
CROWN COLONY

**Rules, Regulations,
Policies & Information**

Prepared and Published by the Crown Colony Homeowners Association

ver. 16-1



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GENERAL RULES

The following rules and regulations have been adopted by the Board of Directors to ensure the comfort and enjoyment of all residents:

- Landscaped areas may not be used for lounging, playing, recreation or for any other purpose. Lawn areas are excluded. You may not plant your own plants or flowers in the landscaped areas.
- The public driveways, entrances, parking areas and sidewalks shall **not** be obstructed.
- Speed limits and all traffic signs must be obeyed. Driving the wrong way on one-way streets is prohibited.
- No resident shall make, or permit guests to make, any unreasonable noises in the dwelling unit or elsewhere on the premises. No resident shall play or permit to be played any musical instrument, radio, stereo or television so as to unreasonably disturb his/her neighbors at any time; particularly between **10 pm** and **7 am**. Dishwashers, disposals, vacuum cleaners and laundry facilities shall not be operated between **10 pm** and **7 am**.
- No outdoor additions, alterations, modifications or painting shall be done without Architectural Review Committee approval.
- Satellite dishes must be installed according to Guidelines available at the Association Office. No additional antennas are to be installed on the building, deck or patio.
- Running exposed wiring for electrical appliances or lighting fixtures in violation of the Building Code is prohibited.
- Garbage and trash shall be disposed of in garbage chutes or bins. Garbage must be wrapped or sealed in plastic bags before it is put down a chute or in a dumpster. Caution must be taken not to put any burning material into the chutes or bins.
- Large items may be disposed of in the dumpsters behind the Chevron Station at the end of Half Moon Lane.
- Do not shake out dust mops, sweep anything off of or throw anything out of the windows, off decks or into the stairway areas.
- Residents are responsible for telephone wire repairs.
- Residents are requested to use special care when fertilizing their plants. Make sure none of the fertilizer liquid is spilled onto the deck or patio.
- **Smoking is not** allowed in the following corridor building common areas: hallways, elevators and laundry rooms.
- **Remember:** Residents are responsible for their guests' conduct.

ARCHITECTURAL RULES

Decks & Patios

YES Standard patio or deck furniture, barbecues, planters, pots and approved storage containers. Only **propane fueled barbecues** are allowed on decks and patios.

All pots and planters located on any deck or patio must be elevated off the deck or patio surface.

Extra spindles are allowed. They must **not** extend above the railing and must be painted the existing spindles color.

NO No storage of other items without prior written consent of the Architectural Review Committee.

No bicycles or children's toys

No planter or pots on ledges or rails.

No alterations, carpets, covering, enclosures or site screens without prior written consent of the Board.

Front Door & Entry

YES Leave exterior unaltered

NO No alteration of unit number or exterior color.

No doormat or personal property left in hallway.

No nameplates or signs.

Parking Space

YES Park your car, motorbike or pick-up truck.

YES Residents may park no more than 2 adult bicycles under the storage locker of their Unit's deeded parking space. No Children's bicycles will be allowed. Residents do so at their own risk.

NO No parking boats, campers, inoperable vehicles, trailers, trucks or any other commercial or recreational vehicles.

No oil pans or other items in parking spaces.

Storage Containers, Planters & Pots

YES Storage containers (not to exceed 24x24x24 inches in size), planters and pots must be constructed of wood or other non-reflective, earth-tone colored material. If planters are attached to spindles, they must be hung with galvanized sheet metal brackets. When attached by brackets, the Association Office will have its maintenance supervisor inspect the work. The owner will be furnished with a copy of the inspection report.

NO No planters shall be placed on top of railings.

Storage Lockers

YES Provide a padlock.

NO No storage of flammable liquids or storage on top of lockers.

No modification to the outside of the locker.

Locker storage is limited 100 lbs total.

Unit Interiors

YES Change the color and materials of the flooring and wall finishes, finish hardware and light fixtures.

NO Changes to the following must first be approved by the Architectural Review Committee or Board: Electrical - Conduit or wiring; Mechanical - Air conditioning, heating, plumbing or ventilating systems; Structural - Ceiling, floor, roof or walls.

Windows

YES Window coverings must reflect a white/off-white exterior view.

New windows and sliding glass doors may be installed after an application, which is available from the Association Office, is filled out and approved and your contractor is selected from the approved contractors list. The application's specifications must be followed exactly.

NO No glass tinting or reflective treatment.

Policy: The Board neither approves nor disapproves of owners changing their original flooring to hard surface materials (wood/tile/marble, etc.); however, should a noise or other issue result due to a change in flooring, the owner and/or any subsequent owner/s is/are responsible to mitigate the issue.

FIREPLACE RULES

- Electric fireplaces may be installed after an application, available from Association Office, is completed. The application's specifications must be followed exactly.
- Gas to the fireplaces has been turned off as a cost-cutting measure. If it is turned on, the following rules will apply:
- A unit's fireplace is **not** designed for use in place of the heaters or to burn combustible materials. No papers, presto logs, wood or anything else is to be burned in the fireplace.
- **Call P.G. & E.** if the pilot light goes out do **not** attempt to relight it.
- The maintenance and repair of the fireplace automatic shut-off sensor is the responsibility of the owner.

MOVE-IN RULES

- Moves must begin after **7 am** and be completed before **10 pm**.
- A non-refundable fee per move will be charged to the unit's owner.

PARKING RULES

1. These Parking Rules (“Rules”) shall supersede any other parking rules of the Crown Colony Homeowners Association except that these Rules shall be applied in conjunction with the parking rules and restrictions contained in the CC&Rs. Please call the Association Office if you would like clarification on any of these Rules or any other parking restrictions of the Association.
2. Every vehicle entering the Crown Colony Project must properly display a valid Crown Colony sticker or be given a resident’s or visitor’s parking pass by the gate guard. Vehicles failing to display the pass as instructed by the gate guard will be towed without notice and at the owner's expense. Vehicles making mail, package or merchants’ deliveries and public utility vehicles are exempt from this requirement.
3. Any vehicle in common area parking must be contained completely within the designated, marked parking space, without encumbering either the neighboring space or impeding traffic.

4. Visitor Parking Spaces

a. General Requirements

Parking in visitor parking spaces shall be limited to non-Resident vehicles except as provided in subsection c below. Any vehicle parked in a visitor parking space must properly display a valid Crown Colony sticker, or a resident pass or visitor pass issued by the gate guard. Those visitor parking spaces identified in Section 5 below are designated as 24-hour parking only.

b. Non-Resident Vehicles

Any non-Resident vehicle parked in a visitor parking space must properly display a valid visitor pass issued by the gate guard.

Except as otherwise specifically provided in these Rules, parking in a visitor parking space is limited to 72 hours for non-Resident vehicles. A non-Resident vehicle parked in a visitor parking space shall be moved to a parking space other than any visitor parking space in which the non-Resident vehicle was parked during the immediately preceding 72-hour period upon the occurrence of either of the following:

(i) upon the expiration of the 72-hour period, or

(ii) if the vehicle is moved from the visitor parking space at any time during the 72-hour period.

A visitor parking space may not be immediately re-occupied by another vehicle registered to the same Unit or by any non-Resident vehicle associated with that Unit. Should this occur, the 72-hour period shall continue to accrue.

c. Resident Vehicles

Any Resident vehicle parked in a visitor parking space must properly display a valid Crown Colony sticker or a valid resident pass issued by the gate guard.

With Valid Sticker: Parking in a visitor parking space is limited to 72 hours for Resident vehicles properly displaying a valid Crown Colony sticker. A Resident vehicle parked in a visitor parking space shall be moved to a parking space other than any visitor parking space in which the Resident vehicle was parked during the immediately preceding 72-hour period upon the occurrence of either of the following:

(i) upon the expiration of the 72-hour period, or

(ii) if the vehicle is moved from the visitor parking space at any time during the 72-hour period.

With Valid Resident Pass: (*Note: This pass will be issued to residents with more than 3 vehicles that do not display the current parking sticker.*)

Resident vehicles properly displaying a valid resident pass issued by the gate guard may park in visitor parking spaces **only between 8:00AM and 8:00 PM.** **Overnight parking of Resident vehicles in visitor parking spaces is prohibited** except where the Board, in its discretion, has granted a Resident temporary permission to park in a visitor parking space beyond the permitted parking hours.

A visitor parking space may not be immediately re-occupied by another vehicle registered to the same Unit or by any non-Resident vehicle associated with that Unit. Should this occur, the 72-hour period shall continue to accrue.

5. Visitor parking spaces located in the following areas shall be designated as 24 hour parking only.
 - a. between 391 and 393 Mandarin Drive (Buildings 1 and 2);
 - b. at the wall directly outside the entry and exit to the garage of 375 Mandarin Drive (Building 3);
 - c. the garages of 395-397 Imperial Way (Building 7) and 368-370 Imperial Way (Building 20); and
 - d. the inner parking area between 395-397 Imperial Way (Building 7) and the Shell Station.
6. No Unit may occupy more than one 24-hour parking space at the same time. A vehicle parked in a 24-hour parking space shall be moved to a parking space other than any 24-hour parking space in which the vehicle was parked during the immediately preceding 24-hour period upon the occurrence of either of the following:

(i) upon the expiration of the 24-hour period, or

(ii) if the vehicle is moved from the 24-hour parking space at any time during the 24-hour period.

A 24-hour parking space may not be immediately re-occupied by another vehicle registered to the same Unit or by any non-Resident vehicle associated with that Unit. Should this occur, the 24-hour period shall continue to accrue.

7. If a Resident is going on vacation or extended leave and wishes to park one or more of their vehicles in a visitor's space for longer than 72 hours, they must obtain an extended leave form from the Association Office, fill it out, sign it and return it to the Office where it must be approved by Office staff prior to their departure. Extended leave parking is not allowed in 24 hour spaces. However, if a Unit has only one vehicle registered to it, that vehicle must park in the Unit's deeded space when the Resident is on vacation or extended leave.

8. **Resident's Vehicles**

a. Crown Colony stickers are mandatory on all Resident's vehicles. Stickers must be placed in the lower left portion of the vehicle's windshield. These stickers are available from the Association Office. Current vehicle registration and identification showing a Crown Colony address must be presented to obtain a sticker.

b. No Unit shall be issued stickers for more than three vehicles.

c. All Residents will be issued new parking stickers periodically. Residents must pick up and properly display their new stickers within 15 days of the notification of sticker's availability. Any vehicle not displaying the new stickers within the 15 day period will be deemed unauthorized. For Residents who are on vacation or extended leave, the 15 day period will begin to accrue on their return to the Crown Colony Project.

d. New Residents must register their vehicle(s) at the Association Office, pick up and properly display their parking sticker(s) within 15 days of their commencing residency within the Crown Colony Project. Failure to do so may subject the Unit Owner to an initial fine of \$100.

9. If a Unit has more than one registered vehicle and one of those registered vehicles is a motorcycle, the motorcycle must park in a designated "Motorcycle Only" space or under the storage locker of the Unit's deeded parking space.

10. No person shall have an inoperative vehicle towed, pushed, hauled or otherwise brought upon any area within the Crown Colony Project.

11. Inoperative or unsightly vehicles (dirt or dust covered, flat tires, "junkers", being used for storage, etc.) remaining upon any area within the Crown Colony Project, including in a Unit's deeded parking space, longer than 15 days may subject the Unit Owner, whose residence is responsible for the presence of the vehicle within the Project, to an initial fine of \$100.

12. No vehicle shall be repaired upon any area within the Crown Colony Project. Anyone doing so may subject the Unit Owner, whose residence is responsible for the presence of the vehicle within the Project, to an initial fine of \$100. This restriction shall not prevent emergency repair or the washing or polishing of vehicles.

13. Any Vehicle parked in violation of any Association Parking Rule is unauthorized and subject to citation and/or tow.

14. **Parking Enforcement / Towing / Citation:**

a. Towing of Unauthorized Vehicles, Near Hydrants, Blocking Access: Any unauthorized vehicle or vehicle parked within 15 feet of a fire hydrant, in a red zone or obstructing entrance to or exit from the Project is subject to tow, without notice to the vehicle owner or operator, at his or her sole expense and cost. The Association shall not be liable for any damages incurred by the vehicle owner because of the removal of any unauthorized vehicle or for any damage to the vehicle caused by that removal, unless such damage resulted from the intentional or negligent act of the Association.

b. Citations for Unauthorized Vehicles: Any unauthorized vehicle is subject to citation. If a vehicle is cited, a fine may be imposed by the Association, following at least ten (10) days written notice and an opportunity to address the Board, against the Unit Owner whose residence is responsible for the presence of the vehicle within Crown Colony.

c. Parking Patrol Service: The Association has a 24-hour parking patrol to monitor compliance with these Rules. Towing of unauthorized vehicles from the Project requires the written authorization of a representative of the Association who is present within the Project at the time of the tow and who will contact and advise the Daly City Police Department that the vehicle has been towed. The written authorization will identify the basis for the tow and is available to the vehicle owner at the towing company.

d. Signage / Unauthorized Vehicles Subject to Tow: The Association maintains signs at each entrance to Crown Colony identifying the towing company or companies authorized to tow vehicles within the development and their telephone number(s). Such signs also contain

the telephone number of the Daly City Police Department number (650-991-8119) to determine if a vehicle has been towed.

- e. The Association reserves the right to avail itself of any other remedy permitted by law and the governing documents, to enforce the provisions of the Association's Parking Rules and restrictions.

Visitor Parking

You need to inform your visitors of the parking rules prior to their visits. Here's what they need to know: Each visitor will receive a visitor pass as they enter the community, the pass must be displayed face-up on the left side of the dashboard and each pass is good for 72 hours. Your visitor can only park in your deeded space or a space labeled with a "V" and a number.

Visitor Parking Spaces

What's the time limit for the visitor spaces? Once you park in a 72 hour space and you leave it either before the 72 hour period has expired or after the 72 hour period has expired, you may not return to that same space with either (1) the same vehicle, (2) another vehicle registered to your unit or (3) a visitor's vehicle registered to your unit until an additional 72 hours has passed since you vacated the space. Once you park in a 24 hour space and you leave it either before the 24 hour period has expired or after the 24 hour period has expired, the above restrictions apply.

PET RULES

- The **ONLY** animals permitted to be kept on the property are birds, cats, dogs and fish.
- **No** more than two animals may be kept in any one unit.
- **No** animal shall be larger than twenty (20) inches high at the shoulder and weigh more than twenty (20) pounds. Effective September 1, 2005, no further applications for waiver of the pet size rule will be considered, except in special circumstances.
- Except within a unit, all animals must be attended at all times and on a leash when on any portion of the property, including but not limited to balconies, hallways, garages, lobbies and patios.
- It is the specific responsibility of the keeper of any animal to pick up, seal in a plastic bag and dispose of any excrement left by an animal under his/her control. Cat litter must also be disposed of in a sealed plastic bag. Cat boxes shall not be located or stored on a balcony or patio. Unattended animals will be picked up by and turned over to the local S.P.C.A.
- Owners of dogs in excess of the 20 lb. and/or 20 inch pet rule, that have Crown Colony pet rule size waivers currently in force, will be required to muzzle their pets whenever they are in the common area.

- Any dog that exceeds the pet size limit must be walked on a leash no longer than four (4) feet. Further, retractable leashes are no longer allowed to be used on Crown Colony property.

CLUBHOUSE RULES

- Fobs are needed for entry into the gyms and the pool area at all times and the clubhouse after 6 pm.
- When the Clubhouse is closed, overriding deadbolts lock both the building and the locker rooms.
- The Clubhouse will **not** be rented out for private activities.
- Swimwear is **not** permitted and footwear is required in the Clubhouse.
- Recreation room property should **not** be removed from the premises.
- The Clubhouse barbecue will only be used for activities sponsored by the Recreation Department and will only be operated by recreation employees or their appointees.
- The stereo and wide screen TV will only be operated by recreation personnel or their appointees.
- The maximum number of persons allowed in the Clubhouse at any one time is one hundred eighty (180). This limit has been established by the Daly City Fire Department.
- Any abuse of recreation equipment, facilities or staff by residents or their guests will jeopardize further privileges and the resident responsible will be charged for any damages.
- The Clubhouse is open between 10 am and 10 pm Monday through Saturday and between 10 am and 6 pm on Sunday.
- **No Smoking** is permitted in the Clubhouse, or in the enclosed portion of the pool and spa areas.

POOL RULES

- Use pools and spas at your own risk.
- **No** lifeguard on duty at either pool.
- Gates surrounding the pool and spa areas shall remain locked at all times. A fob is required for entry to locker rooms, pools and spas at all times.
- Children under six (6) years old are **not** allowed in the sauna or spa for health and safety reasons.
- Only bathing suits are considered proper swimwear. **No** cut-offs or tee-shirts are allowed in the pools.
- Hair pins, etc. must be removed before entering the pools.
- Nude swimming or nude sun bathing is **not** permitted.
- Excessive horse-play, running or splashing is **not** permitted.
- Diving into the pool from the Clubhouse is **not** permitted.
- Food is not permitted in the pool or spa areas.

- Glassware and breakable containers may **not** be brought into the pool or spa areas.
- Animals are **not** permitted in any recreation area.
- Balls or Frisbees are **not** permitted in the pool areas.
- Radios and tape players are to be only played at a low volume.
- Do **not** remove furniture or fixtures from any common area.
- Cover pool furniture with a beach towel when using suntan lotions or oils.
- Return chairs, lounges and tables to their original locations before leaving.
- The Clubhouse Pool is open from 5 am to 11 pm Sunday thru Thursday and 5 am to 1 am Friday and Saturday. The Upper Pool is open from 7 am to 11 pm seven days a week. **Lap Swimming Only** is allowed at the Upper Pool prior to 9 am and from 7 to 9 pm daily.
- Spa capacity: Clubhouse - 12 persons; Upper Pool - 8 persons.

RECREATION RULES

- Use recreational facilities and equipment at your own risk.
- Guests must be accompanied by a resident at all times. Residents are responsible for the conduct and supervision of their guests.
- Only four (4) guests per unit are permitted to use the pools, saunas or spas or take part in activities at any time.
- Persons under sixteen (16) years of age must be accompanied by an adult resident, eighteen (18) years or older, when using the Clubhouse, pools, saunas or spas. Residents sixteen (16) and seventeen (17) may use the facilities but may not bring guests.
- The Recreation Department may charge admission for sponsored events.
- When checking out equipment for use in the Clubhouse or pool area, a proper picture I.D. must be left.
- When a unit is rented, the owner automatically relinquishes all rights of use of the recreation facilities to the renter.
- Observe any and all posted rules.
- Anyone failing to comply with the Rules of Use of the facilities will be asked to leave the premises.
- Violations should be reported to recreation employees or property attendants.
- **No Food or Drink** is permitted in the pool room.

CROWN COLONY HOMEOWNER ASSOCIATION VIOLATION AND FINING POLICY (Including Schedule of Fines)

This document sets forth Crown Colony Homeowner Association's policy for imposing disciplinary actions (including a Schedule of Fines) for violations of the Association's governing documents, pursuant to Civil Code section 4340-4370 and the Association's Amended Bylaws ("Bylaws") and Amended & Restated Declaration of Covenants, Conditions & Restrictions (CC&Rs).

1. Authority of the Association's Board of Directors. The Board of Directors (Board), pursuant to Bylaws section 9.4 and CC&Rs section 6.4, has the authority to adopt and establish rules, regulations and policies (collectively, "Rules") governing the use of Common Area and facilities within Crown Colony, the personal conduct of Members, tenants and guests, and to take steps as it deems necessary for the enforcement of such Rules and the Association's Governing Documents (which in addition to the Rules, includes the Bylaws and CC&Rs).
2. Member Responsibility. Each Unit Owner is a Member of the Association and is responsible for complying with the Governing Documents. Owners are required to give their tenants, if any, copies of the Governing Documents and of amendments and new Rules as they are adopted. Owners are also responsible for ensuring that their tenants, invitees, guests, and Unit occupants comply with the Governing Documents. In the case of violations by tenants, invitees, guests and Unit occupants who are not Members of the Association, the Association will notify the Unit Owner. Any fines for non-compliance or Reimbursement Assessments will be imposed against the Owner.
3. Notice. At least ten (10) days before the meeting at which the Board will determine whether to impose a fine or other sanction, such as suspending any rights or privileges or levying a Reimbursement Assessment, the Board will notify the Member in writing. The notification shall:
 - a. Identify the governing document provision that has been violated;
 - b. Describe the nature of the violation;
 - c. Identify the date, time and place of the meeting;
 - d. Describe the corrective action to be taken by the Member and the time within which it must be done (if applicable);
 - e. Describe intended or possible sanction(s); and
 - f. Give the Member the opportunity to attend the meeting and to address the Board regarding the alleged violation.

If the Member's failure to correct a violation results in the expenditure of funds by the Association to correct the violation, the notice shall also state that the Board may vote to levy a Reimbursement Assessment if the Board finds that a violation has occurred.

The notice shall either be given personally to such Member or sent by first-class or certified mail to the last address for the Member shown on the Association's records.

4. Hearing. The hearing shall be conducted by the Board. The Member is entitled to attend the hearing and to address the Board. The President shall read the charges against the Member. The Member is allowed to present evidence and testimony on his or her behalf and shall have the right to question the witnesses against him or her and examine all evidence presented. The Board is entitled to question all witnesses. The Board shall have the exclusive power and authority to impose disciplinary action.
5. Imposing Disciplinary Action. The Board may impose one or more sanctions if it determines at the meeting that a Member or his or her tenant, invitee, guest or Unit occupant has committed a violation of a particular governing document provision. This action may be imposed even if the Member does not appear at the hearing when scheduled or does not submit a written explanation to the Board at or before the time scheduled for the hearing. As provided in CC&Rs Section 14.8, disciplinary action may include loss of good standing, suspension of other rights, and/or monetary penalties (i.e., fines) as follows:
 - a. Loss of Good Standing. Suspension of the Member's Good Standing status for so long as the Member remains in default of any payment or until the violation is remedied. The impact of suspension of the Member's Good Standing status is that his or her Association voting rights are suspended and he or she is disqualified from serving on the Board.
 - b. Suspension of Other Rights. Suspension of the Member's or Resident's right to use Common Area recreational facilities for so long as the Member remains in default of any payment or for such period as may be specified by the Board if the violation involves misbehavior related to Common Area recreational facilities.
 - c. Monetary Penalties i.e. Fines. Imposition of fines in accordance with the Association's current Schedule of Fines.

In the case of continuing violations, such as architectural violations, the Board may impose additional disciplinary action once every thirty (30) days until the violation is remedied, provided that procedural requirements are followed.

Repeated or habitual violations within a 30-day period, such as parking violations, shall not constitute a continuing violation but shall be a separate violation for each occurrence, and disciplinary action may be imposed for each and every separate violation.

6. Notice of Board's Decision; Effective Date of Sanction. The Board shall notify the Member of its decision, in writing, within fifteen (15) days after the hearing. Failure to notify the Member within such 15-day period shall invalidate the Board's action. A fine or Reimbursement Assessment shall become effective no sooner than five (5) days after the date of the hearing.
7. Grievance Committee. The Board-appointed "Grievance Committee," as authorized and directed by the Board, has the authority to investigate alleged violations and meet with the alleged violator and complaining parties (if any). The Grievance Committee also makes findings (as to whether a violation has occurred) and provides recommendations to the Board concerning sanctions. However, the final determination on whether a violation has occurred and the decision to impose sanctions (including the type of sanction(s) that will be imposed, if any) shall be ultimately made by the Board.
8. Payment of Fines. Fines (also known as "monetary penalties" or "Enforcement Assessments") are due when imposed and are deemed delinquent if not paid within fifteen (15) days after they are due. All sums payable hereunder by a Member shall bear interest at the maximum rate permitted by law commencing on the date the said sums become delinquent. The Association may commence a lawsuit to compel payment of delinquent fines and to recover attorney's fees and costs of enforcement.
9. Schedule of Fines. The Schedule of Fines adopted by the Board is attached to this Policy.
10. Additional Corrective Measures; Reimbursement Assessment. The imposition of fines and suspension of voting and use rights are in addition to the requirement that Members comply with the governing documents. Compliance may include, but is not limited to, correcting, repairing or replacing non-complying conditions, all at the Member's expense by, for example, levy of a Reimbursement Assessment against such Member and his or her Unit (see CC&Rs, section 7.8).
11. Other Remedies. The Association reserves the right to avail itself of any other remedy permitted by law and the governing documents to enforce the provisions of the Association's Governing Documents (including Rules). These remedies include, but are not limited to, requesting internal dispute resolution, requesting that the matter be submitted to

some form of alternative dispute resolution such as mediation or arbitration, right of entry to correct a violation, or bringing an action in court. Such remedies may be taken in addition to or in lieu of any action already taken, and commencement of one remedy shall not prevent the Association from electing at a later date to pursue another remedy.

12. CC&R Provisions Also Apply. The CC&Rs, in particular, Article 14, also addresses and applies to the holding of hearings and imposition of fines and other sanctions against Members.
13. Liens. The Association may secure recovery of any fines imposed and the costs of enforcement by recordation of a lien or liens to the extent not prohibited by law. As of the date of adoption of this Policy, liens that are recorded to secure fines may not be enforced by non-judicial foreclosure.
14. Association’s Duty of Enforcement. Failure by the Association to enforce any provision of the governing documents shall in no event be deemed a waiver of the right to do so thereafter.
15. Amendment of Policy. As provided in Civil Code section 4355 (b)(4), the Board may amend this Policy without providing advance notice to the Owners if an amendment is required by law or needed to conform a particular provision or provisions of this Policy to changes in applicable California statutory law that are nondiscretionary in nature.

CROWN COLONY HOMEOWNERS ASSOCIATION SCHEDULE OF FINES

To ensure compliance with the Governing Documents of Crown Colony Homeowners Association, Members may be fined for violations. The Association’s Board of Directors has adopted this Schedule of Fines, which will be in effect until changed by action of the Board of Directors. Any violation of the Governing Documents either by a Member or a Member’s tenant, invitee, guest or Unit occupant shall be subject to the following fines:

Violation	1st Violation	2nd Violation	3rd + Subsequent
Architectural	\$50	\$100	\$200
Automobile(including Parking Sticker Violations)	\$50	\$100	\$200

Decks, Patios, Parking Spaces	\$50	\$100	\$200
Excessive Noise	\$50	\$100	\$200
Misuse of Common Area or Facilities	\$50	\$100	\$200
Pets	\$50	\$100	\$200
Vandalism	\$100	\$200	\$300
Serious Personal Endangerment or Serious Health Hazard	\$100	\$200	\$300

1. Applies to a second violation of the same type.
2. Applies to a third or subsequent violation of the same type.
3. Actions that may result in, or do result in serious personal endangerment or a health hazard are subject to higher fines. An example of a rule violation that can result in serious personal endangerment is wrong-way driving in the community. An example of a rule violation that can result in a serious health hazard is maintenance of too many pets without regard to the unit’s cleanliness.

The following policy was adopted by the Crown Colony Board of Directors at its August 20, 2008 meeting. The Policy became effective September 1, 2008. It was revised to bring it into conformity with the Association’s Amended Bylaws and Amended Declaration of Covenants, Conditions and Restrictions (“CC&Rs”).

POLICY FOR ENFORCING LIEN RIGHTS

Assessments are due and payable in monthly installments on the first day of each month. Any assessment not paid when due shall be deemed delinquent.

Assessments will be delinquent fifteen (15) days after the due date. The late charge will be 10% of the delinquent assessment or \$10.00, whichever is greater. The late charge will be assessed fifteen (15) days after the due date. Interest charges, not to exceed 10% per annum, will be assessed thirty (30) days after the due date. Additionally, delinquent owners will be charged for all costs and fees (including all attorney’s fees) incurred in the collection of any delinquent balance.

Forty five (45) days after the due date, a Notice of Intent to file a Notice of Assessment Lien will be sent to delinquent homeowners. Twenty (20) days after the Notice of Intent to file a Notice of Assessment Lien had been sent, the Association will request the Association’s attorney or accounting firm to the

prepare and record the Notice of Assessment Lien in the County Recorder's Office.

If payment is still not forthcoming after thirty (30) days following the filing of the Notice of Assessment Lien, a Notice of Default will be recorded.

If payment is still not forthcoming after ninety (90) days following the filing of the Notice of Default, the subject property will be posted with a Notice of Trustee's Sale. Notice of the sale will also be published in a newspaper of general circulation. After twenty (20) days of publication, the property will be sold at a foreclosure sale.

Former delinquent owners remain personally liable for the delinquent assessments which accrued during their ownership. The Board will proceed against those individuals by way of lawsuit.

MAJOR DISASTER INFORMATION

The key to surviving any disaster is Planning and Preparedness. This is especially true in the event of an earthquake. Every unit should:

- Develop and discuss an Emergency Plan so that everyone in your household knows what to do following a significant event (i.e. fire, earthquake).
- Decide where you will meet if the family is separated following an emergency.
- Establish a local and out-of-state contact that family members who become separated can contact and inform of their condition and location.
- Put together a home emergency supply kit which will supply basic equipment and provisions for at least 72 hours.
- A list of needed emergency supplies can be found at: http://www.northcountyfire.org/sections/home/emergency_prep.htm
- Evacuation Site: Open area across Hickey Blvd., opposite the Chevron Station.
- First Aid Sites: Lower Mandarin Drive, the Clubhouse Circle and at the dumpsters on Half Moon Lane behind the Chevron Station.
- Persons trained in First Aid and/or CPR are requested to report to the closest First Aid Site.
- All persons physically able who are not First Aid volunteers are to evacuate the complex as soon as possible.
- Head count will be taken by Building and Unit Number at the Evacuation Site.
- Fire fighting groups are to be organized, if needed.
- Neighborhood Watch patrols will be organized to prevent looting.

DISASTER PLANNING - FIRE

Escaping a Fire

Once a fire takes hold, there is only one completely safe place to be - **Outside**. If you are trapped inside, getting out is the first priority.

Planning an Escape Route:

- Know where the fire escapes are located. Take the direction away from any smoke.
- Teach small children how to safely leave the building.
- Know where the fire alarms are located.
- Do Not use the elevators.

How to Get Out:

- Close your doors and windows to impede the spread of flames and stay low to the floor.

- Test doors by briefly touching the knob with the back of your hand. Do Not open the door if it is hot or smoke is seeping in around the edges. Open the door slowly to prevent creating a draft.

If an Exit Is Blocked:

- Try to reach a window or deck.
- Either open a window or get out onto a deck and close the window behind you (assuming the fire is not coming up the building’s outside).
- If you are on the ground floor, jump off. If you are on an upper floor, use whatever is at hand - for example, a well anchored rope or knotted sheets - to reach the ground or at least get closer to it before dropping.
- If there is no safe way down, shut the door, open a window and wave a sheet and shout.
- Try to keep the blaze out of the room while waiting for help. Douse the walls and door between you and the fire with water to delay or prevent the spread of the fire.

When You Have Gotten Out:

- Do a head count.
- Stop anyone from going back for possessions.
- Call 911 or the fire department if the alarm has not already been turned on.
- Fighting a Fire

Fighting a Small Fire:

- Stand back from the fire and out of the smoke.
- Stand on the side of the fire nearest to your escape route so that you cannot be cut off.
- Never drag burning objects away from the fire.
- Work from the outside of the fire towards the center. Use a fire extinguisher, water, sand or a pot lid depending on the type of fire.

EMERGENCY SUPPLIES

Each unit should have an emergency supply kit. These kits will allow you to be self sufficient for at least 72 hours. Prepare and store kits in your home, work place and vehicle. To be considered complete, these kits should contain, food and water, clothes and supplies, and medical and hygiene items. Commercial supply kits are also available and have a 5 year shelf life.

Personal Supplies

- Aluminum Foil & Plastic Wrap
- Bleach - 1 Gallon for Water Purification
- Camp Stove with Extra Fuel
- Can Opener
- Cooking & Eating Utensils
- Duct Tape
- Fire Extinguisher
- Flashlights with Extra Batteries
- Food - a 1 Week Supply
- Heavy Clothes and Shoes
- Hygiene Supplies
- Money
- Paper Plates & Cups
- Pet Provisions
- Portable Radio with Extra Batteries
- Prescription Medications
- Sanitation Supplies
- Shovel, Rope & Small Hand Tools
- Tent, Sleeping Bags & Camp Lantern
- Water - 1 Gallon/person/day for 3 Days
- Waterproof Matches
- Zip-lock & Heavy Duty Garbage Bags

First Aid Kit

- 1 & 2 Inch Adhesive Tape 1 Roll Each
- 4x4 Gauze Pads 10 to 20 Pads
- Ace Bandage 1 Bandage
- Aluminum Space Blanket 1 Blanket
- Antiseptic Solution 1 Bottle
- Band-aids 1 Box
- Chemical Ice Packs 2 Packs
- Kerlex or Other Roller Bandage 4 Rolls
- Latex (not vinyl) Gloves 1 Box
- Mini-flashlight 1 Flashlight
- Pain Relief Tablets 1 Bottle

Pocket Mask 1 Mask
 Sanitary Napkins 2 to 4 Pads
 Scissor & Tweezers 1 Each
 Sterile Water 1 Quart
 Triangular Bandage 2 Bandages

IMPORTANT PHONE NUMBERS

EMERGENCY 911
 FRONT GATE (24 Hours) 994-0255
 from any Building Directory Dial 350
 Crown Colony Office 756-8220
 Astound Cable I-800-427-8686
 Bautista & Co 697-7907
 Coinmach Laundry I-877-264-6622
 Comcast I-800-945-2288
 Sales & Rental Office 994-0300
 Satlink (408) 460-5098
 Common Interest Mgmt (650) 286-0292

BART BUS SCHEDULE

MONDAY THRU FRIDAY

LEAVES CROWN COLONY

6:20 am 7:25 am
 6:35 am 7:45 am
 6:50 am 8:05 am
 7:05 am 8:25 am

8:40 am

LEAVES COLMA BART

4:35 pm 5:55 pm
 4:55 pm 6:15 pm
 5:15 pm 6:30 pm
 5:35 pm 6:50 pm

7:05 pm

Schedule subject to change