

Arnold Lilac Park
Homeowners Association
PO Box 722
Arnold, California 95223

209.795.3807
info@arnoldlilacparkhoa.org
www.arnoldlilacparkhoa.org

October 4, 2022

Dear Arnold Lilac Park HOA Members,

The purpose of this communication is to inform members of rules, forms and policy that have been proposed for adoption by the Board.

The Board's purpose for adopting new rules is to provide for the health, safety, peace and well-being of our Lilac Park community. The adoption of a Policy for Imposing Fines and Schedule of Fines provides an avenue for the Board to levy fines for repeated violations of our Governing Documents, including rules, in hope of bringing a non-compliant member into compliance.

Written member comments or questions may be sent to the Board via email at info@arnoldlilacpark.org or via USPS to ALPHA, P.O. Box 722, Arnold, CA 95223. Written comments must be received by November 4, 2022. Verbal comments may be addressed to the Board during the Open Forum portion of the 10 AM, November 5, 2022 Board meeting.

Sincerely,

Arnold Lilac Park Homeowners' Association
Board of Directors

Attachments (6):

After-Hours Pool Use Rules

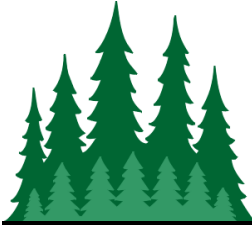
After-Hours Pool Use Agreement

ALPHA Fine Policy

IDR Complaint Form

Meeting Procedures & Code of Conduct

Pool Rules



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Meeting Procedures And Rules of Conduct

Regular and Special Open Meetings of the Board of Directors

1. All members of the Association have the right to attend open meetings of the Association's Board of Directors.
2. Full Time Tenants are allowed to attend meetings of the Association's Board of Directors' providing they do not cause disruption of the meeting process.
3. Unless otherwise permitted by State law or court order, members are not allowed to record audio or video at an open meeting of the Board without prior written authorization from the Association signed by the Secretary or President.
4. The Secretary, Assistant Secretary or any officer of the Board may record the meeting to aid in the preparation of minutes. The recording is to be deleted once the minutes have been prepared.
5. If you are attending a meeting in person, you are not allowed to also Zoom into the meeting. Our internet connection will not support the additional traffic so this causes interruptions in the connection for those attending via Zoom.
6. All phones must be turned off and no use of electronic devices is allowed for Members attending in person. Board Members are excluded based on need during the course of business.
7. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the Board's deliberations or votes.
8. Members may address issues during the Open Forum portion of the meeting where they will be given 3 minutes to express their questions or concerns. Members who wish to make comments to the Board of Directors shall raise their hand and wait to be recognized before speaking.
9. Open Forum is a time allowed during Open Meetings for all Association Members to voice their issues or concerns. The Board understands all members may not always agree with the decisions made by the Board and is happy to hear Member issues and concerns during Open Forum or via email. However, per our By-Laws, Article VIII Section 1, the Board of Directors has the power to conduct, manage and control the affairs and business of this corporation. Therefore, continual harassment by members so as to become a nuisance, via email or open comments regarding disagreements you may have with Board decisions will not be tolerated and may result in a fine.
10. Attendees shall be respectful of all others in attendance, shall not interrupt others while they are speaking and shall refrain from the use of derogatory comments, gestures, etc.
11. Attendees who violate these rules or otherwise disrupt the meeting in a manner that interferes with the Boards' ability to conduct its business may be subject to expulsion from the meeting and may be fined. If necessary, law enforcement may be called to have the person removed.
12. If an attendee who has been asked to leave refuses to leave, at the discretion of the Board, the meeting may either be paused while waiting for the member to comply with the expulsion, or the remaining Agenda items may be tabled and the meeting adjourned.

Committee Meetings

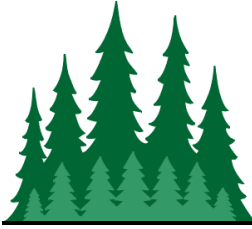
1. The Board may create standing committees for a specific purpose.
2. At the Board's discretion, committees may be comprised of Directors, Members, or a combination of both.
3. Oral and/or written committee reports will be given at an open meeting.
4. No Member Notice or Minutes are required for Committee Meetings as they are advisory in nature, with no decision-making authority.
5. At no time will more than 4 Directors be on any one committee to prevent the existence of a quorum.

Working Meetings of Board Members

1. Working meetings between Board Members are often necessary to prepare for an Open Board Meeting.
2. A Director may be given the task of researching a particular topic and/or creating documents to be presented at an Open Board Meeting for Board consideration. At the Director's discretion, Members and/or up to 3 additional Board Members may be asked to assist in the project. Once the task has been completed the group is disbanded.
3. No Member Notice or Minutes are required for Working Meetings as they are advisory in nature, with no decision-making authority.
4. At no time will more than 4 Directors gather together for a Working Meeting to prevent the existence of a quorum.

Executive Sessions

1. With the exception of disciplinary action against a Member, Members are not allowed to attend Executive Sessions of the Board due to the confidential nature of the matters being discussed.
2. Member Notice, an Agenda and Minutes are required.
3. Minutes are confidential and there is no right to inspect by Members.
4. Matters discussed in an Executive Session shall be generally noted at the next Open Board Meeting.



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Policy for Imposing Fines and Schedule of Fines

This document sets forth the Arnold Lilac Park Homeowners' Association's (ALPHA) policy for imposing fines for violations of the Association's Governing Documents and its Schedule of Fines, pursuant to California Civil Code section 5850(a), ALPHA's By-Laws and the Arnold Lilac Park Covenants, Conditions and Restrictions (CC&Rs).

1. Authority of ALPHA's Board of Directors

The Board of Directors, pursuant to the Governing Documents, has the authority to adopt and establish rules, regulations, and policies relating to the administration, management, operation, use and occupancy of the HOA's Common Area, and the personal conduct of owners and residents, members of their household, pets, tenants, invitees, and guests, and to take such steps as it deems necessary for the enforcement of rules and other Governing Documents.

2. Member Responsibility

Each owner is a Member of ALPHA and is responsible for complying, and for their family members, tenants, invitees, guests, and household members compliance with the Governing Documents. Owners shall give their tenants copies of the Governing Documents, including rules and any amendments as they are adopted. In the case of a violation by a non-member party, ALPHA shall notify the responsible owner, and any disciplinary action for non-compliance will be imposed against the member.

3. Notice of Violation and Opportunity to Cure

The Board shall provide a member who is responsible for a violation with written notice of the violation and may, depending on the nature of the violation, provide the Member a reasonable time to cure or correct the violation. If the Member fails to cure or correct the violation, or if the Board determines that providing an opportunity to cure or correct is not appropriate under the circumstances, the Board shall notify the Member of the hearing at which the Board will consider its disciplinary options, including levying fines and suspension of membership rights.

4. Hearing

A hearing shall be conducted by the Board. The Member shall be entitled to attend the hearing and address the Board. Alternatively, the Member may submit a written explanation to the Board prior to the hearing for the Board to consider.

5. Hearing Notice

At least fifteen (15) days before the hearing at which the Board will consider discipline of the responsible Member, the Board shall notify such Member in writing so that the Member is aware of the nature of the violation, the evidence thereof, and what discipline the Board can consider, the Hearing Notice shall:

- a. Identify the Governing Document provision(s) alleged to be violated.
- b. Set forth the facts that the Board believes justify disciplinary action.

- c. Identify the date, time, and place of the hearing.
- d. Describe the disciplinary action being contemplated.
- e. State that the member is entitled to attend the hearing to address the Board.

This notice will be sent by registered mail to the most recent address for the Member as shown on the records of the Association.

6. Imposing Disciplinary Action

The Board may impose one or more disciplinary actions if it determines at the hearing that the Member or a non-member party for whom the Member is responsible has violated the Governing Documents. Disciplinary action may include but is not limited to temporary suspension of membership rights, fines, and/or any other discipline authorized in the Governing Documents for such violation.

7. Notice of Board’s Decision: Effective Date of Disciplinary Action

The Board shall notify the Member of its decision, in writing, within fifteen (15) days after the meeting. If any disciplinary action is imposed, the notice shall describe the disciplinary action and its effective date.

8. Schedule of Fines

The Board of Directors has adopted the following Schedule of Fines, which will be in effect until changed by action of the Board:

Conduct Violations:

Examples: disruptions, noise, rule violations, lights, causing damage to the Common Area, etc.

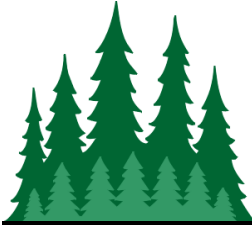
First violation:	Warning
Second instance of the same violation:	\$ 50.00
Third instance of the same violation:	\$100.00
Fourth and subsequent instance of the same violation:	\$200.00

9. Payment of Fines

Fines are due when imposed by the Board and are delinquent if not paid within thirty (30) days after they are due. All sums payable hereunder by a member shall be subject to late charges, interest and collection as permitted by the Governing Documents, including but not limited to a lawsuit to compel payment of delinquent amounts and to recover attorneys’ fees and costs of enforcement.

10. Other Remedies

ALPHA reserves the right to avail itself of any other remedy permitted by law and the Governing Documents to enforce the provisions of the Governing Documents. These remedies include, but are not limited to, requesting that the matter be submitted to a form of internal dispute resolution, mediation or arbitration, seeking assistance from local law enforcement, county code compliance or similar public agencies as applicable, or bring an action in court.



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Pool Rules

Admission Without Fee:

Property owners and their guests are entitled to use the pool without fees providing all assessments are current.

Guest Policy:

Guests, outside of immediate family members and relatives, shall be limited to 4 guests per property owner, per day, on days the pool is crowded.

Children Under 14:

Children under 14 years of age must be accompanied by a responsible person at least 18 years of age, and the child must be personally supervised by this person. This is a safety and insurance consideration. For children attending without a parent, a parental permission slip naming a responsible person is required for children under the age of 14.

Pool Register:

All persons using the pool must sign the pool register with their name, lot number and number of attendees each day they use the pool.

Property Owner Dues:

Any property owner who is not current with their annual dues shall relinquish all pool privileges until their dues are paid in full or an approved payment plan has been established and is being followed as agreed upon.

Renters:

Renters must have written authorization from the property owner granting them permission to use the pool and shall be entitled to the same admission without fee privilege as indicated above. With this authorization, property owners relinquish their pool privileges by passing them on to their renters.

Pool Safety Regulation:

Specific rules are posted around the pool area and are for your safety. The Pool Attendant on duty will manage the affairs of the pool, including disciplinary action if necessary. The Pool Attendant is not a baby sitter.

Infants and Toddlers

Children not potty-trained must wear appropriate swim diapers.

Use of Cameras, Phones and all Recording Devices

With the exception of private parties where attendees are in agreement, recording the image or voice of anyone at the pool, or in the Common Area, is strictly prohibited without expressed authorization of the subject parties. Authorization must be granted by all parties involved prior to any public posting of said images/recordings. In the event minors are involved, authorization of a parent is required.

Pool Parties

Parties are allowed at the pool during open pool hours.

Access to the Snack Bar area for use of 1 designated refrigerator, stove and sink is allowed during open hours providing a Pool Attendant or Director is on-site.

BBQs are available for member use during open hours and should be cleaned after each use. The HOA is not responsible for providing propane or maintaining propane levels so be sure to check availability prior to your event. Availability of propane has always been dependent upon members working together and the generosity of those using the BBQs.

Picnic and other supplies stored in the kitchen area, purchased or donated for HOA events, are not to be used by individual members.

Any one accessing or using these amenities is responsible for leaving them in a clean and orderly manner. Failure to do so may result in a member being denied future access.

The pool is available for members to reserve for private parties during the hours of 5 PM to 8 PM. Please refer to Rules for After-Hours Pool Use for information on reserving the pool area for a private party.

Use of Tobacco

There is no smoking allowed in the pool area. Adults may use tobacco products outside of the pool area.

Use of Alcohol

Abuse of alcohol will not be tolerated and may result in the person being asked to leave and suspension of future use of the facility.

Noise Levels

No loud music will be played or performed which may disrupt the neighborhood.

Safety

No walking or climbing on the divider is allowed.

Pets

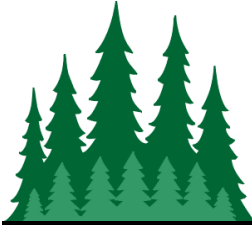
Dogs must be on a leash and picked up after anywhere in the Common Area.

Pool Hours and Dates:

Open 7 days a week from Noon to 5:00 PM

The pool is generally open beginning Memorial Day weekend through Labor Day weekend. This is subject to change without notice.

Violation of any of these rules may result in a fine per the Schedule of Fines published in the Annual Pro Forma.



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RULES FOR AFTER-HOURS POOL USE

To reserve the pool for an after-hours event a reservation form must be submitted to the Board

via email, regular mail or by dropping it off at the pool during open hours. Forms are available at the pool or by request via info@arnoldlilacparkhoa.org.

There is a \$25 refundable deposit required for reserving the pool for use after-hours. This is returned to you upon request unless we need to clean up after your after-hours use or there is damage to the property. You also have the option to leave it on file for future reservations providing the deposit isn't retained for clean-up.

Available hours for after-hours pool reservations are 5 PM to 8 PM for either private or open events. For liability reasons, after-hours pool reservations are limited to dates beginning Memorial Day weekend and ending Labor Day weekend unless the Board extends pool maintenance beyond the normal season.

Your reservation will be confirmed once the \$25 deposit has been received and it has been verified that the pool is available on the date requested.

There is no deposit or fee required for after-hours use of the pool for campaign events. The candidate must be in attendance at all times.

A Pool Attendant or Director will open the facility at 5 PM for your private use and show you how to lock up when you leave. You are responsible for making sure all doors and gates are locked prior to leaving.

BBQs, chairs, tables, umbrellas, pool toys, and bathrooms are available for your after-hours use. The snack bar area is only available if a Pool Attendant or Director are on-site.

The HOA is not responsible for providing propane or maintaining propane levels so be sure to check availability prior to having a private party. Availability of propane has always been dependent upon members working together and the generosity of those using the BBQs.

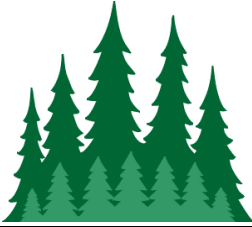
BBQs are to be cleaned after each use and pool toys are to be returned to the storage area.

Trash must either be taken with you or put in the bathroom. In either case, all trash cans must be put in the bathroom prior to leaving.

At private events only, dogs may be allowed off leash in the pool area. They must be picked up after.

There may be occasional evenings that the pool is not available for after-hours use due to maintenance needs. Effort will be made to avoid interfering with already confirmed reservations.

Unless otherwise noted, all Pool Rules apply to after-hour use.



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After-Hours Use of Pool Agreement

This agreement is between _____
(Responsible Homeowner Name, PLEASE PRINT)

and Arnold Lilac Park Homeowners Association (ALPHA) for after-hours use of the Lilac Park Pool on the following date at the following time:

Date: _____ From 5 PM to 8 PM

It is expressly understood by the Responsible Homeowner listed above that a refundable deposit of \$25.00 must be made to reserve the facility, with the exception of use for a campaign event. The deposit will, upon request, be refunded in a timely manner if the facility and property are left clean and undamaged and is vacated by 8 PM.

Should ANY cleaning or repairs be required resulting from the above homeowner’s after-hours use of the pool on the above date, ALPHA shall keep the deposit and apply it towards the payment of such cleaning and repairs, which the above homeowner agrees to pay.

NOTES:

- ALL POOL AND AFTER-HOURS POOL USE RULES MUST BE FOLLOWED
- NO CLIMBING OR WALKING ON THE DIVIDER WALL
- NO SMOKING IN THE POOL AREA, ADULTS MAY SMOKE TOBACCO PRODUCTS OUTSIDE THE POOL AREA
- NO LOUD MUSIC MAY BE PLAYED OR PERFORMED WHICH MAY DISRUPT THE NEIGHBORHOOD
- ANY ABUSE OF ALCOHOL AT THE POOL DURING THE ABOVE DATES/TIMES MAY RESULT IN TERMINATION OF THIS AGREEMENT AND SUSPEND FUTURE USE OF THE POOL BY THE HOMEOWNER.

Today’s Date: _____ Homeowner Lot Number: _____

Homeowner signature: _____
(By signing, the Responsible Homeowner accepts the terms of this agreement)

Mailing Address: _____

Physical Address: _____

Telephone: _____ Alternate telephone: _____

ALPHA USE ONLY	Check # _____ / CASH	Date Refunded: _____	By: _____
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Arnold Lilac Park Homeowners' Association
IDR COMPLAINT FORM

Pursuant to California Civil Code Sections 5900 - 5965 the Board of Directors (Board) of the Arnold Lilac Park Homeowner's Association (Association) has established this complaint form for use by persons who wish to file an IDR Complaint with the Association.

Legibly describe your IDR Complaint in the area provided below. Please state specific facts and attach any supporting documentation, correspondence or other materials related to the Complaint.

Governing document or law that has been violated:

Article or Code including the Section that has been violated:

Quote the provisions in that document that you believe have been violated:

Brief description and date of the alleged violation:

Desired Resolution:

Signature: _____ Date: _____

Printed Name: _____

Mailing Address: _____

Lilac Park Street Address & Lot #: _____

email Address: _____ Phone Number: _____

**Your complaint may be submitted via email at info@arnoldlilacparkhoa.org or
by mailing to ALPHA, PO Box 722, Arnold, CA 95223**

Summary of California Civil Code Sections 5900-5965

California Civil Code Sections 5900 through 5965 address your rights to sue the association or another member of the association regarding the enforcement of the governing documents, the non-profit mutual benefit corporation law, and/or the Davis-Stirling Common Interest Development Act. The following is a summary of the provisions of Civil Code Sections 5900-5965 enacted and effective January 1, 2014.

Civil Code Sections 5900-5965 encourages parties to a dispute involving enforcement of an association's governing documents, the non-profit mutual benefit corporation law, and/or the Davis-Stirling Common Interest Development Act to submit the dispute to an alternative dispute resolution (ADR), such as, mediation or arbitration prior to filing a lawsuit. The intent of the statute is to promote speedy and cost-effective resolution of such disputes, to better preserve community cohesiveness and to channel disputes away from our court system.