

**LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER QUICK
REFERENCE GUIDE
QUICK GUIDE TO RULES AND REGULATIONS (II)**

1 - ARCHITECTURAL

CC&R's 7.19

1.1

No preparation or construction is permitted without prior written approval by the Architectural Committee. Prior to any external, architectural or landscaping, additions or improvements, owners are required to submit an architectural application and plans, in duplicate, to the Architectural Committee via the management company.

(Please do not paint, add landscaping, walls, trees, screen doors, pools, patio covers, satellite dishes or other external features until architectural approval is granted) .

1.2 Architectural Applications for external changes or improvements may be obtained by calling the management company at 1-800-974-2284 or by visiting www.myhoa.com/lakehills.

1.3 Applications will be returned to the Homeowner as soon as possible (normally 2-4 weeks) with appropriate comments, approval or denial.

2 - MAINTENANCE OBLIGATIONS OF HOMEOWNERS

(CC&R'S VII)

Homeowners are responsible for keeping their landscape and home exterior maintained in a neat and attractive condition. (This includes mowing, 2.1 fertilizing, weeding, painting home and fences, watering) Owners are required to landscape both front and back yards within 180 days of escrow closing. See Maintenance Standards (Section 4.) If there is any violation of the CC&R's, the Board has the right to seek any remedies, at law or in equity, it may have. (See Section 12 - Violation Enforcement Policy)

Owner shall not be allowed to interfere with or alter the established drainage pattern over any Lot within the properties (including without limitation, changing the grade of any lot), unless an adequate alternative provision is made for proper drainage with the prior written approval of the Architectural Review Committee.

2.2

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2 - MAINTENANCE OBLIGATIONS OF HOMEOWNERS

2.3

Each homeowner shall, at his or her sole expense, maintain and paint his or her side of any party wall or fence which faces homeowner lot and both sides of any Homeowner Wall or fence bordering common area. (See Section 5 - Party Walls)

All permanent basketball backboard and hoop set-ups must receive prior written architectural^{2.4} approval. Portable basketball hoops may not sit outside for extended periods of time, are to be stored out of sight when not in use and may not remain in the streets. All basketball backboards and hoops must not exceed regulation size (36" x 72"), must be maintained in good condition and not fall into disrepair

Exterior antenna and satellite dishes shall not be erected unless approved by the Architectural Committee. No Satellite dish over 36" in diameter is permitted.

2.5

Garage doors are to remain closed at all times except when garage is in use for entering/exiting.

Homeowners are responsible^{2.6} for keeping porches; front walk areas, or any areas which can be seen from the streets or common areas, free from litter, personal property (e.g. bicycles, tricycles, toys, trash containers, hoses, etc.) or^{2.7} unsightly articles.

Aluminum foil, paper, paint, sheets or other unconventional means of window coverings are prohibited.

Towels, clothing, laundry or other items are not to be draped over any balcony, patio cover, fence or wall. Outside laundry lines are prohibited.

2.8

Holiday decorations are permitted, with the condition that they are installed no sooner than 30 days before a holiday and removed no later 15 days following the^{2.9} holiday.

2.10

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2 - MAINTENANCE OBLIGATIONS OF HOMEOWNERS

2.11 Water supply systems. No exterior water supply systems or water softener system shall be constructed unless approved by the Architectural Committee.

3 - MAINTENANCE OBLIGATIONS OF ASSOCIATION:

(CC&R 'S

The Association shall provide for the maintenance and, as applicable, the^{v)} replacement of the common area improvements (landscaping, fences, tot equipment, benches, gazebos) in a safe, sanitary and attractive manner, that will serve to enhance property values.

(See Section 4- Maintenance Standards)

No improvement, excavation or work, which in any way alters the common area or the Association maintenance areas, shall be made or done by any person other than the Associations authorized agents.

3.2 The cost of any maintenance, repairs or replacements, by the Association, within the common area or Association maintenance areas, arising out of or caused by the willful or negligent act of an owner, his tenants, or their families, guests or invitees shall, after Notice and Hearing, be levied by the Board as a Special Assessment against such owner.

3.3 4 - MAINTENANCE STANDARDS

CC&R's 7.12

All lawns and landscaping (front and back), shall be properly watered and maintained; evenly cut, evenly edged, free of bare or brown spots, free of debris, free of dead vegetation and free of weeds.

All trees and shrubs shall be trimmed so they do not impede pedestrian traffic along the walkways. All trees and shrubs shall be trimmed and maintained on a regular basis.

4.1

4.2

LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER QUICK
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QUICK GUIDE TO RULES AND REGULATIONS (11)

4 - MAINTENANCE STANDARDS

(CONT'D)

4.3

Trees shall be pruned so they do not intrude into neighboring property, and shall be maintained so they do not have droppings or create other nuisances to the neighboring property.

4.4

All trees shall also be root pruned to eliminate exposed surface roots and damage to sidewalks, driveways and structures.

5 - PARTY WALLS

5.1

Each wall or fence, which is built on the dividing line, between homeowner lots, is considered a CC&R's VII "Party Wall". Walls or fences, dividing the homeowner's lot from Association Common Area or open space, is considered the "Homeowner's wall and is the sole responsibility of the Homeowner to maintain. Your Association is not responsible for property line disputes between homeowners.

Party walls or fences are the maintenance responsibility of each owner sharing said wall.

Costs of reasonable repair and maintenance of a party wall shall be shared equally by the owners of the lots sharing such party wall.

5.2

Each owner shall be solely responsible for repainting his side of any party wall.

5.3

If a party wall is destroyed or damaged by fire or other casualty, any owner whose lot is affected thereby may restore it, and the owner of the other lot which is affected thereby shall contribute equally to the cost of restoration.

5.4

However, each owner has the right to call for a larger contribution from the other owner under any rule of law regarding liability of negligent or willful acts or omissions.

5.5

**LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER QUICK
REFERENCE GUIDE MANAGEMENT OF LAKE HILLS (I)**

6 - HOMEOWNER COMMITTEES:

- A. *Budget and Financial Committee*
- B. *Landscape and Maintenance Committee*
- C. *Architectural Committee*
- D. *Newsletter and Communications Committee*
- E. *Neighborhood Watch Committee*

- HOMEOWNER COMMITTEE CHARTERS:

All Committees work under the direction and with the assistance of the

6.1 *Association Board and the Management Company. The purpose of the committees is to make recommendations to the Board of Directors (If you would like to volunteer for one of our committees, please contact Action Property Management).*

A. Budget and Financial Committee

Assist in control of Association expenses:

Accounts Payable

Review and control all budgeted items

Review and control all major contracts Landscaping Legal

Patrol Service

Management Company

Assist in control of Association receivables

Accounts Receivable

Monitor delinquent assessments, take an Aggressive approach to collect unpaid & delinquent accounts.

Reserve Account - Investment advice - CD's,

timing of investments for maximum yield and cash flow.

B. Landscape and Maintenance Committee

Walk through of the Common Areas, make recommendations and consult with the landscapers regarding their recommendations.

C. Architectural Committee

Review plans, as requested by homeowners, for compliance to the CC&R's and approve or deny.

Assist homeowners in understanding and adhering to the CC&R's and Architectural Guidelines.

*LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER QUICK REFERENCE
GUIDE MANAGEMENT OF LAKE HILLS (1)*

6.1 - HOMEOWNER COMMITTEE CHARTERS: (CONTD)

C. Architectural Committee (cont'd)

Perform inspections of the community looking for non-compliance issues.

Assist management company in developing a tracking system for all homes in the community.

Submit articles for the monthly newsletter

D. Newsletter and Communications Committee

Write meaningful, informative and educational articles for Newsletter and special mailers:

Monthly meeting highlights (2nd Monday, monthly) Major decisions made by your Board. Financial state of our Association ~ Update with current information What's going on in our community ? Answer questions and address concerns Regular survey-comment form Plan Community fun~social events Welcome Package and homeowner reference Guide Plan community meeting with County Officials Other articles of interest to homeowners

E. Neighborhood Watch Committee

Plan for signs and set up meetings for community

Monthly newsletter articles

**LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER QUICK
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6 - SPEED CONTROL AND PARKING

CC&R's 7. 04

6.1

The speed limit on Lake Pointe and Lake Knoll is 35 miles per hour. On all other streets in Lake Hills, the maximum speed limit is 25 miles per hour. All speed limit signs, parking signs, or children at play signs must be observed.

6.2

Resident vehicles should first be parked in the garage, - secondly the driveway. Vehicles which are parked in the driveway must not obstruct sidewalks and must be kept in an operable and clean condition. Each owner shall keep his garage readily available for parking his vehicles. He or she shall not store goods or materials, use any portion of the garage for a workshop or other use if such storage or use would prevent said owner from parking his or her vehicles therein. If resident street parking is necessary, vehicles are to be parked on the correct side of the street, in front of the vehicle owner's property.

No owner, tenants or guests shall park, store or keep within the properties or streets any large commercial type vehicle, recreational vehicle (i.e. bus, water craft, aircraft, camper, trailer, camper shell over ¾ ton or

6.3 other vehicle exceeding 7 feet in height and 19 feet in length anywhere within the community or garages, unless totally hidden from view. (Temporary loading or unloading is permitted.)

There shall be no parking in red zones or fire lanes). Violating vehicles will be cited and/or towed away at vehicle owner's expense.

There shall be no parking in front of the multiple U.S. mailboxes. This restricts access to these boxes by the postal workers.

6.4

There shall be no parking on the community streets on the second Friday of the month. Streets must be clear for street cleaning.

6.5

6.6

LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER QUICK
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6.7 6 - SPEED CONTROL AND PARKING (CONT'D)

No automobile, boat or motorcycle overhaul or maintenance shall be permitted anywhere except inside a garage with the garage door closed.

6.8 Owners of vehicles which excessively drip oil based products onto common areas or streets, will be required to remove the vehicle and reimburse the Association for cleaning and/or repair costs. Homeowners must keep driveway cement free of oil spills, oil pans, cardboard, etc.

7 - TRASH AND STREET CLEANING CC&R'S 7.16

Appropriate closed IRS trash containers must be used to secure refuse and must be stored in an area not visible from the street or common areas.

7.1 *These are the only containers IRS will pick up.*

Trash pickup is scheduled weekly, on Thursdays. Trash containers should not be placed out for pick up prior to 6 p.m. on Wednesdays and should be brought in within 12 hours after pickup. Containers must be removed from the street 7.2 prior to Friday morning, so they will not interfere with street cleaning.

Street cleaning takes place on the second Friday of each month. There is no street parking on the second Friday mornings of each month.

Any litter remaining on the ground after trash pick up must be removed by the responsible owner.

8- VANDALISM CC&R's IX

7.3 *If damage to Association property is found, a penalty assessment will be assessed to the homeowner where the offender resides or is visiting. Minors are the responsibility of the parent or guardian.*

8.1

**LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER QUICK
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QUICK GUIDE TO RULES AND REGULATIONS (II)**

8- VANDALISM

(CONT 'D)

8.2

If any damage was caused by unintentional conduct, the assessment will be the full cost of the repair to the damaged property in order to reimburse the Association.

8.3

If any damage was caused by intentional conduct, the assessment will be for the full cost of repair to the damaged property and an additional penalty assessment.

8.4 *Homeowners are responsible for all assessments as a result of property damage or vandalism by their tenants, guests, or contractors.*

9 - ANIMAL CONTROL

CC&R's 7.10

9.1 *Animals belonging to owners, occupants, or their licensees, tenants or invitees within the Property must either be kept within an enclosed area, or on a leash held by a person capable of controlling the animal. There is a leash law in our area.*

Pet owners must immediately pick up and properly dispose of pet droppings.

Pet waste dispensers have been installed in each of the Lake

9.2 *Hills parks for the purpose of proper disposal.*

The Board of Directors recommends no more than two (2) common domesticated dogs, cats, birds or other household pets (other than household pets such as fish, which may be kept in reasonable numbers so long as there is no external evidence thereof). As stated in the recorded CC&R's, "unreasonable quantities" of animals shall ordinarily mean more than two (2) animals per household; however, certain exceptions to this rule may apply on a case-by-case basis. A written request for an exception to the two pet rule should be sent to the Board of Directors via the management company.

Owners should deter pet noise as much as possible.

Any damage incurred in the common areas, caused by the conduct of a pet, shall be repaired and/or replaced by the Association and billed back to the responsible owner.

9.4

**LAKE HILLS HOMEOWNERS ASSOCIATION HOMEOWNER QUICK
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9 - ANIMAL CONTROL

(CONT'D)

9.5

The Board of Directors will take action against any owner whose pet becomes a nuisance, such as unreasonable barking or allowing a dog to run free.

9.6

Local county and/or municipal animal ordinances shall be strictly followed (i. e., licensing, vaccines, leash laws.)

10 - SIGNS

CC&R's 7.09

10.1

Per the Association CC&R's Article VII, Section 7.09, the following signs are permitted on the lots of the properties provided the signs shall not be larger than 18" x 30" in size. These signs shall be permitted to be installed on posts not to exceed three feet in height above ground level.

- * One nameplate identifying residents*
- * One sign advising of security services protecting the lot*
- * One sign displayed on lot advertising it for "Sale or Lease"*

"Open House" signs shall be placed outside no earlier than two (2) hours before and removed immediately after any open house activity.

No sign shall be posted or displayed, on the common area property without prior approval of the Association.

10.3

10.4 *No signs or solicitations may be placed on mailbox structures.*

11 - COMMON AREAS AND PARKS

CC&R 's III

11.1 *The common areas are defined in the CC&R's (such as the parks, green belt areas, and tot lots).*

11.2 *Unreasonably loud noises will not be tolerated.*

No personal property (i.e. bicycles, tricycles, toys, etc.) is to be left in the common areas.

11.3

**LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER
QUICK REFERENCE GUIDE
QUICK GUIDE TO RULES AND REGULATIONS (II)**

11- **COMMON AREAS AND PARKS** (CONT'D)

11.4

Any person who cannot demonstrate that he or she has rightful access to the common areas and facilities will be asked to leave. If such person fails to leave, the local authorities will be summoned to remove the individual(s).

11.5

A Homeowner is liable for damages to common area property, caused by negligence, carelessness, misuse or a violation of the rules on the part of homeowner, household member, guest, tenant or a contractor employed by homeowner. This includes all buildings, equipment, landscaped areas, parks and furnishings owned by the Association.

Minors are the responsibility of their parent or host.

11.6

There shall be no loitering in the common areas after normal

11.7 *hours 7:00 AM - 10:00 PM (Sun.-Thurs.) or 7:00 AM - 12:00 AM (Fri.-Sat.).*

Homeowners are limited to a reasonable number of guests in the common areas at anytime. Other organized group functions or activities

11.8 *must be approved through the Board or management company prior to the event.*

No skateboarding within the common area.

11.9 **VIOLATION ENFORCEMENT POLICY**

12- *Within seven (7) days, from the date an alleged rules violation is reported to the Association management company, in writing, a written violation letter will be sent via first class mail to the homeowner. Such written notification shall briefly*
12.1 *state the nature of the violation observed and the time period allowed for correction.*

All written complaints shall be acknowledged. However, on review, the Board may elect to drop the complaint, based on insufficient evidence to support the complaint.

12.2

**LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER QUICK
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12 - VIOLATION ENFORCEMENT POLICY

(CONT'D)

12.3 *If additional time is requested as an extension for correction, this request must be received in writing, by the management company, within 14 days upon receipt of the notice, with an explanation as to the cause for delay.*

12.4 *Should the Board of Directors request a hearing to discuss the alleged violation, notification shall be made in writing and shall indicate the date, time and place to be present in order to hear any facts regarding the matter.*

12.5 *Should the alleged offender not be available to attend such hearing, he/she may send a written reply to the management company for Board consideration. In the absence of either a written statement or the alleged offender; the Board may proceed, in order to enforce the rules, through penalty assessments or litigation.*

Written notification of the Board's decision, regarding all hearings, shall be sent via first class mail to the owner of record.

12.6 *Should the offender not comply with the rules and be fined, the Association Board may turn the matter over to legal counsel to pursue other means for collection and/or enforcement.*

All legal fees, court costs and expenses, will be paid by the homeowner in violation for payment.

12.7 **PENALTY ASSESSMENT POLICY:**

<i>First Offense:</i>	<i>Written Warning</i>
<i>Second Offense:</i>	<i>Second Warning~Hearing</i>
<i>Third Offense:</i>	<i>Penalty Fine</i>
<i>First Fine:</i>	<i>\$50.00</i>
<i>Second Fine:</i>	<i>\$100.00</i>

12.8 *Further Offenses or non-compliance, will result in legal action.*

12.9

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13 - INSURANCE

CC&R'S XI

13.1

The Association maintains a blanket master policy for fire and liability on the common areas.

13.2

All homeowners should, at their option and expense, obtain coverage for their own personal structure, contents, liability, loss assessments, flood and earthquake as recommend by their insurance professional.

**LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER QUICK
REFERENCE GUIDE PAYMENT INFORMATION (111)**

1 - PAYMENTS ARE DUE:

Payments are due and payable on the first day of every month and late if not received by the fifteenth (15th) day of the month. (Late Payment Fee \$10)

You should receive a coupon booklet near the end of the fiscal year. Whether or not you receive your coupon booklet, your payments are still required as stated above. If you do not receive a coupon booklet, please contact Action Property Management, Member Services at (800) 400-2284.

2 - AUTOMATIC WITHDRAWAL INFORMATION:

For your convenience, automatic withdrawal from your checking account may be set up. You will still receive a coupon booklet. Please contact Action Property Management for more information.

3 - CURRENT MONTHLY ASSESSMENT: \$58.25

4 - SEND PAYMENTS TO:

**Lake Hills Maintenance Corporation c/o Payment Center
P. O. Box 25012
Santa Ana, CA 92799-5012**

**LAKE HILLS HOMEOWNER ASSOCIATION HOMEOWNER QUICK
REFERENCE GUIDE PAYMENT INFORMATION (III)**

5 - ASSESSEMENT COLLECTION POLICY

**LAKE HILLS MAINTENANCE
CORPORATION**

DELINQUENT ASSESSMENT COLLECTION POLICY

Prompt payment of Assessments by all owners is critical to the financial health of the Association, and to the enhancement of the property values of our homes. Your Board Of Directors takes very seriously its obligation under the CC&Rs and the California Civil Code to enforce the members' obligation to pay assessments. The Board has adopted this Collection Policy in an effort to discharge that obligation in a fair, consistent and effective manner. Therefore, pursuant to the CC&Rs and Civil Code 1365(d), the following are the Association's assessment collection practices and policies:

- 1. Regular monthly assessments are due and payable on the first day of every month.*
- 2. All other assessments, including Special Assessments, Capital Improvement Assessments and Reconstruction Assessments are due and payable on the date specified by the Board in the notice of assessment.*
- 3. Assessments, late charges, interest and collection costs, including any attorneys' fees, are the personal obligation of the owner of the property at the time the assessment or other sums are levied. (Civil Code 1367(a)).*
- 4. Unpaid assessments are delinquent fifteen (15) days after they are due. (Civil Code 1366(d)).*

A late charge of \$10.00 will be charged for any assessment which is not paid on or before the fifteenth (15th) day of every month. (Civil Code 1366(d)(2)). If an assessment becomes at least fifteen (15) days delinquent, the Association will send a notice regarding the delinquency, and demanding payment thereof, to the owner at his/her address of record.

Interest on the balance due will accrue at the rate of 12% per annum, commencing thirty (30) days after each assessment becomes due pursuant to Civil Code 1366(d)(3).

*LAKE HILLS HOMEOWNERS ASSOCIATION HOMEOWNER QUICK
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If an assessment becomes more than forty-five (45) days delinquent, the Association will send a delinquency letter to the owner at the owner's address, of record. The owner will be charged \$20.00 for the delinquency letter. The owner may also be charged a \$20.00 title check fee.

If the owner fails to pay the amounts set forth in the delinquency letter within fifteen (15) days of the date of that letter, the matter will be turned over to an attorney for legal action. The owner will be charged \$35.00 for preparing the matter to be sent to counsel, and for the management company's expenses related to assisting counsel in any collection action.

The attorney will send a pre-lien letter to the owner as required by Civil Code 1367(a), by certified and first class mail to the owner's address of record. If the owner fails to pay the amounts set forth in the pre-lien letter within fifteen (15) days of the date of that letter, a lien for the amount of any delinquent assessments, late charges, interest and/or costs of collection, including attorneys' fees, may be recorded against the owner's property. A copy of the lien will be sent to the owner at his-her address of record via certified mail within ten (10) days of recordation thereof. After the expiration of thirty (30) days following recordation of the lien, the lien may be

enforced in any manner permitted by law, including judicial or non-judicial foreclosure (Civil Code 1367(e).)

10 *xf an owner pays all amounts required by Civil Code 1366.3, and meets the requirements of that section, the Association will inform the owner that he-she may resolve the dispute as outlined in Civil Code 1354, civil action, or by other procedures available through the Association.*

11. *The delinquent owner will be responsible for all costs of collection, including attorneys' fees, incurred by the Association to collect any delinquent sums. (Civil Code 135409 & 1366(d)(1)).*

12. *Nothing herein limits or otherwise affects the Association's right to proceed in any other lawful manner to collect any delinquent sums owed to the Association.*

13. *The Association will charge fifteen (\$15.00) dollars to the owner for a returned check.*

14. *All charges listed herein are subject to change without notice.*

LAI HILLS
MAINTENANCE

CORPORATION

FEE AND
PENALTY
PROCEDURES

The following charges may be assessed in accordance with the Association's Delinquent Assessment Collection Policy: Assessments are due and payable on the first of each month.

<i>Description</i>	<i><u>Amount</u></i>
<i>Late Charges</i>	<i>i...\$10.00</i>
<i>Interest</i>	<i>12 % per annum</i>
<i>Title Check Fee</i>	<i>\$ 20, 00</i>
<i>Pre-lien Letter</i>	<i>*see below</i>
<i>Lien Fee</i>	<i>*see below</i>
<i>Attorney Prep Pack</i>	<i>\$35.00</i>
<i>NSF Fee (returned check)</i>	<i>\$15. 00</i>
<i>Transfer Fee</i>	<i>\$125. 00</i>

**In addition, if a matter is sent to counsel for legal action, or to a collection service for non-judicial foreclosure or other action, the owner will be responsible for the attorneys' fees and costs incurred by such action.*

If an account is delinquent, the owner's voting rights and/or the privileges of the owner and the owner's guests, tenants and family members to use the common area facilities may be

suspended following notice and an opportunity for a hearing pursuant to California Corporations Code 7341 and Article XII of the Association's By-Laws. Any such suspension shall continue for as long as the delinquency continues.

FINE SCHEDULE

Penalties (fines) for non-compliance of the Association's governing documents may also be assessed, after notice and a hearing, in accordance with the following Fine Schedule:

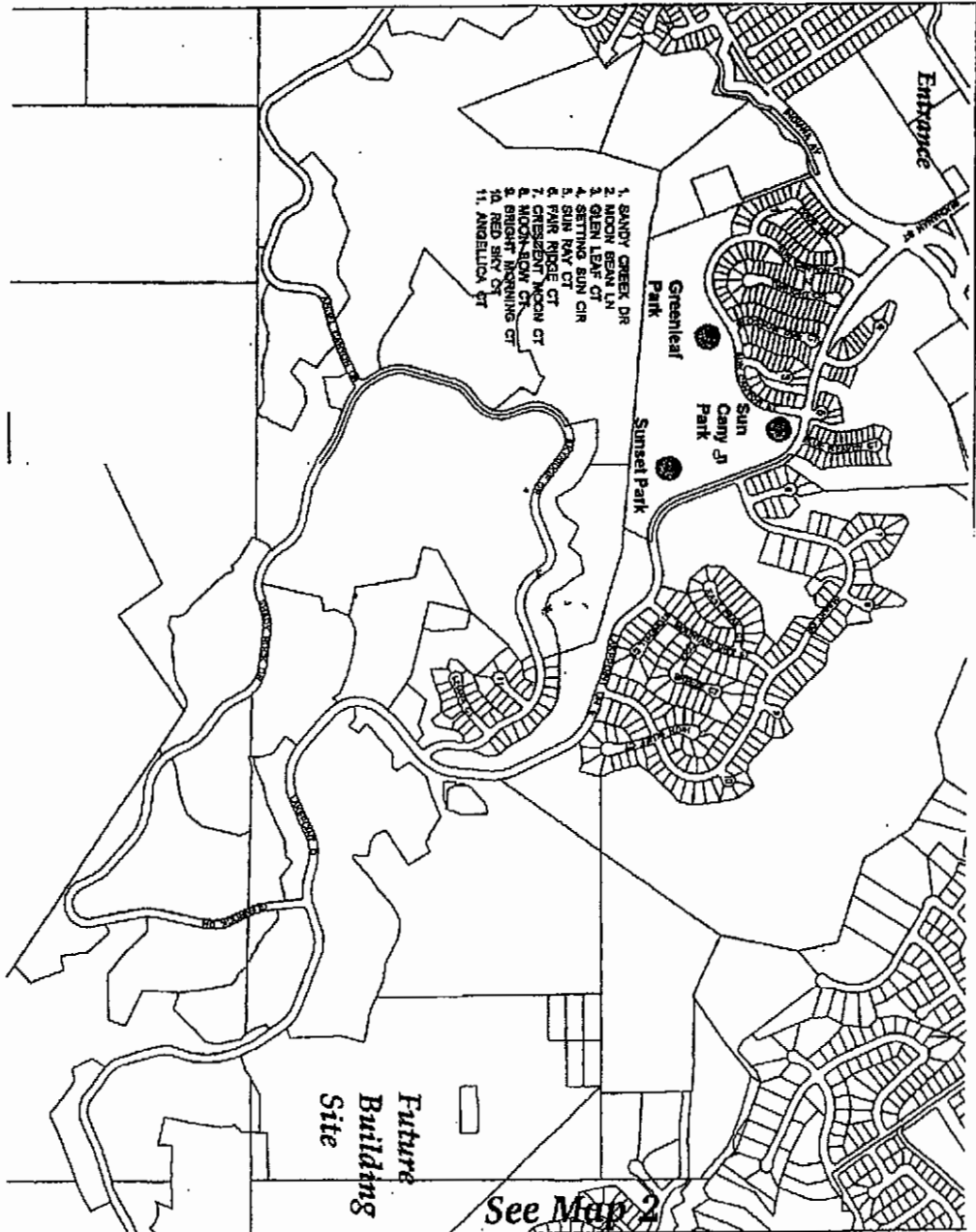
<u>Description</u>	<u>Amount</u>
First Occurrence	\$ 50.00
Second or Continuing . . .	\$100. 00
Third or Continuing . . .	
Legal Action	

Lake Hills Westside Map 1

400 0 400 800 Feet

N

 Parks

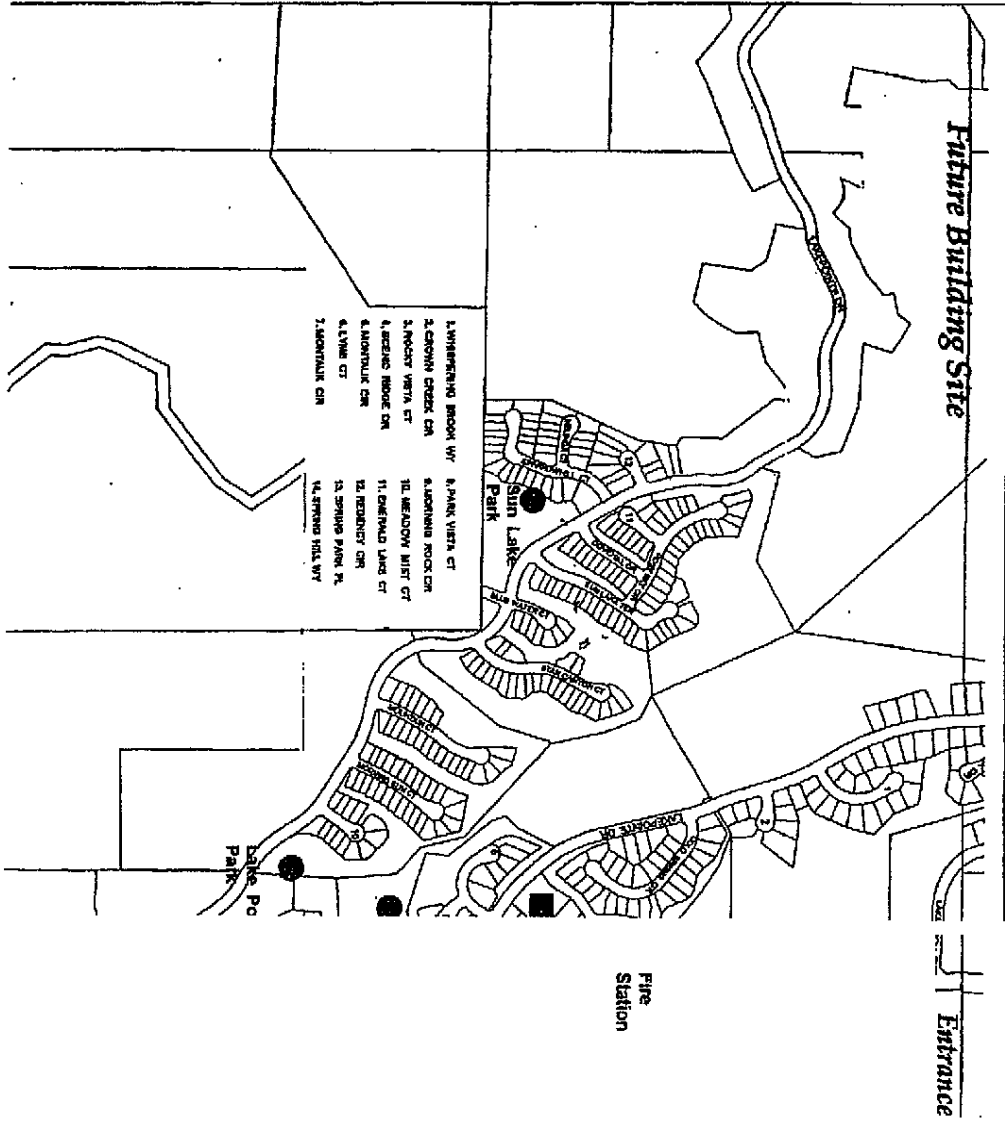


Lake Hills Eastside

Map 3

400 0 400 800 Feet

- Parks
- Fire Station



See Map 2