



BRIARWOOD TOWNHOUSES

Rules And Regulations



APPROVED MAY 2021

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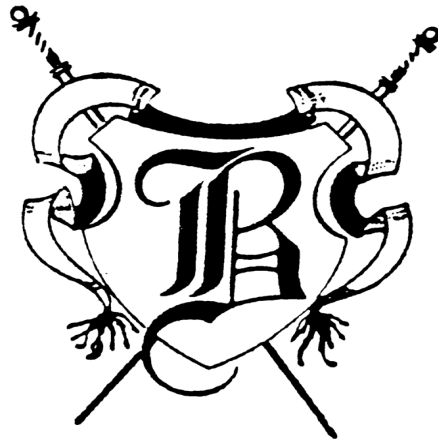
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10.00 INTRODUCTION

The following Rules and Regulations were designed to enhance the Security, safety, enjoyment, and tranquility of all in the community – and are subject to revision. All the following Rules apply to BCC and both homeowner’s associations (HOA #1 and HOA #2).

10.10 RULES AND REGULATIONS PROVIDE SPECIFIC GUIDES TO DAILY LIVING

The social success of the following town house condominium community depends in a large part on the Rules, Regulations, restrictions, and policies that govern how Residents are expected to conduct themselves. Typically, the declaration of covenants, conditions, and restrictions subject all Unit Owners to general covenants and conditions, while the By-laws and Rules and Regulations provide specific guides to daily living. Without these restrictions and a means to enforce them, the community living experience could become chaotic. These Rules and Regulations were adopted by the Board of Directors pursuant to article iii and v and shall have the same force and effect as if they were set forth in and were a part of the CC&R’s.

10.20 THE BRIARWOOD TOWNHOUSE COMPLEX WAS DEVELOPED IN 1964

The Briarwood Townhouse complex was developed in 1964. In compliance with the California fair employment and housing act and the federal fair housing act, this community does not discriminate against anyone because of their race, religion, color, national origin, ancestry, marital status, disability, familial status, sex or age. Further, it does not discriminate against anyone based on other personal arbitrary characteristics such as sexual orientation.

10.30 RULES AND REGULATIONS HAVE THE SAME ENFORCEABILITY AS THE CC&R’S

These Rules and Regulations do not supersede, change or conflict with the By-laws or CC&R’s, some of which are not included herein. However, they do have the same status of law and enforceability.

10.40 EACH PURCHASER IS SUBJECT TO ALL OF THE CC&R’S AND RULES AND REGULATIONS

Each purchaser, by accepting a deed or valid contract of sale, to any Unit, accepts the same, subject to all of the covenants, conditions, restrictions, Rules and Regulations as contained in the CC&R’s or as established by the Boards of Directors. The Board shall have the exclusive right and obligation to enforce each, and every provision contained in the CC&R’s, including the right to commence and maintain an action to enjoin any breach or threatened breach of any of said provisions.

10.50 OWNERS ARE RESPONSIBLE FOR THEIR TENANTS, GUESTS AND CONTRACTORS

Owners are responsible for their tenants, guests and contractors. Violation of these Rules and Regulations by tenants, guests, and contractors is the responsibility of the Owner against whom the association(s) will exercise its legal remedy for compliance. Each Owner is to provide their tenants or succeeding Owners with a copy of the CC&R’s, as well as a current copy of the Briarwood Rules and Regulations.

10.60 VIOLATION FINE AMOUNTS

All persons found to be in violation of these Rules and Regulations, CC&R’s or By-laws may be assessed a fine in the maximum sum of one hundred and seventy-five dollars (\$175.00) per violation, except that the following violations shall be subject to a maximum fine of three hundred and fifty

dollars (\$350.00) per violation:

1. **Any intentional destruction** of Briarwood property, in addition to costs of its repair or replacement.
2. **The third violation** of any rule and regulation within a twelve (12) month period.
3. **Allowing a pet dog to bark** overnight or during the absence of the Owner from its Unit.
4. Maintaining an **animal which has engaged in vicious behavior** towards humans or other animals after a demand for its removal by animal control.
5. Public drunkenness, substance abuse, **annoyance of Residents** or guests, or nuisance with marijuana smoke (Briarwood Security will be called).
6. **Any unjustified berating or abusive action** or response **toward Management** employees or **Security** personnel while they are engaged in the accomplishment of their assigned duties.

See section 100.00: Compliance Committee

20.00 General Rules

20.05 RESIDENTS MUST MAINTAIN A COPY OF BRIARWOOD'S GOVERNING DOCUMENTS

Each Briarwood Resident is required to maintain a copy of the Briarwood Covenants, Conditions and Restrictions (CC&R's), as well as a current copy of the Briarwood Rules and Regulations.

20.10 RESIDENTS MUST COMPLY WITH THE CC&R'S, BY-LAWS AND RULES AND REGULATIONS

Each Briarwood Resident is expected to read, understand, and comply with the CC&R's, By-laws and Rules and Regulations.

20.15 NO CHANGE TO COMMON AREAS

No change shall be made to any part of the common area without the written permission of the Board of Directors.

20.20 EXTERIOR ALTERATIONS

All exterior alterations or additions of any type to any Unit are not permitted without first submitting a request to the architectural control committee.

20.25 EXTERIOR ANTENNAS OR SATELLITE DISHES

The erection of exterior antennas or satellite dishes must be approved by the applicable Board of Directors. Applications are available at the HOA #1 and HOA #2 Offices.

20.30 NO WHEELED RECREATION ITEMS OR DRONE USAGE

In the interest of safety: skateboarding, roller skating, tricycle or bicycle riding, scooter riding (manual or electric), hover Boarding, Segway's or any other wheeled recreation/play items are not allowed in

the common areas, drives or lanes at any time. This includes Briarwood drive, all lanes, common area walking paths, green belts, pools and spa areas. The operation and/or flying of drones for personal or recreational use is strictly prohibited in any of the common areas or on any street, drive or lane within Briarwood.

20.35 NO BALL PLAYING ETC. (INCLUDING FIREWORKS)

No ball playing, toy guns, water pistols type, or projectile objects, including fireworks, which can cause injury to persons or damage to property shall be permitted in any of the common areas or on any street or lane within Briarwood.

20.40 NO BRIARWOOD EQUIPMENT OR FURNITURE LOANED

No Briarwood equipment or furniture shall be loaned out to any Resident (or other) at any time, for any purpose.

20.45 OBNOXIOUS, ILLEGAL OR OFFENSIVE ACTIVITIES (INCLUDING MARIJUANA SMOKING)

Obnoxious, illegal or offensive activities, e.g., public drunkenness, substance abuse, will not be tolerated within Briarwood. Marijuana smoking, although legal at the time of this writing, is not permitted in vehicles within Briarwood nor in any common areas including exclusive use common areas that are open to other Units (including open-air atriums).

20.50 NO BUSINESS OPERATED

No business activity of any kind may be conducted, or operated within Briarwood wherein customers must enter the complex to conduct said business, except the showing of a Unit for real estate activity. "For Sale" signs or "Open House" signs are not allowed.

20.55 HOLIDAY DECORATIONS

Holiday decorations must be removed within two (2) weeks after the respective holiday. Additionally, no fireworks are allowed in Briarwood.

20.60 NO COMMON AREA STORAGE

No personal items shall be placed or permitted to be stored in the common area without Board approval.

20.65 NO SET UP OF BALL OR PLAY EQUIPMENT

No play or recreational equipment shall be erected in any common areas without approval of the applicable Board.

20.70 SCREENING ITEMS IN CARPORT

All equipment, including barbecues, toys, garbage cans, woodpiles or storage piles, must be kept screened by adequate planting or fencing (in carports) to conceal them from view of neighboring parcels or streets. Exception is the containers issued for trash and recycling which may not lend themselves to screening.

20.75 NO ADVERTISING IN BRIARWOOD

Professional entities, religious affiliations, organizations, commercial business, individual business, voter information or political candidates may not be advertised from any residence, or in the common areas. Signs for any such activities are not allowed. The premises shall not be used in any way or for any purpose which may endanger the health or unreasonably disturb any Owner.

20.80 VISITORS AND GUESTS MUST BE ACCOMPANIED BY RESIDENT

All visitors or guests, except when entering or departing the Briarwood premises are restricted from all parts of the common areas, including the clubhouse and all pool enclosures unless accompanied by a Resident in possession of his/her key card.

20.85 COMPLAINTS – IN WRITING

Any and all complaints regarding Management, Security, gardening, painting, etc. and other comments constructively criticizing or suggesting improvements should be submitted in writing to either the BCC Manager, to HOA #1 or to HOA #2 for appropriate action. Forms are available in the appropriate Briarwood Management Office.

20.90 NO PARTIES OR ACTIVITIES IN COMMON AREAS

When having a gathering at your Unit, Residents may not set up tables, chairs, or equipment in ANY common area. This includes all common areas in Briarwood including but not limited to any of the grassy greenbelt areas outside residences.

30.00 SECURITY

The Briarwood Boards of Directors have the responsibility to provide for the Security of the entire Briarwood community. The Briarwood community is surrounded by a nine (9) foot high perimeter Security fence.

The Boards of Directors utilize contract professional Security service personnel and equipment to enforce the Rules and Regulations and provide for the protection, welfare and safety of all Briarwood Residents and invited guests within the limits of their capabilities. No unauthorized persons are admitted to Briarwood at any time. The main west gate entrance is manned by one or more Security Officers on a twenty-four (24) hour basis and supplemented by Security surveillance patrol of the community area.

30.10 KEY CARDS (I.D.)

ISSUANCE OF KEY CARD

1. The key cards (ID) are registered and issued, for purchase, to permanent Residents of Briarwood for identification and to facilitate entry into the premises and recreational facilities. Proof of ownership or permanent residency must be furnished to the Management Office prior to the issuance of key cards. Owners must be current on their BCC association dues to receive a replacement or additional key card(s).

MAXIMUM NUMBER / COST EACH / REPLACEMENT

2. A maximum of four (4) key cards will be issued to each household. Initial cost to Homeowners will be twenty-five dollars (\$25.00) each. Residents will be charged one hundred dollars (\$100.00) for each additional card. It is the responsibility of the Resident to see that the key cards are used appropriately by members of the household. They may not be duplicated, and if lost, will be replaced at a cost of one hundred dollars (\$100.00) for each key card. Renters or lessees will be charged a fifty-dollar (\$50.00) deposit upon issuance of a key card. When the key card is surrendered upon vacating the residence, twenty-five dollars (\$25.00) will be refunded to the renter/lessee.

FOR INDIVIDUAL USE ONLY – NOT TRANSFERRABLE

3. Key cards issued to each household are for that individual's use only. Key cards are not transferable. Key cards may not be loaned to anyone for any purpose.

FOR ENTRANCE INTO CLUBHOUSE

4. Key cards must be used to gain entrance to the clubhouse, the swimming pools and the east pedestrian gate (when not locked).

KEY CARD REQUIRED

5. Residents utilizing the recreational facilities are required to have their key card in their possession and to submit same to the Security personnel, upon request for identification.

UNAUTHORIZED USER

6. Should a key card be found in the possession of an unauthorized user, it shall be confiscated by the Security guard and the person(s) using it will be escorted from the area. An "incident report" filled out by Security will be turned into the BCC Office for presentation to the appropriate homeowner's association.

TEMPORARY VISITOR PASS

7. A permanent Resident may apply, in person, to the BCC Management Office for a visitor's pass to be utilized by an authorized guest for a temporary period, up to thirty (30) days. The pass will be issued for the exclusive use of the person to whom issued, solely for the identification for entry into Briarwood during the temporary period. The visitor's pass will not activate the key card readers and cannot be used for unescorted use of the Briarwood community center clubhouse facilities or the swimming pools. The visitor's pass must be turned into the Management Office upon the guest's departure.

30.20 "B" STICKER

FOR VEHICULAR ACCESS

1. The "B" sticker is authorized for issuance by the Management Office to facilitate vehicular access/entry at the west gate entrance to Briarwood.

NON-RESIDENT OWNERS

2. The "B" sticker is issued to permanent Residents only. Each "B" sticker is numbered and registered to a specific vehicle for exclusive use and may not be switched from one vehicle to another. The "B" sticker must not be shared or loaned out to any other Resident or non-Resident.

Owners who are not permanent Residents will not be issued a "B" sticker but may have their name on the Security index/computer at the west gate for authorized access. They must use the visitor's lane.

PROOF OF VEHICLE OWNERSHIP

3. Proof of ownership for the vehicle that will be issued a "B" sticker must be furnished by the owner of the vehicle (i.e., Briarwood Resident). Resident must also furnish proof of insurance, a current California driver's license and current vehicle registration. All vehicles not registered in the name of the person who is requesting a "B" sticker will be denied.

PLACEMENT OF STICKER

4. The "B" sticker must be placed on the vehicle's front windshield, in the upper right-hand corner, so the Security Officer may readily identify the vehicle of the Resident for unchallenged gate entry in the Residents' lane.

RETURN OF STICKER

5. The "B" sticker must be turned into the Management Office upon sale of Unit or permanent departure of the vehicle and/or Resident from Briarwood.

RESIDENTS IN ARREARS

6. New "B" stickers will not be issued to Residents who are in arrears with their Unit assessment payments.

LOST STICKER

7. "B" stickers claimed to be lost can be replaced at a cost of one hundred dollars (\$100.00) each.

OVERSIZED VEHICLES

8. "B" stickers will not be issued for motor homes, recreational vehicles or any other motor vehicle which cannot be parked in a Briarwood garage or carport.

Number of Stickers Issued

9. B" stickers will be issued free for the first two (2) automobiles. Additional "B" stickers will cost the Resident fifty dollars (\$50.00) each. Maximum of four (4) "B" stickers will be issued per Unit.

BCC MANAGEMENT MAY CHANGE THE ENTERING PROCESS

10. If at any time, the Briarwood Community Center Management deems it necessary to change the process for Homeowner/Residents to enter the community, all Residents must comply with and adhere to the new process.

30.30 ENTRY INTO BRIARWOOD

ENTRY INTO BRIARWOOD IS RESTRICTED to Residents, employees, authorized visitors and guests, authorized delivery vehicles, domestic workers, and bona fide emergency vehicles. Vehicles may enter Briarwood through the west gate entrance only. At times when the east gate is in operation, it shall be for Residents only, using a "remote control" to activate the arm and gate. A remote control may be purchased from the BCC Office.

PEDESTRIANS may enter through the west gate entrance by showing their key card to the Security Officer or by use of the key card reader.

GUESTS ENTERING BY FOOT must provide a valid ID and be processed prior to being allowed entry.

1. VEHICLE (AUTOMOBILES)

VEHICLE (AUTOMOBILES) ACCESS IS CONTROLLED by use of gate arms which are activated by the Security Officer at the west gate entrance. The gate arm comes down automatically after passage of each 2-axle vehicle. Only one (1) vehicle is permitted to enter for each raise/lower cycle of the gate arm.

2. RESIDENTS

WITH "B" STICKER:

Briarwood Residents entering in vehicles displaying the current "B" sticker should use the lane to the immediate left of the guard station.

WITHOUT "B" STICKER: Briarwood Residents entering in a vehicle not displaying a current "B" sticker must use the lane to the immediate right of the guard station and must present their individual key card or other proof of residency to the Security Officer for identification.

TEMPORARY PARKING PASS/WITHOUT "B" STICKER: When a Resident enters in his/her vehicle without a "B" sticker you must obtain a "Resident (temporary 24 hour) parking pass". The pass will only be issued when driving in the vehicle and will not be issued to you if entering by foot.

PEDESTRIAN RESIDENTS must also present their individual key card or ID to the Security Officer for identification prior to being permitted to enter.

3. VISITORS

VISITORS ENTRANCE: Visitors desiring entrance into Briarwood complex must use the lane to the immediate right to the guard station. Within the guard station is a computer, backed by a card index, containing the names of all Briarwood Residents, their telephone numbers and their residence Unit number.

VISITOR PARKING PASS: Visitors must furnish the Security Officer with the name and Unit number of the person(s) to be visited. Visitors will be permitted to enter only after the Security Officer has phoned the Resident and obtained his/her permission for the visitor to enter. The Security Officer will issue a 'visitor's parking pass'. The following information will be listed on the visitor's pass: Unit visited; date; time visited and vehicle license plate number. The visitor's parking pass must be visibly displayed on the dashboard or on the windshield at all times, when on the property.

AUTHORIZED GUESTS: The names of non-Residents who may be permitted entry at any time, without first calling the Resident, (i.e., authorized guests), may be submitted to the BCC Office for official listing on the Security computer/Resident's Security index as an authorized guest at the west gate guard station.

4. GUESTS

GUESTS MUST USE RIGHT LANE: Guests desiring entry must use the lane to the immediate right of the guard station. The Security Officer will phone the Resident to verify authorization to enter.

WHEN EXPECTING 5+ GUESTS: If for any reason a Resident is expecting more than five (5) guest vehicles in a short time, her/she must provide an alphabetized list to the guard station no less than two hours prior to their expected arrival to facilitate the flow of entry traffic.

MUST DISPLAY VISITOR PASS: Guests will also be issued a visitor's parking pass. **Residents are** reminded that they are **responsible for their visitors/guests** to properly display the visitor's parking pass.

5. OTHER ENTITIES

PROCESS FOR ENTRY: Delivery and other commercial vehicles are processed for entering in the same manner as visitors. Entry will be permitted only after phoning the Resident to determine if the Resident is at home and to obtain permission for entry. The Security Officers, Security Manager, or Community Management Offices cannot accept letters, packages, flowers or process service documents, etc. for any Resident.

PROCESS SERVERS appearing at the gate will be allowed entry after showing proper identification. A courtesy call to the Resident will be made.

OTHER AGENCIES: U.S. Postal Service, Southern California Edison Company, telephone company, cable company, Southern California Gas Company, Federal Express, UPS, newspaper deliveries, trash disposal services, bus shuttle services, taxis, etc. are allowed permanent authorization and do not require a visitor's parking pass, if the vehicle is properly identified.

EMERGENCY VEHICLES are admitted without hesitation and without logging in and out, these include: Police, Fire, Ambulance and Paramedics and any other vehicle with flashing red lights and/or a siren.

FOOD DELIVERY SERVICES: A courtesy call will be made to Residents for food delivery services, however, if the Resident does not answer, and the driver has proper proof, then all food delivery companies will be allowed to enter.

NOTIFY WHEN RENTING/SELLING OR UNIT VACANT: Homeowners selling their homes through a realtor will give **advance authorization to the Real Estate Agent** acting as a principal on their behalf. A real estate agent may gain access by producing a business card and verifying personal identification. Access will be given to the real estate agent in accordance with the procedure for an authorized visitor. Homeowners must also notify the BCC Management Office and HOA #1 or HOA #2 that they have listed their Unit for sale, lease or that the Unit will be vacant.

40.00 TRAFFIC AND PARKING

The following Rules are established in the interest of the safety, welfare and enjoyment of all Briarwood Residents and their guests. They are intended to prevent obstructions, and to facilitate passage of emergency and firefighting vehicles and apparatus, as well as to preclude interference with the rights of access and egress of other Owners.

40.10 SPEED LIMITS

The maximum speed limits within Briarwood are:

Briarwood Drive 25 m.p.h. (miles per hour)

All other Streets and Lanes 15 m.p.h. (miles per hour)

40.20 PARKING

Temporary parking of motor vehicles is permitted in designated spaces of most lanes and in unmarked areas on Briarwood Drive. Due to the limited number of parking spaces within the community, Residents **must use their carport/garage for parking of automobiles. Owners with two (2) vehicles** are required to park both of their vehicles in their carport/garage. Failure to comply with this rule will result in a fine of \$50.00 per occurrence. No exceptions will be made for oversized automobiles that do not fit into a carport/garage.

40.30 NO PARKING

1. **No parking** on any of the lanes within the community or designated parking spaces **more than twenty-four (24) hours**. Vehicles will be ticketed and/or towed after the third (3rd) violation.
2. **No parking in excess of thirty (30) minutes** by Residents in guest parking spaces (1 to 4 space lots). Signs are posted accordingly. Vehicles will be ticketed and/or towed after the third (3rd) violation.
3. **No parking on Briarwood Drive** between 3:00 a.m. and 6:00 a.m. (no overnight parking on Briarwood Drive). This constitutes an immediate tow away, of the vehicle, at the Owner's expense.
4. **No parking of unattended vehicles**, blocking the garage or carport entrance, of any Unit or fire lane at any time, except for short term/temporary loading and unloading.
5. No parking in marked **red zones or white curb zones** (except for loading and unloading) or in blue handicap zones, except with an official handicap parking permit.
6. **Fire Hydrant:** No parking within fifteen (15) feet of a fire hydrant.
7. **No parking of unregistered vehicles** in common parking areas. After receiving one ticket the vehicle may be towed without further notification.
8. **Backing into any guest parking** space is prohibited.
9. **No Motor Vehicle Repairs:** No repairs may be made to any motor vehicle, motor home, camper or recreational vehicle while same is parked on any of the lanes, guest parking spaces, or on Briarwood drive, except in case of a strict emergency. No repairs may be made in carports/garages.

40.40 MOTOR HOMES, CAMPERS, RECREATIONAL, 2-TON INDUSTRIAL VEHICLES

No motor homes, campers, recreational vehicles, 2-ton industrial vehicles or **any oversized vehicle**, (which cannot be parked in a residential carport or garage), shall be parked on Briarwood drive or on any Briarwood street or lane or any 'guest parking' space for a continuous period, in excess of twenty-four (24) hours. It is the intent of this rule that none of the above-described vehicles be parked in Briarwood for longer than twenty-four (24) hours, thus the moving of said vehicle from one place in the common area to another place in the common area shall not break the continuousness of the twenty-four (24) hour period. After twenty-four (24) hours, the vehicle is subject to immediate tow away. All parking Rules must be followed.

40.50 PARKING CITATIONS AND TOW AWAY

Briarwood Security personnel will issue and attach to any vehicle parked in violation of Briarwood parking Regulations, a **warning notice of infraction** of said Regulations. Any two (2) such violations by Resident, member of his/her family, guests or invitees shall cause a letter to be sent to subject Resident from the appropriate association Board of Directors. The letter will also contain a notification to the Resident that any subsequent infraction will cause the vehicle to be officially cited or **towed away** and stored, at the Owner's expense, as authorized by California vehicle code – section 22658 and Inglewood municipal code – section 3-43. Requisite visible signs are posted at the entrance to Briarwood. Receipt of a third ticket for the same kind of infraction will result in a fine.

40.60 EXCESSIVE FLUID LEAKS

Excessive **fluid leaks (from motor vehicles or any other source)** that are unsightly, cause damage and/or pose safety hazards are prohibited. All repair and cleaning of such leaks is the responsibility of the Owner. If Residents fail to clean up fluid leaks from their vehicles, the association(s) can require removal of the vehicle and a fee to clean up and repair will be charged to the Homeowner. This applies to vehicle(s) parked in the common areas or in a carport or garage.

40.70 NO LIABILITY FOR VEHICLES

The homeowners' associations, the Boards of Directors and staff will **not be liable for theft or vandalism of any vehicle parked on the premises**. Residents and visitors park on the premises at their own risk. Personal items should not be stored in vehicles at any time and the associations accept no liability for the theft or damage of any such items.

50.00 COMMUNITY CENTER RECREATIONAL FACILITIES

There are **No Pets Allowed in the Briarwood Community Center Clubhouse building** – except for certified service animals. Service animal certification documents must be filed with the Briarwood community center Office. All activities in the clubhouse must be approved by the BCC Manager in advance.

50.05 USE OF CLUBHOUSE AND FACILITIES

The use of the clubhouse and facilities are restricted to permanent Residents of Briarwood Townhouses and their guests. The building has been declared a non-smoking facility for the health and safety of the Residents. Signs are posted at the entrance and inside the facilities.

50.10 NO MORE THAN TWO GUESTS PER UNIT

No more than two (2) guests, per each Briarwood Unit, are permitted in the clubhouse at any given time, unless prior approval has been obtained from the Briarwood community center Board of Directors.

50.15 OWNER/RESIDENT RESPONSIBLE FOR CONDUCT OF GUESTS

Each Owner or Resident will be held responsible for the conduct of his/her guests using the facilities of the Briarwood community center and shall make certain that each guest abides by the Rules and Regulations.

50.20 GUESTS ALLOWED/ACCOMPANIED BY ADULT RESIDENT

Guests will not be allowed to enter the clubhouse building, the swimming pool area or to use the recreational facilities unless accompanied, at all times, by an adult Briarwood Resident in possession of his/her key card.

50.25 NO ENTRY WITHOUT KEY CARD

Residents not possessing a key card will not be permitted in the clubhouse, the swimming pool or other facilities unless accompanied, at all times, by an adult Briarwood Resident in possession of his/her key card.

50.30 MAIN DOORS LOCKED

The clubhouse main doors shall remain closed and locked at all times. Residents may enter using their key cards. Doors should be relocked upon departure.

50.35 KITCHEN AUTHORIZATION

The clubhouse kitchen will not be opened for anyone without the authorization of the community center Board of Directors or bcc Office Management.

50.40 NO SWIM ATTIRE IN CLUBHOUSE

Neither Residents nor guests are permitted in the clubhouse when wearing swimming attire. Proper attire including shoes must be worn at all times.

50.45 NOT FOR ENTERING OR EXITING POOL

The clubhouse must not be used to enter or exit from the swimming pool area.

50.50 NO FOOD OR BEVERAGES IN RECREATION AREAS

Food or beverage are not to be carried into or consumed in the billiard/game room, ping-pong room, lounge area or swimming pool areas.

50.55 USE OF CLUBHOUSE KITCHEN

Any organized Briarwood group is entitled to use the kitchen, dishes and utensils. Residents holding authorized private parties may use the above with the understanding that any undue breakage, damage or loss will be charged to the Resident.

50.60 BRIARWOOD SMALL GROUPS

Small groups of Briarwood Residents may use the dining room with the prior approval of the BCC Board Management, provided there is no conflict with other scheduled activities.

50.65 RECOGNIZED HOLIDAYS

All Briarwood Residents are welcomed at the clubhouse on recognized holidays; therefore, no private parties may be held in the community center recreational facilities on the following holidays or New Year's Eve; New Year's Day; Martin Luther King Jr's Birthday; President's Day; Independence Day; Memorial Day; Labor Day; Veteran's Day; Thanksgiving Day; or Christmas Day.

It is intended that on these days, the dining room, living room, kitchen and patio facilities will be open and available for sharing, by legitimate permanent Resident(s) of Briarwood, with no more than six (6) guests per Unit. Dishes and silverware will not be available for use on such occasions.

50.70 HOURS

The clubhouse will be guard locked each night at 9:30 p.m. Except for Briarwood organizational meeting nights, special events or authorized parties and shall be re-opened at 7:00 a.m. By a security guard or by someone designated by the BCC board or BCC management personnel.

50.75 BULLETIN BOARD

Notices desired for posting on the clubhouse bulletin Board must be submitted to the BCC Management Office, for approval, prior to posting. The posting of business advertisements is prohibited.

50.80 ACTIVITIES NOT ALLOWED

No political, religious or business meetings are allowed in the clubhouse. Business meetings means a meeting wherein customers must enter the complex to conduct business other than real estate activity.

50.85 ALLOWABLE CLUBHOUSE USAGE

The clubhouse shall not be used for weddings. Use for wedding receptions will be limited to Briarwood Residents and their immediate family only. The use of alcoholic beverages in the clubhouse is prohibited, except by approval of the BCC Board of Directors. The clubhouse may be used to conduct repast services for a deceased Resident who was residing in the complex.

50.90 BILLIARD ROOM USAGE

The billiard room (also referred to as the poolroom) and facilities are provided for the use of all Residents and their guests.

1. **Guest players must be accompanied by a Briarwood Resident** who is in possession of his/her key card. Residents are limited to four **(4) guests per Unit**.
2. **Maximum number of games:** Players must relinquish pool tables after two (2) games, if others are waiting to play.
3. **No food, drink,** excessive noise or loud music is permitted in the billiard/pool room.
4. **Good sportsmanship** conduct is expected of all persons using the billiard/pool room.

50.95 PRIVATE PARTY USAGE

APPROVAL TO RENT:

1. Use of the clubhouse (dining room, living room and kitchen) by Briarwood Residents for private parties must have the prior approval of the community center Board of Directors.

APPLICANT OWNER/RESIDENT MUST BE PRESENT:

2. At least one applicant Homeowner or bona fide lessee Resident must be personally present at all times while the facility is being used. No permission will be granted if the activity or

intended use is for any of the following: business; political activities; religious; government, union, school organization, wedding or overnight retreats.

USE RESTRICTIONS / MAXIMUM NUMBER OF GUESTS:

3. With approval, use of the facility is normally restricted and limited to the dining room, living room, kitchen and patio. The number of guests is not to exceed eighty (80) persons total. All persons attending a private party, including Residents, are not permitted to use any other part of the facilities, except the restrooms.

APPLICATION TIMELINE:

4. Reservations may be secured by filing an application form furnished by the BCC Management Office and must be made at least one two (2) weeks prior to the event.

APPLICATION ACKNOWLEDGEMENTS:

5. The application form duly signed acknowledges that, the Resident has read and agrees to the facilities' Rules and cleanup procedures and has provided the rental fee. The non-refundable fee includes the use of the facilities, equipment and the hiring of Security personnel to maintain order and protect the interest of Briarwood.

DEPOSIT FEE:

6. In addition to the above, applicant must provide a deposit fee to the BCC Management Office which will be refunded if the cleanup of the facility is satisfactory and no damage has occurred.

REPORT DAMAGES BEFORE EVENT:

7. The Resident reserving the room shall report to Security any damages observed before the event so that said Resident will not be charged for the repairs or damages that occurred prior to their event.

AMPLIFIED MUSIC APPROVAL:

8. The use of live musicians or amplified music must have prior BCC Board approval.

NO RENTAL IF DELINQUENT

9. Residents who are delinquent in payment of the BCC assessments and late charges or other indebtedness to the BCC are not permitted use of the clubhouse facilities for entertaining. Application for same will not be submitted to the Board until the Homeowners account is made current.

60.00 SWIMMING POOLS AND SPA

These swimming pool rules pertain to all three swimming pools and the one jacuzzi spa in the Briarwood complex.

60.05 NO LIFEGUARD ON DUTY / AGE FOR USE

Briarwood does not provide lifeguard supervision service. It is the responsibility of each Resident to ensure that children, under fourteen (14) years of age, are under the direct supervision, at all times, of

a responsible adult (18 years old or older) who is a Briarwood Resident and who is in possession of his or her key card when in these areas or using the pools or spa.

60.10 USE OF POOLS AND SPA

The use of the swimming pools/spa and other recreational facilities shall be confined to Residents of Briarwood only and their guests. All persons using the swimming pool/spa or swimming areas do so at their own risk.

60.15 GUESTS MUST BE ACCOMPANIED BY ADULT RESIDENT

Guests will not be allowed, to enter the swimming pool areas, or use other recreational facilities unless accompanied by a Briarwood Resident, 18 years old or older, who is in possession of his/her key card.

60.20 HOW TO ENTER ALL POOLS/SPA

Entry to all pools/spa is gained only through use of a key card at the pool gate by a Briarwood Resident. The clubhouse is not to be used as an entrance or exit to the BCC clubhouse swimming pool area.

60.25 OWNERS WHO RENT RELINQUISH USE

Each Owner shall automatically relinquish his/her right to use the swimming pools/spa and other recreational facilities when he/she leases or rents his/her dwelling Unit.

60.30 APPROPRIATE SWIM ATTIRE

Only appropriate swimming attire may be worn when using the pools/spa. Appropriate swimming attire means swimming suits only – no street clothes are permitted to be worn in the swimming pools or spa. Briarwood community center board is not responsible for any fading or any other damage to swimsuits or swim trunks (including but not limited to any swim attire, swim caps, towels, pool shoes etc.

60.35 NO HAIR ACCESSORIES

No hair accessories of any kind shall be worn in the pool area at any time with the exception of swim caps sold for the express purpose of covering hair while swimming.

60.40 NO OPEN CUTS OR WOUNDS

Individuals with open cuts or wounds are not permitted in the pool or spa areas.

60.45 ITEMS NOT PERMITTED

Corroding, disintegrating items are not permitted in the pool/spa areas. Soap, conditioners or foam products may not be used in the pool/spa areas. Suntan oil or lotion may not be used prior to entering or re-entering the pools/spa.

60.50 NO GLASS

Glass and other breakable items are not permitted in the pool/spa areas.

60.55 NO ALCOHOL

No alcoholic or other beverages are allowed at the pool/spa area. The same restriction applies to the consuming of food in the pool/spa area.

60.60 NO PETS

No pets shall be allowed in or around the swimming pool areas or in the clubhouse with the exception of certified service animals (i.e., seeing eye dog). Documentation certifying service animals must be on record with the Briarwood community center management office.

60.65 RADIOS PERMITTED WITH HEADPHONES

Portable radios are permitted in the swimming pool/spa area only when used with earphones.

60.70 NO RAFTS, FLOATS ETC.

In the interest of safety and in order to not interfere with others using the pool/spa: rafts, floats and other pool toys (etc.) shall not be permitted in the swimming pools/spa. Exception: when swimming lessons are conducted by a teacher registered with the BCC board office and who has submitted evidence of current insurance (for liability and workers' compensation).

60.75 NOT PERMITTED IN POOL/SPA

Playing ball, frisbee, etc. are not permitted in pool/spa areas.

60.80 NO ROUGH PLAY

There will be no unusually boisterous or rough play in the pool/spa areas.

60.85 SECURITY SURVEILLANCE OF POOL/SPA AREAS

Security personnel will maintain surveillance of the swimming pool/spa areas and any Resident (Owner/renter/leasee) may be asked to show his/her key card when there is a reason to suspect a breach of the Rules. A key card in the possession of anyone other than the Resident will be confiscated, a citation will be issued (and potentially a fine) to the Resident to whom the key card was issued and the person or persons using the key card will be escorted from the area.

60.90 RULES FOR SPA USE

1. **CAUTIONS:** Elderly persons, pregnant women, infants and those with health conditions requiring medical care should consult with a physician before entering the spa.
2. **CHILDREN UNDER 14:** Unsupervised use by children under the age of 14 is prohibited.
3. **MEDICATIONS & ALCOHOL:** Hot water immersion (i.e., jacuzzi spa) while under the influence of alcohol, narcotics, drugs or medicines may lead to serious consequences and is therefore not recommended.
4. **RISKS:** Long exposure may result in nausea, dizziness or fainting.

70.00 PETS

70.10 COUNTY AND CITY PET ORDINANCES ENFORCED

The county and city ordinances pertaining to pets will be enforced. No animal, fowl, reptile, or poultry, except usual and ordinary household pets, such as domestic dogs, cats, birds and fish, may be kept, nor bred, nor raised within the complex.

70.20 MAXIMUM NUMBER OF PETS

A maximum of two (2) pets per household is permitted.

70.30 NO FEEDING STRAY OR WILD ANIMALS

Feeding or otherwise attracting pigeons, feral cats or any other wildlife is prohibited.

70.40 ALL DOGS MUST BE REGISTERED WITH BCC OFFICE

All dogs must be registered with the Briarwood Community Center Management Office. Dogs must not be left unattended outside the Unit at any time. Dogs must be kept on a leash or confined within the Owner's premises.

70.50 PETS ARE RESPONSIBILITY OF PET OWNER

All pets are the responsibility of the Owner. If any pet becomes a general nuisance or a danger to the community, then restrictive action will be taken by the respective homeowner's association.

70.60 OWNER RESPONSIBLE FOR PET WASTE CLEAN-UP

The Owner is responsible for the immediate cleanup of animal waste. For health reasons, cat litter and canine waste must be disposed of, in tied plastic bags and disposed of in the appropriate waste containers (including but not limited to the pet waste station containers that are provided within the complex).

70.70 DAMAGE TO LANDSCAPING BY PETS

Damage to landscaping by animals will be at the expense of the pet's owner.

70.80 NO ATTRACTING OR PROLIFERATING STRAY OR WILD ANIMALS

Residents are advised to take no action to encourage, attract, or add to the proliferation of wild animals and should report any evidence of wild animals to respective homeowner's association.

80.00 SOLICITATION

80.10 NO DOOR TO DOOR SOLICITING

Door to door soliciting within the Briarwood community by a Resident or non-Resident, for whatever purpose, i.e., personal, business, professional, charitable, political, entertainment, etc. is prohibited.

80.20 NO UNREQUESTED DISTRIBUTION TO UNITS

This prohibition is intended to include the unrequested distribution, placing or throwing of handbills, notices, advertisements, newspaper, etc. in or near the residence entrances, carport, vehicles, garages or in any of the common areas.

80.30 BRIARWOOD CLUBS AND ACTIVITIES/EXEMPT

Clubs and activities existing totally within and sponsored by the Briarwood Community Center or other Boards are exempted from these prohibitions.

90.00 LANDSCAPE AND GROUNDS

90.10 REQUEST TO REMOVE/ADD COMMON AREA PLANTS

No Owner/Resident shall remove or add plants or objects to the common area without the prior approval of the respective homeowner's association Board of Directors. Requests must be in writing and signed with the Owner/Resident name and Unit number.

90.20 WRITTEN REQUEST TO MAINTAIN FLOWER BEDS

Owners/Residents who wish to maintain the common area planter beds in the front and/or back of their Units must make a written request to the respective homeowner's association Board of Directors for approval. When approved, a marker will be placed in the planter bed. Owner/Resident must then maintain the planter bed which includes cultivating, weeding, trimming and watering.

90.30 PATIO AND ATRIUM GARDENING

In those Units having entrance ways between carports, Owners/Residents are responsible for patio and atrium gardening, to include all tree and shrub maintenance on the patio or atrium. All plants, trees and shrubs must be kept away from the building walls and wood trim. Nothing is allowed to grow on or above the carport height.

90.40 OWNERS/RESIDENTS HOSING OUT CARPORTS

Owners/Residents hosing out carports are responsible for any debris that is washed into the lanes. Debris and trimmings from plants, trees or shrubs must be put into the trash containers provided and put out for normal trash pick-up.

90.50 TRASH PICK-UP

Trash Pick-up is on Tuesdays and Homeowners will be fined \$25.00 for putting trash cans out before Monday afternoon and/or \$25.00 if cans are not returned to the garage or carport by Tuesday evening. Owners/Residents may put their trash out on Monday nights for Tuesday pick-up. All refuse must be placed in proper trash receptacles and should be placed in tied plastic bags before placement in trash containers. Refuse will not be picked up if left outside of the containers. The lids of the containers are to be left closed at all times. Containers must be returned to the Owner's garage by Tuesday night.

100.00 COMPLIANCE COMMITTEE

COMPLIANCE COMMITTEE APPOINTMENTS

The Briarwood Community Center, Inc. Board of Directors, in coordination with the Board of Directors of Briarwood homeowner's association #1, inc. And the Board of Directors of Briarwood homeowner's association #2 shall appoint a compliance committee whose function is to review and impose appropriate disciplinary action against any Owner of record for failure to comply with existing CC&R's, By-laws or Rules and Regulations.

The Compliance Committee shall consist of not less than five (5) and not more than seven (7) members, only three (3) of whom shall be members of the respective Board of Directors. The chairperson shall be selected by the committee from one of the three (3) board members. No member of the committee shall be entitled to any compensation for services performed pursuant hereto. Compliance committee members will serve for a period of one (1) year.

100.10 VIOLATION NOTICE

WRITTEN NOTICE

The committee shall provide the Owner of record/Resident with a written notice, at least ten (10) days prior, of a hearing on the alleged violation. Report of a rule violation must be in writing and contain the following information:

- Date of Violation
- Location/Time
- Resident Name
- Unit Number
- Violation Code

100.20 PENALTIES

PENALTIES MAY BE IMPOSED

Penalties may be imposed by the committee for breach of the association CC&R's, By-laws and Rules and Regulations which may include, but not limited to fines, confiscation of key card(s) and/or suspension of the right to use recreational facilities for a period not in excess of one hundred and eighty (180) days. The Owner of each Townhouse is liable to the association for the violations caused by such Owner, his/her family, guests or tenants.

100.30 MONETARY FINES

COMMITTEE AUTHORIZED TO APPLY MONETARY PENALTY

The committee is authorized to fix the amount of the monetary penalty, with a twenty-five-dollar (\$25.00) minimum and a five-hundred-dollar (\$500.00) maximum, for each occurrence or re-occurrence of the violation, except where the fine is specified to be a larger amount by these Rules and Regulations. In the event, that any such assessed fine is not paid in full on the date when it is due, the appropriate Board of Directors may take action to collect said assessment in accordance with the procedure detailed in the CC&R's and respective by-laws. All fines collected are to be deposited into the appropriate association funds account.

100.40 RIGHT OF APPEAL

OWNER MAY APPEAL PENALTY

The Homeowner may appeal any penalty, except those for delinquency of assessments due, by written notice of appeal sent to the appropriate Board of Directors. The Board of Directors may hear the appeal in executive session.

100.50 REVIEW BY THE BOARD OF DIRECTORS

REVIEW EVIDENCE SUBMITTED

The Board of Directors, after reviewing the evidence submitted or considering any letter of explanation, may reduce or waive the fine when circumstances so warrant.

110.00 ARCHITECTURAL CONTROLS

COMMON AREA UPKEEP / ALTERATIONS OR MODIFICATIONS / EMERGENCY MODIFICATIONS: The Homeowner's Association is responsible for the outside painting, maintenance and repair of all common areas of all Briarwood Homeowner Units. Alterations or modifications of exterior structure, patio and landscape must be submitted, for review and approval, by the architectural control committee at least thirty (30) days in advance of the alteration(s) or modification(s). Emergency alterations or modifications will be handled on a case-by-case basis.

110.10 ARCHITECTURAL CONTROL COMMITTEE

This is a two (2) person committee **APPOINTED BY THE BOARD OF DIRECTORS** for the purpose of assuring that outside alterations, repairs of, or additions to any Unit or other structure within the community will not impair the structural integrity or aesthetic appearance of the buildings.

110.20 REQUEST FOR CHANGE

AN APPROVED PLAN IS REQUIRED before any work may commence on a project within the complex.

ALLOWABLE CONSTRUCTION HOURS:

Monday – Friday:	8:00 a.m. to 6:00 p.m.
Saturday:	8:00 a.m. to 3:00 p.m.
Sunday/Holiday:	No Construction Allowed

A Homeowner who desires to make a change must accomplish the following:

1. Obtain the **"REQUEST FOR ARCHITECTURAL CHANGE FORM"** from the appropriate homeowner's association Office.
2. **COMPLETE THE REQUEST FOR ARCHITECTURAL CHANGE FORM** and attach a **plan** which must include such details as finished design, surface treatment, construction materials to be used, colors to be used and name of contractor with their license number etc. If your improvement required **building permits**, i.e., plumbing or electrical, you must apply for these permits with the city of Inglewood and comply with the local building code, prior to architectural control approval.
3. **SUBMIT YOUR REQUEST** to the architectural control committee through the HOA Office.
4. **ANY AND ALL EXTERIOR ALTERATIONS** are the sole responsibility of the Unit Owner to maintain and upkeep.

110.30 COMMITTEE ACTION

WRITTEN RULING

1. The request will be reviewed and checked by the committee and a written ruling will be given to the Homeowner within thirty (30) days of the date the request was received by the HOA Office.

IF DISAPPROVED

2. If the request is disapproved, the committee will fully explain why the request is disapproved and, if possible, make a suggestion as to what the Homeowner may be able to do to get the request approved.

110.40 REQUEST FOR HEARING – UNAUTHORIZED CONSTRUCTION

REQUEST A HEARING:

1. If the Homeowner, upon receiving a rejection from the committee, disagrees with the recommendation, that person may request a hearing before the Board of Directors of the HOA.

APPEAR BEFORE THE BOARD:

2. Any Homeowner who ignores the recommendation of the committee or who fails to submit a request for construction change, prior to initiating an exterior construction change, will be requested to appear before the Board of Directors of the HOA.

FAILURE TO APPEAR:

3. Should the Homeowner fail to appear before the Board of Directors to present his/her case, the Board of Directors will make a decision in his/her absence.
 - a) **WRITTEN NOTIFICATION:** The Homeowner will receive a written notification of the decision from the president of the Board of Directors he/she may be required to restore the area to its original condition or make modifications as approved by the architectural control committee.
 - b) **REPORT TO INGLEWOOD BUILDING DEPARTMENT:** If the Board of Directors disapproved the Homeowner's unauthorized action, it will further attempt to persuade the Homeowner to adhere to the Regulations and the Board of Directors' decision. If appropriate, the Board of Directors may report the violation to the Inglewood building department or take legal action against the Homeowner.

110.50 EXTERNAL SECURITY DEVICE POLICY

1. **External Security bars** will be permitted on doors and windows only on Units in buildings on the periphery of Briarwood and only on doors and windows which face the perimeter. Any exception will require approval by the appropriate homeowner's association.
2. **Approval of** the architectural control committee must be obtained prior to installation of **exterior Security devices.**
3. All bars must conform to **Inglewood City Fire Regulations** and this fact must be so stated on the architectural change request form.
4. **Added maintenance costs** required due to the installation of bars will be charged to the Owner of the Unit.

110.60 SOLAR PANELS

Any Owner interested in installing a solar panel system on the roof of the building they share with other association Owners must contact their respective homeowner's association for approval of Such an installation, subject to policies and conditions established by the association. A detailing of said policies and conditions may be obtained from the respective homeowner's association Management Office. A formal, written agreement, must be obtained from the HOA, signed and submitted to the HOA prior to installation of any solar panels on the roof.

150.00 ELECTION PROCEDURES

150.10 BOARDS OF DIRECTORS

Each of the three (3) Briarwood corporations is authorized seven (7) members on their respective Board of Directors. Members of the Board of Directors serve for a term of one (1) year; their successors are elected by the appropriate membership at the annual meeting. A quorum of the membership is a requisite for the proper conduct of an election of Directors. Each involved Unit is entitled to seven (7) votes only, which may be given cumulatively to one candidate or distributed to as many as seven (7) candidates. The seven (7) candidates receiving the highest number of votes shall be deemed elected to the Board of Directors for the ensuing year.

150.20 VOTER PARTICIPATION QUORUM

As a convenience to voters and to assist in securing a quorum of voter participation, which is fifty percent (50%) plus one (1) of the involved Units, a vote by mail procedure was established by the annual election of new Directors.

150.30 ANNUAL MEETING

Each Board of Directors is responsible for the notification to the members of their organization of the date, time and place of the Annual Meeting and election of new Directors in accordance with existing CC&R's and by-laws.

150.40 NOMINATION PETITION

The Board of Directors shall mail to the Unit Owners a nomination petition no more than forty-five (45) days prior to the established election date. Each Briarwood Homeowner has the right to nominate one (1) or more candidates including him or herself to their respective Board of Directors. The Board of Directors shall schedule a "know your candidates" night where those persons nominated may be introduced to and communicate with the assembled membership.

DATE FOR SUBMISSION OF NOMINATION PETITION

The Board of Directors shall establish a cut-off date for submission of the nomination petition with biography/resume, sufficiently early to permit the printing and mailing of official election ballots to the Homeowners no later than fourteen (14) days prior to the election date.

AFTER CLOSE OF NOMINATIONS

If after the close of nominations, the number of people is not more than the number of Directors to be elected, the association may, without further election procedures, declare that

those nominated are qualified and have been elected. No further procedures shall be required.

150.50 ELECTION COMMITTEE DUTIES INCLUDE

The appropriate Board of Directors election committee will include in the mailing the election ballot, biography/resume of the candidates, voting instructions, an envelope for the ballot and a postage-paid return envelope in which the ballot envelope is to be placed. The postage-paid return envelope will contain the Owner's Unit number on the outside of the envelope. The Unit number is used solely for quorum accounting purposes and will be obliterated prior to the unsealing of the ballot envelope. The ballot return envelope shall be sufficiently opaque to insure the secrecy of the completed ballot. Both of these will not be opened until the day of the ballot counting.

150.60 APPOINTMENT OF ELECTION COMMITTEE CHAIRPERSON

The involved Board of Directors shall appoint an election committee chairperson, who shall form a committee of six (6) other Residents to assist in the election vote count and tally. Any Resident of Briarwood may serve on the election committee whether or not his/her spouse is running for election to the Board.

150.70 U.S. POST OFFICE BOX FOR MAILED BALLOTS

The involved Board of Directors shall rent a U.S. Post Office box specifically for the receipt of the completed mailed ballots. The election committee chairperson is responsible for the daily pick up of these ballots and their deposit, on opened, and in a special padlocked box to the locked box shall remain in the possession of the election committee chairperson.

CHAIRPERSON PROCEDURES

Prior to the placement of the unopen envelope containing the ballot in the locked box, the chairperson shall check off on a list of all Units within the election jurisdiction the Townhouse Unit number of the returned envelope. The completed ballot envelope will then be put aside (but preserved for inclusion in the post-election packet) and the sealed envelope containing the completed ballot will be placed in the special pad lock box which shall be placed in the appropriate Management Office. The only key to the locked box shall remain in the possession of the election committee chairperson.

ELECTION COMMITTEE TO COLLECT REMAINING BALLOTS

Selected members of the election committee will be dispatched to visit Residents, who have not voted, to solicit their participation. These selected persons will be the only ones authorized to receive and return any responses to the election committee chairperson.

150.80 COMPLETED VOTING PACKET

If a quorum of the number of Owners in the Homeowners or community center election jurisdiction have not returned ballots by the receipt of mail on the Friday prior to the annual meeting, the chairperson shall refer to the record of Units whose ballots have been returned and determine which Unit Owners should be contacted because they have not returned ballots. This is necessary in order to reach the required quorum. The chairperson or the designated members of the committee will then contact 'Owners' (not renters or lessees) and secure completed sealed ballots to complete the quota.

All sealed ballots collected during this process shall be returned to the chairperson and placed in the locked box until the accounting of the ballots on the day of the annual meeting.

150.90 ANNOUNCEMENT OF ELECTION RESULTS

The President of the Board of Directors will announce the official election results at the annual meeting of the members which will convene at 7:00 p.m. on election day. The President of the outgoing Board is responsible for ensuring that the sealed election materials packet is given over to the Management Office for safekeeping. This packet will be opened only at the direction of a full Board of Directors if a recount is necessary. Packet and materials may be destroyed after two (2) years.



APPROVED MAY 2021