



WOODLAKE ASSOCIATION

Handbook of Rules

BALCONY/DECKS/PATIOS POLICY Approved on November 17, 2021 At Woodlake Board of Directors Meeting

VIDEO CAMERA INSTALLATION AND RECORDING POLICY Approved on February 16, 2022 At Woodlake Board of Directors Meeting

Insurance Deductible Policy Approved on April 20, 2022 At Woodlake Board of Directors Meeting

Water Damage and Mold Policy Approved on April 20, 2022 At Woodlake Board of Directors Meeting

Pet Policy and Animal Rules Adopted December 21, 2022 At Woodlake Board of Directors Meeting

Accommodation Request Policy Adopted June 16, 2021 At Woodlake Board of Directors Meeting

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Woodlake Basics

GOVERNING DOCUMENTS

The governing documents for the Association are the Articles of Incorporation, CC&R's (Covenants, Conditions and Restrictions), By-Laws, and Rules – including this Handbook.

ASSOCIATION OFFICE

The Association office is located at 900 Peninsula Ave. San Mateo CA 94401. Business hours are posted on the office door. Telephone: (650) 342-7002. Fax: (650) 342-0243.

NEWSLETTER – THE SUN

The Association publishes a monthly newsletter, The Woodlake Sun, which is delivered to all building lobbies and emailed to all owners registered on the Homeowner Portal. Please read the monthly newsletter as it contains important Association-related information. The newsletter is an important channel for disseminating information to homeowners and residents, and frequently contains valuable information regarding preventive maintenance and announcements about forthcoming events.

MONTHLY MEETINGS OF DIRECTORS

The Board of Directors meets on the third Wednesday of each month at 6:30 p.m. in the main Clubhouse and via Video conference. Members are encouraged to attend the meetings and speak during the open forum. Notice of these meetings are posted in each building lobby and sent to all owners registered on the Homeowner Portal.

ANNUAL MEETINGS OF HOMEOWNERS

The Annual Meeting is usually held in September each year. Homeowners are notified in advance of the meeting regarding the location, date, and time. Board elections are conducted in conjunction with the Annual Meeting. The Annual Meeting is also a good time to socialize with other Woodlake Members and catch up on all the latest news.

GENERAL ASSESSMENT PROCESSING

The Association's designated bank must receive full payment of all assessments no later than the twentieth of each month in order to prevent imposition of a late fee and interest. Assessment payments should be mailed directly to the designated bank in the envelope provided with the monthly billing statement.

If an envelope containing an assessment payment is dropped off at the Woodlake Administration office, the envelope must be properly addressed to the designated bank, stamped with the correct postage, and ready for mailing.

It is important to remember that merely dropping off the assessment payment at the Administration office is not the same as the designated bank actually receiving the assessment payment on or before the twentieth of the month, and such an attempt to pay assessments will still be considered late if full payment is not actually received at the designated bank by the twentieth of each month. Full details about assessment collection procedures and policies are set forth in the Association's CC&Rs and Collection Policy.

COMMITTEES

The Board of Directors may, in its discretion, form committees which vary in level of activity depending on current needs and interests.

ARCHITECTURAL CONTROL

All proposed changes to a Unit's exclusive use common area, including but not limited to any additions, modifications, alterations, or remodeling, must be pre-approved in writing by the Association. The board may impose fines, penalties, suspensions and other appropriate orders (including orders to remove any unapproved changes and restore the Unit and exclusive use common area to its previous condition at the sole expense of the Unit owner), on any owner if any additions, modifications, alterations or remodeling to the owner's Unit or exclusive use common area have been made without obtaining the required Association approval. Full details of the Association's architectural guidelines and procedures are set forth in the Association's CC&Rs. Architectural forms are located in the Association office or on the Homeowner Portal at <https://portal.vantaca.net/index/CIMS>.

ARCHITECTURAL APPLICATION FEES

Fees and Damage Deposits for Architectural Application processing are standard. Fees are to offset HOA staff time and cost for processing and review. Damage deposits apply in cases of common area damage, debris being left behind or cleaning by HOA staff as needed. A nonrefundable \$250 Architectural Application Fee will be charged to the homeowner's account. A nonrefundable \$75 Architectural Application Fee will be charged to the homeowner's account for carpet replacement or repairs. A refundable damage Deposit of \$300.00 will be submitted with all Arch Applications and returned, provided that no damage has occurred. Adopted as of 01/18/2023.

OWNER RESPONSIBILITY

Each owner is strictly liable to the Association for any loss or damage to the common area, buildings, grounds, furnishings, equipment, or other property of the Association which is caused by the owner, the owner's family members, any tenant or resident in the owner's Unit, any guests or invitees of the owner, or any guests or invitees of a Unit tenant or resident. Additionally, any such loss or damage can result in fines, penalties, discipline, orders, legal action and/or suspension of membership privileges.

INSURANCE

A copy of the Association's insurance summary can be obtained upon request from the Woodlake office. **Woodlake Association does not carry earthquake insurance or flood insurance.** The Association recommends that each Member and resident discuss their individual insurance coverage and policies with their personal insurance agent. Any Member who leases a Unit should consider requiring that their tenants purchase renter's insurance.

Renting, selling and Moving In/Out

RENTING A UNIT

1. Each lessee and resident of a Unit is subject to and must abide by all Association governing documents. It is the sole responsibility of each Unit owner to ensure that each of their tenants and residents is provided with a complete copy of all current Association governing documents.
2. Each owner who leases a Unit is required to provide the Association with the following information in writing within five days after entering into a lease:
 - a. A current copy of the executed lease and any amendments or renewals thereto. In this regard, each lease of a Unit must be in writing;
 - b. A document containing the names of each Unit resident and each such resident's contact information (home/work/cell telephone numbers and email addresses);
 - c. A document containing the name and contact information for any property management firm managing the Unit;

- d. A document containing each Unit owner's name, mailing address, home/work/cell telephone number and email address; and
 - e. A document containing the name, address, home/work/cell telephone numbers and email addresses of all persons to contact in an emergency.
3. Each owner must immediately notify the Association in writing of any changes to the information provided to the Association pursuant to 2(a-e) above.
4. Each resident of a Unit must provide the Unit owner and the Association with the following information in writing within five days after entering into a lease:
 - a. A document containing the names of each Unit resident and each such resident's contact information (home/work/cell telephone numbers and email addresses); and
 - b. A document containing the name, address, home/work cell telephone numbers and email addresses of all persons to contact in an emergency.
5. Each resident of a Unit must immediately notify the Unit owner and the Association in writing of any changes to the information provided pursuant to 4(a-b) above.
6. Each owner is strictly liable for any violation of the governing documents and for any loss or damage which has been committed by any resident of their Unit, any lessee of their Unit, any guest of a Unit resident or lessee, and any invitee of any resident or lessee.
7. A non-resident Owner who has leased their Unit cannot utilize the Association common area facilities and amenities.
8. Any tenant or resident who desires to keep a pet in their Unit, to rent one of Woodlake's event rooms, or to rent the guest Unit must obtain the prior written consent of the Unit Owner, must submit a completed Application form to the Association, and must receive the Association's prior written approval as to the Application. Application forms can be obtained by contacting the Woodlake office at (650) 342-7002.
9. Each Unit is allowed to place For Rent signs in the windows of the Unit which is for rent.

SELLING A UNIT

1. If, prior to the close of escrow on the sale a Unit, the Association is required to provide copies of any documents described in Civil Code section 1368(a), the Association will collect a reasonable fee from the Unit owner through escrow based upon the actual cost for procurement, preparation, reproduction, and delivery of said documents as authorized by law.
2. Each Unit resident is issued a Woodlake photo identification card. For security reasons, each such photo identification card which has been issued to a Unit resident must be returned to Woodlake prior to the close of escrow.
3. If there is a termite report that notes any damage to the common area, the report must be forwarded immediately to the Woodlake office. The owner is solely responsible for providing the Woodlake office with sufficient notice of a termite inspection report in order to allow for the scheduling of further inspections and any required repairs. Woodlake is not responsible or liable to any persons or entity for any damage which results from any delay in the close of escrow resulting from termite inspections and repairs.

4. Each Unit is allowed to place For Sale signs in the windows of the Unit which is for sale.
5. Open House direction signs can be placed in the outdoor portions of the common area no earlier than thirty minutes prior to the beginning of the Open House. All such signs must be removed no later than thirty minutes after the closing of the Open House. No Open House signs, banners, flyers, or handouts can be posted or placed in the common areas within any building.

OWNER/RESIDENT MOVE IN AND MOVE OUT REQUIREMENTS

1. Due to the design of the complex and the limited parking and driveway clearances, owners and residents must obtain prior written approval from Woodlake of the exact parking locations for moving vehicles/trucks/vans and pods. Woodlake staff will work with owners, residents, and movers to temporarily park moving vehicles/vans/trucks as close as possible to the building without violating the San Mateo Fire Code. All drivers must give special attention to the width and height of moving vehicles/trucks/vans when entering the complex and driveways.
2. Prior written approval of the Association must be obtained for the delivery and parking of moving pods. The back area of the complex near the club is the only area where pods will be approved for parking. Woodlake will only approve the parking of moving pods for a specific, limited period of time, and all approved pods must be removed after the last parking date which has been approved by Woodlake. More information on moving pods can be obtained by calling the Woodlake office.
3. Do not block entrances with any moving trucks. Fire department and emergency vehicles must have access to the driveways, buildings, and doorways at all times.
4. Do not prop open lobby doors during moving. This is a breach of security for the other residents.
5. Each building has only one elevator. Do not hold the elevator longer than is absolutely necessary. The elevator must be made available for emergency services.
6. Do not place any personal property in the hallways, lobbies, stairwells or other common areas. Any personal property placed in these areas will be removed by the Association, and the responsible Unit Owner will be charged for all costs incurred by the Association (in addition to the imposition of discipline, including fines).
7. Moving of large items can only take place between 8:00 a.m. and 8:00 p.m.
8. Used moving cartons must be broken down and taken to the recycling area on Eucalyptus row. Do not place used moving cartons in any trash receptacle or dumpster.
9. Moving boxes and furniture cannot be stored on balconies.
10. Any damage to the common area caused by the moving process (including damage caused by moving vehicles/vans/trucks) will be charged to the applicable Unit owner, even if the damage was caused by a mover hired by someone other than the owner, such as a Unit tenant or resident.

Use of Facilities/Amenities

The Association has one Clubhouse, a full work-out room, three weight rooms, one exercise room, four tennis courts, six pools, one large spa, two saunas, men's and women's dressing rooms and showers (with locker room), two large rooms that are available for renting, a billiard room, a ping-pong room, and three flat-screen TV's.

PHOTO-IDENTIFICATION CARDS AND COMMON AREA KEYS

1. Photo-identification cards will be issued to all Woodlake residents who are specifically listed as tenants on the current written lease for the Unit, and to all children over 14 years of age who reside full-time in the Unit. As Owner is not entitled to a photo identification card if the Unit has been rented and the owner's primary residence is off-site. Photo-identification cards must be carried at all times when using the pool areas, tennis courts, and all other common area locations, amenities, and facilities.
2. For security reasons, all owners and tenants must at all times keep all common area keys in a safe place, and must take special care not to lose possession, custody or control of these keys. Replacement common area keys can be obtained at the Association office if lost or stolen. There is a fee for the replacement keys. If any common area keys which are issued to a Unit are lost or stolen, the owner of the Unit is also subject to discipline and fines.
3. Any owner, resident and/or guest who allows an unauthorized person to enter Woodlake or use any common area facility or any of its amenities is subject to discipline, fines, and orders, including suspension of the privilege to enter and use the common area facilities and amenities.

GUESTS

Due to Woodlake's limited common area facilities and amenities, a maximum of three guests per Unit are authorized to use the Association's common area facilities and amenities at any one time. However, the Association reserves the right to further limit the number of guests who are authorized to use specified facilities and amenities during certain designated times (e.g., peak hours of use). The Unit sponsor (the Unit owner or the person named as a tenant on the Unit lease) must accompany each guest when the guest is using any Association common area facility and amenity.

LIMITED WOODLAKE IDENTIFICATION CARD

1. Any resident who employs or hires an individual to perform personal services at Woodlake (e.g., adult caretaker, child nanny) must obtain a Limited Woodlake Identification Card for such person.
2. A resident subject to paragraph 1 above must complete and submit to the Woodlake office a Limited Woodlake Identification Card Application, along with a copy of the applicable written personal services agreement and a check for the security deposit. The Association will review the application and will advise the applying resident if the application has been granted, or if not, the reason for a denial.
3. The Limited Woodlake Identification Card will allow the holder thereof to accompany their client/resident when the client/resident is using any Woodlake common area facility or amenity.
4. The Limited Woodlake Identification Card does not permit the holder thereof to use Woodlake's common area facilities or amenities, other than to accompany their client/resident.

5. Within forty-eight hours after termination or expiration of the personal services agreement between the resident and provider, the Limited Woodlake Identification Card must be returned to the Association office, or the security deposit will be forfeited.
6. Woodlake will not issue a lobby or pool key to an individual who is performing personal services for a resident at Woodlake.

GUEST UNIT

Woodlake owns a furnished studio guest Unit that can be rented on a per night basis by residents who have visitors. Please call the Administration office to learn more about how to apply to rent the guest Unit.

GENERAL CLUB FACILITY RULES

1. Owners and residents assume full responsibility for the conduct of Unit guests and invitees while each guest and invitee are using the Clubhouse. Any guest or invitee who does not comply with the governing documents is subject to removal from Woodlake.
2. Shoes and shirts must be worn while using the Clubhouse. Persons may not wear swimwear, cover-ups, or robes while within the Clubhouse.
3. Woodlake Clubhouse staff cannot hold, store, accept, or deliver packages or other items. Office facilities, including the telephone, are not available for use by residents or their guests. Woodlake Clubhouse staff does not provide resident concierge services and are not authorized to perform any special services which are outside the scope of their official duties.
4. The Lakewood and Redwood rooms are available for rent by Woodlake residents. The lounge area is not available for rental. Anyone renting the Lakewood or Redwood rooms must conform to established policy. Contact the Association Office for room rental information and fee schedules.
5. Non-resident owners who rent their Unit are not permitted to use the Club.
6. Private meetings, lessons, or events cannot be held in the Club without prior written authorization by the Association.
7. No rough housing, unreasonably loud or boisterous activities, or video/audio players (except if used with earphones) are allowed in the Club.

WOODLAKE GYMS, LOCKER ROOMS, SHOWERS, & SAUNAS

1. Residents must have their Woodlake photo identification cards with them at all times when using the gym, locker room, showers, and saunas.
2. For health and safety reasons, children under the age of fourteen cannot use the gym, locker room, showers, and saunas unless accompanied by a responsible, supervising adult.
3. Proper gym attire and shoes must be worn when using the workout facilities and equipment.
4. Weight dropping is not permitted. The costs to repair or replace any property which is damaged by the dropping of a weight shall be paid for by the responsible Unit Owner.
5. Weights must be placed back on the racks after use.

6. Exercise machines must not be used by any one person longer than the time range posted at the machine.
7. After using an exercise machine, the user must use the hygiene spray and towel supplied by the Association to clean the machine for the next user.
8. Any malfunctioning or broken exercise machine must be reported immediately to the Association Office.
9. Report any theft, vandalism, or abuse of any exercise machine to the Association office immediately.
10. During peak usage (between 5:00 p.m. and 7:00 p.m. daily), no guests are allowed to use the gyms. This time period is restricted for resident use only. During non-peak usage hours, only one guest per Unit is allowed to use the gyms at any one time, and that guest always must be accompanied by the Unit sponsor.
11. MEN'S AND LADIES LOCKER ROOM USAGE Due to limited locker space, locker usage will be during a resident's use of the pool or gym daily. Belongings are not to be kept in the lockers overnight. Belongings left overnight are subject to removal. Belongings that have been removed from a locker will be stored for a period of 30-days prior to disposal or charitable donation. Adopted as of 09/20/2018.

TENNIS COURTS

1. All posted Rules and Regulations apply.
2. Tennis court hours are 8:00 a.m. to 10:00 p.m. daily.
3. Limit of play is one hour and fifteen minutes, singles or doubles, at any time.
4. The sign-up system in use is posted at the tennis courts.
5. Proper tennis attire, including shirts and tennis shoes, is required on the tennis courts. Any shoes which are abrasive, or which discolors the courts are prohibited.

PUTTING GREEN

1. Shoes with sharp heels or spikes are not allowed.
2. Chipping on the putting green is not allowed, nor is it permitted on the Woodlake lawn.
3. Only persons who are actually putting may use the putting green. Spectators must stay off the green.

POOLS AND SPA

Per Woodlake Association Handbook of Rules: due to Woodlake's limited common area facilities and amenities, a maximum of three guests per Unit are Authorized to use the Associations common area facilities and amenities at any one time.

1. There are no lifeguards at the Woodlake pools or spa.
2. All individuals using the pools and spa do so at their own risk. Woodlake Association is not responsible or liable for any accidents, personal injuries, or damage to persons or property.

3. Rules for gaining access to the Main Pool are posted at the East and West Gates. Holding the Main Pool entrance gates open for persons other than those who are entering with the particular resident is prohibited.
4. Hours for the Main Pool are posted in the pool area.
5. Each resident who is using the pool areas and spa must have a Woodlake Photo- Identification Card in his/her possession.
6. All incontinent persons must wear waterproof pants when using the pools and spa.
7. Pool furniture is not to be removed from any pool area.
8. For safety reasons, children under the age of fourteen cannot use the pools or spa, nor can they be in the immediately surrounding pool and spa areas, unless accompanied by a responsible, supervising adult.
9. Each person is allowed only one pool or lounge chair in any pool area. Reserving pool chairs or lounges is prohibited.
10. Residents can bring food and beverages to the pool area; however each person is responsible for cleaning up and disposing of their trash. All beverages must be in non-breakable containers. Glassware of any type is not permitted in any pool or spa area.
11. The pools and spa cannot be entered when cleaning is in progress.
12. Smoking is not permitted in the pools or spa.
13. Proper swimming attire must be worn when in the pools and spa, and when in the surrounding areas.
14. Portable video and audio devices must be used with headsets or earphones in all pool areas, except in connection with authorized water classes. Cellular telephones cannot be used in the pool areas or the spa.
15. Diving, cannonballing, or entering the pools or spa in any unsafe manner is prohibited. Oversized inflatable objects are not allowed in the pool or spa. Excessive and/or disruptive noises are prohibited in all pool and spa areas.
16. Climbing, playing, jumping, or sitting on pool lane dividers is prohibited.
17. Lap swimming is not allowed during Woodlake- sponsored swim/exercise classes.
18. Obviously intoxicated persons cannot use the pools or spa, nor can any such persons use the surrounding pool and spa areas.
19. Each person who enters and leaves a pool area through a gate or door is responsible for closing and locking the gate or door.

General Rules

SMOKING

Smoking is not permitted in the common areas or restricted common areas of Woodlake.

EXCESSIVE NOISE

1. No person shall make or allow to be made any loud or disturbing noises in a Unit, restricted common area or common area. Each Unit owner and tenant is jointly responsible for the noises made or allowed to be made by the residents, guests and invitees of the Unit.
2. Noise producing devices may not be played or be permitted to be played so as to disturb neighbors, especially during the following quiet hours:
 - a. Monday at 10:00 p.m. through Tuesday at 8:00 a.m.
 - b. Tuesday at 10:00 p.m. through Wednesday at 8:00 a.m.
 - c. Wednesday at 10:00 p.m. through Thursday at 8:00 a.m.
 - d. Thursday at 10:00 p.m. through Friday at 8:00 a.m.
 - e. Friday at 10:00 p.m. through Saturday at 8:00 a.m.
 - f. Saturday at 10:00 p.m. through Sunday at 9:00 a.m.
 - g. Sunday at 10:00 p.m. through Monday at 8:00 a.m.
3. Use of noise producing devices (including cellular telephones and audio speakers) on balconies, decks and patios, in the pool areas, or elsewhere in the common area is not permitted unless earphones are used.
4. Vacuum cleaners, dishwashers, garbage disposals, and similar noise producing appliances shall not be operated between the quiet hours set forth in paragraph 2 above.

CABLE TELEVISION SERVICE

Woodlake's cable service provider information can be obtained by contacting the Association office.

PACKAGES

Each resident must make arrangements to collect their own respective packages from the Postal Service and other delivery services.

AFTER HOURS CALLS AND MAINTENANCE SERVICES

The Association receives telephone calls and handles maintenance-related issues when the Woodlake office is closed at the following telephone number: (650) 342-7002.

For health emergencies, life-safety emergencies, fires, and/or to reach the police, fire department or paramedics, call 911.

STUDENT LOITERING

For problems with high school students loitering in the Woodlake complex, please call the Association office. Please be prepared to provide a description of the person including color of hair, clothing, make of car, license number, etc.

COMMERCIAL SHOPPING CARTS

Commercial shopping carts are not permitted on Woodlake property.

LAUNDRY ROOMS

Laundry room hours are 8:00 a.m. to 10:00 p.m. Monday through Saturday, and 9:00 a.m. to 10:00 p.m. on Sundays. Only residents are permitted to use the laundry room facilities. If a machine malfunctions, call the telephone number located in the laundry room to report the problem. If there is water overflowing, please call the Association office immediately to report the problem.

Balconies/Decks/Patios - Adopted 11.17.2021

1. Residents of each Unit shall have the right to furnish their exclusive use balcony, deck, or patio areas with a reasonable number of reasonably sized furniture and accessories that are designed for outdoor use and are harmonious with Woodlake's architecture and aesthetics.
2. In no event shall unsightly objects be placed or stored on any balcony, deck, or patio where they may be seen from other Units, the Common Area, or by the public in general. Bikes, exercise equipment, or other personal articles of any kind, may not be placed on balconies, decks, or patios at any time.
3. Only live plants are allowed on balconies, decks, and patios. Artificial plants, artificial vines, and dead plants are not permitted. Plants may not be vines or other such plants that cling to railings, partitions, walls, fences, or other structures of the Association's buildings and must be reasonable in number and size. Plants shall not be allowed to grow taller than the height of the appurtenant Unit where they are kept. Because of the potential for attracting rodents and other pests, for health and safety reasons, the growing of fruit, vegetables, and edible plants on balconies, decks, and patios is not permitted.
4. Live plants on a balcony, deck, or patio may be kept on furniture, on the floor, or hung only as described in section 9 below. All plants must be placed in a saucer or drip tray, sufficient to hold excess water from spilling onto lower Units or Common Area and designed for such purpose. Plants, outdoor furniture, and accessories are only permitted within the exclusive use areas of the balconies, patios, and decks.
5. No lights of any kind may be placed, affixed, or installed in any balcony, deck, or patio, without prior written approval of the Board. A maximum of two (2) UL-approved outdoor lights may be installed with prior written approval of the Board by a licensed electrician, and must be harmonious with Woodlake's architecture, aesthetics, and color scheme. EXCEPTION: Tasteful, non-blinking holiday/religious/seasonal string lights are permitted, without prior approval of the Board, from Nov. 1st – Feb. 15th, but no later than fifteen (15) days after the end of the applicable holiday.
6. One (1) hummingbird feeder may be placed on each balcony, deck, or patio. For health and safety reasons, all other seed feeders are not permitted.

7. Clothing, laundry, towels, bedding, or other items cannot be hung anywhere on balconies, decks, patios, railings, or windowsills. No rugs or other items may be shaken or dusted from a balcony, deck, or patio.
8. No deck covering or enclosing structure of any kind may be constructed or installed on any balcony, deck, patio, or railing, without the prior written approval of the Board, including, but not limited to, artificial or live vines, awnings, screens, wire mesh, or fencing. The only approved railing covering is lattice in Woodlake Green (Hunter Green), no higher than the top of the railing, or a maximum of forty-two inches (42") high, whichever is greater. Fabric sunshades in Woodlake Tan may be installed with prior written approval of the Board.
9. No objects may be placed on the handrails of, or hung from any part of a balcony, deck, or patio. No penetration may be made in the balcony, deck or patio flooring or the overhang (ceiling), walls, shingles, or stucco siding; this includes hammocks and other hanging furniture. Windchimes are not permitted. EXCEPTIONS: a reasonable number of lightweight plants and outdoor accessories may be carefully hung from the wooden structures (except shingle siding), and plants only from the tops of metal handrails in planter containers designed for this purpose, within the exclusive use area of a balcony, deck, or patio only, and shall not hang above, or protrude into, Common Area. Such items must be easily removable for painting and maintenance, and any damage caused by such items is the Unit Owner's responsibility.
10. No carpeting, tile, or other materials/covering may be placed or installed on the floor of any balcony, deck, or patio without the prior written approval of the Board. Floor surfaces within a balcony, deck, or patio may be damp mopped, provided that the water or other substance used for such damp mopping shall be strictly confined to such balcony, deck, or patio area.
11. No person may engage in any activity which results in water or any other substance leaking or dripping onto other portions of the Common Area (including, but not limited to, other balconies, decks, patios) and/or Units).
12. All drains and downspouts located in a balcony, deck or patio area shall be kept clear and free of debris. Leaves and dirt must be cleaned up regularly, and care should be taken not to sweep these debris onto neighboring Units or such Unit's appurtenant exclusive use areas.
13. Pursuant to California law, open flame cooking devices (such as charcoal and propane grills) shall not be operated on balconies made of combustible materials or within ten (10) feet of any other combustible construction, including the surrounding walls and overhang. This applies to all balconies, decks, and patios in the Association. Notwithstanding the foregoing, one (1) liquid propane (LP) gas barbecue with a maximum fuel container size of one (1) pound is permitted to be operated and stored on a balcony, deck, or patio. Electric grills are also allowed. Gas heaters, including without limitation firepits, and other gas appliances are not permitted.

14. Except as required for the protection of public health or safety, one (1) flag, of the United States or otherwise, that is made of fabric, cloth, or paper may be displayed from a staff or pole within the exclusive use area of a balcony, deck, or patio. For purposes of this provision, a “flag” does not include a depiction or emblem of the flag of the United States or any other nation, or any flag that is made of lights, paint, roofing, siding, paving materials, flora, or balloons, or any other similar building, landscaping, or decorative component. Flags must be cleaned and mended as needed and may not be displayed so as to allow them to be easily torn, soiled, or damaged. Flags must not hang above, or protrude into, common areas, or be attached in any other manner than described above.
15. No commercial signs, posters, flags, or banners may be posted or displayed within the exclusive use area of a balcony, deck, or patio. Signs advertising the sale, exchange, or lease of a Unit may only be posted inside of a window of a Unit and not on the railings or fencing of any balcony, deck, or patio and shall conform to state law.
16. No animal shall be left unattended and not under the resident’s direct control on any balcony, deck, or patio. No resident shall allow an animal to relieve itself on any balcony, deck, or patio, nor shall any container, area, pad, or sod be placed or installed on any balcony, deck, or patio for such purpose.
17. Because of the risk of adverse impact to underlying structural integrity, no unreasonable “live load” or temporary weight, including without limitation the combined weight of people, furniture, and equipment, shall be placed on any balcony or deck at any time.

BIKE STORAGE

Woodlake has several common area rooms designated for bike storage. Contact the Association office to apply for a bike storage space. Bikes can never be placed on the balcony of any Unit or stored in any portion of the common area other than a designated bike storage area. Bikes may be kept in the Unit, in the Unit’s storage area, or in a common area bike storage room.

ROOF

No person is permitted on building roofs for any reason.

REFUSE ROOMS AND RECYCLING

1. Trash and garbage must be wrapped and then placed in the trash chutes on each floor only during the following hours: 10:00 a.m. to 10:00 p.m. on Monday through Sunday. Flammable materials, combustible materials, and recyclables must not be placed down the trash chutes at any time. Trash cannot be placed directly in the refuse rooms.

*****The Association’s refuse is collected on Monday, Wednesday, and Friday mornings. Use of trash chutes may be interrupted while the containers are being serviced. For everyone’s safety, the refuse doors are locked during these times. *****

2. Please help protect our environment by recycling as much as possible. By law, we are required to reduce the amount of non-recyclable waste; not doing so will increase the cost of disposing of our trash. A recycle bin is located under each building. Your help in recycling is greatly appreciated. Do not leave large items (such as boxes or furniture) in the trash room. Boxes can be broken down and taken

to the recycling area. It is up to each resident to make arrangements to dispose of their own furniture or appliances.

USED FURNITURE/APPLIANCES/ PERSONAL PROPERTY

Do not place any personal property in the hallways, lobbies, stairwells, or other common areas. Any personal property placed in these areas will be removed by the Association, and the responsible Unit Owner will be charged for all costs incurred by the Association (in addition to the imposition of discipline, including fines). Residents are responsible for the removal of used appliances and furniture from Woodlake's property.

AIR CONDITIONING

Air conditioning units which protrude through window openings or Unit walls are prohibited.

ACCESS TO UNITS

The Woodlake administrative staff will not permit anyone to access to any Unit without prior written authorization of the registered Unit resident, except in the event of an emergency.

*** Master Key Program has been discontinued effective as of February 2020 and Woodlake does not accept keys to units. ***

LOCK OUTS

Residents whose Units are on the old Woodlake key system, who are locked out of their dwelling Unit and who request assistance to enter will be required to pay a fee for the service call.

Woodlake Association encourages each owner to supply their own locking system and to secure their own keys to their Unit.

*** Master Key Program has been discontinued effective as of February 2020. ***

LOBBY KEY FEE

The Board of Directors agreed at the General Session Board Meeting held on August 15, 2018 at 7:15pm that an immediate rule change is necessary to address unrestricted circulation of lobby keys to an unlimited number of unauthorized persons. The Lobby Key Fee will increase from \$15.00 to \$75.00. *Adopted as of 12/12/2018.*

SOLICITING

Solicitors are not permitted on the premises at any time.

FIREWORKS

Firecrackers and fireworks are absolutely prohibited anywhere on Woodlake property.

STORAGE ROOM WALKING AREA

Nothing shall be left in the common area of storage rooms. Articles found in that common area will be removed and disposed of when found, with no notice. The walkway must be kept open and clear for residents to gain access to their storage areas.

HALLWAYS

Doormats, shoes, and decorative items may not be placed in any common area hallway floor.

NOTICE POSTING

No personal flyers or notices can be posted or placed in lobbies or anywhere on the common area, other than the approved community bulletin board.

WINDOW COVERINGS

Window coverings must appear to be white or beige in color from the outside. Sheets, blankets, posters, foil, plywood or other material which is not a traditional and aesthetically appropriate window covering cannot be used as a window covering.

FLAMMABLE MATERIALS

Flammable materials and liquids cannot be stored in the garages or any other common area.

NO FEEDING THE WILDLIFE

Many people like to feed Woodlake's Wildlife but what seems like kindness can be very harmful. Feeding interferes with nature, spreads disease, attracts rodents and other pests, promotes algae and is detrimental to the lake. Feeding waterfowl is not good for the wildlife or the environment, therefore Woodlake Association has adopted a Do Not Feed the Wildlife policy. *Adopted as of 09/20/2018.*

YARD SALES

Garage sales and yard sales are not permitted anywhere within Woodlake. Please note that the Association periodically organizes (including the placement of newspaper ads) Flea Markets at the Main Clubhouse parking lot.

*** Flea Markets have been discontinued ***

LANDSCAPING

1. Landscaping services are contracted yearly and supervised by Woodlake management. Concerns about landscaping should be directed to management or brought up at the monthly Board of Directors meeting in the Open Forum.
2. No alterations or additions to the common area landscaping are allowed without the prior written approval of the Association.

EXTERIOR LIGHTS AND SIGNS

The Association is responsible for the maintenance of the exterior lighting and signage. Burned out light bulbs or other malfunctions should be reported immediately to the Association office.

EXTRA STORAGE ROOM AND PARKING SPACES

Woodlake has extra storage rooms and parking spaces that residents can lease for a nominal fee. If a resident is in need of an extra storage room or parking space, please call the Association office for more information.

TRASH/FURNITURE

Furniture or large amounts of trash cannot be placed at the Association dumpster. Residents must make special arrangements with outside companies to dispose of large amounts of trash or to remove unwanted furniture. Pickups by organizations which collect these items must be arranged so that all items are kept inside the Unit until the organization actually arrives for the pick-up. Items cannot be left in the common area prior to pick-up.

Parking Rules

1. Each unit is assigned one numbered parking space, which space is identified on the unit's deed. Any vehicle which is improperly parked in a numbered space may be towed, subject to applicable law.

2. For safety reasons, driveways and streets in Woodlake cannot be used as play area or for riding bikes.
3. The speed limit at Woodlake (including roads, parking lots and driveways) is that which is safe for the existing conditions; provided however that in no event may any vehicle travel more than 10 miles per hour. Please drive carefully on the roadways and parking lots of the complex.
4. All vehicles belonging to Woodlake residents must be registered with the Association and must properly display a valid Woodlake Parking ID.
5. A copy of the vehicle registration will be required when applying for a Woodlake Parking ID.
6. Woodlake Parking Stickers will be imprinted with the Unit's account number and must be affixed to the back window or rear bumper of the vehicle.
7. No more than two Woodlake Parking Stickers will be issued to each Unit. The Association reserves the right to refuse a Unit Resident's application for a second Woodlake Parking Sticker if, at the sole discretion of the Association, there are not a sufficient number of available open parking spaces.
8. Guests visiting a Woodlake Unit for longer than two consecutive days (48 hours) are required to obtain a temporary vehicle guest pass. The Unit resident who has invited the guest can obtain a vehicle guest pass 24 hours per day, either by visiting the Administration office, or after business hours by calling the Association. Any guest staying in Woodlake for more than seven consecutive days must apply for an extended visit variance or will be considered as a resident of the complex.
9. Vehicles that do not have proper identification (Association sticker or vehicle guest pass) or which are not in compliance with Woodlake Parking Rules will receive a citation or may be towed from the property, subject to applicable law. Additionally, the owner of the applicable Unit relating to the vehicle is subject to discipline by the Association.
10. Motor homes, house trailers, campers, oversized vehicles, commercial vehicles, boat or boat trailers, or inoperable vehicles may not be parked or stored within Woodlake. A "commercial vehicle" is a motor vehicle of a type required to be registered under the California Vehicle Code used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. An "inoperable vehicle" is a vehicle which is disabled or which cannot legally be driven on a public street. An "oversized vehicle" is any car, truck, recreational vehicle, or other vehicle that measures more than twenty-two (22) feet in length or is more than sixty (60) inches in width, or more than eighty-four (84) inches in height.
11. Maintenance or repair of any vehicle is strictly prohibited anywhere within Woodlake.
12. Unregistered or inoperable vehicles cannot be parked anywhere within Woodlake.
13. Each owner must ensure that their assigned parking space is free of oils and fluids. No owner may place any items (including cleaners, boxes, crates, or trash) other than one vehicle in their assigned parking space. The Association reserves the right to clean any oil or fluid in any assigned space and to charge the applicable Unit owner for the actual costs incurred.
14. Vehicles must be in a clean condition at all times while parked in Woodlake.

15. Any vehicle creating a hazard or nuisance may be removed from the property at the vehicle owner's expense, subject to applicable law.
16. Hazardous materials cannot be stored in any vehicle parked within Woodlake.
17. Vehicles can only be washed in the designated car wash areas.
18. Vehicles cannot be parked or stopped in a parking space which has been assigned to another Unit, in designated not parking areas, in fire lanes, in any location which is unsafe, in any location which is not authorized for parking or stopping, or in violation of any governing document provision.
19. The Association may tow vehicles which are improperly parked, subject to applicable law.
20. Any fines which may be associated with improper parking will be billed to the Owner of the applicable Unit.

Walking Paths

For safety reasons, self-propelled vehicles and any item with wheels which is carrying an individual (such as a bike, scooter or skate board) cannot be used on the walking paths. Provided however, that the following shall be allowed on the walking paths: a) wheel-chairs, b) walkers, and c) any item with wheels (e.g. stroller, small tot toy) which is either propelled by another person or which is at all times within five feet of a responsible person.

Rule Against Harassment

1. No Woodlake Association Member, Unit resident, Unit tenant, guest of a Woodlake Association Member, guest of a Unit resident, guest of a Unit tenant, invitee of a Woodlake Association Member, invitee of a Unit resident, or invitee of a Unit tenant shall harass, threaten, intimidate, interfere with, obstruct, annoy, alarm or assault any Woodlake Association member, Unit resident, Unit tenant, guest of a Woodlake Association Member, guest of a Unit resident, guest of a Unit tenant, invitee of a Woodlake Association Member, invitee of a Unit resident invitee of a Unit tenant, Woodlake director, Woodlake officer, Woodlake manager, Woodlake committee member, Woodlake employee, Woodlake contractor and the employees of the contractor, Woodlake vendor and the employees of the vendor, Woodlake agent, or any family member thereof.
2. Each Woodlake Association Member is strictly responsible, and is jointly and severally liable, (as set forth in paragraph 3 herein) for any violations of this Rule Against Harassment which is committed by the Member, any agent of the Member, any co-Owner of the member's Unit, any resident in the member's Unit, any tenant in the Member's Unit, any guest of the Member, any guest of the tenant or resident in the Member's Unit, any invitee of the member, or any invitee of the tenant or resident in the member's Unit. Each Woodlake Association Member's responsibility and liability for violation of this Rule Against Harassment is not dependent upon whether the member knew or should have known about the acts upon which the violation is based.
3. The Association Board of Directors, in its sole discretion, may take all appropriate actions against all applicable Members, residents, tenant, guests, and/or invitees for each violation of this Rule Against Harassment, including but not limited to any or all of the following:
 - a. A fine/monetary penalty in an amount up to \$1000.00 per violation.
 - b. Suspension or revocation of any or all of membership rights and privilege

- c. Obtaining a court order, restraining order, or injunction to enforce the provisions of this Rule Against Harassment, and/or filing a civil lawsuit to collect any fines and monetary penalties imposed pursuant to this Rule.
4. In any court action to enforce the provisions of this Rule Against Harassment, the Association shall be entitled to recover its costs and attorney's fees.

**Rules Governing Conduct at
Board of Directors and Membership Meetings**

1. These are the Rules Governing Conduct at Board of Directors and membership Meetings of the Woodlake Association ("Rules of Conduct" or "Rules").
2. No person attending any board of directors or membership meeting shall engage in any of the following: a) disorderly or boisterous conduct; b) the utterance of loud, threatening, disruptive, or abusive language or gestures, including clapping, whistling, or stamping; or c) any speech, conduct or activity that disturbs, disrupts, impedes, or otherwise interferes with the orderly conduct of the meeting. A person engaging in any of the foregoing shall (in addition to any other remedies which the Association may have under the Governing Documents and applicable law), at the discretion of the meeting Chair or a majority of a quorum of the board of directors, be subject to immediate removal from the meeting.
3. Association members who attend any board of directors or membership meetings may speak during the Open Forum. Any member wishing to speak during the Open Forum shall first sign the Open Forum Request: To Speak Sign-up Sheet. No member shall speak during the Open Forum without first being recognized by the Chair of the meeting. The only purpose of speaking during the Open Forum is for Association members to formally communicate to the Board and/or other Association members regarding matters which are within the authority of the board of directors and/or the Association.
4. Each person speaking at any board of directors or membership meeting shall do so in an orderly manner and shall not engage in any of the following: a) disorderly or boisterous conduct; b) the utterance of loud, threatening, disruptive or abusive language or gestures, including clapping, whistling or stamping; c) name calling or other personal attacks; d) any speech, conduct or activity that disturbs, disrupts, impedes, or otherwise interferes with the orderly conduct of the meeting or e) comments which do not reasonably relate to a matter within the authority of the Board or the Association. Any speaker who engages in any of the foregoing shall (in addition to any other remedies, which the Association may have under the Governing Documents and applicable law), at the discretion of the Chair or a majority of a quorum of the board of directors, be subject to immediate removal from the meeting.
5. In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the body, which is meeting, each speaker during the Open Forum shall limit their comments to no more than three minutes. If a large number of people wish to speak during the Open Forum, this time may be shortened by the Chair of the meeting so that the number of persons wishing to speak may be accommodated within the time available. Second opportunities for one person to speak during any single Open Forum will not be permitted unless specifically authorized by the meeting Chair.
7. Comments are to be directed to the Chair of the meeting. Dialogue between, and inquiries from, the person speaking and individual Board members, management, or the seated audience, is not permitted unless specifically authorized by the meeting Chair.

8. It is understood that a person making a request to speak during the Open Forum does so on his/her own behalf. For this reason and to guarantee all persons have an ample opportunity to be heard, all speakers during the Open Forum will be recognized for the same amount of time. No speaker will be allowed to yield part or all of his time to another and no speaker will be credited with time requested but not used by another.
9. No audio, video, taping, photography, transmission, broadcasting, electronic or digital recording or reproduction of any Board or membership meeting is allowed without the prior consent of the Board. Provided, however, that the Board Secretary may record any meeting to aid in the preparation of minutes, but said recording shall be deleted immediately after the minutes of that meeting have been approved.
10. Upon any violation of Rules of Conduct, the procedure for enforcing said Rules at the meeting shall be as follows:
 - a. The Chair shall first warn the person violating the Rules and request that said person immediately cease such conduct. If, after receiving such a request from the Chair, the person persists in violating the Rules, the Chair shall order a recess. Any security person who is present at the meeting when the violation occurs shall be authorized to warn the person that his or her conduct is violating the Rules and that he or she is requested to cease such conduct. If upon resumption of the meeting the violation persists, the Chair shall order another recess, whereupon the Chair shall have the authority to ask security personnel or law enforcement to remove the person from the meeting;
 - b. If the Chair fails to enforce the rules of conduct set forth herein, any Board member may move to require the Chair to do so, and upon the affirmative vote of the majority of a quorum of the Board in that matter, the majority may designate another Board member to act as Chair for the limited purpose of enforcing the Rules of Conduct established herein; and;
 - c. In the event that any Board or membership meeting is interrupted by a person or groups of persons who is violating these Rules of Conduct so as to render the orderly conduct of such a meeting impractical, and order cannot be restored by the removal of the individuals who are interrupting the meeting or violating the Rules, the meeting may be adjourned and rescheduled.
11. Any violation of these Rules of Conduct shall be subject to the disciplinary procedures, fines, and other remedies set forth in the Association's Governing Documents, as well as all other rights and remedies which the Association has under applicable law.

Main Pool/Spa Key Rules

1. Woodlake Association has had problems with unauthorized persons improperly obtaining access to the main pool and spa facilities, and with the sale or transfer of Woodlake common area keys to unauthorized third persons. Therefore, two specially manufactured main pool/spa keys, which shall at all times remain the property of Woodlake Association, have been provided to each Unit for the sole use of the respective authorized Woodlake Unit owners, residents and tenants. For safety reasons, and to reduce the risk of unauthorized persons from obtaining access to the main pool area and spa:

- a. The main pool/spa keys cannot be duplicated, and carry the “footprint” assigned to Woodlake from the key manufacturer, and can only be cut by one lock company;
- b. All main pool/spa keys issued to each Unit are stamped with the associated Unit’s account number so Woodlake staff will be able to identify which Unit is associated with each key. Only Woodlake staff has access to the account numbers and associated Unit addresses;
- c. The main pool/spa keys shall remain at all times the property of Woodlake Association and the Association at all times retains the right to regulate and restrict the dissemination, possession, and use of all main pool/spa keys;
- d. For safety reasons, only persons authorized by Woodlake Association can possess and use the main pool/spa keys. Additionally, for safety reasons all authorized owners, residents and tenants must have a main pool/spa key and a Woodlake Identification Card in their possession while in the main pool area and spa. Upon the request of an Association agent, any Unit Owner, any resident of a Unit, and any tenant must immediately produce to the requesting Association agent for inspection, their identification and all main pool/spa keys issued to their Unit;
- e. If any Unit is transferred to a new owner, the transferor Unit owner must provide to the transferee Unit owner all main pool/spa keys issued to that Unit through escrow. The cost for a replacement main pool/spa key is \$350.00 per key. If the selling Unit owner does not provide the Escrow Company with all Pool keys assigned to that Unit, together with instructions that all such Pool Keys must be transferred to the new owner upon the close of Escrow, the cost to replace all such assigned Pool Keys shall be paid to the Association by the selling Unit owner through escrow;
- f. If a Unit owner leases his/her Unit to a tenant, at the commencement of the lease the Unit owner must provide the tenant with all main pool/spa keys issued to that Unit, and at the termination or expiration of the lease, the Unit owner must recover from the tenant all main pool/spa keys issued to that Unit;
- g. For safety purposes, each Unit owner shall be strictly responsible and strictly liable to the Association for all main pool/spa keys which were issued to that unit. Each unit owner shall be strictly responsible and strictly liable to the Association if any of the unit’s main pool/spa keys are lost or stolen, including but not limited to if any such key is lost by or stolen from a resident or tenant of the Unit;
- h. For safety purposes, all main pool/spa keys issued to a Unit shall at all times be in the possession of the authorized applicable Unit owner (unless the Unit is leased), a current resident of the applicable Unit, or a current lessee of the applicable Unit;
- i. Due to safety issues, if any main pool/spa key is lost or stolen or if there is any other violation of this policy, the Board may make all appropriate orders, including, but not limited to the following: a) the applicable Unit owner shall be subject to a fine of up to \$350.00; and b) the applicable Unit owner’s membership rights and privileges may be suspended; and c) the applicable Unit owner (and their tenants’, if applicable) may be ordered to surrender all main pool/spa keys for that Unit for a specific period of time;
- j. Unit owners are strictly responsible: a) for their own violation of this policy; b) for the violation of this policy by any tenant in their Unit; c) for the violation of this policy by any

resident of their Unit; and d) for the violation of this policy by any guest or invitee of a Unit owner or resident; and

- k. A request can be made to the Association for the assignment of a third main pool/spa key, which request may be granted by the Board in its sole discretion. Requests for a third main pool/spa key must be in writing from the Unit owner or Unit owner's managing agent, and must set forth the reason for the request. No request shall be granted unless the owner produces to the Association for inspection all main pool/spa keys which have previously been issued to the Unit, and the Board believes that granting such a request is in the best interest of the Association. The Board, in its sole discretion, may rescind a Board order granting such request at any time for any reason.

Hearing Procedure and Fine Schedule

HEARING PROCEDURE

1. The following hearing procedures will be used whenever the Board meets to consider an alleged violation of the governing documents which could result in disciplinary action against a Member.
 - a. **Notice of Hearing.** Notice of the hearing will be sent at least fifteen (15) days prior to the hearing and will be given either personally or by prepaid first-class mail to the most recent address shown in the Association's records. The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a Member may be disciplined, and a statement that the Member has a right to attend and may address the Board at the meeting.
 - b. **Opportunity to Be Heard.** Members have the right to send a letter, send a representative, or appear in person to present evidence as to why they should not be disciplined. Members also have the right to bring an attorney with them to advise them or to speak on their behalf. The hearing will be held in executive session.
 - c. **Failure to Appear.** In the event the Member fails to appear for a hearing, the Board will review the evidence presented and make its decision accordingly.
 - d. **Notice of Decision.** Within fifteen (15) days of the Board's decision, the Member will be given written notice of the decision.
 - e. **Conflicts of Interest.** If any member of the Board has an actual conflict of interest in the matter which is the subject of the hearing (e.g. they filed the complaint, or the complaint was filed against them) such persons must fully recuse themselves from the hearing proceedings and may not take part in or vote on the matter.
2. If the Board determines that there has been a violation of the governing documents (including but not limited to the failure to timely pay assessments, fees, and/or charges), the Board may impose any orders, remedies, penalties/fines, discipline, suspensions, and assessments which it determines in its discretion are appropriate, including but not limited to one or more of the following:
 - a. Warnings;
 - b. Monetary penalties and fines, including continuing fines;
 - c. Suspension of membership rights and privileges (including, for example, the right to vote and to use common area facilities and amenities);

- d. Special Assessments;
- e. Orders
- f. Payment for any damages sustained by the Association in connection with the violation;
and
- g. Reimbursement of costs and expenses (including attorney's fees) incurred by
the Association in connection with the violation.

FINE SCHEDULE

1. Each violation of the governing documents may result in the imposition of a fine of up to \$1000, at the discretion of the Board of Directors.
2. Continuing violations of the governing documents may result in a fine of up to \$100 per day, at the discretion of the Board of Directors.
3. If the Association retains an attorney to file a lawsuit relating to any governing document violation, the Unit Owner shall also be responsible to reimburse the Association for all of the Association's attorney's fees incurred in connection with the violation (including attorney's fees incurred before and after filing the lawsuit), as well as all litigation costs and expenses.

WOODLAKE ASSOCIATION

Video Camera Installation and Recording Policy

Adopted February 16, 2022

PURPOSE

Woodlake Association (the "Association") is a condominium project as defined by California Civil Code Section 4125. The Association's development (the "Development") is comprised nine hundred ninety (990) condominium units, while all other portions of the Development are common areas. The Association is the legal entity that manages and is responsible for all common areas in the Development as well as the exterior appearance of the Development from an architectural and aesthetic standpoint. For this reason, the Association, and its Board of Directors ("Board"), have an interest in, among other things, (i) the Association's common area camera system, (ii) owners performing alterations to any building by installing their own cameras, (iii) filming the Association's common areas, and (iv) creating nuisances within the Development.

The Association has installed video cameras in the common areas of the Development, including in the driveways, garages, lobbies, and streets/perimeter areas. As with all of the other aspects of the Development, these video cameras are owned, operated, and managed by the Association. The Association's cameras may not be actively monitored at all times, and there is no guarantee that these cameras will capture or deter any particular event or occurrence at the Development. Therefore, you should not rely on the Association's video cameras as a means of protection or preventing incidents from occurring. The video cameras are intended to deter unauthorized entry into the community and control access within the community, but will primarily be used to assist law enforcement, after the fact, if a criminal event occurs or the Association and management need to determine if a violation of the Association's governing documents has occurred. If you ever believe you are in danger or that unauthorized persons are in the Development, please contact local law enforcement and notify the Association's Resident Service Attendant accordingly.

This Video Camera Installation and Recording Policy (this "Policy") formally documents the Association's policies with regard to: (1) the installation and use of video cameras by residents of the Development; and (2) the Association's own production and release of video footage captured by the Association's common area cameras to the police or local authorities.

DEFINITIONS

For the purposes of this Policy, "video equipment" shall mean and refer to any equipment installed by an owner, which is used to monitor, record, and/or deter activity in either an audio or visual format, regardless of whether such recordings are stored or monitored contemporaneously, including, without limitation: (1) any video and digital cameras (such as Ring

doorbells); (2) any listening devices; and (3) any of the foregoing devices which are not functional but have been installed on an owner's unit or adjacent to the unit on common area.

A "unit" shall mean the individual condominium unit owned by an owner; a unit consists of the airspace within the condominium's perimeter walls, floors, and ceilings. The "common areas" shall mean the Association's entire development, except for the owners' individual units. The common areas include all exterior/outside surfaces of an individual unit. The common areas are managed and controlled by the Association, as further described in the Association's governing documents and California law.

The Association's "governing documents" shall mean the Articles of Incorporation, Bylaws, CC&Rs, operating rules of the Association (including, but not limited to, this Policy), and any other documents that govern the Association's operation.

INSTALLATION POLICY

No person may alter or modify any exterior portion of a unit including, but not limited to, the front door or entry area of a unit for the purposes of installing or using any video equipment, without the prior written approval of the Association's Board. The Board must review and approve, in writing, any request to install video equipment before that video equipment is installed and in accordance with the Association's architectural approval guidelines and procedures.

No video equipment may be installed in any manner, regardless of location, that would record or capture areas outside of the immediate front door vicinity of a unit. As such, no video equipment may unreasonably record or attempt to record other portions of the Development, including general common areas or another resident's unit.

Any resident's illegal, improper, unreasonable, or unauthorized installation or use of any video equipment shall constitute a nuisance, as well as an architectural violation, and is strictly prohibited.

In the event of any violations of this Policy, the Association reserves the right to: (1) take disciplinary action against the violating owner who is responsible for the acts of their tenants, guests and invitees, after providing that person/persons/entity or entities with a duly noticed hearing before the Board; (2) require the removal of any video equipment; and (3) take any other actions not prohibited by law in order to enforce violations of this Policy and the Association's other governing documents. This may include the removal of a resident's video equipment, at the unit owner's cost and expense, if the owner/resident fails to take such action upon demand by the Association. All remedies taken by the Association shall be cumulative and no single remedy shall be deemed to preclude the Association from such other remedy or remedies that are legally available.

ASSOCIATION RECORDING POLICY

The Association will only release recordings or images captured by its own video cameras to the police or applicable local authority pursuant to a valid subpoena, and only upon receiving a verified request for those recordings and/or images from the police department/local authority. Additionally, the Association may use and provide evidence of recordings or images when evaluating possible governing document violations by residents; however, such footage will not be released to individuals and will not constitute Association records pursuant to the California Civil Code.

The Association does not store records or images indefinitely, and no guarantee is made that the Association will have any video recordings or images on file, due to memory capacity and system requirements. However, if a resident notifies the Association in writing of an incident that may have been recorded by the Association's cameras, the Association will make reasonable efforts to preserve recordings of the date/time when the incident occurred for up to thirty (30) days, so that the police/local authorities have sufficient time to request that recorded information from the Association, pursuant to a valid subpoena.

In addition to the foregoing, the Association will cooperate, as necessary, with any official court orders or subpoenas requiring the production or release of the video recordings or images captured by the Association's video cameras/equipment.

(End of Policy)