

# OAK LAKE ASSOCIATION

8360 Sedan Avenue  
West Hills, CA 91304  
(818) 340-1895

Hidden Lake – A Private Community

## HOUSE RULES, REGULATIONS and FINE PROCESSES

Hidden Lake is a private community and our main concern is the safety and security of its residents. Only the homeowners and residents of Hidden Lake have unrestricted access to the community. All others are subject to restricted access based on compliance with the community rules and regulations.

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. 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 a home 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 the owner's responsibility to ensure that all renters/lesser and guests also observe these rules.

The Board encourages communication for any reason.

The Management Company can be reached at 818/587-9500 or you can reach us through our website at: <http://www.hidden-lake.org>



## TABLE OF CONTENTS

General Declarations	3
Common Area	4
Home Maintenance	4
Home Based Businesses	5
Traffic and Parking	6
Swimming Pool and Lake	8
Pool Rules	8
Pool Safety	8
Lake Rules	9
Lake Wildlife Protection	10
Tennis Court	10
Clubhouse	11
Security	11
Fine and Penalty Schedule	12
Past Due Accounts	12
Other Important Items	12

### **IMPORTANT PHONE NUMBERS:**

Police Emergency	911
Municipal Services	311
Non-Emergency Police Response	877-ASK-LAPD
Hidden Lake Guard Station	818-340-5268
Animal Services	888-452-7381
Hidden Lake Management Company	818-587-9500

## 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/lesser 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 who are in violation 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. If compliance is not met by the stated timeframe of the infraction letter sent to the Homeowner, the FINE PROCEDURE will be initiated.
4. FINE PROCEDURE: Violation of the following rules or generally accepted behavior will result in the following actions. The Association will send a notice of the violation and the Board meeting schedule to the homeowner 10 days prior to the meeting. During this meeting the Board will review the circumstances, hear homeowner comment and determine if a fine/suspension of community privileges is warranted. The meeting may be held in executive session if the homeowner requests it. If a fine/suspension of privileges are levied, a notice will be sent to the homeowner within 15 days. Fine amounts or actions will be determined under the Fine and Penalty Schedule on page 12.
5. Homeowners are responsible for the action of their guests, tenants, and tenant's guests. All letters regarding infractions will be sent to Homeowners and all fines, determined by the fine procedure, will be billed directly to the Homeowner

# HOUSE RULES AND REGULATIONS

## COMMON AREA

1. Definition of Community Property/Common Area: The community property/common area includes: the Clubhouse, Clubhouse Lawn, Pool Area, Lake Area, Tennis Court, Parking Lot, Guard Station, exterior of the Walls on Roscoe, Woodlake, exterior of the lake perimeter gate, Fire Lane and gates, streets and sidewalks inside Hidden Lake and all maintenance boxes and machinery housings.
2. Any use of the community property/common area by any individual homeowner/tenant for personal events or commercial use must be approved in advance by the Board and documented with a Hidden Lake usage contract signed by the homeowner and a Board representative. Such actions include but are not limited to filming.
3. The homeowner/tenant is responsible for his/her own trash. Community receptacles are provided around the lake, Clubhouse and pool areas and tennis court.
4. Any person(s) seen vandalizing, removing, destroying or otherwise harming community property is subject to the penalties under the FINE PROCEDURE.
5. 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.

*Note: "Noncompliance with the above rules will start the FINE PROCEDURE. The Fine procedure is explained on page 3 of the document under item number 3"*

## 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 Friday 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.

4. Board approval must be sought by any resident and/or homeowner wishing to place storage or refuse bin/receptacle(s) (i.e. rollaway, 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 or additional time must be given to the Board for approval.
5. All visible fencing must be kept in good repair, including fencing visible from the lake area and street.
6. Any visible architectural change (i.e. additions, color changes, or major landscape changes) requires approval from the Architectural Committee prior to commencement of work.
7. Dwellings must be kept in an acceptable state of good repair; this includes the visible back areas of all lake homes.

*Note: "Noncompliance with the above rules will start the **FINE PROCEDURE**. The Fine procedure is explained on page 3 of the document under item number 3"*

## **HOME-BASED BUSINESSES**

Home-based businesses are prohibited when using employees, and community 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
- Performance of company business within view or earshot.

*Please address the board prior to starting a home-based business*

*Note: "Noncompliance with the above rules will start the **FINE PROCEDURE**. The Fine procedure is explained on page 3 of the document under item number 3"*

## TRAFFIC AND PARKING

1. All State of California Vehicle Codes applies. Section 21107.7 CA VC
2. MAXIMUM SPEED LIMIT is 18 miles per hour (Section 22350 & 22352A CA VC) . .
3. Inoperative or abandoned vehicles shall not be parked on the streets. 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). There will be a 96 hour notice placed on the windshield prior to towing.
4. 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.).
5. ALL motorized vehicles shall:
  - Be licensed and equipped for street use.
  - Have current registration.
  - Be operated on paved streets only.
  - Display the Hidden Lake Community vehicle decal to Security personnel for entry to the Community. New Residents have 30 days to obtain decal. Applications may be obtained from our website: <http://www.hidden-lake.org> or at the guard shack.
  - Visitors' car licenses will be recorded along with the name of the resident that they are visiting.
6. Scooter:
  - Drivers must wear helmets
  - Shall be equipped with factory approved mufflers
7. No overnight parking is permitted in the community parking lot. Towing will occur without notice after 1 a.m.
8. There shall be no parking on any common area lawns and red zones.
9. Any vehicle parked in the designated handicapped space located in the common parking lot must display a proper handicapped placard, sticker or license plate. Towing will occur without notice at owner's expense.
10. There shall be no parking on the lawn/garden areas of any residential property or other areas designated for landscaping.
11. Vehicles parked on streets must be parked parallel to curb in direction of traffic.

12. A complete stop is required at all boulevard stop signs or where marked "STOP" on pavement.
13. Any vehicle parked blocking a fire zone, fire lane or fire hydrant is subject to immediate towing.
14. No perpendicular parking is permitted.
15. There shall be no loitering on the streets and parking area.
16. Any person(s) caught hindering or otherwise blocking any vehicles from movement on the streets in the neighborhood will be subject to the FINE PROCEDURE
17. Trailers are allowed in the community for a period of no more than 24 hours. During that period they MUST be parked in the driveway.
18. Motorhomes can be parked in front of residence for a period of 48 hours for the purpose of cleaning, loading, and unloading only. The board reserves the right to refuse parking of recreational vehicles in the community.
19. Parking – Any vehicle parked on the street that does not appear to be in use by the owner for more than 72 hours, will have a notice placed on the front windshield noting date and time cited, and will have 96 hours to remove the vehicle from the street. If said vehicle is not removed within the 96 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.
20. Boats, personal watercraft parked on a resident's property must be out of view. Lake front homeowners shall keep their boat/watercraft on their own property behind their gate and not in common areas

***Note: "Noncompliance with the above rules will start the FINE PROCEDURE. The Fine procedure is explained on page 3 of the document under item number 3"***

## **SWIMMING POOL AND LAKE**

### **Pool Rules:**

1. Pool and Lake Hours and Access: Open daily from 8:00 a.m. to 10:00 p.m.
2. Keys may not be duplicated. Any duplicated keys will be confiscated. There is a \$50 charge for a new key.
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. Homeowners are responsible for the action of their guests, tenants, and tenant's guests.
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.
6. Access to the pool must be by community issued keys.
7. The Board retains the right to refuse access by homeowners, tenants, or their guests, to the common areas (pool, lake, etc.).

*Note: "Noncompliance with the above rules will start the **FINE PROCEDURE**. The Fine procedure is explained on page 3 of the document under item number 3"*

### **Pool Safety:**

1. 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.
2. No running, pushing, dunking, or horseplay will be permitted in or around the pool or lake.
3. Surf mats, surfboards, boogie boards and similarly LARGE flotation objects will not be permitted in or around pool or lake.
4. No loud music.
5. No glassware will be allowed in the pool or lake area.

6. No food or drink may be consumed in the pool.
7. Various materials, such as hairpins, clips or small objects will clog filters and are not to be used while swimming.
8. DIVING IS NOT ALLOWED.
9. 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.
10. Infants and toddlers are required to wear proper protective attire for obvious health reasons.
11. Unsanitary accidents must be reported to a Board Member immediately.
12. No ANIMALS of any kind will be allowed within the pool area.
13. Access to the pool is by way of keyed gates in common areas only by those residents not living on the lake itself.
14. No skateboards, roller skates/blades, scooters, bicycles and/or motorized vehicles will be permitted in or around the pool area.

*Note: "Noncompliance with the above rules will start the **FINE PROCEDURE**. The Fine procedure is explained on page 3 of the document under item number 3"*

### **Lake Rules**

1. NO SWIMMING IS ALLOWED IN THE LAKE.
2. No motorized craft of any kind may be used on the lake. Paddle and rowboats are allowed. All watercraft must be stored on private property.
3. Fishing (rod and reel only) is permitted from 8:00 a.m. to sunset. California fishing regulations apply, although no license is required. This is a CATCH-AND-RELEASE compound due to the lake being chemically treated. No fish are to be removed from the property or kept. ONLY BARBLESS HOOKS MAY BE USED.
4. No ANIMALS of any kind will be allowed within the lake area.
5. Access to the lake is by way of keyed gates in common areas only by those residents not living on the lake itself.

6. No skateboards, roller skates/blades, scooters, bicycles and/or motorized vehicles will be permitted in or around the lake area.

*Note: "Noncompliance with the above rules will start the FINE PROCEDURE. The Fine procedure is explained on page 3 of the document under item number 3"*

## LAKE WILDLIFE PROTECTION

1. A fine of up to \$1,000 may 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. This will be in addition to a fine of \$5000-\$10000 which can be levied by the Ca. Dept. of Fish and Wildlife.
2. No feeding of wildlife in and around the lake. This rule will be strictly enforced.

*Note: "Noncompliance with the above rules will start the FINE PROCEDURE. The Fine procedure is explained on page 3 of the document under item number 3"*

## 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, an adult 18 or older must accompany all children under the age of 14 for their entire visit.
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 on the tennis court.
8. Homeowners must be current in their dues to use tennis court.

*Note: “Noncompliance with the above rules will start the **FINE PROCEDURE**. The Fine procedure is explained on page 3 of the document under item number 3”*

## **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.

## **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.
4. Homeowners will be notified by the guard when visitors arrive after 10 p.m. Sunday – Thursday and 11 p.m. Friday and Saturday. Please make sure your current phone number is given to the guard or your visitors may be turned away.

*Note: “Noncompliance with the above rules will start the **FINE PROCEDURE**. The Fine procedure is explained on page 3 of the document under item number 3”*

## **FINE AND PENALTY SCHEDULE**

The Board shall assess monetary penalties for violations of the governing documents against an Owner as follows:

1. **Violations.** The Board may assess a monetary penalty of up to \$500.00 for each occurrence of a violation, and up to \$1,000 for violations concerning wildlife within the property. The Board will send a written notice to the owner identifying the nature of the violation and, if appropriate, a time frame for correcting the violation; stating that the Board intends to impose a monetary penalty against the owner; and specifying the date, time and location of the hearing concerning such violation. The notice shall identify the amount of the proposed monetary penalty. The hearing date will be at least ten (10) days from the date of notice. Owners have the right to attend the hearing and address the Board regarding the matter. If an owner fails to attend the hearing or to submit any written evidence on his behalf to the Board for consideration at the hearing, the Board may still proceed to consider imposing a monetary penalty against the owner. The Board will provide the owner notice of the disciplinary action taken against him within fifteen (15) days after the hearing. If a repeat violation occurs past the hearing and first monetary penalty stage then another monetary penalty of up to \$250.00 (or \$1,000 for violations concerning wildlife) will be automatically assessed upon every violation.

2. **On-Going Violations.** For continuing violations the Board may assess a monetary penalty of up to \$250.00 per day. The Board will send a written notice to the owner identifying the nature of the on-going violation and a time frame for correcting the violation; stating that the Board intends to impose a monetary penalty against the owner; and specifying the date, time and location of the hearing concerning such violation. The notice shall identify the amount of the proposed monetary penalty, which shall be up to \$250.00 for each day on which the violation remains uncorrected. The hearing date will be at least ten (10) days from the date of notice. Owners have the right to attend the hearing and address the Board regarding the matter. If an owner fails to attend the hearing or to submit any written evidence on his behalf to the Board for consideration at the hearing, the Board may still proceed to consider imposing a monetary penalty against the owner. The Board will provide the owner notice of the disciplinary action taken against him within fifteen (15) days after the hearing. If an on-going violation continues after the hearing and first monetary penalty stage, another monetary penalty of up to \$250.00 will be automatically assessed for each day on which the violation remains uncorrected.

## **PAST DUE ACCOUNTS**

Any outstanding balance due, including fines, assessments or late fees will, after notice and a hearing, 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.

## **OTHER IMPORTANT ITEMS**

1. The Association requires all homeowners to register the names and telephone numbers of their tenants with the Management Company and/or association for security purposes.
2. Common Area keys are to be transferred through escrow when closing on a home. Replacement keys costs \$50.00 each.
3. Applications for vehicle decals and Clubhouse rentals can be accessed through the Guard Station, over the website at: <http://www.hidden-lake.org>
4. 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, then the owner has until April 30th to get payment to the management company in order to avoid a penalty).