

DRAFT ENFORCEMENT GUIDELINES FOR BHHA GOVERNING DOCUMENTS

POSTED ONLINE for BHHA Member Review & Comment

Send Comments to: bhadmin@kempersports.com By 9/15/2021

WHAT THIS IS:

The Board of Directors reviewed the enclosed draft documents at the Board Meeting on 8/21/2021. The draft Enforcement Guidelines were prepared by Vice-President Estrada, a member of the 2018-19 Community Rules Committee, with review and input of President Alexich, and the General Manager.

These draft Guidelines create the procedure for the enforcement of BHHA governing documents. Also, the various BHHA Fines for violating governing documents have been organized on a single Fine Schedule (Attachment A). These written procedures advise Members on how to report alleged violations of policy *other than* Assessments, Design, Construction, and Landscaping Review, which already have enforcement policies and fine schedules for violations.

The enclosed Guidelines were developed to administer and implement Governing Document policies, including the Community Rules adopted by the Board in October, 2019, the Golf Trespassing policy adopted in 2016, and other similar Association policies. (See Attachments B and C - Request for review, and a Flow Chart summary of the process)

NEXT STEPS:

The Board will revisit these Enforcement Guidelines at their next meeting on September 18, 2021. Member comments are welcome and encouraged.

SUMMARY of PROPOSAL:

The proposed Enforcement Guidelines are drawn from those used by other homeowners' associations and consistent with state law and BHHA governing documents. The process has been expanded from the enforcement process in the Community Rules and is similar to the process used by the Association in other areas:

- Neighborly communication is the preferred approach to resolving disputes.
- If there is no resolution with neighborly communication a member may call Security if there is an active situation to observe and report.
- If the matter is not resolved a member may file a written complaint alleging a Violation.
- A member may file a written complaint alleging any noncompliance with governing documents.
- The violation complaint is reviewed by Administration; if deemed valid, the owner will be called about the alleged violation. The Member can remedy the matter and the violation is resolved.
- Additional steps of written notice are included in this process culminating in a hearing before the Board after 2 notices and a failure to resolve the violation.
- The Board may fine the member after the hearing if a violation is found.

The above process affords all parties the opportunity to be heard and includes due process requirements of notice required by law and followed by HOAs in California.

The Enforcement Guidelines and the single fine schedule will further implement the Association's Governing Documents.

BHHA and BOARD IMPLEMENTATION of the COMMUNITY RULES:

Since the Community Rules were adopted in October 2019 the following steps have been taken to implement and share the Rules with Members:

- The Rules were disseminated to all Members, owners and occupants of homes
- The Rules and Attachments are available at BHHA.org > Members > Documents
- A community Directory was created online to create a profile & contact information
- Notice (Att. A) and Map (Att. B) was shared with local property managers
- The CC&Rs and Bylaws were placed online
- The Amenity Use Policy was placed online
- The Local Coastal Plan & other information is online at "Public Community News"
- The Notification of Drone Use was placed online
- (The Owner Binder is Being updated - it too is online)
- Members have been asked to share the use of their home and contact information with Administration and neighbors
- Security and/or Administration can contact Members in an emergency if contact information has been shared with the Association
- [Note: Privacy limits sharing this information with 3d parties unless a Member consents]
- The Rules Enforcement Policy information is in the Annual Disclosure to Members
- The Tidings has begun a series on our Governing Documents, beginning with the Community Rules.

YOU CAN SUBMIT COMMENTS

Comments are welcome. Please forward to bhadmin@kempersports.com by 9/15/21. Thank you for your input into this process. The Board wants to hear from Members about these important issues.

A copy of the Community Rules adopted in 2019 is also included with this proposal.

Signed:

Jennie Alpech

Date: Sept. 1, 2021

BODEGA HARBOUR HOMEOWNERS ASSOCIATION

Proposed BHHA Guidelines for Policy Enforcement; Fine Schedule

In 2019 The BHHA Board of Directors approved the Community Rules after they were prepared by an Ad-Hoc Committee and reviewed by the BOD and BHHA Members. The Community Rules incorporate existing rules from Governing Documents, such as the CC&Rs, the Golf Course Trespassing Policy, the Amenity Use Policy, and the original Code of Conduct. These apply to all owners, guests, tenants and lessees of our community. The Community Rules used those policies as guidance along with state and local law.

The Community Rules included enforcement provisions applicable to all owners, guests, tenants, and lessees. The enforcement provisions reflected the process adopted by the Board in the Association's Golf Course Trespassing Policy and Fine Schedule.

The BHHA governing documents, and the Community Rules in particular, are focused on suggested good neighbor conduct, and informing the Administration and Security on the use of our homes to ensure security and safety. The Association has many Bylaw and CC&R provisions that provide the authority to adopt rules, enforce rules, and fine members for noncompliance after a warning and a Board hearing.

To improve the facilitation and knowledge of the Association's enforcement process and fine schedules (contained in different policy documents), and the process for owners' Request for Review of an alleged violation, it is recommended the Board consolidate existing authority and methods for policy violation, enforcement, and fines to create a streamlined process for owners' to utilize and Administration to process.

Administration has an existing infrastructure for owners to raise Governing Document violations. It is recommended that the process be contained in one set of Policy Enforcement Guidelines and made available to owners on the BHHA.org website. Existing rules and policies should be revised to comply with the Enforcement Guidelines.

It is recommended that the Board should take the following steps:

- Adopt the proposed single fee schedule for violation of Governing Documents and Association policies.
- Adopt the proposed Guidelines for Policy Enforcement.
- Prior to adoption the proposed Guidelines and Attachments A-C below should be mailed to BHHA Members for review and comment.

Several documents are attached for your review: the proposed Guidelines, the fine schedule, the Request for Review form, a Flow Chart, and a background memo on the Board's existing enforcement authority and fine schedule. The attached Guidelines and Fine Schedule do not include existing fines for Assessments, Liens, Design/Construction and Landscaping Guidelines. Those areas have separate fine and penalty schedules and follow a similar process to above or as set out in state law.

Attached are:

- (Proposed) BHHA Guidelines for Policy Enforcement
- Attachment A - Fine Schedule
- Attachment B - Request for Review Form
- Attachment C - Flow Chart

BHHA GUIDELINES FOR POLICY ENFORCEMENT

GUIDELINES AND PROCEDURE FOR ENFORCEMENT OF BODEGA HARBOUR HOMEOWNERS ASSOCIATION (BHHA) GOVERNING DOCUMENTS

Introduction.

BHHA Members are subject to the BHHA enforcement provisions in the BHHA Governing Documents. The Governing Documents include the Bylaws, Articles of Incorporation, Restrictions (CC&Rs), BHHA Board Policy and Rules.

Compliance with the Governing Documents is a responsibility of each Member at BHHA. Each Member at BHHA is also responsible for violations of the Governing Documents by his or her licensees, including contractors, guests, tenants, or lessees occupying or using the property. Members may receive fines or suspension or termination of privileges for violating these requirements. (See CC&R 7.11, CC&R 8.1, CC&R 8.9)

The Association or any Member (Owner), shall have the right to enforce restrictions, conditions, covenants, reservations, and rules. The Association's covenants and restrictions run with and bind the property, and shall inure to the benefit of and shall be enforceable by the Association or the Owner of any property. (See CC&R 8.1)

BHHA Enforcement of Governing Documents.

These guidelines provide for the proper identification, reporting, verification and resolution of violations of the Governing Documents. Existing policies and rules will be amended to comply with this Enforcement Policy.

The Association's enforcement provisions regarding liens, foreclosure, design, construction and landscaping may have additional enforcement provisions. Such violations normally require a more extensive resolution process. Other violations are differentiated by the need and ability to address the violation promptly due to trespass, safety, unreasonable noise, nuisance or privacy risk.

Related fines for these violations are identified in the Fine Schedule - Attachment A.

1. Reporting Process.

Owners should notify a neighbor of an alleged violation and allow a reasonable time (one hour) for resolution. After neighborly communication does not solve the matter, an Owner may file a Request for Review, a written complaint, or other information regarding the alleged violation.

2. Reporting Process for Short-Term Rentals.

To minimize duplication and cost to the BHHA, if a complaint concerns a "short-term rental" and an Owner uses the Sonoma County short-term rental complaint process, an Owner should not proceed with the BHHA enforcement process.

3. Security - Call if a Current Active Matter.

If the matter is an emergency the Owner should call "911."

BHHA Security personnel is tasked to monitor the common areas and BHHA property. Call security if there are current trespassers on Association property (common areas, golf course and paths).

Security may also be called in situations where an Owner has notified a neighbor (or property manager) of a current, active situation regarding unreasonable noise, nuisance or other violations involving increased risk in safety and security, and the matter has not been remedied after neighborly communication. Please allow the neighbor (or property manager) a reasonable time (one hour) to correct the problem before calling Security.

At their discretion, Security may approach the violators if there is no risk to personnel; they may contact the alleged violation property owner, and/or their property management agent, if applicable, and conduct an interview with the Owner, his or her agent, and/or the Owner's guest, or long-or short-term tenant/lessee concerning the alleged violation. Security personnel may not trespass on any lot.

If an alleged violation requires immediate attention because it threatens the health, safety or welfare of BHHA, its Members, or invitees, the Administration may take prompt remedial action before, during or after investigating the matter, as appropriate.

Security personnel will compile a Complaint Response Resolution Form and Incident Report which will be turned in to Bodega Harbour Administration ("Administration").

4. Investigation of Request for Review or Complaint.

a) Administration Review and Action.

Upon receipt of a Request for Review (the "Request for Review" form - Attachment B) or other written communication that an Owner is violating or has violated a requirement or policy that could result in a fine or suspension of privileges, the Administration shall promptly review the matter and, if the Administration finds that a violation appears to exist, make a reasonable effort to contact the alleged violator and resolve the matter informally.

The Administration, in the General Manager's discretion, may conduct such investigation as is necessary or appropriate to resolve the matter, and may engage legal counsel in the consideration and evaluation of the alleged violation. If the Administration determines that the Request for Review or complaint is not reliable or is resolved, then no further action will be taken.

If further action is required, the Administration shall proceed as set forth below.

b) Administration Efforts to Resolve

Use of the Request for Review form, available at the BHHA Administration office or BHHA website, is recommended, but not required to report an alleged violation. Once a written alleged violation is reported to or observed by BHHA's Security or other BHHA employee, the Administration is responsible for informing the alleged violator of the complaint and investigating the matter.

If a violation appears to exist, Administration shall notify the member of the alleged violation and make a reasonable effort to obtain voluntary compliance as set out below.

5. Alternative Dispute Resolution.

The Administration or Owner may request the BHHA and the Owner engage in a dispute resolution process pursuant to CC&R 8.15. (Civil Code section 5900 and following)

6. Notices, Citations and Warnings for Violations of Requirements or Rules.

If provided for in BHHA policy or rules an Owner will receive an initial warning with no fine.

a) Delivery of Notice to Owner.

Any notice permitted or required by the Declaration, Articles or Bylaws may be delivered personally or by mail. If delivery is by mail, it shall be deemed to have been delivered seventy-two (72) hours after a copy of the same has been deposited in the United States Mail, first class or registered, postage prepaid, addressed to the person to be notified at the current address given by such person to the Secretary of the Board or addressed to the lot of such person if no address has been given to the Secretary. (CC&R 8.10)

b) Initial Warning Letter to Owner.

The Administration, where required, shall provide the Owner against whom the complaint exists an initial warning notice informing the Owner of the violation according to the BHHA's rules, and provide a warning and information of the potential fine or suspension of privileges should future violations occur, and give the Owner 30 days to comply.

c) Second Written Notice to Owner.

If the Owner does not comply with BHHA requirements as set out in the initial Warning Notice to Owner, the Administration shall send a second written notice to Owner, and provide an additional 30 days for Owner to comply.

8. Owner's Right to Hearing.

If a violation continues after two notices have been issued, a Hearing Notice to Owner will be issued in writing, by either personal delivery or first-class mail, at least fifteen (15) days prior to the hearing. If a monetary penalty (fine) shall be imposed, it shall be in accordance with a schedule previously adopted and distributed to each BHHA Member by personal delivery or first-class mail.

The Hearing Notice must provide the Owner an opportunity to be heard orally or in writing before the effective date of a fine or suspension of privileges. The Notice should identify any witnesses whose written or oral testimony will be considered, and identify and provide for access to any documents that will be considered. The Association shall keep a record of evidence presented in support of and in opposition to the alleged violation.

The Hearing will be before the Board of Directors at the next meeting in Executive Session. The Board is given the opportunity to discuss the issue to determine if the allegation is valid or not. A fine or suspension of privileges may be imposed if the Board makes a finding that a violation occurred. The Board may take other action if deemed necessary and appropriate.

9. Board Imposed Discipline.

If the the Board imposes discipline after the hearing, it must provide the Owner written notification of the decision within fifteen (15) days following the action.

10. Reservation of Other Rights and Remedies.

Nothing in this enforcement policy and procedure shall be deemed to limit any other rights and remedies that the Board or a Member of BHHA may have under BHHA governing documents or applicable law.

Attachment A - BHHA Fine Schedule

Attachment B - BHHA Request for Review

Attachment C - BHHA Enforcement Proceedings Flow Chart

Attachment "A"

BODEGA HARBOUR HOMEOWNERS ASSOCIATION

FINE SCHEDULE*

These fines are assessed per action/inspection and subject to BHHA Administration and/or Board review and approval.

VIOLATION DESCRIPTION	Action at First Discovery	Second Violation Fine Board Hearing	Subsequent Fines Board Hearing
Governing Documents	Review by Administration Written Warning	Review by Board before Fine Assessed - Daily Fine of \$10 until compliance is achieved.	Same as Second Violation
Community Rules	Written Warning - No Fine	\$250 Violation Fine - If no violations for six months the next violation results in a warning.	\$250 Subsequent Violations -If no violations for six (6) months the next violation results in a warning.
Golf Course Trespassing	Written Warning - No Fine	\$250 Second Violation Fine -If no violations for six months the next trespass will result in a warning.	\$500 Subsequent Violations - If no violations for six (6) months the next violation results in a warning.
Unauthorized Use of Golf Course Links	Authorized use by Registered Golfers Only. Any other use his Considered Trespassing and may be subject to a fine of up to \$500 per incident.		

* This fine schedule does not include additional Assessments, Design, Construction or Landscaping fines.

ATTACHMENT B



Request for Review Submittal

Date: _____

Reporting Parcel:

Parcel #: _____ Harbour Address: _____

Homeowner: _____

Contact Information: _____

Contact Email: _____

Times available to meet for photos: _____

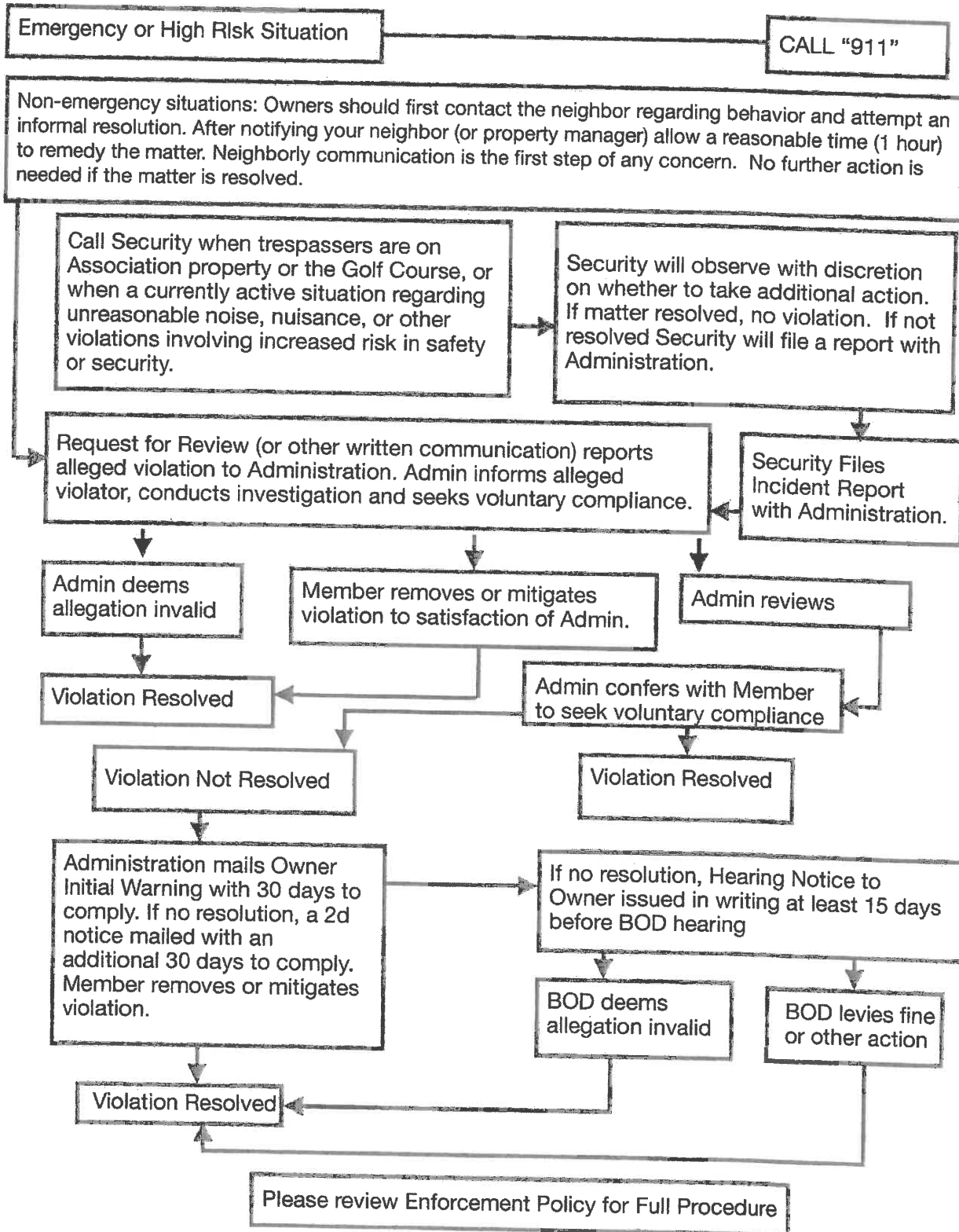
It is recommended you talk or write to your neighbor first. Have you tried reaching out to them? YES NO

Parcel with Possible issue:

Parcel #: _____ Harbour Address: _____

Issue: _____

ATTACHMENT "C" FLOW CHART OF BHHA ENFORCEMENT PROCEEDINGS



BHHA COMMUNITY RULES

GUIDELINES AND RULES FOR COMPLIANCE WITH THE BODEGA HARBOUR HOMEOWNERS' ASSOCIATION (BHHA) COVENANTS, CONDITIONS & RESTRICTIONS (CC&Rs)

Introduction.

All residents, owners, guests and tenants have the reasonable expectation of residing in a safe, quiet and peaceful residential community. These Community Rules reflect our CC&Rs and policy. Their enforcement provisions are applicable to all owners, guests, tenants, and lessees (also referred to as occupants). Homeowners are responsible for the actions of their tenants and/or guests, and are subject to fine(s) for non-compliance. (See CC&R 7.11, 8.1)

1) Community Rules.

a) Common Areas.

“Common Area(s)” shall refer to that portion of the property (and all improvements thereon) owned and/or leased by the Association for the common use and enjoyment of the owners, and when required by law, the public. (CC&R 1.6)

i) Use of Common Area.

The Common Areas are for the use of members for any recreational activity that does not injure or scar the area or cause unreasonable embarrassment, disturbance, or annoyance to any other owner. Nothing shall be stored in the Common Area without the prior consent of the Board. No camping, fires, or animals not on a leash shall be permitted in the Common Areas. (CC&R 7.6)

Members' family members and accompanied guests (in accordance with the BHHA Amenity Use Policy) may use some Common Areas. Common Areas are not open to the public or short-term tenants.

(See the BHHA Map for common areas where access is allowed by members, their family members and guests; the location of Shorttail Gulch Trail and Pinnacle Gulch Trail and related parking for beach access are open to the public).

ii) Use of Amenities.

Amenities (pool, sauna, tennis courts, exercise facility, as described in the Amenities Policy) are for the use of members/owners, and in some instances, family members with access cards, and tenants (long-term rentals) with a rental lease of six months or longer. Access by long-term tenants is obtained by filing a copy of the lease with the administration office.

Family members with access cards and their guests are welcome to use the amenities, with the exception of the exercise facility. That amenity is available to members and family members with access cards and their accompanied guests.

BHHA COMMUNITY RULES

Members and long- and short-term tenants may use the playground, basketball, bocce, and have clubhouse beach access. (See CC&R 2.4 and Amenity Use Policy)

Summary Amenity Use Chart:

Category/Amenity	Pool, Locker Room & Sauna	Exercise Room	Tennis/Pickle Ball	Playground, Basketball & Bocce	Clubhouse Beach Access
Members & Accompanied Guests (a)	Yes	Yes (No Guests)	Yes	Yes	Yes
Family of Member with cards & Accompanied Guests (b)	Yes	Yes (No Guests)	Yes	Yes	Yes
Long-Term Renter/Tenants & Accompanied Guests (c)	Yes	No	Yes	Yes	Yes
Short-Term Tenants	No	No	No	Yes	Yes

See Amenity Use Policy for complete policy and definitions of a-d.

i) Golf Course.

The golf course and cart paths are for registered golfer use only; there is no trespassing on the golf course at any time (except where otherwise posted). Golf course boundaries are marked by white stakes. (See Trespassing Policy)

b) Use of Lot/Residence.

Lots shall be used for residential purposes by the occupants (owners, guests, tenants and lessees). Residences must not be used for commercial or other non-residential uses, except that an owner may use the home as a combined residence and executive or professional office. (See CC&R 7.1)

i) Emergency Contact Information.

Owners must provide the BHHA with a 24-hour working phone number of the property owner, property manager or other designated representative who can respond to on-site emergencies, issues or complaints. Owners must also provide the BHHA with up-to-date information on whether a residence is occupied by an owner (permanent or second home), or long-or short-term tenants or lessees. Owners of short-term rentals must provide their Transient Occupancy Tax (TOT) number.

Owners are encouraged to notify BHHA Administration of the use of residency by other than the owner. Notification may be written or emailed and must contain the address, the name of a contact, a phone number and dates of use.

(BHHA Administration should know whether residences are occupied or not for safety, emergencies and complaint resolution. This information is private and not subject to BHHA disclosure to third parties.)

BHHA COMMUNITY RULES

ii) Maximum Overnight Occupancy.

Maximum overnight occupancy for Bodega Harbour homes shall be up to a maximum of two (2) persons per sleeping room or guestroom, plus two (2) additional persons per property, excluding children under three (3) years of age.

iii) Maximum Number of Guests and Daytime Visitors.

The maximum number of total guests and visitors allowed at any time in a single Bodega Harbour home (except during special events) should not exceed the maximum overnight occupancy plus six (6) additional persons per property during the daytime, excluding children under three (3) years of age.

Daytime visitors should not be on the property during quiet hours (10pm to 7am).

iv) Special Events.

Special events exceeding 18 persons are permitted between 7am and 10pm. Owners are encouraged to provide at least a 24-hour notice to the BHHA Administration (during office hours) and provide estimates of the number of guests and visitors with event start/end times, and are encouraged to inform their neighbors.

Notwithstanding, maximum guest limits may be exceeded on the following national holidays: Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas, so long as the holiday event and guest numbers are reasonable and do not impose on neighbors.

v) Noise and Nuisance.

No noxious, illegal, or seriously offensive activities shall be carried on upon any lot, or any part of the property, nor shall anything be done thereon which may be or may become a serious annoyance or a nuisance to or which may in any way interfere with the quiet enjoyment of each of the owners of his respective lot. (CC&R 7.2) Special consideration is to be given between the quiet hours of 10pm to 7am.

No noxious or offensive activities (for example, the operation of drones, or loud sounds) shall be carried out in residences or in the common area.

Prohibition of Drones. A "Drone" is defined as any powered, pilotless aerial vehicle. Drone operation over Bodega Harbour is permitted only by

- Activities of law enforcement, firefighting, and other public safety or government agency personnel.
- Bodega Harbour programs duly approved by the Board of Directors, as implemented and supervised by the BHHA Administration, with notice to the membership. Owners shall inform the BHHA Administration of the limited professional use of drones for real estate marketing purposes.

Exclusions. Nuisance noise does not arise from:

Authorized, routine, or customary BHHA or private-party construction, maintenance, yard care, management, delivery, or refuse collection activities between 7am and 7pm;

BHHA COMMUNITY RULES

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BHHA COMMUNITY RULES

- An emergency or emergency response, including power outages and restoration of utility service, rescue and medical services, and work necessary to protect persons or property from imminent threat or hazard;
- Otherwise lawful activities of law enforcement, firefighting, and other public safety or government agency personnel.

vi) Outdoor Fire Areas.

Outdoor fire areas, when not prohibited by state or local fire bans, may be allowed but shall be limited to 3 feet in diameter, shall be located on a non-combustible surface, and shall be extinguished as soon as it is no longer in use or by 10:00 pm, whichever is earlier. Wood or charcoal fire areas covered by a fire screen and that meet the above requirements are allowed. No unenclosed fires shall be located within 25 feet of a structure or combustible material. Fire pits approved by the BHHA and BBQs used in accordance with manufacturer's directions are allowed.

vii) Vehicle Restrictions.

No trailer, detached camper, mobile home, commercial vehicle, truck (other than standard size pickup truck or standard size van), boat, inoperable automobile or similar equipment shall be permitted to remain upon any lot, other than on a temporary basis, unless it is parked within an enclosed garage. (See CC&R 7.3)

Campers, trailers or motor homes cannot be used as living quarters within Bodega Harbour. (See CC&R 7.1)

Recreational vehicles may be parked on a homeowner's lot subject to these restrictions:

- No overnight occupancy of recreational vehicles
- Not more than 96 total hours on the property owner's lot in any one calendar month
- Not more than four "stays" on the property owner lot in one calendar month
- No stay will be more than 48 hours in duration
- There will be a minimum of 24 hours between any two stays

(See CC&R 7.4)

viii) Parking.

Vehicles should be kept or parked overnight in the driveway or garage, where feasible. Street parking is allowed consistent with Board rules, county and state laws.

Required garage space may not be converted into any use (such as a recreational room or storage) that would prevent its use as parking space. (CC&R 7.4)

ix) Pets.

Dogs shall be on a leash when in common areas and in private lots (other than the pet owner's lot). Pet owners are responsible for cleaning up after their pets and are responsible for any damage to property (CC&R 7.8). Continual barking by pets constitutes a nuisance. Owners are responsible for picking up pet litter and disposing of it in a garbage receptacle. Owners are cautioned to not leave pets outdoors overnight.

BHHA COMMUNITY RULES

x) Garbage and Refuse Disposal

All rubbish, trash and garbage shall be regularly removed from lots, and shall not be allowed to accumulate thereon. Trash, garbage, and other waste shall be kept in sanitary containers, kept in a clean and sanitary condition, and shall be screened from view of neighboring lots, common areas and streets. (CC&R 7.9)

2) Prevention and Penalties.

All owners are entitled to the reasonable enjoyment of the natural benefits and surroundings of Bodega Harbour. As such, owners and their guests, tenants, and lessees are responsible for avoiding "noxious or offensive" activities, doing or placing things that may constitute a "nuisance", and other behaviors that engender unreasonable disturbance, or annoyance to other owners in their enjoyment of their lot/residence and Common Area. All such conditions, actions, and activities are termed "nuisances."

- Whenever practical, neighborly communication is the preferred approach to resolving disputes. However, in the absence of such communication or a successful resolution, nuisances may be enjoined and abated by the BHHA Administration.
- Owners are liable not only for their own nuisances but for those caused by their guests, tenants, and lessees.
- Tenants, lessees (short- and long-term), and guests must receive the Community Rules Notice to Guests prior to occupancy attached as Attachment A.
- These rules do not attempt to enumerate all possible nuisances, which include but are not limited to those nuisances recognized by the Sonoma County ordinances, or California Code (e.g., disorderly conduct, fire hazards, indecency, blight, barking/unleashed/dangerous/unsanitary animals, and other nuisances recognized by law).

a) Reporting Process.

After neighborly communication does not resolve the matter, any owner may call Bodega Harbour Security to inform them of an alleged Community Rules violation. The responding security personnel should be given information as to who may have violated the Community Rules and in which property the violator may be residing. Security will then contact the alleged violation property owner and/or their property management agent, if applicable, and conduct an interview with the homeowner, his or her agent, and/or the owner's guest, or long- or short-term tenant/lessee concerning the alleged violation. The Security personnel will compile a Complaint Response Resolution Form and Incident Report which will be turned in to the Bodega Harbour Administration Office as soon as possible.

b) Warning Following First Violation.

Should an owner, owner's guest, or long- or short-term tenant/lessee violate the Community Rules, the Administrative Office shall send a notice to the owner describing the infraction and warning that future incidents from the same property may result in a fine. If there are no violations for six months the next violation of the Community Rules will result in a warning.

BHHA COMMUNITY RULES

c) Notice and Hearing.

Should an owner, owner's guest, or long- or short- term tenant/lessee violate the Community Rules after a warning has been issued to the property owner, the BHHA Administration Office shall contact the owner as soon as possible so that part of the security deposit can be held in abeyance, if applicable to tenants/lessees. The owner or the owner's agent will be asked to appear before the Board of Directors at their next regularly scheduled meeting in Executive Session. Evidence of the alleged violation will be presented to the Board and the owner (or agent) will be given an opportunity to discuss the issue. The Board at that time may make a finding that a violation has occurred and may impose a fine on the owner's lot for violation of this policy. (Golf course infractions are covered in the Trespassing Policy)

Fine Schedule:	Warning	No Fine
	Second Violation	\$250
	Subsequent Violations	\$250

END OF COMMUNITY RULES

SEE ATTACHMENT A "Community Rules Notice to Guests"

SEE ATTACHMENT B – "BHHA Map"

SEE ATTACHMENT C – "Amenity Use Policy"

COMMUNITY RULES NOTICE TO GUESTS

This home is located in **Bodega Harbour**. All occupants are required to abide by the Policies and Procedures of the Bodega Harbour Homeowners’ Association (BHHA). This is a residential neighborhood with permanent residents living here. Please respect their privacy & need for quiet enjoyment.

Anyone can make a complaint if they object to the behavior of residents or guests staying here. Read the contract or other information provided to you for more information on BHHA rules.

We ask that you follow our conduct rules for all guests or fines can be assessed:

- The GOLF COURSE & PATHS are BHHA property and reserved for golfers only. Golf course boundaries are marked by white stakes. Do not walk or play on the course or paths at any time.
- Open areas in the Harbour are available to owners only.
- Always keep noise levels low in the home, spa, decks, parking areas, so as to not bother neighbors.
- Quiet hours are 10 pm to 7 am. Daytime visitors are not allowed during quiet hours.
- The maximum overnight occupants allowed at this home: 2 persons per sleeping area + 2, not counting children under 3 years of age.
- The maximum daytime visitors (7am-10pm) allowed at this home: total occupants + 6 visitors.
- Outside loud sound or use of drones is not allowed at any time.
- Park vehicles in the garage and/or driveway. Please limit overnight on-street parking.
- Use garbage bins for garbage & recycling. Garbage shall be secured in garbage cans and not left in public view.
- Public beach access trails are posted at the trailhead. Refer to information given by the home owner or rental agency for the most up-to-date access.
- Pets, if allowed, shall be secured on the property at all times. All pets shall be on a leash throughout the community.
- Continual barking by pets constitutes a nuisance.
- Outdoor fire areas are limited to 3 feet in diameter, shall be located on a non-combustible surface and shall be extinguished as soon as no longer in use or by 10 pm, whichever is earlier. BBQ wood or charcoal fire areas covered by a fire screen and built-in fire pits are allowed.
- Swimming pool, tennis courts, sauna, and exercise room are not available to short-term guests or visitors. Fines will be assessed for attempting to use and not leaving as instructed.

This home managed by _____ TOT Number: _____

Total Overnight Occupancy: _____

Total Number of Overnight Vehicles: _____

The daytime office number is: _____

The 24-hour number is: _____

In case of emergency please dial “911”

Thank you!