

OAK LAKE ASSOCIATION

8360 Sedan Avenue
West Hills, Ca 91304
(818) 340-1895
Hidden Lake – A Private Community

HOUSE RULES, REGULATIONS and FINE PROCEDURES

The Oak Lake Association Board of Directors shares the concerns of the Homeowners for the livability of our unique neighborhood and the protection of our property investment. Thus, the Board has adopted the following House Rules and has established fines for noncompliance of same. The sole intent is to provide a fair, equitable and nondiscriminatory enforcement policy for maintaining the quality of living which led each owner to purchase homes in Hidden Lake. These House Rules and Regulations are designed to enforce the Association's Declaration of Restrictions/Covenants, Conditions, and Restrictions (CCR's) and By-Laws and any amendments thereto. It is the responsibility of each owner to observe these rules. If an owner has a rented property, or has guests, it is their responsibility to ensure that all renters/lessors and guests also observe these rules.

The Board encourages communication for any reason. We can be reached at 818/340-1895; or by placing a note in the Clubhouse mail slot; or through our website at www.hidden-lake.org.

Revised 8/05



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IMPORTANT PHONE NUMBERS:

Police Emergency – 911
Municipal Services – 311
Non-Emergency Police Response – 877-ASK-LAPD
Guard Station – 340-5268
Board of Directors (Clubhouse Office) – 340-1895
Animal Services – 888-452-7381

GENERAL DECLARATIONS

1. It is the responsibility of each Homeowner to be familiar with the Declaration of Restrictions/Covenants, Conditions and Restrictions (CC&Rs), By-Laws, and the House Rules of Oak Lake Association and to share same with their renters/lessors and when necessary, their guests. The Board of Directors has the authority (1) to adopt and enforce such additional rules as it may deem necessary or advisable, (2) to amend same and (3) to impose reasonable fines, penalties or legal action upon homeowners or violations of the Declaration of Restrictions/CC&Rs, Bylaws and/or House Rules.
2. Each Homeowner shall be liable to the Association for any damages to the common area(s) and/or any equipment thereon which may be compromised by reason of negligence of said Homeowner or of his/her guests, invitees or tenants.
3. It shall not be necessary to provide warning notices in order to levy fines or penalties against a Homeowner for the violation of certain rules. However, the Board will usually send notices before imposing fines. Fines that may be immediately assessed are noted as such in this document.
4. If compliance is not met by the stated timeframe of the infraction letter sent to the Homeowner, the fine will be increased according to the following schedule:
 - \$25.00 – first fine
 - \$50.00 – second fine
 - \$100.00 – third fine; and so on.
5. Further, should any Homeowner receive four or more letters within a three-month period regarding infractions/offenses, a hearing will be scheduled.
6. Definition of Community Property/Common Area:
The community property includes: Clubhouse, Clubhouse Lawn, Pool Area, Lake Area, Tennis Court, Parking Lot, Guard Station, exterior of the Walls on Roscoe, Woodlake and Upper Denise Streets inward, exterior of lake perimeter gate, Fire Lane and gates, streets and sidewalks inside Hidden Lake and all maintenance boxes and machinery housings.
7. **HOMEOWNERS ARE RESPONSIBLE FOR THE ACTIONS OF THEIR GUESTS, TENANTS AND TENANTS' GUESTS.** All letters regarding infractions will be sent to Homeowners and all fines are to be directly billed to the Homeowner.

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HOUSE RULES, REGULATIONS and FINE PROCEDURES

COMMON AREA

1. Each homeowner/tenant is responsible for his/her own trash. Community receptacles are provided around the lake, Clubhouse and pool areas.
2. Any person(s) seen vandalizing, removing, destroying or otherwise harming community property is subject to an immediate fine. *Fine may be immediately assessed.*
3. All homeowners, residents and guests are asked to respect their neighbors with regards to noise, parking, pets, and other common neighbor-to-neighbor contact issues. This also applies to use of the common areas.

HOME MAINTENANCE

1. All landscaping must be maintained. This is to include, mowing, weeding, trimming (including trees), watering and upkeep of landscape décor.
2. All equipment, woodpiles or storage piles must be kept screened by adequate planting or fencing to conceal them from view.
3. All trash cans must be removed and be stored, reasonably concealed from the street, not later than Tuesday evening on the day of trash pickup. Reasonably concealed is deemed as being placed behind the garage line, preferably on the side yard, and obstructed from view by trees, plants, bushes and/or a gate or fence. (In an effort to minimize visibility, it is recommended that the blue trash receptacle not be placed closest to the street in the storage area).
4. Board approval must be sought by any resident and/or homeowner wishing to place storage or refuse bin/receptacle(s) (i.e. rollaways, not regular trash cans) on the street, or in a private driveway for more than one week. All residences are limited to two placements per year of such receptacles. Requests for more frequent placements must be given to the Board for approval. Additionally, if possible, the Board recommends placement of such bins in driveways so as to minimize sight obstruction by those using the streets.
5. All visible fencing must be kept in good repair, including fencing visible from the lake area and street.
6. RVs, boats, personal watercraft and trailers must be parked out of view.
7. Any visible architectural change (i.e. additions, color changes, or major landscape changes) requires approval from the Architectural Committee prior to commencement of work.
8. Dwellings must be kept in an acceptable state of good repair; this includes the visible back areas of all lake homes.

HOME MAINTENANCE COMPLIANCE FINE PROCEDURE

- Trash cans – Trash receptacles remaining on the street or those that are not reasonably concealed and in obvious view from the street, are subject to a \$10.00 fine for each occurrence. The homeowner will first receive a warning notice to comply. If the violation is not remedied, the fine will be billed weekly until such problem is rectified.

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Please Note: Homeowners will receive only one trash receptacle warning notice per year. Each subsequent violation of the rule during the year will result in a fine.

- All Home Maintenance Issues – A letter stating the problem with a deadline for correction will be sent. Contact may be made with the Board of Directors for an extension of time. A fine of \$25.00 will be billed for non-compliance if corrective action is not taken by the date indicated in the letter. Please refer to the Fine Schedule for subsequent fines due to non-compliance. A hearing with the Board of Directors may also be requested.

Fine Schedule: \$25.00 – first fine
 \$50.00 – second fine
 \$100.00 – third fine; and so on.

HOME-BASED BUSINESSES

1. Home-based businesses are prohibited when they are deemed a nuisance by the association and/or residents. These businesses may be deemed a nuisance when using employees, using community property, and/or using resident property. Restrictions to home-based businesses include but are not limited to, the following:
 - Commercial vehicle parking (Commercial vehicles with visible advertising must be properly parked on private property of residents);
 - Client parking;
 - Visible storage of business inventory or supplies; and
 - Performance of company business within view or earshot of other residents.

HOME-BASED BUSINESS COMPLIANCE FINE PROCEDURE

A letter stating the problem with a deadline for correction will be sent. Contact may be made with the Board of Directors for an extension of time. A fine of \$25.00 will be billed for non-compliance if corrective action is not taken by the date indicated in the letter. Please refer to the Fine Schedule for subsequent fines due to non-compliance. A hearing with the Board of Directors may also be requested.

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TRAFFIC AND PARKING

1. All State of California Vehicle Codes apply. Section 21107.7 CA VC
2. MAXIMUM SPEED LIMIT is 18 miles per hour (Section 22350 & 22352A CA VC). Violation of this regulation will result in a fine.
3. Trailers, other towed vehicles, boats or recreational vehicles shall not be parked on the streets for a period exceeding 72 hours. All such vehicles must be parked in front of homeowner's/resident's residence.
4. Inoperative or abandoned vehicles shall not be parked on the streets for a period exceeding 72 hours. Vehicles found in violation of this ordinance may be cited and/or towed. (Section 22651 and 22669(a) CA VC and L.A.M.C. 80.73.2).

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5. Inoperable vehicles may be kept on private property provided they are clean and **covered** with an acceptable covering with no visible signs of inoperability (i.e. flat tires, etc.).
6. ALL motorized vehicles shall:
 - ▶ Be licensed and equipped for street use.
 - ▶ Be registered and operated by a properly licensed driver.
 - ▶ Be operated on paved streets only.
 - ▶ Display the Hidden Lake Community vehicle decal to Security personnel for security check. New Residents have 30 days to obtain decal.
7. Scooters:
 - Should be operated by properly licensed drivers age 16 or older;
 - Drivers must wear helmets;
 - Shall be equipped with an additional silencer to the muffler.
8. No overnight parking is permitted in the community parking lot. Towing will occur without notice.
9. There shall be no parking on any common area lawns, lake access and/or fenced areas located on Sedan and Woodlake Avenues.
10. Any vehicle parked in the designated handicapped space located in the common parking lot must display a proper handicapped placard, sticker or license plate.
11. There shall be no parking on the lawn/garden areas of any residential property or other areas designated for landscaping.
12. Vehicles parked on streets must be parked parallel to curb in direction of traffic.
13. A complete stop is required at all boulevard stops signs or where marked “STOP” on pavement. A violation of this regulation will result in a fine.
14. Any vehicle parked blocking a fire zone, fire lane or fire hydrant is subject to immediate towing.
15. No perpendicular parking is permitted.
16. There shall be no loitering on the streets.
17. Any person(s) caught hindering or otherwise blocking any vehicles from movement on the streets in the neighborhood will be fined.
18. Trailers and Motor Homes – These vehicles, if parked on the street for more than 72 hours, are subject to towing after the placement of a 24-notice on windshield. Homeowners/Residents must notify the Board and state what dates the vehicle will be present in the neighborhood to avoid possible towing. The Board reserves the right to refuse parking of recreational vehicles at its sole discretion.
19. Parking – Any vehicle parked on the street for more than 72 hours, will have a notice placed on the front windshield noting date and time cited, and will have 24 hours to remove the vehicle from the street. If said vehicle is not removed within the 24 hour time period, the vehicle shall be towed at the owner’s expense. Any vehicle parked in “Handicapped” or “Fire Zone” or “Fire Hydrant” or any overnight parking in the community parking lot may be towed immediately, without notice.

TRAFFIC AND PARKING COMPLIANCE FINE PROCEDURE

All Other Traffic and Parking Issues - A letter stating the problem with a deadline for correction will be sent. Contact may be made with the Board of Directors for an extension of time. A fine of \$25.00 will be billed for non-compliance if corrective action is not taken by the date indicated in the letter. Please refer to the Fine Schedule for

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subsequent fines due to non-compliance. A hearing with the Board of Directors may also be requested.

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SWIMMING POOL AND LAKE

Pool

1. Pool and Lake Hours and Access: Open 8:00 a.m. to 10:00 p.m. Monday through Sunday.
2. Keys may not be privately duplicated. Any privately duplicated keys discovered will be confiscated. There is a \$50 charge for a set of new keys.
3. Homeowners must be current in their dues for use of the community amenities by homeowners, tenants and/or their guests. The use of the pool and lake is limited to homeowners and/or tenants and their invited guests. NOTE: Guests must be accompanied by the homeowner. **FOUR GUESTS PER HOUSEHOLD IS THE MAXIMUM ALLOWED.** (Due to the maximum use of the pool on weekends and holidays, homeowners are urged not to bring guests on these days).
4. **HOMEOWNERS OR TENANTS CANNOT RESERVE OR USE THE POOL AND LAKE FOR PRIVATE PARTIES.**
5. Swimmers in the pool will wear swimsuits. No cut-offs or frayed shorts will be permitted in the pool.

Pool Safety

6. Per California State Law, children under the age of 14 are not allowed in the pool and/or lake area unless accompanied by an adult, age 18 or over. **THIS RULE WILL BE STRICTLY ENFORCED. *Fine may be immediately assessed.***
7. No running, pushing, dunking, or horseplay will be permitted in or around the pool or lake.
8. Surf mats, surfboards, boogie boards and similarly LARGE flotation objects will not be permitted in or around pool or lake.
9. No loud music.
10. No glassware will be allowed in the pool or lake area.
11. No food or drink may be consumed in the pool.
12. Various materials, such as hairpins, clips or small objects will clog filters and are not to be used while swimming.
13. **DIVING IS NOT ALLOWED.**
14. No profane language will be used in the vicinity of the pool area. Profane language and/or harassment of any kind will not be tolerated. A loss of common area privileges and/or a fine will be implemented.
15. Infants and toddlers are required to wear proper protective attire for obvious health reasons.
16. Unsanitary accidents must be reported to a Board Member immediately.

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Lake

- 17. Open 8:00 a.m. to 10:00 p.m. Monday through Sunday.
- 18. NO SWIMMING IS ALLOWED IN THE LAKE.
- 19. No motorized craft of any kind may be used on the lake. Paddle and row boats are allowed. However, all watercraft must be stored on private property.
- 20. Fishing (rod and reel only) is permitted from 8:00 a.m. to sunset. California fishing regulations apply, although no license is required. This a CATCH-AND-RELEASE compound due to the lake being chemically treated. Therefore, no fish are to be removed from the property or otherwise kept. ONLY BARBLESS HOOKS MAY BE USED. *Fine may be immediately assessed.*

GENERAL POOL and LAKE

- 21. No ANIMALS of any kind will be allowed within the pool or lake areas.
- 22. Access to the pool and lake is by way of keyed gates in common areas only by those residents not living on the lake itself.
- 23. No skateboards, roller skates/blades, scooters, bicycles and/or motorized vehicles will be permitted in or around the pool or lake areas.

SWIMMING POOL and LAKE COMPLIANCE FINE PROCEDURE

A letter stating the problem with a deadline for correction will be sent. Contact may be made with the Board of Directors for an extension of time. A fine of \$25.00 will be billed for non-compliance if corrective action is not taken by the date indicated in the letter. Please refer to the Fine Schedule for subsequent fines due to non-compliance. A hearing with the Board of Directors may also be requested.

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LAKE WILDLIFE and COMPLIANCE FINE PROCEDURE

- A fine of up to \$1,000 will be assessed against any Homeowner (including their Tenant or Tenant’s Guest) caught taking, harassing, harming or otherwise mistreating resident and/or visiting wildlife within the boundaries of Hidden Lake. Note: Eyewitness accounts and/or other evidence will be reviewed on a case-by-case basis. Further, Hidden Lake residents are encouraged to contact Security/Board if anyone is observed removing, harming and/or otherwise harassing wildlife. Fine Procedure: *Fine may be immediately assessed.*
- **NO FEEDING OF WILDLIFE IN AND AROUND LAKE.** This rule will be strictly enforced.
- Damages – There will be an immediate fine and/or restitution applied for repairs and/or replacement of damaged property. The fines/restitution will be appropriate for the damage incurred. *Fine may be immediately assessed.*
- All Other Pool and Lake Issues - A letter stating the problem with a deadline for correction will be sent. A contact may be made with the Board of Directors for an extension of time. A fine of \$25.00 will be billed for non-compliance on date indicated in letter. A hearing with the Board of Directors may also be requested.

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TENNIS COURT

1. The use of the tennis court is limited to homeowners, tenants and their INVITED guests. Because access to the tennis court is through the lake area, all children under the age of 14 must be accompanied for their entire visit by an adult 18 or older. NOTE: The Homeowner must accompany all guests. Four guests per household is the maximum allowed.
2. When others are waiting:
 - Only one set may be played.
 - Sets resulting in seven-all shall be determined by one additional game.
 - If four or more are waiting, only doubles may be started.
 - Court shall be given up at end of set in progress.
 - Waiting player(s) must remain in person at the court.
 - Play involving non-scoring practice shall be limited to 30 minutes.
3. Roller-skating, skateboarding, bicycle riding and ball-playing inside tennis area are prohibited.
4. Tennis shoes or rubber-soled shoes must be worn.
5. Leaning, swinging and jumping over the net is prohibited.
6. Homeowners/tenants over the age of 18 shall be priority on weekdays after 4:30 p.m. and on Saturday, Sunday, and holidays, except children and Homeowners/tenants may play together at any time subject to the above rules.
7. Children (under 14) must be accompanied by an adult 18 years or older.
8. Homeowners must be current in their dues to use tennis court.

TENNIS COURT COMPLIANCE FINE PROCEDURE

A letter stating the problem with a deadline for correction will be sent. Contact may be made with the Board of Directors for an extension of time. A fine of \$25.00 will be billed for non-compliance if corrective action is not taken by the date indicated in the letter. Please refer to the Fine Schedule for subsequent fines due to non-compliance. A hearing with the Board of Directors may also be requested.

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CLUBHOUSE

All rules established and written in Clubhouse Use Agreement are in effect. There shall be no skateboarding, bicycle riding or recreational activity on the Clubhouse deck and/or the handicap ramp. No sitting is allowed on the Clubhouse rails.

CLUBHOUSE COMPLIANCE FINE PROCEDURES

A letter stating the problem with a deadline for correction will be sent. Contact may be made with the Board of Directors for an extension of time. A fine of \$25.00 will be billed for non-compliance if corrective action is not taken by the date indicated in the letter. Please refer to the Fine Schedule for subsequent fines due to non-compliance. A hearing with the Board of Directors may also be requested.

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Additionally, there will be a fine and/or restitution required for repairs and/or replacement of damaged property. The \$100.00 security deposit for Clubhouse rental shall be kept and any additional amounts will be billed to Homeowner if damage to Clubhouse occurs during rental period.

SECURITY

1. Every vehicle must stop at the Guard Station when the Security Guard is on duty.
2. The Association has contracted with an outside security company to provide limited security at the Guard Station. Homeowners, tenants and guests are to conduct themselves in a professional manner when dealing with the Guards. Inappropriate behavior will not be tolerated.
3. Any illegal or questionable activity observed inside the community should be reported directly to the local police department. The Guard may also be asked to take an incident report– but they are not to leave their posts to intervene in such situations.

PAST DUE ACCOUNTS

Any outstanding balance due, including fines, assessments or late fees will result in the suspension of common area privileges, including, but not limited to: use of the tennis court; swimming pool; lake; and clubhouse property; and attendance to any association-sponsored events; and community voting privileges.

PAST DUE ACCOUNT COMPLIANCE FINE PROCEDURE

A fine of \$75.00 will be billed if use of common area or attendance of association-sponsored events is observed. This \$75.00 fine is a per occurrence fine.

OTHER IMPORTANT ITEMS...

- The Association requires all homeowners to register their tenants with the management company and/or association for security purposes.
- Common Area keys are to be transferred through escrow when closing on a home. A set of replacement keys costs \$50.00.
- Applications for vehicle decals and Clubhouse rentals can be accessed through the Guard Station, over the internet, or by slipping a note in the Clubhouse mailbox.
- Homeowners Dues are due and payable even if an owner does not receive a bill. All Dues are payable the last day of the quarterly month i.e. if bill is dated April 1, Owner has until April 30th to get payment to the management company in order to avoid a penalty. Payments may also be deposited at the Clubhouse prior to the last day of the month.

END OF HOUSE RULES DOCUMENT

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