

Normandy by the Sea
Community Association

RULES & REGULATIONS

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CONTACT NUMBERS

Area Code (858) unless otherwise noted

Emergencies 911

Management Company (Non-Emergencies)

Pilot Property Management, Inc. (760) 635-1405

Normandy Account Manager

Cami Surette camis@pilotprop.com

Crises

Adult Abuse & Protection (800) 523-6444

Battered Women's Hotline 757-3500

Child Abuse & Protection (800) 344-6000

CRISIS Team (800) 479-3339

Poison Control Center 543-6000

Rape Hotline 757-3500

Runaway Hotline (800) 231-6946

Sheriff 753-1252

Health Care

Kaiser Permanente Medical Program 436-4411

San Diego Dental Society 484-4795

San Diego Medical Society 565-8161

Scripps Clinic, Del Mar 794-0160

Scripps Clinic, Torrey Pines 455-9100

UCSD (Thornton Hospital) 657-7000

Recycling

Waste Management / Liberty Recycling 481-2223

Solana Recyclers (760) 436-7986

Utilities

Time-Warner Cable (760) 707-1000

SBC Communications (Pacific Bell) 811-5888

San Diego Gas & Electric (800) 411-7343

Emergency (800) 611-7343

Animals

North County Animal Shelter (760) 438-2312

Dog Tag Information – Found dog (619) 278-9760

Rancho Coastal Humane Society (760) 753-6413

FOREWORD

Living in a condominium development is different from living in a community of individually owned homes. Sharing and maintaining commonly owned areas with neighbors requires both cooperation and compromise as well as common respect for others. It is with these values in mind that this booklet is provided to each homeowner and tenant. Use it as a ready reference and reminder of the various obligations we all have toward each other and toward enhancement and preservation of our chosen community.

The legal documents which govern the affairs of Normandy by the Sea Community Association are the Covenants, Conditions and Restrictions (CC&Rs) and By-laws. These documents are the source of rules contained in this booklet and reference to specific provisions contained in those documents are cited herein, the exceptions being rules dictated by common courtesy and adopted by the Board of Directors.

All homeowners and tenants are given copies of the CC&Rs and By-laws of the Association. You are encouraged to read each document since they set forth in complete detail the rights, responsibilities, duties, and obligations of each homeowner and tenant.

Whenever a homeowner rents or leases his/her unit, it is that homeowner's responsibility to acquaint the tenant(s) with the CC&Rs, By-laws and Rules & Regulations adopted by the Board of Directors. Homeowners are responsible for the actions of their tenants and guests.

The By-laws of the Association confer upon the Board of Directors powers to manage the affairs of the Association (Art.V of the By-laws) and to establish and enforce rules (Art. VI, Sec. 6.1 of the CC&Rs). Questions, concerns, suggestions, as well as violations of these rules should be directed in writing to the Board, c/o Pilot Property Management, Inc, 2146 Encinitas Blvd, Encinitas, CA 92024

It is important to recognize that our Association is comprised of homeowners and tenants. All members of the Board of Directors volunteer their time to serve our community, and are elected by a majority vote of homeowners. Other homeowners and tenants donate their time to serve on various committees.

It is in this spirit that the ^{iv} Rules & Regulations Committee and the Board of Directors encourage each homeowner, family, tenant and guest to join together in making Normandy by the Sea a pleasant place in which to live. By cooperating with one another our community will flourish.

PLEASE NOTE: IT IS THE HOMEOWNER'S RESPONSIBILITY TO ENSURE THAT EVERYONE, INCLUDING FAMILY MEMBERS, TENANTS AND GUESTS UNDERSTAND THESE RULES. WE SUGGEST YOU KEEP THIS DOCUMENT HANDY FOR EASY REFERENCE.

Approved 10/28/2002

The Board of Directors, Normandy by the Sea Community Association

DEFINITIONS

Homeowner:	Anyone who owns a unit in Normandy by the Sea, whether living in it or not.
Resident:	Anyone living at Normandy by the Sea, whether owner or tenant.
Tenant:	Anyone renting or leasing a unit at Normandy by the Sea.
Guest:	Anyone visiting a homeowner, resident or tenant at Normandy by the Sea.
Commercial Vehicle:	Any vehicle, other than a passenger vehicle, used for commercial purposes and/or bearing company identity.
Common Area:	All portions of the condominium project located within the interior walls of the unit.
CC&Rs:	Covenants, Conditions and Restrictions; the legal document under which Normandy by the Sea Homeowner's Association is governed.
The Association:	Normandy by the Sea Community Association; its membership includes all Normandy by the Sea homeowners and tenants.
The Board:	The five-member Normandy by the Sea Community Association Board of Directors; volunteers elected by the Association members to run the affairs of the Association.
The Management Co.:	The paid management company hired by the Board of Directors to carry out the business of the Association as specified by the Board.

To contact the management company:

Pilot Property Management, Inc.
2146 Encinitas Blvd
Encinitas, CA 92024
(760) 635-1405
FAX (760) 635-1425

Cami Surette, Community Manager:
camis@pilotprop.com

GENERAL INFORMATION

1. It is the responsibility of every homeowner, resident and tenant to review and abide by the most current rules and regulations approved by the Normandy by the Sea Board of Directors.
2. Any suggestions, concerns or complaints should be submitted **in writing**, together with your name, unit number and telephone number, and mailed to the management company.
3. It is the right and duty of each homeowner, resident and tenant to report, in writing, any violations of the rules and regulations to the management company.
4. Registration. All homeowners and tenants of Normandy by the Sea must complete an Occupant Registration Form within Ten (10) days of occupancy. The fee for homeowner registration is included as part of the Transfer Fee which is paid through escrow. The registration fee for tenants is \$100.00 and, with the exception of new homeowners, must accompany a completed registration form and mailed or delivered to the management company. Upon completion of registering, the Association will enter the homeowner's or tenant's name in the Gate Director, provide a copy of the Rules & Regulations, and include them in newsletter mailings and other important communications such as notification of common area repairs, etc.

Failure to register with the Association within 10 days of occupancy will result in the assessment of a \$100.00 fine against the homeowner's account.

5. Lease/Rental Regulations. The following regulations govern leased/rented units in Normandy by the Sea:
 - a. No Timeshares are allowed.
 - b. All homeowners are responsible for the actions of their tenants and shall cause the tenant to be registered with the Association within ten (10) days of occupancy. Registration forms are available through the management company by mail or fax. Homeowners shall request tenant(s) to read the Rules & Regulations of the Association. The Registration Form shall be signed by all tenants acknowledging their commitment to comply with the Rules & Regulations of Normandy by the Sea.
 - c. All Homeowners who lease/rent their Unit must submit a signed Registration Form to the management company within ten (10) days of leasing/renting a unit. Call the management company for the proper form. There is a \$100 fee payable in advance to Normandy by the Sea Community Association. It is very important that the Board of Directors and the management company be aware of who is residing in each Unit, including the correct mailing address, if different than the unit.

GENERAL INFORMATION, Cont'd

d. Failure to register with the Association within 10 days of occupancy will result in the assessment of a \$100.00 fine against the homeowner's account.

Upon proper execution of the Registration Form, the property manager will ensure that the tenant receives the following items and services:

- i. Directory name and code number changes together with an explanation of how the entry system functions.
 - ii. A copy of the current Rules & Regulations (provided prior to signing the Renter's Agreement.)
6. A homeowner who leases or rents his/her unit relinquishes use of all common area facilities (pool, spa, etc.) to the tenant. The homeowner, however, retains all responsibility.
 7. The Clubhouse can be used with proper reservation which must be completed seven (7) days in advance. A \$50.00 cleaning deposit is required. Anyone reserving the Clubhouse is responsible for cleaning and securing the facilities upon conclusion of use.
 8. Homeowners must pay for any damage to the common area (including, but not limited to, gates, street lights, driveways, halls, elevators and landscaping) caused by themselves, their tenants, or their guests. (Art. II, Sec. 2.10, CC&Rs.)
 9. Contractors employed by the Association may not perform unscheduled services for homeowners or tenants without prior approval from the management company.
 10. Please be considerate of neighbors. Remember that we live in a community; think about your neighbors and how they may be affected by the loud noise of conversations, music, parties, children's play, etc. Noise must be kept at a level which does not disturb neighbors. Children must be supervised in common areas.
 11. Units may not be used for any commercial purpose, except as a home office which does not result in significant additional traffic in and out of the community.
 12. No use of the home is permitted which would cause un-insurability of the unit.
 13. No unit may be leased/rented for use by more than four (4) persons.

COMMON AREA INFORMATION

1. There will be no alterations to the common area (such as removing or adding plants or trimming trees) without written approval of the Board of Directors. (Art II, Sec. 2.9, CC&Rs.)
2. Homeowners are liable for damage and clean-up caused to the common area that results from work done to their units. (Art. II, Sec. 2.10, CC&Rs.)
3. Lawns and planted areas are not for pedestrian traffic, playground or animal waste areas. Please help maintain our beautiful community and landscaping.
4. No signs (except as provided in Sec. 712 of the Civil Code) shall be displayed to the public view on or from any unit without the prior written approval of the Board of Directors. No sign may exceed 18" x 24".
5. No tents will be allowed in any common area.
6. Oil and grease stains on driveways and in garages should be promptly cleaned up. They are not only unsightly but also represent a safety hazard.
7. Skateboards, roller skates/blades and bicycles may not be used within the common area.

ARCHITECTURAL INFORMATION

1. No common area changes (exterior, patios, etc.) may be made without prior written approval of the Board of Directors.
2. Any changes from submitted and approved plans can be subject to removal at the homeowner's expense.
3. Homeowners are responsible for ensuring that their contractors maintain a neat job site. Debris not removed in a timely fashion may result in a fine.
4. Outdoor antennas and/or satellite dishes must be approved by the Board of Directors prior to installation.
5. Potted plants and planter boxes which the homeowner intends to permanently affix must be approved by the Board of Directors prior to installation.
6. No awnings, screens, roll-up blinds or other devices shall be constructed on, or attached to, building exteriors or balcony unless approved in writing by the Architectural Committee. (Art. II, Sec. 2.3, CC&Rs.)
7. Outside clotheslines are not permitted.
8. Balconies must not have any visible towels, trash, clotheslines, drying racks, wire screening, surfboards or household furniture.
9. Storage creating a fire hazard is prohibited. Storage must comply with termite or any pest prevention measures.
10. For the period Thanksgiving to January 7th (inclusive) of each year, holiday decorations such as Christmas or other seasonal lights and decorations made of wood or plant materials may be attached to the balconies without written Board approval – provided such decorations are usual and customary for the season and are in keeping with the spirit of a good neighbor policy. No paper or bright plastic decorations may be displayed without prior written approval of the Board.
All such decorations must be removed promptly after January 7th.

PETS

1. There is a limit of two common household pets per unit. Common household pets are limited to dogs, cats, birds, hamsters, and the like. Any creature which in its natural state produces venom or sera, toxin, or a noxious odor is excluded from household pets.
2. Dogs must be on a leash at all times when being walked through the common areas. Cats must not be allowed to roam free throughout the project and must not be allowed to create a nuisance to other homeowners, residents and tenants. Pets should not be allowed to urinate or defecate in the Common Area gardens and lawns.
3. Pet owners will be held responsible and liable for any personal injury or property damage caused by their pet(s).
4. Pet owners are responsible for the immediate removal and disposal of pet waste deposited by pets in common areas. This rule is governed by the Civil Code and common courtesy.
5. Pets shall not be tethered or left unattended in the common area.
6. Pets are never allowed within the confines of the recreation areas, including the pool and spa.
7. All pet owners are responsible for controlling the noise of their pets.
8. Residents who are disturbed by an animal are urged to first contact the pet owner; if the situation is unresolved, contact the Animal Control Department at (760) 438-2312. Continued infraction of pet rules will result in removal of the pet and a possible fine in accordance with Board policy.

VEHICLES

(Garages and Parking)

IMPORTANT NOTE: The following paragraphs will contain references to "resident vehicles" and "guest/visitor vehicles." For purposes of these Rules & Regulations, resident vehicles are defined as vehicles owned or leased by residents of Normandy by the Sea including adult offspring residing with parents. All other vehicles will be regarded as a guest/visitor vehicle.

1. Driveways and parking spaces near the pool area of Normandy by the Sea are owned by the Association, controlled and maintained by the Board of Directors. Parking is reserved for guests/visitors only.
2. The garages are to be used only for parking registered and operable passenger vehicles and to enter and exit the dwelling. Garage doors must be closed at all times, except when entering or leaving.
3. Parking in the common area by guests/visitors or residents is permitted for a period not exceeding seventy-two (72) hours. Where guests of a resident plan a longer stay, it is the responsibility of the resident to ensure that a guest/visitor vehicle is moved to the street or make arrangements to use another resident's assigned parking. Vehicles parked in guest/visitor parking for more than seventy-two (72) hours are subject to tow after a notice to tow has been placed on the vehicle for a period of forty-eight (48) hours.

Towing is at the owner's expense.

4. Pickup trucks with camper shells, trailers, campers, or similar recreational vehicles belonging to a guest/visitor may be parked in the common area subject to the following restrictions:
 - a) they do not exceed 18 feet in length or 9 feet in height;
 - b) they do not occupy more than one parking space;
 - c) the length of the visit does not exceed seventy-two (72) hours;
 - d) they are not used for sleeping quarters;
 - e) they do not drip oil or chemicals on the parking surface;
 - f) no cables, wires, hoses or utility outlet are led from the vehicle to any building structure;
 - g) no mechanical work or maintenance, other than that of an emergency nature, is performed while parked in the common area.

VEHICLES, Cont'd

5. Motor vehicles must park in authorized spaces. No RV-type, boat trailers, commercial vehicles (over one ton) or commercial trailers allowed on the premises.
6. There should be no tailgating when entering or exiting the common area.
7. All driveways should be kept clean and oil-free. Oil drippings are unsightly and constitute a physical and fire hazard and must be removed in a timely manner.
8. Commercial vehicles belonging to residents may not be parked in outdoor common areas.
9. Per Board policy, vehicles parked in violation of the foregoing rules will be subject to the following:
 - First Violation - 48 hour warning, to move the vehicle;
 - Second Violation - towing at vehicle owner's expense.
10. According to Vehicle Code and common courtesy, vehicles should yield right-of-way to cars coming into the driveway. (It is easier to back down a hill than up.) Again, please show others common courtesy.

SAFETY

1. To ensure everyone's safety, doors to the buildings, common area and pool facilities must be kept closed and/or locked. This rule applies to all entry and exit gates throughout the development
2. Residents are responsible for the security of their own units and vehicles. We can help each other by being alert and reporting suspicious actions.
3. Gates and doors must remain locked at all times. Do not prop gates and doors open as it diminishes security and can cause increased insurance rates.

POOL AND SPA

1. The pool and spa are open daily from 8:00AM to 10:00PM.
2. The swimming pool and spa were built to provide recreational enjoyment for all residents of Normandy by the Sea. For this reason, these facilities cannot be reserved for the use of private parties. Similarly, the pool furniture is for everyone. To avoid arguments, do not try to reserve it for those not actually at the pool.
3. **No lifeguard is provided at the pool;** therefore, children must be accompanied by an adult. All children under the age of 14 years must be accompanied by an adult. Unsupervised use of the spa by children under the age of 14 years is prohibited (Uniform Building Code, Section 9025e). Such restrictions are designed to protect the health and safety of our children.
4. Glass containers of any kind are prohibited in the pool area. Food waste, spilled drinks and the like need to be cleaned up to prevent ants and problems to others. Please be courteous to others.
5. Running, excessive splashing, and horseplay disrupt the enjoyment of others. Radios with earphones are preferred in the pool and spa area. Those who do not or refuse to show courtesy will be asked to leave the pool area and spa area. In case of repeated offenses, homeowners can be disciplined (By-laws). Again, please be considerate of your neighbors!
6. Swimsuits must be worn while in the pool or spa. Street clothing, including cut-off jeans, is not approved for use in the water. Hair that is longer than shoulder length should be confined by non-metallic restraints such as a bathing cap or rubber band. Infants in diapers are not allowed in the pool.
7. Shower before entering the pool/spa area. Suntan/sunscreen oils, etc., cause scum to build up on pool tiles and clog the filtering equipment causing unnecessary cleaning and maintenance expenses. Rinse off such preparations in the shower before entering the pool or spa.
8. Before leaving the pool/spa shower area, turn off the water completely and pick up all personal items and drink containers.
9. AFTER LEAVING SPA, TURN OFF THE PUMPS, REPLACE THE COVER AND CLOSE AND LOCK THE GATE.
10. NO PETS ARE ALLOWED IN THE POOL AREA.
11. After leaving the sauna turn off the timer and heat element. The door must be locked.

FINES/SANCTIONS

Pursuant to Article III, Section 7(a) and (b) of the Association's By-laws, the Association has the authority to adopt reasonable Rules & Regulations governing the use of common areas. The By-laws direct the Board to enforce the provisions of the Rules & Regulations. Implicit in the Board's authority to enforce the Rules & Regulations is the power to levy fines and/or apply sanctions to compel compliance with the guidelines set forth in the CC&Rs and By-laws. Fine schedules are published once a year. (CC&Rs & By-laws).

Prior to levying a fine or applying sanctions, the Board will schedule a hearing regarding the violation. The hearing will be scheduled prior to the Board's regularly scheduled Board meetings.

Notice of the hearing will be delivered by certified mail to the homeowner's current address at least ten (10) days prior to the hearing. The notice will contain the date, time, location and purpose of the hearing.

The purpose of the hearing will be to review all of the facts and circumstances surrounding the unit owner's violation of the Rules & Regulations, CC&Rs, By-laws or other lawful decisions and resolutions of the Association or its duly authorized representative. If the homeowner is found to be in violation, the Board will decide what fines or sanctions will be administered. The homeowner will be allowed to present evidence in support of his/her position. Based upon the evidence presented at the hearing, the Board will make written determinations or "findings" explaining why the homeowner's actions have or have not constituted a violation.

Sanctions, where applicable and justified, will be applied under guidelines contained in Article III of the Association By-laws.

Schedule of Fines

If the Board of Directors determines that a violation of the Rules & Regulations, CC&Rs, or other lawful decisions and resolutions of the Association or its duly authorized representative has occurred, they may assess fines or apply sanctions against an homeowner. Fines shall be assessed according to the following schedule:

1. First offense: written warning and 30 days to correct the offense.
2. Second offense: up to \$25. A "second or subsequent" offense is an identical or similar violation which occurs on a different occasion.
3. Third and subsequent offenses: up to \$150.00.
4. Continuous offenses: \$75.00 per day up to a maximum of \$2,500.00 per year. A "continuous offense" is one which is uninterrupted and uncorrected over time.

MOVE IN/MOVE OUT PROCEDURES

1. New homeowners/tenants/residents shall register with the management company, (see General Information). After the registration is completed the new homeowner/tenant/resident will receive a code number to enter the building and gate directory encoding can be completed. Resident directories are located at the two front main entrances. To permit entrance, the resident dials "6" on his/her telephone opening the entrance door. Elevator doors and garage doors must **not** be propped open for excessive time.
2. Homeowners are responsible for any damages that may occur to common areas during moving in and out. Homeowners are responsible for the actions of movers and any damage that may be caused during moving in and out.
3. Moving vans, trucks and trailers should be parked in such way as not to block the driveways and parking areas. If it is necessary to use the parking area during moving, courtesy to other residents needs to be the priority and not the exception.
4. Homeowners are responsible for providing tenants with pool/spa keys and garage door openers.

PLEASE NOTE: Homeowner's responsibilities for leasing and/or renting are specified in the General Information Section.

