-issued Handicap vehicle placard or license plate.
18. A temporary, special exemption (not including medical variances) to the guest parking policy may be submitted to Promenade's management company for review. The following rules apply:
- a. Maximum timeframe of seven (7) days every six (6) months.
 - b. Vehicle and license plate information must accompany the request.
 - c. Request must be made seven (7) days in advance (to allow time for approvals and processing).
19. Clearly marked commercial vehicles shall be permitted in guest parking, with valid permit, for purposes of making deliveries, repairs, or similar activities. Owners, Residents, or Tenants are responsible to notify vendors without clearly marked commercial vehicles of the parking policy and provide the appropriate guest registration. Vendor vehicles parked in a Guest parking space without a valid permit and not actively completing work at the property, or parked overnight in a guest space, shall be towed.

I. Condominiums.

- 1. No unsightly articles shall be permitted to remain on any portion of a Condominium so as to be visible from any other portion of the Common Area.
- 2. Penetrating and/or puncturing the stucco, including but not limited to balconies, porches, patios, or other Common Area, in any manner that compromises the integrity of the buildings is prohibited. There shall be no attaching of plants, decorations, lights, or similar items, that require penetrating any building material, surface, and/or structure.
- 3. Balconies shall not be used for storage at any time. NOTHING is to be placed or hung on the balcony railing or balcony ceiling. NOTHING is to be thrown from the balcony.
- 4. Balcony screens are permitted on the balcony; however, owners must obtain Board approval prior to installation.

5. Gas grills / barbeques are permitted only in exclusive use areas so long as they comply with federal, state, and local ordinances and fire codes. No other types or kind of grills or barbeques are permitted. Fire pits or similar items are not permitted.

III. SECONDHAND SMOKE

Promenade's policy regarding Secondhand Smoke Complaints and Resolution of Disputes ("Policy") is intended to create requirements of Promenade's Owners before Promenade's involvement. The Policy is not intended to release Promenade from its obligations pursuant to Promenade's governing documents. Nothing in the Policy should be construed to obligate Promenade to resolve any secondhand smoke complaint to the satisfaction of any particular party.

A. Definitions.

1. "ADR" shall mean and refer to alternative dispute resolution as defined in California Civil Code section 5925.
2. "Neighbor-to-Neighbor Dispute" shall mean and refer to a dispute that does not directly impact the Common Area, in the Promenade's sole opinion.
3. "Smoking Dispute" shall mean and refer to a complaint made by one Owner against another Owner with respect to allegations of secondhand smoke.
4. "ADR Certification" shall mean and refer to documentation certifying one of the following: (a) ADR was completed and was unsuccessful in resolving the Smoking Dispute; or (b) one of the parties to the Smoking Dispute did not accept the terms offered for ADR.

B. Policy.

Promenade shall act when it is in receipt of a Smoking Dispute:

1. At the next scheduled executive session, the Board will discuss the Smoking Dispute to determine whether it is a Neighbor-to-Neighbor Dispute.
2. If the Smoking Dispute involves the Common Area, the Board shall investigate whether the Smoking Dispute constitutes a violation of Promenade's governing documents and act in accordance with Promenade's governing documents (e.g. enforcement procedures).
3. If the Smoking Dispute is strictly limited to a Neighbor-to-Neighbor Dispute, it shall notify the parties involved in the Smoking Dispute of the Board's determination.

4. Neighbor-to-Neighbor Disputes will require the parties to attempt ADR prior to requesting Promenade to resolve the dispute. The parties may commence ADR with a Request for Resolution, pursuant to California Civil Code section 5935.
5. The Board, after receiving an ADR Certification, shall discuss and determine whether the facts, circumstances (e.g. allergies, hypersensitivities, etc.), and evidence warrant Promenade involvement and enforcement in accordance with Promenade's governing documents. This may include, but is not limited to, the following:
 - a. Notice and hearing procedures consistent with Promenade's governing documents.
 - b. Retention of a qualified environmental consultant to evaluate the extent of secondhand smoke and recommended actions to minimize and/or cease secondhand smoke. The costs for such a consultant shall be at the smoking Owner's expense, unless there is no secondhand smoke found, and then at the non-smoking Owner's expense.
 - c. Requiring the smoking and/or non-smoking Owner to install air filtration systems, air filters in existing vents, perimeter weather stripping around doors and windows, sealing/closing gaps, gaps and holes in and around interior walls and fixtures.

IV. ARCHITECTURAL GUIDELINES

A. General Information.

The purpose of these architectural guidelines is to create and preserve the architectural design and aesthetic integrity for Promenade. This is accomplished by establishing standards that integrate the architectural character, site planning and landscape design that maintain visual order and compatibility. These architectural guidelines, along with the other governing documents for Promenade, form the basis for evaluation of plans and specifications submitted by an Owner.

These architectural guidelines apply to all modifications, alterations, changes and improvements to the exterior of a Condominium, Exclusive Use Area, as well as structural alterations to the interior of a Condominium. All such requests must be submitted in writing by the Owner in the form of the attached application, and submitted to Promenade through the management company. No work shall commence until the Owner obtains written approval from Promenade. Failure to comply with this requirement could result in legal action against the Owner, monetary fine, and/or a requirement to return the unapproved modifications, alterations, changes and improvements to original condition at the Owner's expense.

Promenade will exercise its best judgment in determining whether the plans and/or specifications in an architectural application are consistent with the design objectives in the governing documents. Please note Promenade does not review and/or approve an application for

compliance with federal, state, city, and/or local laws and ordinances, including but not limited to building codes and permits – this remains solely an Owner’s obligation.

No Owner may cause or permit any mechanic’s lien to be filed against any portion of the Common Area for labor or materials alleged to have been furnished or delivered to a Condominium or Common Area. Any Owner who does cause or permit a mechanic’s lien to be filed against the Condominium or Common Area shall immediately cause the lien to be discharged within five (5) days after notice to the Owner from Promenade. If any Owner fails to remove the mechanic’s lien, Promenade may discharge the lien and charge the Owner a reimbursement assessment for the cost of the discharge.

Any item(s) or issue(s) not specifically addressed in the governing documents are matters left to the discretionary judgment of Promenade acting in good faith on behalf of the best interests of Promenade.

B. Required Documents For An Application.

1. An application (attached) is deemed complete when all sections are completely filled in with all applicable documentation/information, is signed by the Owner and dated.
2. The following should not be considered an exhaustive list, but used as a guide to assist the Owner in submitting a complete application:
 - a. Address of Unit.
 - b. Photographs and/or plans of the proposed Improvement and location.
 - c. Specifications showing the nature, kind, shape, height, width, depth, description of materials, fixtures, and color scheme with manufacturer’s identification number. Color samples of paint, stain and/or materials must also be provided where available.
 - d. One (1) copy of drawings/plans.

C. Application Review Process.

Upon receipt of a completed application, the Committee shall meet to consider and review an Owner’s application. Absent a reasonable request for additional information and/or documentation, the Committee must provide a written decision on an Owner’s application within 60 days of being submitted to The Association; otherwise the application shall be deemed approved. The only exception shall be for **solar energy systems**, which requires the Committee to provide a written decision within 45 days of being submitted to The Association; otherwise the application shall be deemed approved.

If an application is denied, the Owner may submit a written response to The Association within 15 days of a denied application, requesting reconsideration and the reason(s) reconsideration is necessary.

D. Guidelines Regarding Specific Improvements.

1. Air Conditioning & Portable Fans

- a. Exterior and/or portable air conditioners which protrude through walls or extend from windows are prohibited.
- b. Central air conditioning systems and related equipment, if approved, shall be covered so as to not be visible from the Common Area.
- c. Portable fans in the windows of a Unit are permitted so long as the fan does not protrude through the window and the screen remains fully intact in the window.

2. Outside Antenna / Satellite Dish

- a. All outside antenna / satellite dish installations must be preceded by written authorization from the Board. The Board may review the location and installation of an outside antenna / satellite dish after it is installed. After its review, the Board may require that the outside antenna / satellite dish be moved to a preferred location (if one has been designated) for safety reasons or to comply with reasonable restrictions subject to this Section and applicable law.
- b. The Board may adopt reasonable restrictions on installation and use of an outside antenna / satellite dish as part of its design guidelines in order to minimize visibility of the outside antenna from other Condominiums. Such restrictions may designate one or more preferred installation locations, or require camouflage such as paint (subject to the antenna manufacturer's recommendations) or screening vegetation or other Improvements. However, no restriction imposed by the Committee may (i) unreasonably delay or prevent the installation, maintenance or use of an outside antenna/ satellite dish, (ii) unreasonably increase the cost of installation, maintenance or use of an outside antenna/ satellite dish, or (iii) preclude acceptable quality reception.
- c. The Board may prohibit the installation of an outside antenna/ satellite dish in a particular location if, in the Board's opinion, the installation, location or maintenance of such outside antenna/ satellite dish unreasonably affects the safety of the Owners or any other Person, or for any other safety-related reason established by the Committee, or

impacts the Condominium Building (i.e., no attachment to the exterior or roof of the Condominium Building).

- d. Outside antenna/ satellite dish may be installed on a stand within the Owner's Exclusive Use Common Area; however, camouflage screening may be required by Promenade.
- e. No outside antenna/ satellite dish is permitted to be installed on any real property which an Owner does not own or is not entitled to exclusively use or control.
- f. Please refer to CC&Rs Article 6.7, Outside Antenna, for more information.

3. Disability Modifications

- a. Modifications to the interior or exterior of a Condominium, and/or the Common Area is permissible to facilitate access for persons who are blind, visually handicapped, deaf, or physically disabled.
- b. All modifications require written approval and compliance with Civil Code section 4760.
- c. Modifications shall be removed at the Owner's expense when the need for the modifications is no longer required and/or necessary.

4. Solar Energy Systems

Owners are required to submit a Solar Application Packet, which includes complete plans for solar energy systems to the Promenade Board, receive written Board approval and enter into a Permissive Use Agreement prior to installing solar energy systems.

MINIMUM REQUIREMENTS OF SOLAR ENERGY SYSTEMS

Solar energy systems, as defined in Civil Code section 801.5, are subject to reasonable requirements by Promenade, pursuant to Civil Codes section 714 and section 714.1. Further, pursuant to Promenade's CC&Rs, solar energy systems shall conform to the architectural aesthetics of the project as determined by the Board. The following are the minimum requirements for all solar energy systems at Promenade. Please note the Board has the authority to impose additional reasonable requirements on a case by case basis.

- Roof Mounted: All solar modules and associated support rails shall be mounted on the roof (not near the edge of the / roof overhangs of the building) directly above the Owner's Residential Unit. Solar modules and associated support rails shall not be placed on any other portion of residential lots and/or on the common area.

- Overall Aesthetics: Solar modules and associated support rails shall match the overall aesthetics of Promenade.
- Non-Reflective: Solar modules shall be non-reflective.
- Electrical Conduits: All exterior-mounted conduit and electrical enclosures shall be painted and/or purchased with a finish and color to match the underlying, existing surface color(s), in a manner that is concealed and/or blends in with the aesthetics of the building. No extension surface conduit, panels or inverters should be mounted on the building elevation.
- Roof Encroachment: The solar energy system shall not encroach and/or utilize roof space to any more than necessary to install a solar energy system to satisfy the needs of the Owner. In addition, the Owner wishing to install a solar energy system shall obtain the written acknowledgement of Owner-neighbors in the same building to install the solar energy system on a shared roof, where applicable.
- Flush Construction: The solar modules and associated support rails shall be installed parallel to the roof surface. The solar modules and associated support rails shall be installed parallel to the roof ridges and eaves and flush with the roof tile such that the finished installation looks like a skylight that is an integral part of the roof.

PROCESS TO OBTAIN APPROVAL FOR AND INSTALL SOLAR ENERGY SYSTEMS

The following is the process to obtain approval to install a solar energy system:

1. **Application Packet**. The Owner shall submit the following for approval of a solar energy system:
 - Solar Architectural Application: The Owner shall submit a complete solar architectural application (attached).
 - Plans: The Owner shall submit complete plans for their solar energy system, including an artist rendering.
 - Engineering Drawings: The Owner shall submit solar energy system drawings by a licensed professional engineer that states at a minimum that there is sufficient roof space, the roof can accommodate the solar energy system, the location of pathways/setbacks, and installation does not encroach on another residential units' useable space. The Owner shall also provide contact information for the engineer providing the drawings and disclosures.
 - Photographs: The Owner shall submit, where possible, photographs of the solar energy system and its related components, along with the placement location of the solar energy system on the building roof.
 - Architectural Application Fees: The Owner shall submit a check payable to "Promenade Homeowners Association" in the amount of \$600.00 for outside consultants, attorney and Management fees necessary to review and process your application. Any additional costs incurred will be charged to the Owner. Additional fees will be charged to the Owner if plans are altered or re-submitted. Any amount not spent will be returned to the Owner.

- **Contractor/Vendor Contacts:** The Owner shall provide contact information for all contractors/subcontractors/vendors installing the solar energy system. All contractors/subcontractors/vendors must have proper equipment to access the roof area. All contractors/vendors must be licensed and bonded in the state of California. All contractor/vendor insurance information must be provided.

The Solar Architectural Application, Plans, Engineering Drawings and Photographs, related to architectural improvements, are collectively referred to herein as “Solar Application Packet.”

2. **Board Review.** Upon receipt of the Owner’s completed Solar Application Packet, Promenade’s architectural committee may review it before the Board shall review it. In addition, the Board may provide the Solar Architectural Application to a third (3rd) party architect to provide further commentary and direction to the Board in order to allow the Board to make a decision on the Solar Architectural Application. Owners shall agree to be responsible to pay the third (3rd) party architect fee, along with all related management processing fees related to the Solar Architectural Application. The Board shall provide a written response to the Owner within 45 days from the date of receipt of the completed Solar Application Packet, unless the Board reasonably requests additional information necessary to review the Solar Application Packet. The Board may approve, deny, request changes and/or request more information regarding the Solar Application Packet as needed to comply with California law, the Declaration, and these Solar Energy System Rules and Regulations. Failure of the Owner to disclose the correct solar energy system ownership structure to Promenade’s Board at the time the Solar Application Packet is submitted shall be cause for denial or delay of approval.
3. **Permissive Use Agreement.** If the Board approves an Owner’s Solar Application Packet to install a solar energy system, it shall do so contingent upon to the Owner entering into a Permissive Use Agreement (“PUA”) with Promenade. The PUA shall at minimum set forth the following:
 - The solar energy system shall be installed according to the approved Solar Application Packet approved in writing by the Board.
 - Modifications to the approved Solar Application Packet shall require 45 days to be reviewed and approved by the Board during which time all work shall be stopped until written approval of the modification by the Board.
 - The solar energy system shall be installed by a licensed and insured contractor.
 - The solar energy system shall comply with all federal, state and local laws, all health and safety laws, and all electric utility organizations requirements.
 - All permits necessary for the installation of the solar energy system shall be provided to the Board and included in the PUA to be recorded.
 - The Owner and/or the solar energy system developer, contractor, and/or 3rd party financier shall name Promenade, and all residential unit owners who share a roof with the Owner, as an additional insured on all applicable insurance policies for liability arising out of the installation, continued existence, maintenance, repair, replacement and removal of the solar energy system, and provide a certificate of insurance to Promenade’s management company within ten (10) days of the Board’s written approval of the Owner’s Solar Application Packet, and thereafter yearly upon renewal.

- The Owner and/or the solar energy system developer, contractor, and/or third (3rd) party financier shall defend, release, indemnify, and hold harmless Promenade, and where applicable, and all residential unit owners who share a roof with the Owner, for all liability arising out of the installation, continued existence, maintenance, repair, replacement and removal of the solar energy system, and the Owner must obtain the Owner's adjacent Owner-neighbors' written acknowledgment for the proposed solar energy system as a condition precedent to installation .
 - The Owner shall be solely responsible for the cost of any additional maintenance, repair, or replacement necessitated in Promenade's common area or common maintenance area, and/or adjacent lots, or any damage or destruction to the same, which arises out of the installation, maintenance, repair, replacement, and continued existence of the solar energy system.
 - The PUA shall be recorded with the San Diego County Recorder's Office and bind to all future owners of the residence.
 - The Owner shall be responsible for reimbursing Promenade's management company's fees/costs, consultant's fees/costs, and attorney's fees and costs to review, approve, prepare and record the PUA. Such attorney's fees and costs are the greater of \$600.00 or actual attorney's fees, plus related costs to have the PUA recorded. The Owner shall further be responsible for reimbursing Promenade's actual attorney's fees and costs to prepare and record the withdrawal, abandonment, and/or revocation of the PUA for the Owner's breach of the PUA, or should the PUA no longer be deemed necessary. The Owner shall also be responsible for reimbursing Promenade's management company's fees and costs related to notifying building residents of the start date for the Owner's solar energy system.
 - If ownership of the solar energy system is by a third (3rd) party, including but not limited to a lease or power purchase agreement, then the third (3rd) party shall be a party to the PUA.
 - If the actual ownership structure is determined to be different than that disclosed by the Owner in the Solar Application Packet, it shall be deemed a breach of the PUA and will result in cancellation of the PUA, termination of the solar energy system operating license, and the immediate removal of the solar energy system from the residence and restoration of the roof to pre Solar Application Packet condition - at Owner's sole expense and cost.
4. **Installation of the Solar Energy System.** The Owner shall not install the solar energy system until the following have occurred:
- Owner submits a completed Solar Application Packet.
 - The Board provides written approval of the Solar Application Packet.
 - The Owner and Promenade enter into the PUA.
 - The PUA is recorded with the County of San Diego.
 - Owner shall notify Promenade's management company thirty (30) days prior to installation start date to allow written notification to building residents. Requesting Owner is responsible for all fees/costs related to drafting and mailing said notices.

PROMENADE MAKES NO REPRESENTATION REGARDING WHETHER THERE IS SUFFICIENT ROOF SURFACE AREA TO ACCOMMODATE SOLAR ENERGY SYSTEMS FOR ALL OWNERS IN A BUILDING.

5. Windows

- a. Contact the management company for specific paint / color codes, and approved styles.
- b. Shall be an approved color and match in style to other Condominiums.

6. Doors

- a. Entry Doors
 - i. Contact the management company for specific paint / color codes, and approved styles.
 - ii. Shall be an approved color and match in style to other Condominiums.
- b. Garage Doors
 - i. Contact the management company for specific paint / color codes, and approved styles.
 - ii. Shall be an approved color and match in style to other Condominiums.

7. Video Doorbells

- a. Owners who wish to install an after market video doorbell may do so without submitting an architectural application on the condition that no penetrations are made to Common Area (e.g. stucco, door, wood trim). Penetrations of any kind to Common Area shall require an Owner to submit an architectural application for review and approval by the Board.
- b. The video portion of the doorbell shall not face directly toward another Owner's window, patio, and/or balcony.
- c. Owners shall be liable for any damage to Common Area (including but not limited to holes, tape marks, abrasions, scratches, etc.) caused by that Owner or Owner's family, residents, tenants, guests and/or vendors, caused by the doorbell, whether by installation, maintenance, repair, or replacement.

E. Post Approval Process.

1. Construction

- a. Work shall be completed within four (4) months of the date of approval of the application.

- b. If work will not be completed within four (4) months, the Owner must submit a written explanation to Promenade as to why work will not be completed within the specified time frame, anticipated completion date, and a request to extend the construction period.
- c. Upon completion of the work, Owner will notify Promenade by submitting a Notice of Completion form (attached) within seven (7) days of completing the work.
- d. Promenade may at any time inspect any work for which the Owner applied for approval. This inspection right shall terminate sixty (60) days after the Owner submits the Notice of Completion form.

2. Damages

- a. Owner shall be responsible for any damage caused as a result of an Owner's work, regardless of whether said damage was intentional or unintentional, or caused by Owner or Owner's contractors.
- b. Owner shall ensure all paint, refuse and construction debris is properly removed daily so it is not visible from the Common Area. The Association's dumpsters / trash bins are not to be used to dispose of project related construction debris and should be disposed of in another manner by the Owner. Noncompliance may result in a violation of Promenade's governing documents.

3. Violations & Enforcement

- a. Remedies for violations of the governing documents shall be pursued to the fullest extent permitted by law and/or the governing documents.
- b. The burden of proof for an approved application remains with the Owner.
- c. Work commenced and/or completed without written approval from Promenade will constitute a violation of the governing documents and may require removal and/or modification at the Owner's expense.

V. Enforcement & Fines.

A. Enforcement Procedure.

1. Anyone not abiding by Promenade's governing documents may face corrective action by the Board, who is authorized to require the compliance of all persons in the Community with Promenade's governing documents.
2. If there is a violation, the Board, Promenade's management company or other designated representative acting on behalf of Promenade, are authorized to obtain the names and addresses of violators and report this information to Promenade. It is also the right and duty of each Owner to report violations to Promenade.
3. A violation shall mean and refer to an act in direct conflict with Promenade's governing documents, and/or federal, state or local ordinances.
4. An Owner will receive notice of a violation via first class mail sent to the address on record with Promenade.
5. The violation notice will identify the violation(s) and afford the Owner an opportunity to be heard before the Board or submit a written statement for consideration in lieu or personal appearance.
6. Said violation notice will be postmarked at least ten (10) days before the hearing before the Board, per Civil Code section 5855.
7. Per Civil Code section 5855, within fifteen (15) days after the hearing before the Board, Promenade shall send notice of its decision regarding the violation(s) and imposition of any fines, including but not limited to monetary penalties, suspension of Common Area privileges, self-help remedies, and/or legal action.
8. If a monetary penalty is imposed against the Owner, Promenade must provide at least thirty (30) days from the date of the notice of decision letter for the Owner to pay the monetary fine.
9. Decisions regarding fines against an Owner shall be recorded in Promenade's Executive Session minutes.

B. Fine Schedule.

1. The schedule for monetary penalties shall be as follows:
 - a. 1st violation - \$100.00
 - b. 2nd violation - \$200.00
 - c. 3rd violation - \$400.00
 - d. Subsequent violations and/or failure to correct a violation - \$50.00 per day until the violation is corrected
2. Additional fines, include but are not limited to the following:
 - a. Suspension of Common Area privileges
 - b. Self-help remedies
 - c. Legal action

VII. Collection Policy.

Promenade adopts the below Collection Policy which includes the Promenade's policy for payment plans, imposing late charges and interest, the owner's right to dispute the delinquency, their right to internal dispute resolution and their right to request alternative dispute resolution.

A. Assessments.

1. Promenade's Collection Policy applies to annual assessments, special assessments, capital improvement assessments, or other special benefit assessments ("Assessments"), more fully described in the Promenade's CC&Rs. Assessments are due and payable regardless of whether an Owner receives an invoice.

B. Due Dates.

1. Annual assessments are due and payable in full, in equal monthly installments, on the first (1st) day of each month. Annual assessments become delinquent if not received on the fifteenth (15th) of the month.
2. Special assessments, capital improvement assessments, or other special benefit assessments will not be due and payable earlier than thirty (30) days after the special assessment, capital improvement assessment, or other special benefit assessment has been imposed. Special assessments, capital improvement assessments, or other special benefit assessments become delinquent if not received fifteen (15) days after the payment is due. Payment shall be due and payable, in full, on the due date specified by the Board as follows: (a) in any notice imposing the special assessment, capital improvement assessment, or other special benefit assessment; or (b) in a ballot for approval, where required, presenting the special assessment, capital improvement assessment, or other special benefit assessment.

C. Payments.

1. Payment of Assessments, including overnight payments, must be sent to the following address:

Promenade at Spectrum Homeowners Association
c/o Howerton Management Services
8305 Vickers Street, Suite 211
San Diego, CA 92111

2. Owners may request a receipt for payment of Assessments, which will include the date of payment, amount of payment and person who received payment. Owners requesting a receipt for payment of Assessments must do so in writing directed to the Promenade's manager, as follows:

Promenade at Spectrum Homeowners Association
c/o Howerton Management Services
8305 Vickers Street, Suite 211
San Diego, CA 92111

3. Once an Owner's delinquent Assessment account has been transferred to the Promenade's attorney, no payments can be sent to Promenade or its management company. All communication and/or payments must be through Promenade's attorney, unless otherwise agreed to in writing by Promenade or its Management company.

D. Delinquent Assessments.

1. LATE FEES. Delinquent Assessments will result in a late charge of ten percent (10%) of the delinquent assessment, or ten dollars (\$10.00), whichever is greater, if not paid in full by the due date. These late charges will be added to the Owner's account, and the Owner is responsible to pay same.
2. INTEREST. Delinquent Assessments will result in an interest charge at an annual percentage rate of twelve percent (12%), if not paid in full within thirty (30) days of its due date. These interest charges will be added to the Owner's account, and the Owner is responsible to pay same.
3. MANAGEMENT FEES/COSTS. Promenade's management company may charge fees and costs related to the collection of delinquent Assessments. These management fees and costs will be added to the Owner's account, and the Owner is responsible to pay same.
4. COLLECTION COSTS/ATTORNEY FEES. Pursuant to Civil Code section 5650(b), Promenade is entitled to collect reasonable costs and attorney fees incurred in collecting delinquent Assessments. These collection costs and

attorney fees will be added to the Owner's account, and the Owner is responsible to pay same.

E. Pre-Lien Notice Procedure.

1. **PAY OR LIEN LETTER.** If an Owner fails to pay, in full, a delinquent Assessment within thirty (30) days of its due date, the Owner will receive a Pay Or Lien And Validation Notice (“Pay or Lien”) letter via first-class United States mail and certified or registered mail, return receipt requested. The Pay or Lien letter will set forth an itemized statement of amounts owed, including amount of delinquent Assessments, interest, late charges, management fees and costs, collection costs and attorneys’ fees, or any other amount due to Promenade in connection with collection of delinquencies (“Collection Amount”). A copy of Promenade’s Collection Policy shall be attached to the Pay or Lien letter. The Owner will have a minimum of thirty (30) days to pay, in full, the Collection Amount. Failure to pay, in full, the Collection Amount within the specified time will result in the recording of a Notice of Delinquent Assessment (“Lien”).
2. **INTERNAL DISPUTE RESOLUTION.** Prior to recording a Lien for the Collection Amount, Promenade shall attempt to participate in a meet and confer process if accepted by the Owner. Promenade shall offer to meet and confer with an Owner regarding the Collection Amount and/or Promenade 's Collection Policy ("Meet and Confer Offer"). Promenade 's Meet and Confer Offer shall either be placed: (1) within the Association's Pay or Lien letter; or (2) in a separate written communication to the Owner via first-class United States mail and certified or registered mail, return receipt requested. An Owner who wishes to accept the Meet and Confer Offer must do so in writing within twenty (20) days of the date of the Meet and Confer Offer. Upon the Owner’s acceptance of the Meet and Confer Offer, Promenade shall designate: (1) a prompt date and time for the meet and confer; (2) a location as designated by Promenade; and (3) a Board member, along with Promenade’s community manager to participate in the meet and confer with the Owner.
3. **SHOW CAUSE HEARING REGARDING SUSPENSION OF PRIVILEGES.** Promenade may provide an Owner with a due process hearing before suspending Owner privileges (including but not limited to, voting privileges, use of common area/recreational facilities, bulk cable, internet) for failure to pay delinquent Assessments (“Show Cause Hearing”). Promenade’s Show Cause Hearing shall either be placed: (1) within Promenade's Pay or Lien letter; or (2) in a separate written communication to the Owner via first-class United States mail and certified or registered mail, return receipt requested. The Show Cause Hearing letter shall provide a minimum of ten (10) days’ notice stating: (1) the Collection Amount; and (2) date, time and location for the hearing. The Board shall provide an Owner an opportunity to be heard, orally or in writing, at the Show Cause Hearing prior to making a decision on the suspension of Owner privileges. Within fifteen (15) days of

the Show Cause Hearing, Promenade shall provide written notice to the Owner regarding: (1) what Owner privileges will be suspended; and (2) the date the Owner privileges will be suspended unless the Collection Amount is paid, in full, along with any fees and costs associated with reinstatement of Owner privileges (including but not limited to, reinstatement fees and costs from any service provider). Suspension of Owner privileges extends to an Owner's tenant/renter/lessee.

F. Lien Notice Procedure.

1. **ASSESSMENT LIEN.** If an Owner does not pay the Collection Amount, in full, within the deadline set forth in Pay or Lien letter, the Board shall approve the recordation of a Lien against the Owner's property, which sets forth the amount of delinquent assessment and other sums levied, such as late charges, costs and reasonable attorney's fees, a legal description of the property, the name of the record owner and name and address of the Trustee authorized to enforce the lien by sale. The Lien shall be recorded in the County Recorder's Office, and creates a lien, which is subject to foreclosure, against the delinquent Owner's property. A copy of the Lien will be sent to the Owner after the recordation.

G. Pre-Foreclosure Actions.

1. **INTERNAL DISPUTE RESOLUTION / ALTERNATE DISPUTE RESOLUTION.** Prior to initiating foreclosure against an Owner's property, Promenade shall make a pre-foreclosure meet and confer offer ("IDR/ADR Offer") to the delinquent Owner. Promenade's IDR/ADR Offer shall be sent to the Owner via first-class United States mail and certified or registered mail, return receipt requested. An Owner who wishes to accept the IDR/ADR Offer must do so in writing within thirty (30) days of the date of the IDR/ADR Offer. The types of dispute resolution are as follows: (1) Internal Dispute Resolution; (2) Mediation; (3) Non Binding Arbitration; or (4) Binding Arbitration, however, binding arbitration is not available if the Association intends to initiate judicial foreclosure against a delinquent Owner's property.

H. Foreclosure / Legal Actions.

1. **MINIMUM THRESHHOLD TO FORECLOSE.** Promenade shall not proceed with foreclosure unless and until the amount of delinquent Assessments (exclusive of late charges, interest, management fees and costs, collection costs and attorneys' fees) equals or exceeds One Thousand Eight Hundred Dollars and Zero Cents (\$1,800.00) or the Assessments have been delinquent for more than twelve (12) months ("Threshold").
2. **APPROVAL TO FORECLOSE / INSTITUTE LEGAL ACTION.** Prior to initiating foreclosure and once the Threshold and above described

requirements have been met, Promenade must authorize the decision to proceed with foreclosure / institute legal action against the delinquent Owner.

3. NON-JUDICIAL FORECLOSURE. Promenade may proceed with private foreclosure of the Lien pursuant to the Association's governing documents and Civil Code sections 2924, et seq., 5700, et seq., 5705, et seq. The non-judicial foreclosure action shall include:
 - a. Notice of Default and Election to Sell ("Notice of Default"). A Notice of Default shall be recorded with the County Recorder's Office and sent to the Owner after the recordation. The delinquent Owner shall have ninety (90) days after recordation of the Notice of Default to make payment, in full, of the Collection Amount and all other related collection fees and costs.
 - b. Notice of Trustee's Sale ("Trustee's Sale"). A Trustee's Sale shall be recorded with the County Recorder's Office and sent to the Owner after the recordation. In addition, the Trustee's Sale shall be published according to law. The delinquent Owner shall have ninety (90) days after the date of the trustee's sale of the property to make payment, in full, of the Collection Amount and all other related collection fees and costs.
4. JUDICIAL FORECLOSURE. Promenade may pursue legal action against the delinquent Owner to foreclose on the Lien and force the sale of the Owner's property. If there is insufficient equity in the property, Promenade will seek a deficiency judgment against the delinquent Owner for the Collection Amount, including costs and attorneys' fees in connection with said lawsuit, including but not limited to pre- and post- judgment costs for filing fees, personal service, witness fees, interest, execution of judgment and/or writ fees, collectible by way of sale of personal property, bank levy, rent levy, wage garnishment and/or till tap.
5. MONEY JUDGMENT. Promenade may pursue legal action against the delinquent Owner to recover the Collection Amount. A money judgment against the delinquent Owner for the Collection Amount, including costs and attorneys' fees in connection with said lawsuit, including but not limited to pre- and post- judgment costs for filing fees, personal service, witness fees, interest, execution of judgment and/or writ fees, may be collected through the recording of an Abstract of Judgment with the County Recorder's Office, bank levy, rent levy, wage garnishment and/or till tap.

I. Payment Options.

1. APPLICATION OF PAYMENTS. Payments received on the Collection Amount will be applied first to delinquent Assessments owed by the "balance forward payment" method (i.e., in reverse order so that payment is applied to the oldest delinquent Assessment first). Only after all delinquent Assessments are paid in full shall such payments be applied to interest, late charges, management fees and costs, collection costs and attorneys' fees, or any other amount due to Promenade.
2. PAYMENT PLANS.
 - a. Meeting Request. Pursuant to Civil Code section 5665(b), Owners may submit a written request to meet with the Association to discuss making payments over time for the Collection Amount ("Payment Plan"). Promenade will meet with the Owner in executive session within forty-five (45) days of the postmark of the request, if the request is mailed within 15 days of the date of the postmark of the Pay or Lien letter, unless there is no regularly scheduled board meeting within that period, in which case Promenade may designate a committee of one or more board members to meet with the Owner.
 - b. Promenade is not obligated to accept a Payment Plan.
 - c. If Promenade agrees to a Payment Plan, the Payment Plan must include the Owner's agreement: (1) to the recordation of a Lien; (2) to continue to pay Assessments while making additional payments on the Collection Amount; (3) that failure to abide by the terms of the Payment Plan constitutes a default of the Payment Plan agreement; and (4) to a stipulated judgment against the Owner for the Collection Amount minus a credit for payments made pursuant to the Payment Plan.
3. RETURNED CHECKS/PAYMENTS. A \$35.00 handling fee, plus any bank charges, shall be imposed with respect to all returned checks and or other payments, for any reason.
4. RELEASE OF LIEN
 - a. Upon an Owner's payment, in full, of the Collection Amount and all other related collections fees and costs, Promenade will record within twenty-one (21) days a Release of Lien with the County Recorder's Office and provide Owner with a copy of the recorded Release of Lien upon receipt.

J. General.

1. SECONDARY ADDRESS. An Owner may notify Promenade of a secondary address for the purposes of collection notices, but such a request must be in writing and mailed via certified mail, return receipt requested. Promenade shall only send notices to the indicated secondary address at the point in time the Association receives the written request. Upon receipt of a written request by an Owner identifying a secondary address for the purposes of collection notices, Promenade shall send additional copies of any collection notices required by this Collection Policy to the secondary address provided by the Owner.
2. Promenade's Board, in its discretion, may modify, delay and/or repeal this Collection Policy, in whole or in part, at any time or if new laws are enacted by a federal, state, city, or local legislative body that would affect the Collection Policy.

Promenade At Spectrum Homeowners Association Architectural Improvement Application

Submit to: Promenade at Spectrum Homeowners Association
c/o Howerton Management Services
8305 Vickers Street, Suite 211
San Diego, CA 92111
Email: brad@howertonmanagement.com
Website: promenadehoasd.com

HOMEOWNER _____ DATE _____

ADDRESS _____

TELEPHONE #: DAY _____ EVENING _____

PROPOSED STARTING DATE _____

PROPOSED COMPLETION DATE _____

PLEASE NOTIFY MANAGEMENT COMPANY OF ACTUAL DATE COMPLETED

DESCRIPTION OF IMPROVEMENT: _____

I understand that my proposed improvements may require a permit from the City/County Building Department or other government agencies and I will obtain all required permits before commencing any work. I agree that I have read, understand, and will abide by the Solar Energy System Rules and Regulations. I also understand that **PROMENADE MAKES NO REPRESENTATION REGARDING WHETHER THERE IS SUFFICIENT ROOF SURFACE AREA TO ACCOMMODATE SOLAR ENERGY SYSTEMS FOR ALL OWNERS IN A BUILDING.** I will assume the responsibility for any work under the above-proposed improvements that my contractor or I complete which may, in future, adversely affect adjacent properties. I will assume responsibility for all future maintenance of this addition or improvement.

HOMEOWNERS' SIGNATURE _____

OWNER-NEIGHBOR NOTIFICATION

The intent is to advise your adjacent owner-neighbors of your proposed improvements. This would include all owner-neighbors in the same building.

THIS SECTION MUST BE COMPLETE (attach additional pages as necessary)

NAME & ADDRESS SIGNATURE DAYTIME PHONE

(BOARD OF DIRECTORS USE ONLY)

On _____, the Board of Directors (“Board”) for Promenade at Spectrum Homeowners Association discussed the architectural application submitted on _____, and where applicable, the Architectural Review Committee’s recommendation(s). The Board has decided as follows:

_____ APPROVED
_____ APPROVED SUBJECT TO CONDITIONS listed below
_____ DENIED for reason(s) listed below

DATE: _____ DATE: _____ DATE: _____

BY: _____ BY: _____ BY: _____

(signature) (signature) (signature)

Promenade At Spectrum Homeowners Association Notice of Completion - Architectural Improvement

HOMEOWNER _____ DATE _____

ADDRESS _____

TELEPHONE #: DAY _____ EVENING _____

DESCRIPTION OF IMPROVEMENT (from architectural application): _____

Notice is hereby given that the undersigned is the owner of the above referenced property address, that the information contained herein is true and correct, and that the improvement work for the above property was completed on:

DATE: _____

Homeowner Signature _____ Date _____

Complete this form in its entirety and return to Promenade at Spectrum Homeowners Association, through the management company as follows:

Promenade at Spectrum Homeowners Association
c/o Howerton Management Services
8305 Vickers Street, Suite 211 San Diego, CA 92111
Website: promenadehoasd.com

INSPECTION RE: NOTICE OF COMPLETION SUBMISSION (Board of Directors Use Only)

If Applicable:

INSPECTION DATE: _____

REINSPECTION DATE: _____

BY: _____

BY: _____

SIGNATURE: _____

SIGNATURE: _____

Work IS / IS NOT in compliance with
approved application

Work IS / IS NOT in compliance with
approved application

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*Promenade at Spectrum Homeowners Association
Rules and Regulations – Architectural Improvement Application – Notice of Completion*

Effective: January 21, 2021

Promenade At Spectrum Homeowners Association Vehicle Registration Form

May also be found at: promenadehoasd.com

Owner Name(s): _____

Tenant Name(s): _____

Resident Name(s): _____

Address: _____

Email Address(es): _____

Telephone No(s).: _____

Vehicles To Be Registered:

License Plate	Make	Model	Color	Year

The undersigned does hereby attest that the statements made on this registration form are true and accurate, and agrees to be bound by all of the terms and provisions set forth in this registration form and the Rules & Regulations for Promenade, and further that any illegally or improperly parked vehicle may be towed as provided by law.

Signed: _____

Printed Name: _____

Date: _____

Management Company Verification: _____

Promenade At Spectrum Homeowners Association

Maintenance Responsibility Matrix

May also be found at: promenadehoasd.com

A = Association Maintained

O = Homeowner Maintained

Air Conditioning – Common Area (C/A)	A		Garage Structures	A	
Air Conditioning – Homes		O	Gas Lines – In Homes		O
Appliances		O	Gazebos/Other Owner Improvements	N/A	
Building Exteriors – Stucco	A		Heating/Cooling Ducts (Gym only)	A	
Building Foundations	A		Heating/Cooling Ducts – Homes		O
Building Interiors – Homes		O	Heating Units – C/A	A	
Doors – C/A	A		Heating Units – Homes		O
Doors – Homes, Glass		O	Interior Faucets – C/A	A	
Doors – Homes, Interior		O	Interior Faucets – Homes		O
Doors – Homes, Knobs/Bells		O	Interior Fixtures – C/A	A	
Dryer Vents		O	Interior Fixtures – Homes		O
Electrical Lines – C/A	A		Interior Light Fixtures – C/A	A	
Electrical Lines – Homes		O	Interior Light Fixtures – Homes		O
Entryways	A		Landscaping – Backyards	N/A	
Exhaust Fans		O	Landscaping – C/A	A	
Exterior Faucets – C/A	A		Patio/Decks	A	
Exterior Faucets – 1 H/O		O	Recreation Center	A	
Exterior Faucets – 2 H/O		O	Roofs	A	
Exterior Light Fixtures – C/A	A		Spa – C/A	N/A	
Exterior Light Fixtures – Entry/Yard		O	Spa – Homes	N/A	
Exterior Wood Doors – Replacement	A		Telephone Wires		O
Exterior Wood Doors – Exterior Surface	A		Termite Control – Buildings C/A	A	
Exterior Wood Doors – Interior Surface		O	Termite Control – Homes		O
Fences – Backyard	N/A		Utility Meters – C/A	A	
Fences – C/A Exterior	A		Utility Meters – Homes		O
Fences H/O Install Inside C/A Fences	N/A		Water Heaters – C/A	A	
Floor Covering – In Homes		O	Water Heaters – Homes		O
Floor Covering – Rec Center	A		Water Pipes – C/A Main Pipe	A	
Garage Doors – Exterior Surface	A		Water Pipes – Homes		O
Garage Doors – Interior Surface		O	Window/Screens – C/A	A	
Garage Doors – Replacement	A		Window/Screens – Homes		O