

# Solera Oak Valley Greens Association, A 55+ Senior Community Community Rules

**NOTICE: All homeowners, residents, tenants, family members, and guests use the Solera Oak Valley Greens Association facilities at their own risk. The Association assumes no responsibility for injury or accidents to persons, or damage and/or loss of property while using facilities operated by the Association.**

All hours of operation, and all policies and Community Rules are subject to change by the Board of Directors.

## **Management**

The Solera Oak Valley Greens Association (“Solera”, or “Association”) is a California mutual benefit, non-profit corporation. It is governed by a five (5) person Board of Directors, elected by the Homeowners at the annual meeting held each year. Each Director serves a two-year term, and the terms are staggered to provide continuity.

Daily operation and management of the Association is performed by a professional property management company which provides an on-site general manager and office staff, and off-site accounting staff, personnel, computer, and other services. The Association’s management contract establishes a fee which is funded through the monthly assessment.

In addition to the General Manager, the Board of Directors may create additional staff positions to provide services for residents. Personnel who fill these positions are employees of the management company but work on-site at Solera.

Volunteer resident committees may perform other functions of the Association. The Board of Directors looks upon these committees as extensions of the Board and as such they have an important role in the success of the Association. Owners and residents are encouraged to become involved in the community by serving on committees.

The management staff is available during business hours Monday through Friday 8:00 a.m. - 5:00 p.m. (closed for lunch 12:00pm-1:00pm) and may be reached at the Administration office (951) 769-7598.

## **Statement of General Policy**

With full recognition of individual and collective property investments by homeowners of the Association and the enjoyment and serenity of living in this 55+ community, the Board of Directors has adopted and authorized distribution of these Community Rules.

The overriding philosophy is to establish guidelines to preserve a quality lifestyle and

provide for continued maintenance of the community. The Board considers it essential that all Owners, Tenants, and other Residents in the community be familiar with the adopted rules as well as the Covenants, Conditions and Restrictions (CC&Rs) and Solera's Bylaws.

These Community Rules are binding upon all owners. Solera Owners will be held responsible for compliance by their invited guests, tenants, and co-occupants. Solera members should provide a copy of these rules to tenants and co-occupants, since ignorance of the rules will not be accepted as an excuse for their noncompliance. Cooperation in supporting the letter and the spirit of the Community Rules will contribute significantly to the protection of the rights and privileges of everyone.

All Community Rules, policies and procedures have been adopted pursuant to authority set forth in the Covenants, Conditions and Restrictions (CC&Rs) of the Association and state law and have the same binding effect as if contained in the recorded restrictions. Management has been vested by the Board of Directors with implementation of adopted rules, regulations, policies, and procedures.

### **Enforcement of Rules**

While enforcement of rules may be influenced by the number of personnel assigned to that task, good faith efforts will be made to enforce all rules in an active or passive manner. Active enforcement includes an effort to prevent rules from being broken or detecting rule violations via an active search. Passive enforcement involves reacting to reports of rule violations and taking appropriate actions to correct any such violations. Residents are not discouraged from reporting rule violations and, if they do, their identities will not be revealed to anyone unless they specifically approve that revelation.

Substantiated rule violations may result in penalties including fines and/or temporary or permanent revocation of amenity and service privileges. See enforcement policy.

Violations of a criminal nature involving real or potential harm to persons or property should be expeditiously reported to the City of Beaumont Police Department or other appropriate agency prior to contacting Solera Security and/or the Administration office. Such violations include thefts of property, physical altercations, trespassing on private property, attacks by dogs, vandalism, etc.

## **Community Rules & Information**

### **Age Restrictions - CC&R VIII:8.01**

1. Solera Oak Valley Greens Association is an age-restricted community, pursuant to California Civil Code Section 51.11. Residency by persons under 55 years of age is generally prohibited. A complete explanation of Solera Oak Valley Greens resident's

restrictions is available to members, potential purchasers, and lessees upon request from the Administration office.

- a. No person shall occupy, reside in, or use any dwelling in Solera Oak Valley Greens unless one of the residents is 55 years of age (as the qualifying resident).
  - b. Each and every other co-resident, co-occupier, or co-user must be the current or former spouse or cohabitant of the qualifying resident (as defined in California Civil Code Section 51.11), or a person who provides primary physical and/or economic support to the qualifying resident or is a person who is at least 45 years of age. This definition is quite explicit. In most cases it prohibits children and grandchildren unless they meet certain criteria set forth in Civil Code Section 511.1 (b)(3).
2. Temporary residence by anyone who does not qualify under 1(b) above is permitted for a maximum of sixty (60) days (consecutive or non-consecutive) per calendar year. Entry passes can be obtained at the reception desk in the clubhouse.

### **Governing Documents**

1. Sellers must provide purchasers with a copy of the CC&R's, Bylaws, and Rules of the Association. A set may be obtained from the administration office for a fee. These documents contain important information regarding the duties and obligations of Homeowners and that of the Association. Homeowners are strongly encouraged to become familiar with these documents.
2. The CC&Rs, Article XIII, Section 13.06, para. (a-d) contain a provision for enforcement of all Community Rules created by the Association. This section provides for fines and/or suspension of Association privileges.

### **Renter, Lessee, or Non-Owner Occupant**

1. All residents must meet the age restriction requirements.
2. Homeowners must register all tenants' names at the reception desk within fifteen (15) days of occupancy. Homeowner must sign an "Assignment of Privileges" form and provide copy of signed lease and completed "Age Verification" form at the administration office. Notarized forms may be submitted if the homeowner is unavailable. Homeowners may not sever amenity and common area rights from occupancy of the home. When a homeowner rents the home to a tenant, the tenant receives all amenity and common area usage rights and the homeowner may not use amenities or common area if the home in Solera is leased to a tenant.
3. At the time of registration, a new tenant must appear at the administrative office to receive Community Rules, Design Review Guidelines, Solera ID Card(s), keys to walk-in gates and information for receiving RFID(s) and vehicle decals. The new

tenants must provide proof of age and sign a document indicating that they have received the above and will, in fact, reside within the residence.

### **Solera Photo ID Cards**

1. Use of common area facilities is a privilege granted only to Solera residents in good standing with a valid Solera Photo ID card.
2. Loaning or altering your Solera Photo ID card is prohibited.
3. When using the facilities, Solera Photo ID must be with resident and accessible for emergency identification purposes or when requested by staff and/or security.
4. Prior to moving all Solera Photo ID card(s) must be turned into the Administration office.

### **Civility Code of Conduct**

#### **For members, Residents, and Invited Guests**

A commitment to fostering a climate of open discussion and debate, mutual respect, and tolerance between all who live in, work in, and visit our community.

1. Each individual, whether a resident, guest, owner, Board or Committee Member, General Manager, staff member, business partner, or contractor, is accountable for their own actions and words.
2. All interactions in the community should be civil despite any differences of opinion or a particular issue. We believe in finding common ground and engaging in civil discussion about community issues important to each of us.
3. All owners and residents shall conduct themselves civilly toward neighbors, both in their homes, in the Clubhouse, in amenities, and in any meetings regarding Association matters.
4. We believe these commitments to civility, as well as engaged and informed residents, are a vital part of our shared goal of being a vibrant, thriving community.

### **Harassment**

1. Harassment or interference with any association vendor is prohibited. No person may engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at members, residents, guests, invitees, or discipline any Association Vendor Employee.
2. Concerns about the performance of and Association vendor should be reported to management by making a detailed written report. Under no circumstance may any

member, resident, guest, or invitee attempt to control, supervise, or discipline any Association Vendor Employee.

3. Violator(s) and responsible Member(s) will be subject to the Association's enforcement and fine policies and be held responsible for any resulting liability by the Association.
4. Residents shall not harass other residents based upon their membership in a class protected by California Fair Housing laws.

### **Signs and Soliciting CC&R VIII: 8.10**

1. The only signs on the common area that are allowed in Solera Oak Valley Greens are those posted by the Association and/or those approved in writing and in advance by the Board of Directors.
2. "For Sale," "Lease" or "Rent" signs are permitted when located entirely within the lot being advertised, with only one sign per residence. Such sign must not exceed six (6) square feet in area. All information must be contained within the six (6) square foot area. Real estate signs must not exceed a maximum total height of forty-eight (48) inches and must be mounted to metal stakes. Open house riders and info boxes are permitted on the 'For Sale' sign.
3. Real Estate signage is limited to one "For sale" or "for Rent" sign placed at least five (5) feet from the curb and shall not obstruct any line of sight for traffic. An Additional "Open House" sign may be erected during the hours of the event. Signs shall be removed within three (3) days of the sale or lease of the property (Civ. Code §§ 712(a), 713 (a)(1) & Fourth La Costa v. Seith, at 581). Non-commercial signs and banners may be displayed on properties, but shall not be made of lights, roofing, siding, paving materials, flora, or balloons, or any other similar building, landscaping, or decorative component, or include the painting of architectural surfaces.
4. Display of any commercial or advertising sign is not permitted within Solera Oak Valley Greens unless the Board of Directors grants specific written permission.
5. Solicitation for commercial purposes is prohibited in Solera Oak Valley Greens.
6. Unauthorized distribution of advertising flyers and other commercial solicitation is not allowed.

### **Estate, Garage and Open House Sales**

1. Only HOA community-approved estate or garage sales are allowed.

2. Real estate open house sales information and permits can be obtained at the clubhouse reception desk.
3. Estate Sales are allowed when a home is vacated or sold due to a Resident's death or placement in a residential facility.
4. Estate Sales can be conducted between the hours of 8:00 a.m. – 2:00 p.m. for two (2) consecutive days.
5. The organizer of the Estate Sale will submit to the office the date(s), address, and reason for the Estate Sale. After approval, the Organizer will obtain any required permits. A list of names of those needing a Gate Pass will be provided to the Main Gate. There may be up to ten (10) people per hour and the Organizer needs to schedule those attending by hourly appointments. An individual attending the Estate Sale may be issued a Gate Pass not to exceed two (2) consecutive days.

#### **Pet Ownership Rules CC&R VIII 8.03 a-f**

1. Each owner and resident shall observe these Rules and Regulations regarding the care and maintenance of pets within Solera Oak Valley Greens. "Pet" shall mean any common household pet, i.e., bird, cat, dog, aquatic animal etc.
2. No pets shall be permitted to run free in the common areas and must be controlled at all times. All pets must be kept on a leash or similar device, no greater than six (6) feet in length and controlled by the owner or his/her adult agent. Leashes up to ten (10) feet in length are allowed on the greenbelt area.
3. In order to assure reasonable control of household pets, no more than three (3) dogs can be walked on the streets or in the common area at any one time in order to comply with CC&R's Article VIII, Section 8:03: para (f). The limitation is lowered to two (2) dogs if the dogs are large dogs, such as Doberman Pinschers, German Shepherd, Pit Bulls (as defined herein below), or any other dog which weighs 30 pounds or more.
4. When dogs are walked, the person walking the dog(s) must keep the dog(s) off the private property of other residents unless allowed to do so, explicitly or implicitly, by the owner of that property.
5. In order to maintain a safe and enjoyable community, Pit Bulls (as defined herein below) must be muzzled when in the common area or on the streets in the community. The muzzle requirement equally applies to any dog, regardless of size or breed that has shown aggressive behavior in the community as determined by the Solera Board of Directors. Such behavior includes aggressive barking, growling, baring of teeth, "snapping", biting or other similar aggressive behaviors toward a person or other dog unless such behavior is instigated by another dog, person, or some action that would

make such behavior appropriate. This requirement may be temporarily lifted if the owner or person maintaining the dog produces a report or statement from a qualified trainer or veterinarian that indicates that the dog has been trained and is not aggressive. That report or statement must be on file in the administration office.

6. For the purpose of these Rules, a “Pit Bull” is defined as any dog that is an American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier or any mixed breed of a dog displaying the physical traits of any one or more of the above breeds, or any dog exhibiting those distinguishing characteristics that conform to the standards established by the American Kennel Club (“AKC”) or United Kennel Club (“UKC”) for any of the above breeds. The AKC and UKC standards for the above breeds are listed on their websites. Copies of these standards are also maintained by the administrative office.

7. Any dog is considered to display the physical traits of a Pit Bull and for the purposes of these rules is a “Pit Bull” if the animal possesses at least five (5) out of the following eight (8) characteristics:

- Head is medium length, with a broad skull and very pronounced cheek muscles, a wide, deep muzzle, a well-defined, moderately deep stop, and strong under jaw.
- Viewed from the front, the head is shaped like a broad, blunt wedge.
- Eyes are round to almond shaped, are low in the skull and set far apart. Ears are set high on the crown of the head.
- Neck is heavy and muscular, attached to strong muscular shoulders.
- Body is muscular, with a deep, broad chest, a wide front, deep brisket, well sprung ribs, and slightly tucked loins.
- Tail is medium length and set low, thick at the base, tapering to a point.
- Hindquarters are well muscled, with hocks set low on the legs. Coat is a single coat, smooth, short and close to the skin.
- Pit bull puppies have the same characteristics, though in juvenile or adolescent form. Muscles, along with breadth and depth of head and chest may be less developed.

A diagram of these characteristics and terms is available at the Administration Office.

8. Pet owners are responsible for the prompt removal and disposal of any pet wastes in any common area, or on any private property, and deposited in an

appropriate waste container.

9. Animals without identification, and/or roaming freely in the community will be turned over to Animal Control, per Beaumont City Ordinance 492§25, 1978.

10. No more than three (3) common household pets (with the exception of birds or fish) may be kept on any lot or within any residence, whether they are pets owned by the resident or being cared for by the resident for any extended period of time of more than two weeks. No other animals, livestock, or poultry of any kind shall be kept, bred or raised on any lot or in any residence.

11. No pets shall be kept for boarding, breeding, or commercial purposes within the community of Solera Oak Valley Greens. Fostering of pets is not allowed unless in compliance with city ordinances and when explicitly approved by the Solera Board of Directors.

12. Residents must comply with the City of Beaumont and County of Riverside dog ordinances regarding licensing and vaccination of pets.

13. The homeowner, and/or tenant keeping a pet(s) within the community shall be solely responsible for the conduct of his/her pet(s). The Association, its Board of Directors, officers, employees, and agents shall have no liability to any owners, their family members, guests, invitees, tenants, contractors and vendors for any damage or injury to persons or property caused by any pet. CCR VIII: 8.03(e). If any pet causes such damage or injury to persons or property on more than one occasion, in addition to the penalties or punitive actions taken by other governmental agencies, that dog will no longer be permitted to walk or otherwise be maintained on the streets or in the common area and the owner of that pet or member responsible for that pet may be subject to a fine of up to \$1,000.

14. Unless approved by the Design Review Committee, which may use general guidelines adopted by the board, no structures for the care, housing or confinement of any pet on any lot shall be maintained so as to be visible from streets and shall not be higher than three feet in height. CCR VIII: 8.03(b).

15. Pets are not permitted inside the mailroom, recreational facilities, or recycle bin area at any time, with the exception of a an assistive animal under the Fair Housing laws.

16. No pets are to be chained or otherwise tethered or left unattended while in and around any common area or facility. No pets are to be tethered or left unattended in front of the residence. Any tether shall be of sufficiently short length that the pet cannot threaten or menace persons in adjacent lots or persons walking on common area streets or sidewalks.



17. No pet shall be permitted to become a nuisance or create any unreasonable disturbance per Beaumont City Ordinances. Pet owners must ensure that pets do not disturb the peace and comfort of any resident at any time CCR VIII: 8:02a & CCR XIII:13.02.

### **Traffic Rules & Regulations**

1. The California Vehicle code has been adopted for Solera Oak Valley Greens and shall be obeyed within the Association and will be enforced.
2. Residents, Guests, and Vendors running stop signs and speeding in our community endanger the health, safety, and well-being of everyone in Solera.
3. The speed limit on the main streets in Solera is 25mph, on most residential streets it is 20mph or 10mph. Posted stop signs and all other traffic signs, must be observed.
4. Warnings will be given to Residents, Guests, and Vendors who are observed violating Solera traffic rules.
5. The Board of Directors can impose penalties if violations are substantiated by a Security Officer, two or more credible witnesses, or by any other substantive proof. A closed Board hearing will be held to discuss the violation(s) and discuss appropriate penalties in accordance with the Violation & Enforcement Policy.

### **Decals & RFID's**

1. Gate RFID's and decals are Association property and may not be used by nonresidents at any time.
2. All vehicles in Solera, including automobiles, trucks, recreational vehicles and motorcycles must have a valid resident window decal affixed to the lower driver side front windshield. For vehicles without windshields, the Solera decal must be produced when requested.
3. Two-wheel vehicles, i.e., mopeds, motorcycles, standard and motorized bicycles, owned by non-residents are allowed to enter at the main gate and obtain a pass from security and proceed to the resident's house or the clubhouse only.
4. Electric Personal Assistive Mobility Device (EPAMD) owned by Solera Residents are permitted to use sidewalks and bicycle lanes according to Ca. Vehicle Code Sections 21280 – 21283. Solera Residents who own an EPAMD, which is equipped with some form of device (i.e., tall flag) that can be seen by drivers and is equipped front and rear lights or reflectors when operating after dark, may purchase a RFID. **NOTE:** According to Beaumont Police Department, this vehicle does not require a registration, as there is no VIN.
5. All decals and RFID's are to be placed on the vehicle by security or a code compliance representative.

6. All vehicles without a resident decal must have a guest parking pass visible through the window or on the dashboard.
7. Vehicle decals will be issued for resident vehicles only. Each household will be issued a gate RFID and decal for up to two Solera' registered vehicles. Upon request decals will be issued for additional Solera' registered vehicles. The decal limit excludes golf carts, bicycles, motorcycles, and recreational vehicles.
8. Special situations may arise in which a Solera resident has a right of entry but may be driving a vehicle with no decal or RFID tag. Such situations may include:
  - a. Having a rented, borrowed, or loaner vehicle; or
  - b. Having a classic car or motorcycle for which the owner does not wish mounted window sticker materials.

In such situations residents must enter using the Visitor's Lane at the Main Gate by either:

- a. Providing proof of residency on each entry, or
- b. Producing a temporary pass which can be obtained at the Club House HOA desk.

Temporary passes are issued for two (2) week periods.

9. Non-resident (absentee) property owners may not have a Solera vehicle decal or gate RFID.
10. Any Homeowner or Lessee who owns a vehicle registered at an address other than a Solera address shall be issued a decal if s/he proves residency at Solera. Residency can be proven by two utility bills or a driver's license.
11. Decals and RFID's must be removed from resident's vehicles when selling or otherwise disposing of a vehicle. The decal, pieces of the decal or proof of sale of the car, must be returned to the Administration office to obtain a new decal/RFID for the new vehicle. The first two RFID tags will be issued to a property at no charge. Additional RFID tags will be charged to the resident at the Association's actual cost. A copy of the registration is to be turned into the office when it is has been received.
12. Prior to moving from Solera, decal(s) and gate RFID's must be returned to the Administration office.

### **Non-resident & Invited Guests Entry**

1. All non-resident and invited guests must enter through the main gate on

Fairway Drive, show proper identification, and receive a guest parking pass to be placed on their dashboard.

2. Guest parking passes will be issued for 'day or overnight' for a maximum of fourteen

(14) days. Special considerations for residents and guests can be handled by contacting the General Manager in the Clubhouse Office.

3. Residents may submit a list at the reception desk a maximum of twenty (20) names for Resident's Permanent Entrance Guest List (PEGL). In addition to the PEGL, the resident may add a list to the gate access app currently being used by the Association.

4. If a resident is expecting a guest(s), the names can be added to the gate access app. Residents may call the gate at (951) 845-8648, or a list can be taken to the gate attendant prior to their arrival/event. When calling the gate or presenting a list to request a guest pass, residents will be asked for their name, address, guest(s) name(s), length of stay (day/overnight) and your password.

5. All regular or periodic service vendors requiring frequent entry must be on the resident's PEGL.

6. Guests must always be accompanied by the resident when using any Solera Oak Valley Greens recreational facilities.

7. Owners are responsible for the conduct of their tenants, guests and co-occupants. Guests should be aware of the Solera CC&R's and rules. Visitor activities should not disturb neighbors, i.e. playing in the street, yelling, horseplay, climbing trees, loud music, etc.

### **Parking Rules CCRs VIII: 8.13**

1. All guests parking in Solera must obtain a guest parking pass from the main gate and place it on the dashboard of his or her vehicle.

2. A resident with an overnight guest must notify the gate attendant so that the "Guest Parking Pass" can be documented and marked "Overnight."

3. Except as noted under "Recreation Vehicles", item 5, on-street parking is prohibited overnight. Vehicles of residents, their guests, and invitees must be kept in garages, on residential driveways on the property, or upon receiving a special permit from the Office Monday – Friday 9:00am -5:00pm, or the Gatehouse on weekends, may park in the designated parking area in the Oakmont Clubhouse parking lot.

4. Resident owned golf carts must be garaged overnight when not in use or stored where not visible from a street or neighboring property.
5. Residents who own a commercial vehicle must either garage it, park it in their driveway, or otherwise be parked outside of Solera.
6. Commercial vehicles may park within Solera Oak Valley Greens during the day to provide service to residents. In so doing, they may park as may be required to provide service in the most efficient and safe manner, while trying not to block the street..
7. Vehicles parked within Solera shall be maintained in a clean condition. (Cardboard, oil pans, carpet, etc. are not permitted on driveways.) Vehicles may not be placed on blocks or be covered with anything other than a neutral-colored appropriately sized vehicle cover.
8. No inoperable vehicle may be stored or parked on any lot or street.
9. "For Sale" signs are not to be displayed on any vehicle in Solera while in the common area.
10. Residents participating in clubhouse-sponsored daytrips are asked to park in the lot nearest the greenbelt.

### **Recreational Vehicles CC&Rs Article VIII, 8.13(a)**

1. Definition of a "Recreational Vehicle":
  - a. Motorhome
  - b. 5<sup>th</sup> Wheels
  - c. Travel Trailers
  - d. Campers (including pick-up trucks with a slide-in camper shell
  - e. Modified Van or van conversion
  - f. Boats
2. All recreational vehicles must enter through the main gate to obtain a parking pass. This pass should be displayed in a window visible from the street of the Recreational Vehicle while on the Association property.
3. All Resident-owned Recreational Vehicles must have a Solera decal affixed to their window.
4. No recreational vehicle may be parked, maintained, constructed, reconstructed, or repaired on any Lot or on any street in the community so as to be visible from

neighboring property. These provisions shall not apply to cleaning, loading or unloading and short-term parking (not to exceed forty-eight (48) consecutive hours). Recreational vehicles shall be permitted for a cumulative period not to exceed one-hundred and twenty (120) hours in any calendar month. A parking pass will be issued for this purpose which will allow resident -owned recreational vehicles to be parked on a Solera street, driveway, or in a safe location and in proximity to the owner's residence.

5. Except as provided for in paragraph 4 above, resident-owned Recreational Vehicles are not permitted to park in any Solera driveway, street, or parking lot. If these vehicles cannot be garaged, they must obtain a pass or be parked outside of Solera.
6. While parked within Solera no person may occupy the Recreational Vehicle overnight.
7. Emergency reflectors/cones must be placed in the front, rear, and extended slide-out area of parked vehicle. Slide-outs can only be extended on street side during day light hours with proper cone placement.
8. NonResident-owned Recreational Vehicles and Recreational Vehicles without decals are not allowed to park overnight on Solera streets and must be removed from the Association property by 9:00 p.m.

#### **Rental/Personal (non-recreational) Trailers, Rental Trucks and Commercial Vehicles CCR VIII 8:13**

1. All rental/personal business trailers (non-recreational) that are towed in by a registered Solera vehicle, rental trucks, or other commercial vehicles must enter Solera through the main gate and obtain a guest parking pass to display on their dashboard. A guest parking pass must be displayed on the trailer if detached from the Solera Vehicle.
2. Commercial vehicles are not permitted to park overnight within Solera.
3. Rental trucks used by residents will be permitted to enter through main gate with proper resident identification and guest parking pass to perform daytime loading/unloading. At night, these vehicles must either exit or be parked in resident's driveway (if room) for a maximum of 48 hours in any 7-day period.
4. Commercial vehicles must not block Solera streets. Loading/unloading must be performed between 7:30a.m. and 9:00p.m.. Noise must be kept to a minimum.

#### **Golf Cart Rules**

1. Golf carts driven within the gated community are to be operated only by residents or their guests who have a valid driver's license.

2. All carts licensed or unlicensed shall be registered with the Association within ten (10) working days of occupancy or acquisition.
3. Resident is responsible for any guest driving resident's cart.
4. Golf Carts shall not carry any more passengers than they are designed to hold.
5. Leashed animals are allowed to run alongside a moving cart only on the greenbelt paths.
6. Non-caged animals riding along with the owner should be adequately secured so that they cannot fall out or jump out of a moving or stationary cart.
7. Golf Carts will be driven on paved roadway or on or near greenbelt (Edison easement) paths only. Golf carts are not allowed to drive on sidewalks along community streets or paved walkways (sidewalks) in the clubhouse area.
8. Licensed or unlicensed carts must display the appropriate handicap plate or placard when parking in handicap zones or spaces.
9. For the safety of persons and property, carts driven after dark are to have headlights and taillights.
10. A golf cart shall not be used as a tow vehicle.

### **Skateboard, Scooters & Bicycle Rules**

1. Skateboards are not allowed on Solera streets or in common areas at any time.
2. Stand-up powered scooters are not allowed. Small children's scooters are allowed if accompanied by resident.
3. All guests under the age of 16 must be accompanied by a resident or parent.
4. All bicycle riders must follow and obey all rules as defined in DMV manual.
5. All bicycle riders under eighteen (18) years of age must wear approved helmets. Helmets are strongly recommended for all bicycle riders.
6. Bicycles are not to be used on sidewalks except when parking and must be parked in approved areas and not in the way of the walking public.
7. Leashed animals are not allowed to run alongside a moving bicycle

8. Recumbent and low-profile bicycles and electric medical scooters must have some form of device (i.e., tall flag) that can be seen by drivers.
9. Bicycles and electric medical scooters must be equipped with front and rear lights or reflectors when operating after dark.

## **RECREATIONAL FACILITIES**

Recreational Facilities are for the pleasure and enjoyment of Residents who live within Solera Oak Valley Greens, a 55+ community. CCR 11:2.07

### **Facility and Common Area Rules**

1. A Solera Photo ID card is required when using all Solera recreational facilities and common areas. Please have your ID available for review by administration or clubhouse monitors if requested.
2. Non-Residents participating in activities at any Solera recreational facility must always be accompanied by the host Resident.
3. Facility rooms are available for reservations and use by committees, clubs, groups, and Association activities on a priority basis. Please check with the Recreation Director in the Association office for further information regarding facility use.
4. Money-raising functions on Association property are not permitted except as specifically approved by the Board of Directors. Facilities are not to be used by any business or professional organization to promote sales of products or services. This also applies to non-profit organizations that request donations from Residents and to governmental and political organizations to raise funds for candidates for public office.
5. Facilities may be used for inter-club competitions and demonstrations that may include people who do not live within Solera Oak Valley Greens.
6. Facilities may be used for educational purposes that include non-Residents (ex: classes offered through local Colleges)
7. Club-sponsored classes may occasionally include non-Residents providing that they are the guests of a Resident. Priority will be Solera Residents in any class subject to size limitations.
8. Rules that apply to activities which take place at the recreation facilities cannot preclude the use of facilities by any Resident. (e.g.: If a club uses the pool area for an event, they cannot keep Residents, or their guests not involved in the activity, from using the pool.)

9. Any Resident using recreation facilities during a club activity must adhere to the rules as approved by the Recreation Director and Board of Directors for that activity.
10. Smoking is prohibited within 20 feet of the clubhouse facilities and, in accordance with Beaumont City Code 8.42.020, smoking is prohibited on the greenbelt and all common area parks. If applicable, a smoking area may be designated whenever a community event is being held.
11. Disorderly conduct, the use of abusive or profane language or behavior infringing upon the right or privileges of others will not be tolerated.
12. Only pedestrian and ambulation devices are allowed within the clubhouse and recreation facilities (e.g.: walkers with protective footings or wheels, manual or electric wheelchairs and motorized ambulatory scooters). Bicycles, skateboards, skates, and other mobility devices of any kind are prohibited. Note that only sport approved wheelchairs are allowed on the tennis/pickleball courts.
13. Residents are responsible for the behavior of their guests at all times. A clubhouse monitor will communicate behavior problems to the host Resident who is then responsible for correcting the behavior. If behavior continues, administration will be notified, and the offenders could be asked to leave.
14. Lounges, chairs and/or other clubhouse and recreational facilities furniture may not be removed at any time. The furniture is available for use on a first-come basis and cannot be reserved.
15. As a courtesy to others, please take everything you came with. Each person is responsible for picking up their own litter and disposing of it properly. Cups, cans, food containers, etc. are to be picked up and placed in trash/recycle canisters.
16. Gatherings of people in the common area to promote political positions, obtain signatures on petitions, promote candidates for office, conduct or participate in religious ceremonies, or any other such activities that are not sponsored by the Association, must be approved by the Solera Board of Directors.
17. If the need for maintenance, repair, or replacement, which would otherwise be the Association's responsibility hereunder is caused through the willful or negligent acts of an owner, his or her family, guests, tenants, or invitees, the cost of such maintenance, repair or replacement shall be subject to recovery by the Association through the imposition of a Special Individual Assessment against the offending owners. CCR VII: 7.03a and IV: 4.04a(i).

### **Fitness Center Rules**



1. Use of the community fitness center is limited to Residents only. (Exception: a Resident may be accompanied by a licensed Physical Therapist or licensed Personal Trainer upon registration of license and identification with the office).
2. Athletic or soft-soled shoes must always be worn in the fitness center.
3. Pants with metal studs, decorative beading, double seams, brads etc. are not permitted when using the fitness center equipment.
4. Shirts/tank tops are to be always worn.
5. Use a personal towel, or the disinfectant wipes provided in the fitness center, to wipe down handrails, seats, and pads after use.
6. No food or drink is allowed in the fitness center area except bottled water. Sports drinks are to be consumed outside the walking track and the equipment area.

### **Swimming Pool & Spa Rules**

1. The use of the community pool is limited to Residents and their guests. Each household may host a maximum of six (6) guests at any given time. The Resident must always be present inside the fenced pool and spa area with their guests.

**2. THERE IS NO LIFEGUARD ON DUTY AT ANY TIME. ALL USERS USE THE POOL AND SPA AT THEIR OWN RISK.** Residents are expected to be cautious and not use the facility beyond their capabilities or in a manner which is unsafe for themselves or others.

3. Pool rules are posted in the pool area. Residents are responsible for the behavior of their guests of all ages. It is important to take the time to read these rules.

4. Everyone entering the pool and/or spa must rinse off in the shower prior to entering the water. For safety reasons, no soap or shampoo is allowed in the outdoor shower.

5. Swimwear must always be worn and secured on the body in the pool and spa. For sun protection, light colored shirts may also be worn in the pool and spa.

6. Incontinent persons, of any age, are not allowed in the pool or spa. No swim diapers are allowed in the pool or spa at any time.

7. California State law prohibits anyone with diarrhea to be in the pool.

8. California State Law prohibits the use of glass containers and breakable objects in the pool and spa area.

9. California State law prohibits pets at the pool and spa facility.

10. Residents and guests may use floatation devices during normal pool operating hours, so long as the use of the devices does not present an annoyance to those in the pool area. If the use of floatation devices does present a nuisance, a clubhouse monitor, at his or her discretion, has the authority to ask that the devices be removed from the pool and spa area.

11. Running, pushing, jumping, horseplay, dunking, diving, and other unsafe behavior are prohibited.

12. Radios and other sound devices (other than those using headsets) are prohibited.

13. Residents may bring guests under the age of sixteen (16) to the pool area between the hours of 10:00 a.m. and 2:00 p.m. Residents will also be swimming at this time, so please remind your guests to be courteous.

a. Children of any age, who are unable to swim, must be accompanied by an adult in the water. Life jackets and lifeguard approved water wings are encouraged.

b. No swim diapers or training pants are allowed in the pool at any time. NOTE: removing a diaper or training pants from infants is not permitted to circumvent this rule.

c. Safe water toys for children that do not cause a nuisance to other residents are allowed and must be monitored by the host Resident to ensure safety and courtesy to other residents. Association reserves the right to determine if water toys are acceptable in the pool and spa area.

14. Children under the age of 16 are not allowed in the Spa at any time.

### **Billiards Rules**

1. The use of the billiards tables is limited to Residents and their guests. Guests must be fourteen (14) years of age or older to play.

2. Residents may use the billiards tables at any time during normal operating hours of the clubhouse and is on a first come, first serve basis. As a courtesy to waiting Residents, surrender the table after 30 minutes of play. Exception: Organized Community Tournament play.

3. No Resident and their guest may occupy more than one table at a time.

4. No cash betting is allowed.

5. Sitting on the billiard tables is not allowed at any time including when using a bridge to make a shot.
6. Care should be taken to avoid excessive use of chalk to prevent extra cleaning demands.

### **Tennis/Pickleball Court Rules**

1. Use of the community tennis/pickleball courts is limited to Residents and their guests. Guests using the courts must always be accompanied by their Resident host.
2. As a courtesy to waiting Residents, surrender the court after one (1) hour of play. Exception: Organized Community Play.
3. Tennis shoes must be worn when using the courts. No black-soled shoes of any kind are allowed on the courts.
4. No more than four tennis players or eight pickleball players permitted on a court at any time.
5. Proper play etiquette is to be observed.
6. Glass containers of any kind are prohibited in the court area.
7. No food or drinks, other than bottled water, is allowed in the court. Sport drinks are to be consumed outside of the courts.
8. Only sport-approved wheelchairs are allowed on the tennis courts.

## **RULES FOR BOARD MEETINGS**

### **I. INTRODUCTION**

Successful, efficient, and orderly Board meetings benefit everyone in the community. Lot owners (“Members”) have the right to observe the open board meetings and are encouraged to attend, but meetings which are disorderly or too long can be discouraging.

These Rules inform both Director and non-Director as to what is expected of all attending Board meetings, and how meetings are conducted. The goal is orderly and efficient meetings, protection of Owners’ right to observe productive deliberations, and enhancement of the governance and the membership experience in Solera Oak Valley Greens (“SOVG”).

## II. BOARD MEETINGS

### A. Open Session Board Meetings

California Civil Code 4045 allows for the posting of General Notices to the membership in a prominent location that has been designated by the Association and that is accessible to all members. As such, please be advised that the Association has designated the Mail Room Bulletin Board and the exterior bulletin board by the west entrance to the clubhouse as the locations for posting of General Notices.

Notice of the date, time and location of Open Session Board meetings will be provided by posting on the Mail Room Bulletin Board and the exterior bulletin board by the west entrance to the clubhouse a minimum of four days before the meeting is to take place. As a courtesy, it will also be posted on the website and at the reception desk in the Clubhouse. Board meetings are open to all Association Members to attend and observe. Non- Members may attend only at the discretion of the Board of Directors.

### B. Attendance

Members may attend Board meetings, but Executive Session meetings are closed. A "Member" is an owner of record of a Lot in SOVG. A "Member" is not a tenant, guest, family, advisor, or legal counsel of the Member.

### C. Agendas

**1. Preparation.** Agendas are prepared by the President in cooperation with the General Manager. At least one week prior to a Board meeting, the President will inquire if any Director requests inclusion of an agenda item.

**2. Request for inclusion.** A Director may request an item be included in an agenda, by submitting the action requested and an explanation of the reason for the request. A Director requesting an agenda item is responsible to present that item to the Board with supporting information if the item is included in the agenda.

**3. Rejected agenda items.** The President with the assistance of the General Manager or Staff shall include a requested item in the agenda unless the item:

- Has no suggested action.
- Is redundant with an item already on the agenda or was addressed in a Board meeting in the previous three months.
- Must be discussed in Executive Session.
- Would make the agenda unduly lengthy (and so will be on the next agenda)
- Is sent first to a committee for recommendation.
- Is, based on the advice of legal counsel, proposing action barred by law.

4. **Board request for agenda item.** If an agenda item is requested in writing or by electronic mail by at least three Directors, the President shall include it in the agenda for the open meeting or the Executive Session meeting, depending upon the item.

**5. Member Request for Agenda Item.**

- a) A Member may request the President in advance that a topic be added to the agenda, but the President with the assistance of ~~Staff~~ the General Manager or Staff will determine whether a requested topic will be included in the agenda.
- b) A topic will also be added to the agenda if at least one week prior to the scheduled Board meeting, the General Manager or Staff receives a petition signed by at least twenty-five different Members entitled to vote.
- c) The requested agenda topic must still meet the standards of Rule II(C)(3) above.
- d) A Member who has requested an agenda item which is placed on the agenda may speak to the item during consideration of the agenda item by the Board. The Requesting Member may speak on the matter for up to five minutes. Only one person may be considered the "Requesting Member" for the purpose of addressing the Board. The Board may by motion give the Requesting Member more time to speak.

**6. Publication, agenda packets.** Agendas will be published at least four days prior to any non-emergency Board meeting. The Board will receive a board packet prepared by the General Manager or staff and may be transmitted electronically. To make the meeting more efficient, Directors should read the board packet prior to arriving at the meeting.

**7. No discussion of matters not disclosed on agenda.** The Board may not discuss subjects which are not on the agenda unless the matter is determined by a majority of the Board to involve an emergency, or unless the matter arose prior to the meeting but after the agenda was published and at least three Directors concur that the matter requires immediate action.

**Sample agenda.** The following is a typical Agenda:

- Call to Order, Roll Call & Confirmation of Quorum.
- Pledge of Allegiance
- Welcome
- Announcements
- Open Forum (see Rule "E" below)
- Approval of Minutes from Previous Meetings
- Consent Calendar
- General Manager Report

- Reports (if applicable)
  1. President
  2. Secretary/Correspondence
  3. Treasurer/Financial
  4. Special/Committee Reports (further discussion below)
- Unfinished business
- New Business
- Second Open Forum (if any)
- Adjournment

**D. Committees: Reports, Meetings**

1. All Committees are Advisory Committees except for the Design Review Committee. Committee reports must be submitted to the Board prior to the meeting for review. If the committee recommends any Board action, the report should also indicate the reasons it is recommended. If possible, the committee Chair or a member of the committee should present the report.

2. Committee reports will be included in the board packets. Committee reports will be noted in the minutes as “received.” The reports will be posted with the meeting minutes on the Solera website and will be available from the Administration Office upon request.

3. Directors, upon presentation of a committee report, may ask questions about the report, but may not deliberate about the report unless that subject was placed on the agenda.

**E. Open Forum**

The Open Meeting Act, Civil Code §§4900-4950, provides that Board meetings are open to Members. A “meeting” under the law is “a congregation of a majority of the members of the board at the same time and place to hear, discuss, or deliberate upon any item of business that is within the authority of the board.” The Board thus may not exclude Members from attending, absent discipline imposed as provided herein. The only exception is for Executive Session as discussed further below.

1. **Time for Open Forum.** Open Forum will normally occur at the beginning of the Board meeting. The agenda may also provide for a second Open Forum time at the end of the agenda. The Board may by motion re-open Open Forum on a specific agenda item or reschedule Open Forum within the agenda.

2. **Member’s Right to Speak.** Open Forum is a valuable and legally required portion of every open Board meeting. Open Forum is the opportunity for Members to inform the Board of matters which may not be known.

a) When addressing the Board during Open Forum, the Member will

identify the Member's name and address, and will stand at the speaker's podium if physically able to stand. The Member will address the Board, not the audience.

- b) During Open Forum, each Member may speak one time to the Board on any topic not on the agenda. The purpose of Open Forum is to inform the Board of viewpoints or information of which the Board may not be aware. Therefore, although a Member may use their time to speak upon any topic of interest to the Member, Members are advised that the Board may not be as attentive to comments on matters outside the Board's jurisdiction.
- c) At the time designated on the agenda for Open Forum, the Chair shall ask the Members present to raise their hand if they wish to speak in Open Forum. To give all Members an opportunity to speak at meetings, and to control meeting length, each member may speak for a maximum of three minutes. Each Member may speak one time. In the event more than ten Members indicate a desire to speak, the time limit per speaker shall be shortened to two minutes per speaker. The President may appoint a Director or management staff as timekeeper.
- d) Open Forum is the time for Members to speak and provide additional opinions and viewpoints to the Board and is not a time for the Board to speak. Directors will listen and not respond or otherwise interrupt a speaker at Open Forum, so long as the speaker is within these Rules and time limits. Responses, if any, to Open Forum remarks by a Director or management staff shall follow the close of Open Forum.
- e) The statements made by Members in Open Forum are not the position of the Association, and SOVG takes no responsibility as to the content of Open Forum comments.

### **3. Open Forum During Agenda Item Discussions.**

- a) During the Board deliberations of a matter, and when the President determines there has been sufficient discussion to inform the attendees in the audience of the issue, the President will inquire if any Members in the audience wish to speak to the motion at hand.
- b) If the President sees any hands raised indicating a desire to speak, Open Forum will be reopened on the issue, and the Members indicating a desire to speak to the topic may speak for up to two (2) minutes on the specific agenda item.

- c) Off-topic commentary will not be permitted, but so long as the speaker complies with the Rules, neither the President nor any Director will interject or otherwise interrupt during the speaker's remarks.
- d) The President in its sole discretion may reduce the time per speaker to one and one half (1.5) minutes on an issue, if the Chair deems it necessary to ensure that all who wish to speak have the opportunity to do so.
- e) A member shall only speak once on a given agenda item. There shall be only one open forum comment per Member.
- f.) Once the President determines that all have spoken who wished to speak, or that no one has indicated a desire to speak, the President shall announce the closure of Open Forum, and the resumption of Board deliberations.

**4. Re-opening of Open Forum.** If an issue on the agenda is deemed by the Board to require further Membership input, the Board may by majority vote re-open Open Forum, to allow Members to speak to the pending subject. If Open Forum is reopened, Members may speak for up to two minutes each. Upon completion of such Membership input, in compliance with Open Forum Rules, the Board will then close Open Forum and resume deliberating the subject.

## **F. Meeting Conduct**

1. Meetings will generally follow parliamentary procedure for small boards. In brief, informal discussion of an agenda item is permitted while there is no motion pending. A motion is a proposal that the Board takes a stand or takes action on some issue. Only Directors can make motions. The President may call for a motion or, if temporarily passing the gavel, may make a motion on the agenda item. If there is no motion or if there is no second to a motion, the issue is dropped and will not be discussed further in the meeting. If a motion receives a second, then the President will ask for any further discussion prior to calling for a vote.
2. Except for Open Forum remarks, Members may not speak to the Board, and shall quietly observe Board deliberations except for those in Executive Session. Members do not vote or make motions at Board meetings, as only Directors vote at Board meetings. Applause, boos, or other audible response to Board deliberations or decisions is out of order.
3. Directors, Members, and anyone else permitted to attend the meeting will conduct themselves in a reasonable manner. The following conduct is strictly prohibited:
  - Profane or obscene language.



- Slurs involving race, religion, ethnicity, gender, sexual orientation, gender identity, or age.
- Shouting or yelling.
- Physical threats, including non-verbal communications such as gestures or using body language in such a way as to intimidate.
- Pounding on table or throwing items; and
- All other unreasonable and disruptive behavior which does not allow Members to peacefully observe the proceedings, or which otherwise impedes the ability of the Board to peacefully conduct its deliberations and the Members to peacefully observe those deliberations.

Directors will also refrain from making comments which:

- Divulge information from closed sessions.
- Divulge attorney client privileged confidential advice; or
- Maliciously malign any person, business, or entity.

To create a positive atmosphere, all persons present will be seated (unless some handicap exists by which they cannot be seated) and will remain seated at all times when others are speaking, except when standing in line to speak for their turn in Open Forum. Neither Directors nor anyone addressing the Board will be allowed to speak while standing or hovering over someone else. All in attendance must behave in a professional and orderly manner. Directors shall refrain from interrupting each other or from making audible “sidebar” remarks while a fellow Director is speaking. Directors shall keep their microphones off except when they are addressing the Board.

4. Violation of Rules. Anyone (Member or Director) violating these Rules during a meeting may be:
  - 1) First warned by the President,
  - 2) Then warned by majority vote of the Board, and
  - 3) Then by majority vote of the Board asked to leave the meeting.
  - 4) In the event a person refuses to leave after the Board votes to eject the individual, the meeting shall be recessed until such time as security and/or law enforcement can be summoned to assist or until the person voluntarily leaves.

The Board may schedule a disciplinary hearing to determine whether a Member will as a result of violation of these Rules be suspended from attending one or more future Board meetings as well as any other appropriate disciplinary measures.

A non-Member who is permitted to attend but disrupts a Board meeting may be ejected upon majority Board vote without warning.

**G. Recording of Meetings; Minutes**

Board meetings, or any portion of a Board mmeeting, shall not be electronically recorded. Any recording devices (audio, video or photographic) at Board or committee meetings are forbidden. The proceedings of such meetings shall be recorded in the minutes of the meeting. Minutes of Board meetings are prepared by the General Manager or designated administrative staff, who need not be a Director. Minutes shall record actions taken, but shall not record commentary or statements by Directors, or comments during Open Forum.

**H. Board Deliberations**

1. Directors will deliberate topics only when on an agenda, except for emergency matters.
2. Generally, discussion should be initiated by the Director requesting the item to be placed on the agenda.
3. Directors shall:
  - Cooperate to keep their remarks on the topic of a motion,
  - Speak to each other,
  - Not address the live audience and
  - Avoid repetition of points already made or repeating their own previous remarks on a motion.
4. If a Director violates the standards set forth in these Rules, the President may remind the Director of the standard being violated, and will then request the Director to bring their comments into compliance. In the event a Director continues to violate these Rules, the Board may proceed pursuant to subpart II(F) herein.
5. Motions may be amended in at least two ways:
  - A motion, after receiving a second, may be amended by a motion, which motion must also receive a second and a majority vote.
  - A motion may also be amended by a “friendly amendment” in which the author of the original motion consents to a proposed amendment to the motion. If the second also consents, the motion is amended, and deliberations continue on the motion as amended.

**I. Board Comments During Meetings**

The comments of Directors, the General Manager, Staff, or SOVG consultants during Board meetings are not comments of SOVG, and only the speaker’s opinions. The position of SOVG is only that expressed in Motions or Resolutions which are adopted by the Board of Directors.

**J. Chair**

1. The Chair shall be the President of SOVG, if present at the meeting, unless the Chair passes the gavel temporarily to the Vice President. If neither the President nor the Vice President are in attendance, a majority of the Board may elect a temporary Chair.
2. The Chair may discuss and vote on any motion unless the Chair recuses itself.
3. If the Chair wishes to make a motion, the Chair shall pass the gavel to the Vice President or next Officer in succession until deliberation of the motion is concluded by a vote on the motion.
4. The Chair shall be entrusted with the orderly progress of the Board's deliberations. In the event the Chair perceives that deliberations have ceased to move the discussion forward (either because unanimity already exists; debate has become repetitive or otherwise unduly lengthy; positions on a motion have become clear; or because the Board is not ready to decide on the matter), the Chair shall call for a motion to close debate, or a motion to table the matter.
5. The relationship between the Board and Chair should be one of mutual respect. The Board should give respect and deference to the Chair's leadership in moving deliberations forward, while the Chair should give respect and not request a conclusion to deliberations of a matter if the Board majority wishes to continue deliberation of a topic.
6. Any Director also may move the previous question, which is not debatable, and requires a two-thirds vote to conclude deliberations so that the matter being deliberated may be voted upon.

**III. EXECUTIVE SESSION**

**A. Purpose of Executive Session**

Executive Session meetings allow the Board of Directors to address issues of sensitive nature, which may involve attorney client privilege or other privacy rights. It is important that all information discussed and disclosed at these sessions remain private.

The Board may meet in Executive Session only on the following subjects:

1. Litigation or threatened litigation.
2. Formation of a Contract.
3. Member disciplinary hearings (i.e.: imposing fines or other penalties).
4. Hearings on SOVG reimbursement claims against a Member
5. Member's proposal of a payment plan for delinquent assessments.
6. Voting on the decision to foreclose upon an assessment lien.

7. Discussion of a resident's disability and resulting request for an accommodation.
8. Personnel issues.

Subsequent Board minutes will contain a general note of the actions taken.

**B. Confidentiality Agreement**

To protect SOVG and its Members, each Director shall annually sign a confidentiality agreement before attending and participating in Executive Session meetings. A Director who refuses to do so will not be permitted to attend Executive Session meetings, and legal counsel will not copy that Director on confidential communications, nor participate in legal advice discussions with that Director present.

The Confidentiality Agreement shall state substantially as follows:

"I, \_\_\_\_\_(Name), after having been duly elected or appointed as a Director of Solera Oak Valley Greens, do hereby agree that all information which is disclosed by or to me, orally or in writing, and all discussions held at an Executive Session Meeting of the Board and all attorney advice shall be kept confidential and shall remain confidential, even after I am no longer a Director. I understand that this means that anything I say, hear or see at an Executive Session Meeting may not be discussed with anyone outside of Executive Session.

I further understand that if I do not sign this Confidentiality Agreement or do not honor this Agreement, I will not be permitted to participate in or attend Executive Session Meetings or to receive confidential attorney-client communications. I further understand that I will be held responsible for any damages which result to SOVG or its individual Members if I violate this agreement."

**C. Procedure for Setting**

The notice for a meeting which is solely an Executive Session meeting must be posted two days in advance unless it is an emergency Executive Session meeting.

**D. Agenda Packets**

Because of the sensitive nature of the subjects discussed in closed session, Directors will return their Executive Session agenda packets to management staff immediately upon adjournment of the meeting, or when they depart from the meeting, whichever occurs first. Executive Session agenda packets will not be distributed to Directors in electronic form.

#### **IV. CLOSED SESSION HEARINGS**

SOVG conducts its disciplinary hearings and reimbursement claim hearings in

closed session. The following rules are to inform both Members and Directors regarding how these hearings are conducted.

**A. Notification**

If SOVG is considering discipline or pursuing a common area damage reimbursement claim against a Member, it will first provide written notification to the Member, of a hearing to be held by the Board to consider the matter, at least ten days after the date the notification is sent to the Member. The notification will inform the Member the nature of the alleged violation or reimbursement claim.

**B. Attendance**

A member being considered for discipline or a reimbursement claim may attend the hearing to address the Board regarding whether the Board should impose discipline or pursue reimbursement. The member may bring witnesses. The member may not bring legal counsel, advisors, or spokespersons. The member being considered for discipline or reimbursement claim may not observe any complaining witnesses or the Board's deliberation of the matter. A member may provide a written statement as a substitute for personally appearing at the hearing.

A complaining member may provide a written statement or appear at the hearing to present their complaint to the Board. The complaining member will not be permitted to hear the Board's deliberation or the presentation by the Member being considered for discipline.

**C. Addressing the Board**

A member being considered for discipline or reimbursement claim may speak to the Board for a maximum of ten minutes. If a member brings supporting documentation, it is suggested the member bring eight (8) copies for the Board and General Manager. If a member brings supporting witnesses, an additional five minutes can be added to the member's time.

A member complaining to the Board may address the Board for a maximum of five minutes.

Members addressing the Board should be prepared and organized for the hearing, to maximize their allotted time.

**D. The Board's Decision**

The Board will notify the Member being considered for discipline or reimbursement claim within fifteen (15) days of the hearing. The Board will not notify other Members of the Board's decision, which shall remain confidential.

**-end-**