

Rules & Regulations

Updated: September 2019

**6717 - 6767 Friars Road
San Diego, CA 92108**

HOMEOWNERS WHO LEASE THEIR UNITS ARE RESPONSIBLE FOR ENSURING THAT THEIR TENANTS RECEIVE A COPY OF THESE RULES & REGULATIONS AND ABIDE BY THEM. THESE RULES AND REGULATIONS SUPERSEDE ALL OTHERS.

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I. COMMON AREAS

No smoking of tobacco products of any kind, including electronic cigarettes and/or marijuana, or any other substance which emits smoke of any type, is permitted in the Association's interior or exterior Common Area or Exclusive Use Common Area, including but not limited to any balcony, patio, pool, spa, parking area or any other Common Areas within the Association.

A. Recreational and Service Areas

1. Pool

- a. Pool hours and rules are in accordance with the sign posted outside the Association Office in the pool enclosure area.
- b. Running, excessive noise including loud or amplified music, food, and splashing of any kind are not permitted in the pool or in the pool area.
- c. Individuals who are incontinent pose a health hazard to other residents, feces in the pool will result in pool draining and cleaning. The responsible unit owner will be liable for the cost. The Association does not provide lifeguard or pool supervisory service. Residents whose children are under 14 years of age are responsible for ensuring that those children are under direct supervision of a designated responsible adult AT ALL TIMES while in the pool area.
- d. Bathing suits must be worn in the pool.
- e. Animals are not permitted in the pool enclosure at any time. This is a State of California Health Department ruling.
- f. Glassware and breakable items are not permitted in the pool enclosure.
- g. Diving, running, playing ball, throwing objects, and boisterous conduct is prohibited.
- h. Patio furniture is not to be removed from the pool area.
- i. Towel drying prior to entering the buildings is required in order to prevent carpet and elevator damage.

2. Spa

- a. The spa is open the same hours as the pool area.
- b. Children under the age of 14 are not permitted to use the spa unless supervised by an adult. The Association will not be liable for medical complications caused by inappropriate use of the spa.
- c. Bathing suits must be worn in the spa.
- d. Glassware and breakable items are not permitted in the spa area.

CAUTION

1. Elderly persons, pregnant women, and those with health conditions requiring medical care should consult with a physician prior to using a spa.
2. Hot immersion while under the influence of alcohol, narcotics, drugs, or

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medicines is a dangerous act and can lead to serious consequences to the health of the person involved.

3. Do not use the spa alone.
4. Please limit the continuous time in the water to ten minutes. Long exposure can result in nausea, dizziness, or fainting.

3. Saunas/Exercise Room

- a. Applicable portions of the R&R's governing the use of the pool and the spa apply to these facilities (hours, dress, pets, and forbidden items).

4. Buildings and Hallways

- a. Hallways are for entering and exiting only. These areas are not to be used as personal space nor are they to be used as "play" areas. Items on 4th floor sun decks are limited to Association provided furniture.
- b. Guests within the Mission Greens buildings and property are to be accompanied by residents/owners at all times. Unaccompanied guests will be considered trespassing.

5. Ponds and Grass Areas

- a. These areas are not intended to be "play" areas. Children should be accompanied by an adult to prevent accidental situations involving the ponds.

6. Walkways and Roads

- a. Skateboarding and roller skating is strictly prohibited within the Mission Greens complex.

7. Laundry Rooms

- a. The Laundry Room hours are from 8:00 a.m. until 10:00 p.m. The washing and drying cycles must be completed by 10:00 p.m. (please remember that a bedroom abuts each laundry room). Washer and dryers shall be emptied promptly after use. Lint shall be removed from dryers and placed in a trash container.

8. Trash Rooms

- a. All trash must be bagged and secured before being deposited in the trash chute.
- b. Trash must be deposited in the designated common area trash receptacles, trash room chutes, or in the dumpster at the bottom of the chute. Garbage bags or trash not permitted in hallways, stairs, or garage areas.
- c. No large items or boxes (pizza, packing boxes) are to be dropped down the trash chutes.
- d. Trash rooms are not to be used for disposal of owner remodeling or renovation debris. Such debris needs to be removed from Mission Greens complex by vendors/contractors/owners, at their own expense. Trash

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rooms are for normal sized trash not items such as furniture, computer/electronic equipment, mattresses, carpet, appliances, television sets, and hazardous materials.

B. Common Area Storage Rooms

1. Common area storage rooms may be used only by current residents of the Building.
2. All furniture, equipment and boxes in storage rooms must be tagged showing the name and unit number of owner. MGCA or the Management Company will not be responsible for lost, damaged, or stolen personal property. Mattresses and box springs must be boxed. Items not tagged are subject to removal by the Association.
3. A reasonable amount of furniture will be permitted with due consideration given to the needs of your neighbors. The Board reserves the right to determine what is "reasonable".
4. No flammable materials, paint, and construction materials will be allowed.
5. There must be a cleared path through the storeroom to any electrical panel. This path must be at least 36 inches wide per San Diego Fire Department Code and insurance requirements.
6. Inspection by Mission Greens Management of these storage rooms shall be made to insure compliance with "reasonable use", Fire Department Code and insurance requirements. Prohibited material will be removed and discarded.
7. Please remember to TURN OFF LIGHTS and LOCK THE DOOR after each use of the storage room.
8. Use of a common area storage room conveys to the Association user acceptance of the responsibilities to maintain it in a neat condition and free of trash, with the understanding that no Association provided janitorial services are available for this purpose.

C. Prohibited Area

1. No resident is allowed at any time in the common area locations of electrical meters/equipment and air conditioning equipment, nor in common area storage rooms designated "for Association use only".

D. Security

1. Except for resident or guest entry/exiting, common area doors shall remain closed and locked at all times.
2. Garage doors are to be kept closed at all times when not in active use.

E. Common Area Utilities, Use of

1. Resident use of common area utilities (electricity, water, gas) is prohibited.

II. LIVING UNITS

A. Restricted Common Areas – Patio/Balcony

1. Patios and balconies shall not be used as storage areas and shall at all times be kept in a neat and orderly condition.
2. No blankets, rugs, towels, swimsuits, banners, plants or other objects may be attached to or hung from a balcony or patio railing, except as permitted and approved by the Board. In no event shall a patio or balcony railing be drilled, cut, pierced or modified in any manner.
3. Placing any items, including (but not limited to) hanging plants such as to extend beyond a patio/balcony railing is prohibited. Plants placed on the landings are prohibited.
4. The use of blinds in the patio/balcony is permitted provided they are of a neutral color (e.g., white, off-white, beige) and in good condition.
5. No propane barbeques or any other devices using propane that are used on the balconies or patios in the community shall have a propane tank unless it has a capacity of one (1) pound or less. Use of charcoal grills or barbeques on balconies or patios is prohibited.
6. Satellite dishes (not to exceed 36 inches) can be installed on restricted patio/balcony areas. Installation of equipment must not extend into or on "Common" areas.

B. Restricted Common Areas – Deeded Parking Spaces – Garages/Carports

1. The storage of gasoline and any other flammable fluid or explosive substance is prohibited anywhere on the premises. Of particular concern are closed spaces such as garage/carport cabinets, deeded/leased storerooms and common area storerooms.
2. Garage/carport floors are to be kept clean of oil/grease droppings, clear of trash and flammable material.
3. Garages/carports are vehicle parking only and shall not be used as workshops for non-emergency vehicle repairs, carpentry, etc.
4. Garage door hinges, springs and openers must be maintained and serviced by Owners to prevent door opening and closing noises.
5. Carports are not to have storage items on display; storage is limited to the relevant overhead storage unit. No "for rent/sale" signs may be displayed in carports.
6. Storage is permitted in a deeded garage so long as it does not interfere with the space required to park a vehicle and does not interfere with adjacent owner parking areas.

C. Windows and Window Screens

1. Window and window screens are the responsibility of the homeowners and are to

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be kept in good repair. Installation of new windows requires the submission of an Architectural Improvement Request Form to the Mission Greens Condominium Association c/o the Association Management Company.

D. Furnace and Air Conditioning

1. Replacement of Furnace and Air Conditioning equipment requires the submission of an Architectural Improvement Request Form to the Mission Greens Condominium Association c/o the Association Management Company.

E. Interior of Units

1. Any modifications or replacement of flooring, ceilings, and “load” bearing walls requires the submission of an Architectural Improvement Form to the Mission Greens Condominium Association c/o the Association Management Company. This is to maintain the structural integrity of any building and avoid interference with the use and enjoyment of other owners’ units in the same building.

F. Unit for Sale/Lease

1. “For Sale” or “For Rent” signs are limited to one sign per unit. Signs are to be of uniform size and are to be placed in one interior window area. Signs may be placed on balconies or balcony railings, if sign is not otherwise in plain view from ground level.

III. PET RULES

1. No animals shall be kept in a unit except one domesticated dog, not exceeding 30 pounds at maturity; or one cat; or two caged birds, provided they are not kept for commercial purposes. The restriction on dog weight shall apply to dogs belonging to visitors also.
2. All resident pet owners must comply with County laws and regulations with respect to control and health of their pets.
3. Dogs are to be kept on a leash, controlled by a handler, at all times, while in indoor or outdoor common area.
4. Fecal droppings deposited anywhere in the complex are to be cleaned up promptly by the handler.
5. DOGS ARE NOT TO BE TIED UP IN ANY PART OF COMMON AREAS.
6. PETS ARE NOT ALLOWED IN THE POOL AREA.
7. Cats must be confined within the unit or, if brought outside the unit, must be under the control of a handler at all times, either on leash or carried; and any droppings cleaned up promptly by the handler.
8. All dogs shall be registered with the Mission Greens Association Management Company in accordance with the Mission Greens Association pet policy. Owners/Residents must register dogs prior to occupancy.

IV. DOG REGISTRATION PROCEDURE

1. Any resident who moves into the Mission Greens Condominium Association and

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has a dog must register that dog within 30 days after initial move-in date. Any resident acquiring a dog after moving in must register the dog within 30 days after bringing the dog to the Mission Greens complex.

2. Registration of dogs will be done at the Mission Greens Office (by pool). Dog will be weighed and photo taken. Register your dog by calling the Mission Greens On-Site Admin at 619-359-4159 to make an appointment and obtain a Dog Registration Form if you do not have one. If no one takes your call please leave a message with a phone number and your call will be returned.
3. You can also request an appointment by email with a return contact number. Send your email to: office@missiongreenscondos.org.
4. A \$25.00 (twenty five dollar) fee must be paid at the time of registration. Checks made payable to "Mission Greens Condominium Association". Please write the unit number on the check.
5. A copy of your County dog registration or a copy of your latest veterinarian dog shot record must be with the registration form (Attachment A).
6. All registered dogs must conform to the current Rules and Regulations which state that the dog must weigh thirty (30) pounds or less. Registration of young dogs can be rejected if the typical adult weight of the "Breed" or "Mix-Breed" would exceed the weight limit. No more than one dog is allowed per unit.
7. The Board of Directors will fine unit owners and take any needed action to remove a dog from the complex if the dog guidelines are violated.

V. NOISE

1. In consideration of neighbors, residents and their guests must not make or be the cause of, any excessive disturbing noise; or do anything in the complex which would interfere with the rights, peace, and comfort of other occupants. Quiet hours are between 10:00 p.m. and 7:00 a.m. Remodeling/renovation work will be done only between 8:00 a.m. and 6:00 p.m., Monday through Saturday. No loud work is to be done on Sundays.
2. Loud operation of television, radio, stereo, telephone answering machines, etc. causing unreasonable noise is not permitted.
3. Complaints concerning unreasonable noise during "quiet hours" should be reported to the Mission Greens Security service.
4. Vehicles with defective mufflers or making loud noise, as defined above, shall not be operated in the common area. Vehicle horns shall be used only as permitted by the California Vehicle Code which permits the use of the horn only as a warning in case of emergency.

VI. DRIVING RULES

1. Speed Limit: 5 miles per hour.
2. One-Way Roads: Driving the wrong way on one-way roads is prohibited.
3. Signs/Markers: All directional markers, parking signs, fire lane designations and stop signs must be observed for safety and compliance with San Diego Fire

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Department requirements. Vehicles in violations of "No Parking" signs/zones are subject to immediate towing at owner's expense.

VII. VEHICLE REGISTRATION FOR PARKING – RULES

1. Each resident must have the vehicle(s) he or she will park on the Mission Greens premise registered and recorded in the Mission Greens Condominium Association (MGCA) Vehicle Register. Make application (Attachment B) to the Mission Greens Condominium Association before move-in or immediately thereafter. The foregoing applies to all vehicles domiciled at the Mission Greens complex whether using a deeded space or a space marked "RESIDENT". Only bona fide Mission Greens residents will be allowed to register vehicles. When purchasing or leasing a new vehicle for replacement of an existing vehicle you must register the new vehicle with the Mission Greens Condominium Association. You can contact the Association by calling the Mission Greens On-Site Admin at 619-359-4159. If no one takes your call please leave a message with a phone number and your call will be returned.
2. The following items shall be presented in person to obtain vehicle registration stickers and visitor passes.
 - a. Proof of Mission Greens unit number occupancy, i.e. name on lease, driver's license with Mission Greens address, or document from escrow closing showing ownership of unit.
 - b. A valid State Registration document for each vehicle to be registered.
 - c. Current driver's license or copy of same.
 - d. Proof of vehicle Insurance policy.
3. Residents will be allowed to register their vehicles in person and must live in the unit for which the vehicle will be registered. A resident licensed driver may register only one (1) vehicle. In the case of the enlarged units (unit 163 Bldg 6767 and units 175, 192, 207 Bldg 6737) which have two deeded spaces; one licensed driver may register two personal vehicles.
4. Each unit with two (2) licensed drivers residing therein will be allowed to register up to two (2) personally owned/lease vehicles. The vehicle designated as the unit's primary vehicle to be parked in a deeded parking space, shall be assigned a deeded parking sticker (oval shaped) inscribed with the unit number. The second vehicle, if any, will be assigned a rectangular shaped MGCA sticker inscribed with the unit number.
5. Units with (2) deeded parking spaces will be allowed to register (3) vehicles. Two (2) with deeded parking stickers (oval shaped) and one (1) with a resident parking sticker (rectangular shaped), but only if the allotted number of vehicles are owned and operated by the unit's occupants.
6. Trucks over 1/2 ton, "high rises" and "long beds" which do not fit in the associated unit's deeded space shall not be registered or allowed to park in the complex.
7. Parking Space Exchanges
 - a. The following exchanges may be approved by the Board of Directors.

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- i. One Deeded space for use of a Resident space, provided one vehicle is registered as Deeded and one is registered as Resident.

8. Parking Stickers

- a. Every registered vehicle – whether occupying a deeded space carport/garage or space marked “RESIDENT” – shall have the appropriate MGCA parking sticker (or valid, dated Short Term Parking Permit) affixed as prescribed herein.
- b. MGCA parking stickers shall be displayed on the vehicle. May be displayed on the rear, side or front windshield (preferable rear window, driver’s side, near bottom corner). Sticker is to be attached permanently by means of the adhesive surface.
- c. The transfer of parking stickers is prohibited.
- d. A sticker or Short Term Parking Permit determined to have been issued only because of false, misleading or erroneous information is void.
- e. It is against the rules & regulations to use your visitor parking tag to park a second or third vehicle (if you only have 1 or 2 assigned parking spaces, garage etc.).

9. Short Term Parking Permits

- a. At or before move-in or on the purchase of a new vehicle, a dated Short Term Parking permit will be issued (upon request). The permit shall be affixed to the vehicle in the same manner as prescribed for a sticker. Short Term parking permits are for a maximum of 10 days only. Requests may be made for a longer period if extenuating circumstances are proven.

VIII. PARKING RULES

1. Registered vehicles may park in designated spots within the Mission Greens complex according to the following chart:

Sticker Type	Deeded Garage	Deeded Carport	Resident Space	Visitor Space
Deeded (Oval)	Yes	Yes	No	No
Resident (Square)	Conditional ¹	Conditional ¹	Yes	No
Visitor Tag	Conditional ¹	Conditional ¹	No	Yes

¹ - Condition that deeded spot is that of the unit the Resident or Visitor belongs to, and the deeded owner approves. See #5 below.

2. Vehicles with a voided or invalid sticker parked in Resident or Visitor spaces within the Mission Greens complex will be towed.
3. Vehicles parked in a “RESIDENT” space without a Resident sticker will be towed unless they have a Short Term Parking Permit.
4. Violation of “No Parking” signs and fire lane designations are subject to immediate towing.

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5. In the event a Resident's deeded space becomes empty by reason of the vehicle being off-premises, that Resident may use the deeded space for parking by a visitor or other resident, provided he/she has given them permission to do so.
6. Vehicles backed into "RESIDENT" or "VISITOR" parking spaces perpendicular to the roadway will be subject to immediate towing. Vehicles backed into deeded spaces will generate a fine for the unit owner.
7. Non-functional vehicles that are in parking spaces marked "RESIDENT" or "VISITOR" will be towed.
8. Vehicle repairs and car washing are not permitted. Emergency repairs, such as repairs made by AAA are permitted.
9. Wrecks and vehicles creating an eyesore shall not be permitted in any parking space and are subject to immediate towing. A truck with trash and debris in the cargo bed is included in the term "eyesore" unless covered with a complete tarp.
10. If you have a "Deeded Space," you must park your vehicle in it when you are on the property at all times (24/7). Deeded parking in RESIDENTIAL SPACES will be an immediate towable offense.
11. No boat, trailer, camper, or recreational vehicle of any description shall be parked in the complex at any time, except for a brief period to load/unload.
12. Motorcycles are to be parked in a deeded parking space next to the wall or in a space set aside for "motorcycle parking only". A motorcycle plus a vehicle in a deeded parking space must not cause the vehicle to protrude from that space/ Parking a motorcycle in a "RESIDENT" or "VISITOR" space is prohibited.
13. Vehicles parked in white-lined parking spaces shall be parked within the lines so as not to protrude into the roadway.
14. A vehicle of non-resident shall not be stored or domiciled on the Mission Greens premises.
15. Residents are responsible for advising and confirming with their guest (s) all driving and parking regulations.
16. Vehicles parked in deeded carports are not subject to towing by Mission Greens Condominium Association. The deeded owner or lessee of a deeded parking space is authorized to tow any vehicle parked in their deeded space without permission, utilizing the tow company posted on signs within the complex.
17. Residents and visitors may park in areas marked as Loading Zones for up to 15 minutes.
18. Visitor Parking - Visitor spaces are for short term use by guests/visitors of the residents at Mission Greens. In order to provide equity in the use of visitor spaces and insure their use as intended by the Rules & Regulations, the following apply:

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- a. The Visitor TAG must be used and it must be hung on the rearview mirror or visible on the dashboard, or the vehicle will be towed. All visitors must park in stalls marked "Visitor Parking."
- b. A visitor may only use the visitor TAG of the resident they are currently visiting. If a visitor is visiting multiple residents on the same day, they may choose which resident's TAG to use.
- c. The Visitor TAG is good for five (5) days only in any one month. If all parking in the VISITOR area is full, the vehicle must be parked off the property.
- d. If a RESIDENT is under Hospice Care or other extenuating circumstances, please contact Mission Greens Management or the On-Site Administrator for help with parking for nurses, etc.
- e. No unit may have more than one (1) Visitor TAG in use at any one time. If you have more than one (1) visitor, the car(s) must be parked off the property.

19. Parking Fine Schedule

Violation	1 st Offense	2 nd Offense	3 rd and subsequent offenses
Resident in Visitor Spot	Call as practical (security guard should attempt to contact before 11 pm)		
Visitor in Resident spot	Warning (security guard should attempt to contact)	\$50	\$100 (third offense, subject to tow thereafter)
Car in resident or visitor spot, no tag at all	24 hour warning ticket, prior to tow	Subject to immediate tow	Subject to immediate tow
Deeded sticker in resident spot	Warning (security guard should attempt to contact)	\$25	\$50
Parking outside their spot (taking two spots)	\$25	\$50	\$50
Backing in parking	\$25	\$50	\$50

IX. RULES FOR OWNER LEASING UNIT

1. Every lease shall be in writing. An executed copy of each lease shall be furnished to the current Mission Greens Association Management Company.
2. Every tenant/resident of a particular Mission Greens unit shall be named in the lease of that unit.
3. A unit owner (lessor) who engages a third party to manage the rental of his unit must identify the individual manager or management company and furnish to the current Mission Greens Association Management Company a copy of the current management agreement.

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4. Owners must make tenants/residents aware of the requirement for registering dogs and vehicles, obtaining proper vehicle tags and turns over or has tenants/residents obtain the proper number of VISITOR tags.
5. A unit owner (lessor) is responsible for complying with the CC&R's and with these Rules & Regulations as if he/she were a resident of the Association. The lease shall contain specific reference to the governing documents of the Association CC&R's, By-laws and Rules & Regulations. The unit owner (lessor) is responsible for the compliance by the Tenant or by the Tenant's guest will be treated as a violation by the Unit owner (lessor) and could be cause for the lessor to terminate the lease.
6. Occupancy standards should be based on the current Uniform Housing Code of the State of California. A generally accepted occupancy standard is two persons per bedroom plus one person. In other words, three persons would be permitted in a one bedroom unit, five persons in a two bedroom unit, etc.
7. Any oral or written agreement which the lessor gives the lessee regarding the use of any common area facility or restricted common area space which is in variance with the CC&R's and Rules & Regulations shall be null and void.
8. Lessor is liable to the Association for any property damage caused by the Lessee and lessee's guests, visitors, agents, or employees.

X. ENFORCEMENT OF RULES AND REGULATIONS

1. The Association has adopted a formal method of enforcement. A copy of the procedure, entitled "Procedure for handling Complaints of Violations of Rules & Regulations" may be obtained from the Mission Greens Association Management Company.
2. The Board of Directors may impose fines for violations of the Rules & Regulations according to a schedule approved by the Board and communicated annually to all residents/owners of the Mission Greens Association.

XI. FEES AND DEPOSITS

1. Upon purchasing a unit there are deposits required to obtain building keys and common area storage room keys. Fees are charged for registering vehicles and obtaining Guests Parking passes. Fees are also charged for replacement of building and common area storage room keys. Any unit to be occupied by a new renter or owner, the owner will be charged a Move-in fee. Any dog registered with the Association will be charged a dog registration fee. A schedule for Fees and Deposits is approved by the Board and communicated annually to all residents/owners of the Mission Greens Association.

XII. ARCHITECTURAL GUIDELINES

1. Plans and specifications must be submitted in writing to the Mission Greens Management Company and/or Architectural Committee. Architectural Improvement forms may be obtained from the management company.

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(Attachment C)

2. The Board of Directors will review the Architectural Improvement request at the next regularly scheduled Board of Directors Meeting.
3. Once the request is reviewed, the board will either approve or deny the request and the homeowner will be notified in writing.
4. Work may not commence until the homeowner has received written authorization to do so from the Board of Directors.
5. If a request is denied that homeowner may speak with the Board of Directors during open time for homeowners at a regular Board of Directors meeting regarding the denial.

XIII. ATTACHMENTS

- A. Pet Registration Form
- B. Vehicle Registration Form
- C. Architectural Improvement Request Form
- D. Fee Schedule
- E. Fine Schedule

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PET REGISTRATION FORM

1. No animals shall be kept in a unit except one domesticated dog, not exceeding 30 pounds at maturity; or one cat; or two caged birds, provided they are not kept for commercial purposes. The restriction on dog weight shall apply to dogs belonging to visitors also.
2. All resident pet owners must comply with County laws and regulations with respect to control and health of their pets.
3. Dogs are to be kept on a leash, controlled by a handler, at all times, while in indoor or outdoor common area.
4. Fecal droppings deposited anywhere in the complex are to be cleaned up promptly by the handler.
5. DOGS ARE NOT TO BE TIED UP IN ANY PART OF COMMON AREAS.
6. PETS ARE NOT ALLOWED IN THE POOL AREA.
7. Cats must be confined within the unit or, if brought outside the unit, must be under the control of a handler at all times, either on leash or carried; and any droppings cleaned up promptly by the handler.
8. All dogs shall be registered with the Mission Greens Association Management Company in accordance with the Mission Greens Association pet policy. Owners/Residents must register dogs prior to occupancy.

As a resident of Mission Greens Condominiums, I hereby agree to abide by the rules and regulations concerning personal pet management and also agree to abide by any changes to these rules as they may be revised by the Board of Directors. I acknowledge that I have a copy of and have read the Rules & Regulations of Mission Greens HOA concerning pets.

Signature of Resident

Date

Resident Name		Breed	
Bldg & Unit #		Color	
Contact #		Weight	
Name of Pet		Age	
Type of Pet		Neutered	
Vaccinations			

Received By: _____ Date: _____

Please include a copy of County registration and/or veterinary record of recent shots.

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Vehicle Registration Form

The owner of each vehicle is to be registered and must provide the following information:

- ☐ Proof of Mission Greens occupancy
- ☐ Valid State Registration for each vehicle to be registered and parked on the property
- ☐ Current Driver's License for each driver
- ☐ Proof of Liability & Property Damage Insurance

Unit # _____

- ☐ Owner Occupied
- ☐ Tenant Occupied

Licensed Drivers _____

Owner Information

Owner's Name(s)			
Bldg & Unit #		Phone #	
Mailing Address			

Tenant Information

Tenant #1 Name		Phone #	
Tenant #2 Name		Phone #	
Tenant #3 Name		Phone #	

Vehicle Information

Vehicle 1		Vehicle 2	
Year / Make / Model		Year / Make / Model	
Color		Color	
License Plate #		License Plate #	
<input type="checkbox"/> Resident <input type="checkbox"/> Deeded: <input type="checkbox"/> Carport <input type="checkbox"/> Garage:		<input type="checkbox"/> Resident <input type="checkbox"/> Deeded: <input type="checkbox"/> Carport <input type="checkbox"/> Garage:	
Permit #		Permit #	

As a resident of Mission Greens Condominiums, I hereby agree to abide by the rules and regulations concerning parking on the property and also agree to abide by any changes to these rules as they may be revised by the Board of Directors. I acknowledge that I have a copy of and have read the Rules & Regulations of Mission Greens HOA. I understand that vehicles in violation of the parking rules can be ticketed, fined, and/or towed at the owner's expense.

Signature of Resident

Date

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Architectural Improvement Request Form

Owner's Name(s)			
Bldg & Unit #		Phone #	

Description of proposed improvements (attach sketches or drawings as necessary):

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Owner assumes responsibility for any work under the above-proposed improvement that owner or owner's contractors accomplish, which may, in the future, adversely affect the common area. Owner will assume responsibility for all future maintenance of the addition or improvement.

Owner's Signature		Date	
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Neighbor Awareness

Have all adjacent neighbors sign this form as an indication that they are aware of your plans for improvement. SIGNATURE IS NOT AN INDICATION OF NEIGHBOR APPROVAL OR DISAPPROVAL. Any objections by neighbors must be submitted in writing within five (5) days from signature date in order for Architectural Committee to consider the objection in their review.

Building & Unit #	Signature from Neighboring Unit	Date

Notice to Owners

Your proposed improvement may require a permit from the City/County Building Department. You or your contractor should check with the Department about permit requirements before starting work. No work shall be done which may change the existing drainage patterns.

Approval may take 2 - 8 weeks, depending on scope of change. Please plan accordingly.

Submitted to Architectural Committee On: _____ ☐ Attachments Enclosed

Architectural Committee Approval On _____ By _____

Mission Greens Homeowners Association

FEE SCHEDULE

Effective October 1, 2019

LATE CHARGE MONTHLY ASSESSMENT	10%
DELINQUENT STATEMENT FEE (On Or After the 15 th of each month)	5%
UNIT MOVE-IN FEE	\$200.00
DOG REGISTRATION FEE	\$25.00
BUILDING/POOL KEY DEPOSIT	\$50.00
BUILDING/POOL KEY REPLACEMENT	\$50.00
COMMON AREA STORAGE KEY DEPOSIT	\$25.00
COMMON AREA STORAGE KEY REPLACEMENT	\$25.00
VEHICLE PERMIT STICKER	\$5.00
GUEST PARKING PASS	\$25.00
LIEN FEE AND ASSOCIATED CHARGES WITH COLLECTION AS RESULT OF LIENS	Assessed by Attorney

ALL FEES ARE PER OCCURRENCE

FINE SCHEDULE

Effective October 1, 2019

FIRST VIOLATION	WARNING
SECOND VIOLATION	\$50
SUBSEQUENT VIOLATIONS	\$50

The Board of Directors or the Mission Greens management company will investigate all violations identified by a member of the HOA. Violations will be sent to homeowners within 15 days of the HOA verifying a violation exists. The homeowner will then have 15 days to correct the violation, before a second notice is sent and a fine assessed against the owner. Fines are determined based on repeat occurrences within 12-months of the first violation notice, or for continued non-compliance.

Prior to the imposition of any initial fine or individual assessment for damages, the homeowner shall be given notice and an opportunity to appear in person or in writing before the Board of Directors. Due process will be conducted in a manner consistent with Civil Code § 5910 which outlines an Internal Dispute Resolution (IDR) process. A minimum of 15 days' notice will be given of any hearing and within 30 days after the hearing the owner will be notified in writing of the outcome.

Thereafter, in the case of a continuing violation, the Board will send the owner a notice of the ongoing violation and an additional fine, as outlined in this Fine Schedule. The Association reserves the right to make any fine a continuing fine which will be assessed monthly to your account until the violation is resolved. Additional hearings are not required for the levying of ongoing fines.

Further violations and fines may be contested directly with the Board of Directors through additional IDRs at the homeowners' request. To request an IDR, please contact the Board of Directors or the Mission Greens HOA management company.