

CYPRESS HOME OWNERS ASSOCIATION (CHOA)
Responsibilities • Rules and Regulations • Architectural Guidelines
Approved: December 15, 2022

CHOA Responsibilities

(Excluding damage caused by homeowners and residents)

1. Exterior painting of all original dwellings, carports, clubhouses, and pool structures including:
 - a. Wood trim and doors
 - b. Metal trim
 - c. Stucco
2. Interior painting in clubhouse and pool structures.
3. Roofs on original structures (excluding damage caused by homeowner installations such as antennae, air conditioning, satellite dishes, and solar heating panels).
4. Plumbing, electrical, and general maintenance and repair of clubhouses and pools.
5. Common area fencing and landscaping. (Common areas are the grounds, playgrounds, pool areas, clubhouses, and fronts and sides of unit exteriors.)
6. Trash collection and trash areas.
7. Unit address numbers, signage, and carport space numbers/stripping.
8. Pests, including but not limited to bees and wasps, in the common area.
9. Playground surfaces and equipment.
10. Interior sidewalks.

Utility/City Responsibilities

1. Golden State Water Company:
 - a. Water line from the main to the meter.
2. Southern California Edison Company:
 - a. Residential walkway and carport lighting, and streetlights.
3. Gas Company:
 - a. Pool heating.
4. The City of Cypress:
 - a. Larwin Avenue, streetside sidewalks, and alley asphalt.

Homeowner Responsibilities

1. Patio covers and enclosures.
2. Exterior glass, screens, screen/security doors, eave screens, mailboxes, doorbells, and porch lights.
3. Structural condition of exterior doors on homes and storage areas.
4. Fencing enclosing patio areas and fencing between individual patios.
5. Air conditioning and heating units.
6. Termite control and repair due to termite damage.
7. All pest control inside the unit.
8. Hose bibs.
9. Water line from meter to home.
10. All other items not specifically mentioned above as being maintained by the Association or by a third party such as the City and the utility companies.
11. Interior walls, ceilings, moldings, electrical wiring, floors and floor coverings, and doors. All homeowners must have their own personal homeowner's insurance to protect their personal property and the interior of the units.

Rules and Regulations

1. Rules and Regulations of the Cypress Home Owners Association may be modified by the Board of Directors. Homeowners will be given a 30-day comment period on the new rules. Once approved by the Board, notice of the changes will be sent to the homeowners within 15 days. Violation of any of these rules may result in fines or other action as defined in the Violation and Fine Policy. Homeowners are responsible for ensuring their tenants/renters observe all rules.
2. No noxious, loud, or offensive activity shall be carried out upon any Lot or any part of the Properties, nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood, or which shall in any way interfere with the quiet enjoyment of each of the owners of his/her respective dwelling unit, or which shall in any way increase the rate of insurance. Abusive language and profanity, and loud noise/music are not allowed.
3. No personal property shall be left in front of any residence. This includes, but is not limited to, barbecues, bicycles, volleyball nets, skateboards and scooters, tents, toys, mops and brooms, and shoes and sandals. Front common areas are not to be used for storage or as primary cooking areas.
4. No items may be drilled, installed, attached, or may be hung from any HOA maintained element. See Sign Section for flagpole instructions.
5. Sidewalk chalk is allowed in front of resident's unit only and must be removed by resident within 24 hours. Chalk writing is not allowed in the street or on common areas.
6. No hitting of balls is permitted in the common area. Playing catch or throwing balls is allowed provided there is no disturbance to nearby homeowners. Throwing balls against a unit, building or light standard is prohibited.
7. No skateboarding, scooters, or roller-skating is allowed in the common areas and alleyways. No roller skating/bicycle/skateboard ramps are allowed. Benches and porches are not allowed to be used as roller skating/bicycle/skateboard ramps.
8. No hockey playing is allowed throughout the entire complex.
9. No climbing of trees is allowed.
10. No climbing on carport and/or building roofs is allowed.
11. No carpet is permitted in the front porch entryway. Only standard entry mats are permitted.
12. Only standard window coverings (curtains, blinds, shutters, and shades) are permitted. Bed sheets, paper, posters, stickers, or foil are prohibited.
13. Window or roof unit air conditioners are prohibited. However, portable air conditioners that vent out a window but do not attach to a window are permitted.
14. Items kept on a homeowner's patio must not be visible over the fence from the ground level. Exceptions include standard patio furniture and storage sheds which may not exceed the height of the attached utility closets.
15. Clotheslines on front porches, fences, or in carports or other common areas are prohibited.
16. All trash must be put in the appropriate trash receptacles provided, either regular trash or recyclable trash. The trash service allows homeowners two (2) free large item pickups per year (e.g., hot water tanks, dishwashers, mattresses, furniture, and the like). Do NOT place a large item within the trash enclosure. (Large items are not to be placed in the dumpster.) The large item pickup must be coordinated with the property manager. Tag your items for Valley Vista and place large items OUTSIDE the trash enclosure in a manner that will not obstruct opening/closing of the enclosure gates and will not hinder traffic flow. Household and hazardous waste (petroleum products, pesticides, paint, etc.) are not to be disposed of in trash bin but can be disposed of at the Household and Hazardous Waste Collection Center in Huntington Beach.

17. Appropriate holiday decorations may be displayed in front of a unit no sooner than four (4) weeks prior to a holiday and must be removed no later than four (4) weeks following the holiday.
18. Residents are not permitted to camp in the common area.
19. Only gas barbecues are permitted. Charcoal grills are not allowed. Gas barbecues may be used in front yard areas but cannot remain in the front area for more than twenty-four (24) hours.
20. Bounce houses are not allowed in the common area.
21. Renters or guests who are responsible for the destruction of Association property in the pools and/or common area will result in the owner being assessed the full value of repairing or replacing the property.
22. Owners renting their unit are responsible for the conduct of all occupants of their units. Rule violations levied against any occupant will result in a fine against the owner for the rule violation.

Animal /Pet Rules

1. Any complaints pertaining to pets should be forwarded in writing to the management company/property manager.
2. Pets are not allowed to relieve themselves in the common area. Should any such incident occur, the waste shall be promptly removed by the pet's owner or responsible homeowner.
3. Washing of animal refuse from patios and carports is not allowed.
4. Pets may not be chained or tied in common area, nor are they allowed in the pool areas (service animals excepted).
5. Pets are not permitted to run loose in the common area.
6. The complainant must first initiate a complaint in writing by submitting a completed Barking Dog Complaint Form to OC Animal Care. Complaint forms can be submitted in the following ways: online www.OCPETINFO.COM; fax 714-259-1087; mail or hand delivery to OC Animal Care Barking Dog/Animal Nuisance Program, 1630 Victory Road, Tustin, CA 92782. Initial Complaint Forms CANNOT be submitted over the phone.
http://media.ocgov.com/gov/occr/animal/services/barking/animal_nuisance.asp. (Revised March 26, 2019)
7. Pet ownership shall conform to all city and county regulations, including those ordinances involving number of pets, rabies vaccinations, licenses, etc. The limit for number of pets is three (3) dogs OR three (3) cats, or any combination thereof.

Clubhouse Rules

Clubhouse Manager and/or CHOA are not responsible for lost or stolen items. Any violations of the Clubhouse Rules may result in a forfeiture of the deposit as well as loss of use for a period of six months.

1. Maximum occupancy is 51 - This is in accordance with the Cypress City Code.
2. Pool key is to be used for the restrooms only. No pool use is allowed during your party.

3. No one under the age of 21 years is permitted the use of the clubhouse without supervision at all times by an adult at least 21 years of age.
4. No alcohol is allowed.
5. No loud music or excessive noise. No disc jockeys or live bands.
6. The event is to remain inside the clubhouse at all times.
7. Outdoor barbecues, tables, outdoor bars, or outdoor buffets are strictly forbidden.
8. No pets or animals are permitted in the clubhouse (service animals excepted).
9. Decorations may be put up with painters' tape or command strips to avoid damage to surfaces.
10. No glitter or confetti is to be used inside the clubhouse.
11. Fireplaces are not to be used.
12. The clubhouse must be vacated by all guests by 9:00 P.M. Sunday through Thursday, and by 10:00 P.M. Friday, Saturday, and day before a holiday.

Upon leaving, all doors must be securely locked, all lights must be turned off (including the restrooms), and the air conditioner/heater must be in the OFF position. The key must be returned to the Clubhouse Manager within twenty-four (24) hours after the event ends. For every day the key is not returned, the deposit will be docked twenty dollars (\$20.00). Neither Cypress Home Owners Association nor Clubhouse Manager is responsible for lost or stolen items.

A \$25.00 fee is to be collected by the Clubhouse Manager who will forward it to the Association. A deposit of \$100.00 is required for all clubhouse reservations and is to be presented when the key to the clubhouse is picked up. Homeowner must sign rental form for tenant/renter and present an ID. Homeowner and tenant/renter are responsible for any and all damages that may occur to the clubhouse and restrooms during their use or the deposit will not be returned. The deposit will not be returned if the key is lost, and/or if the following is not done to the satisfaction of the clubhouse manager to ensure the clubhouse is left in good clean condition:

- Floors are to be swept and cleaned.
- All trash must be removed, and trashcans cleaned, if necessary, to avoid ants.
- Tables and chairs must be left clean and neatly stacked.
- All decorations, balloons, and tape must be removed.
- Kitchen sink and counters must be thoroughly cleaned. Refrigerator and stove must be thoroughly cleaned and left empty.

Landscaping Rules

1. Unit fronts and sides are considered common areas, and therefore Association property. These areas are maintained by the Association's landscaping company, not the homeowner. Homeowners who have questions or complaints about landscaping maintenance should address them to the management company/property manager.
2. Homeowners may place planters and/or pots containing plants in front of the unit, on the porch in a manner that does not obstruct entry and/or exit from the unit. Placement may be on existing cement pads located in front of the unit. Homeowners are prohibited from placing planters, pots, and/or individual plant material in any of the of the common area landscape.
3. Plants and trees in patios areas must be kept away from the building exterior and roof.
4. Holiday lawn ornaments can be displayed in the common area(s) one (1) month before and up to one (1) month after the holiday.
5. Only appropriate patio furniture is allowed on balconies and in front of residences on the existing cement pads. It must be maintained in good repair and blend in with the decor of surrounding buildings.
6. Residents must not disturb or make direct requests of the gardeners hired to maintain the complex. Any request for landscape maintenance should be directed to the management company/property manager.

Parking Rules

1. All vehicles and trailers parked in the carport areas must have current DMV registration stickers.
2. No parking is allowed in the fire zones, in front of the garbage bins, or behind parked cars in the carport area. Vehicles parked in these areas shall be reported to the police and are subject to the laws of the City of Cypress.
3. Inoperative or abandoned vehicles may not be kept, placed, or stored in homeowner parking or visitor spaces. For purposes of this regulation, a vehicle is considered to be inoperable or abandoned if:
 - a. The DMV registration stickers on the vehicle's license plate have been expired for six (6) months or more.
 - b. The vehicle is lacking an engine, transmission, wheels, tires, doors, windshield or any other major part or equipment necessary to operate safely on the highways; and/or
 - c. The vehicle is on jacks or blocks or has one or more flat tires and the vehicle has not been moved within ninety-six (96) hours following issuance of a parking citation.

4. Homeowners who have registered a vehicle as "Planned Non-Operation" with the DMV must place a copy of that registration in plain view on the front dashboard or windshield.
5. Each homeowner is assigned two (2) parking spaces. Only one vehicle or trailer may be parked in a parking space except when written authorization is given by the Board of Directors for a motorcycle. The trailer must fit within one parking space.
6. Vehicles shall be parked only in their assigned parking spaces except when the Board of Directors has been provided a copy of a written agreement between two (2) homeowners that has been signed by both parties.
7. No vehicle of any kind shall be parked in a guest parking space for more than ninety-six (96) hours except with written permission from the Board. Guest parking spaces are those spaces where no carport exists, but the space is clearly marked for visitor parking.
8. Residents shall not park in the guest parking spaces.
9. Homeowners are responsible for their guest/tenant's compliance with all parking rules.
10. Major repairs of vehicles are not allowed in the carports. Minor repairs that may be completed within twenty-four (24) hours are allowed. No petroleum products or solvents shall be spilled or washed onto the common area, and they shall not be dumped into the trash bins. This includes all forms of vehicle engine lubricants, cleaners, etc.
11. Each homeowner shall be responsible for any oil and other fluids spilled in the carports.
12. Carports are for parking vehicles and not for storage of any items (e.g., furniture, carpet, appliances).
13. Vehicles parked in fire lanes or in marked "No Parking" areas, vehicles parked within fifteen (15) feet of a fire hydrant, in front of garbage bins, behind parked cars, or in a manner which blocks a resident's ability to enter or exit a carport are subject to tow at the vehicle owner's expense without prior notice or warning. In addition to, or as an alternative to towing, the Association reserves the right to impose fines for such violations occurring on common area in accordance with the Association's published fine policy.
14. Vehicles parked in violation of any other parking regulation are subject to tow at the vehicle owner's expense at any time after ninety-six (96) hours have elapsed following the issuance of a vehicle citation.

Pool Rules

For everyone's safety and enjoyment, the pool rules must be observed by all homeowners, renters, and guests. The "pool area" includes the swimming pools and surrounding property within the fence, as well as the clubhouse restrooms. Remember that homeowners live very close to the pool, and pool noise is magnified by the water. **There is NO lifeguard on duty.**

1. Pool safety equipment is for EMERGENCY USE ONLY. Pool ropes are for safety only, not for playing.
2. Pool gate must be closed and locked at all times.
3. Infants and toddlers must wear swim diapers.
4. Children under 14 years of age must be accompanied by a resident adult (at least 18 years of age) in the pool area.
5. Persons with skin disorders, communicable diseases, or open wounds are not allowed in the pool.

6. All guests must be accompanied by a resident adult in the pool area. Maximum number of guests per residence is four (4). Residents are responsible for their guests.
7. Damages to pool areas or surrounding facilities, including the restrooms, are the homeowner's responsibility. Homeowners will be assessed the cost for any repairs.
8. Anyone over 7 years of age is not allowed in the wading pool except for supervising adults (at least 18 years of age).
9. NO alcoholic beverages are allowed in pool area or in any other common areas.
10. NO glassware or food allowed in pool area. Only beverages in non-breakable containers are allowed.
11. NO bicycles, skateboards, roller blades, scooter, or other wheeled devices, boogie boards, surfboards, rafts, scuba gear, Frisbees, or balls (other than inflatable beach balls, pool noodles and infant flotation devices) are allowed in pool area.
12. NO pushing, running, shoving, roughhousing, abusive/foul language, or excessive splashing allowed in pool area.
13. NO diving is allowed. Jumping is allowed under supervision of an adult.
14. NO pets or animals are allowed in pool area (except service animals).
15. NO loud music.

POOL HOURS

SUNDAY - THURSDAY	9:00 a.m. - 9:00 p.m.
FRIDAY - SATURDAY	9:00 a.m. - 10:00 p.m.
DAY BEFORE LEGAL HOLIDAY	9:00 a.m. - 10:00 p.m.

Architectural Guidelines

1. No exterior addition or alterations to any building nor changes in fences, hedges, walls or other structures may be commenced, erected or maintained until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing by the Association. This includes, but is not limited to, construction, alteration, or replacement of patio covers and fences, front doors, screen/security doors, satellite dishes, solar water heating units, and windows. See Article VII, and Article VIII, Section 8 of the CC&Rs. Owners are responsible for obtaining and displaying all necessary permits from the City of Cypress and all other applicable governmental agencies.
2. Architectural application forms are available from the property manager or online (www.cypresshoa.org). The Board reserves the right to inspect the job to maintain compliance with the submitted plans. Homeowners are responsible for obtaining and displaying necessary city permits.
3. The property owner will be financially responsible for removing or correcting all non-approved improvements or additions, as may be determined by the Association, in addition to all fines imposed for the violation. In the event legal action is necessary to obtain an owner's compliance, the owner will also be responsible for the Association's attorneys' fees and court costs.

4. All improvements on an owner's lot, including mailboxes and porch lights, must be maintained in good condition, and conform to the Association's current building regulations, color, and decor.

Specifications for Front Doors

1. An architectural application must be submitted and approved in writing prior to installation. A manufacturer's brochure and specifications must be submitted with the application.
2. Front doors must be in good repair and well maintained.
3. The exterior of all doors must be painted in white or board-approved colors. No wood-stained doors are permitted.
4. The door may consist of 50% glass. Clear, smoke, or opaque glass is permitted. No colored glass is permitted. Sidelights are only permitted when a two-door entry is being converted into a single-door entry.

Specifications for Screen/Security/Storm Doors

1. An architectural application must be submitted and approved in writing prior to installation. A manufacturer's brochure and specifications must be submitted with the application.
2. Screen doors, security doors and storm doors must be in good repair and well maintained.
3. Screen doors, security doors and storm doors must be white only.
4. If a unit has a faux door or a double door, a screen must be installed on both doors.

Specifications for Replacement of Windows

1. An architectural application must be submitted and approved in writing prior to installation. A manufacturer's brochure and specifications must be submitted with the application.
2. Unit windows must be in good repair and well maintained.
3. Structural changes are permitted only to comply with changes in code. These changes must be noted on the architectural approval application. The homeowner will be liable for any damage caused by such changes.
4. Window frames are to be white aluminum or white vinyl. The window frame is not to exceed 1 and 5/8 inches in width.
5. Window glass may be one of the following colors: clear or standard 44% gray.
6. The windowpanes can either be single, double or triple pane.
7. The windows may contain grids and have internal blinds.
8. The window must be professionally installed. The homeowner will be liable for 100% of the cost to repair any damages to the structure caused by improper installation.

Specifications for Patio Fences

1. An architectural application with specifications must be submitted and approved in writing prior to installation, whether the patio fence is new or is a replacement. No lattice may be installed without prior written approval.
2. Patio fences and gates must be kept in good repair and well maintained, including termite control.
3. Patio fences must be made of slump stone in board-approved colors or of 3 1/4" to 5 1/4" wide cedar wood or redwood or composite fencing material in cedar or white vinyl. Fencing must be professionally installed. Fence height will be determined at time request is submitted for approval depending on location of unit.

4. Patio gates must be made of wood, composite or vinyl of the same material and design of the wood, composite or vinyl fences specified in #3 above, and same height as the patio fence.
5. Wood or composite patio fences and gates may be sealed with a natural wood or redwood stain or painted white.
6. If your unit shares a fence with an HOA maintained fence, it may be painted the Association approved color. Should the Association change the approved color, the owner is responsible to paint their portion of the fence the newly approved color.

Specifications for Patio Covers

1. An architectural application must be submitted and approved in writing prior to installation, whether the patio cover is new or is a replacement. If patio cover is a commercial installation, a manufacturer's brochure and specifications must be submitted with the application.
2. Homeowners are responsible for obtaining and displaying necessary permits from the City of Cypress.
3. Patio covers must be made of aluminum, vinyl or wood with at least 2x6 rafters. Retractable awnings are also permitted.
4. The covering may be either 1 x 2 or 2 x 2, with a minimum two inches apart, or a lattice covering, or a solid cover.
5. Patio cover must be white or conform to the exterior design colors of the complex or it may have a clear wood stain.

Specifications for Satellite Dishes/Antennae

1. An architectural application must be submitted and approved in writing prior to installation.
2. The Federal Communications Commission (FCC) permits the Association to establish preferred locations for television satellite dishes and antennae with a diameter or diagonal measurement of one meter or less (such as PrimeStar, Dish, etc.).
3. Satellite dishes may be installed in the patio area on the roof of the shed using an umbrella stand or cinder block platform. New installations are to use existing wiring or existing wiring is to be removed. (Contact property manager for instructions or go to www.cypresshoa.org.) Dishes are not permitted to be attached directly to the roof membrane because that type of installation voids the roof warranty.
4. The owner must maintain the dish or antenna, repair any damage to the common area or other Association-maintained property, and hold the Association harmless from any claims related to the installation.
5. Installation of any type of dish or antenna on a common area without prior approval from the Association, or in a manner otherwise in violation of the FCC rule, may incur the removal of the dish at the owner's expense pursuant to the CC&Rs, in addition to costs to relocate or remove the dish or antenna, and the cost of repairing the common area or roof.

Specifications for Solar Panels

1. An architectural application must be submitted in writing and must include the following:
 - a) Vendor of the solar unit, their installing contractor's name, address, proof of California Contractor's license number, liability, and workers' compensation insurance. Installation must include a warranty against roof leaks and structural damage.

- b) A set of mechanical - CAD drawings of the actual (not typical) plans for the proposed solar device installation on the specific homeowner's property. The drawing shall include front, side and back views, illustrating all dimensions of the equipment, the location of all components required to complete the installation with their individual weights, and separate detailed drawings of the mounting methods and materials; and
 - c) An electrical schematic drawing showing all electrical cables, emergency disconnect devices, warning labels and a list of the equipment brand, model and warranty used in the installation.
2. Solar panels must be installed on the homeowner's roof only. They must be racked and extend no more than 48 inches above the roof level and within 36 inches on all sides (18 inches from an adjacent homeowner's roof).
 3. The homeowner and the selected solar company will consult with the Cypress Homeowners Association roofing vendor prior to installation and shall comply with recommendations for maintaining the validity of the roof warranty.
 4. The homeowner will be responsible to maintain the unit and the area beneath and around the solar system. The homeowner will be responsible for removing and reinstalling the solar unit when the Association deems re-roofing of the building to be necessary.
 5. The homeowner assumes all responsibility for the roof under their solar unit and will indemnify the association for any damage present or future caused by the installed solar system, including cost of repairs or damage to property, including but not limited to legal fees and permits, change in value for any damage to adjacent units caused by the installation, periodic maintenance, use of the solar system and any removal.
 6. The current homeowner of record of the subject property at the time of installation must execute an Agreement Containing Covenants Affecting Real Property Regarding the Installation of a Solar Energy System in a form to be provided, which document will be recorded at homeowner's expense for the County of Orange, California, and thereby bind them, as the current homeowner and all future homeowners, to the terms and conditions of these rules and approval as set forth in said Agreement.

Specifications for Gutters and downspouts

1. An architectural application must be submitted and approved in writing prior to installation.
2. All gutters, downspouts and supporting hardware are to be made of metal painted white or board-approved colors and may not extend on to the common area (such as the carport roof).

Signs

No owner or resident shall erect, post or display any sign in the common area, except those signs allowed by the Governing Documents or applicable law, unless otherwise approved in writing by the Association. Signs advertising the sale, exchange or lease of a unit shall conform to state law and/or Governing Documents.

1. One (1) real estate sign or rental sign may be placed on that portion of the common area adjacent to the unit for sale or rent or on that portion of the common area most visible from the street. 'For Sale' and 'For Rent' signs may not exceed 18 inches by 24 inches. 'For Sale' signs must be removed after the property is sold. Display of 'Sold' sign is allowed for not more than seven (7) days. 'Sold' signs remaining in the property after seven (7) days will be removed by the Board. Signs placed in violation of the above shall be removed by the management company/property manager and/or members of the Board of Directors and turned over to the management company.

2. A noncommercial sign, poster, flag or banner may be posted or displayed on an owner's lot, provided that the sign, poster, flag, or banner is made of paper, cardboard, cloth, plastic, or fabric, and is posted or displayed from the owner's private yard, window, door, balcony, or outside wall of the separate interest, but may 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. Noncommercial signs and posters that are more than nine (9) square feet in size and noncommercial flags or banners more than fifteen (15) square feet in size are prohibited. Civil Code 4710. Posting or displaying noncommercial signs, posters, flags or banners. Noncommercial signs, posters, flags and banners are not permitted in the Common Area unless approved in writing by the Association.
3. Display of the flag of the United States is permitted on an owner's lot per Civil Code 4705. The flag of the United States must be made of fabric, cloth or paper displayed from a staff or pole or in a window and does not mean a depiction or emblem of the flag of the United States made of lights, paint, roofing, siding, paving materials, flora, or balloons, or any other similar building, landscaping, or decorative component.
4. U.S flags and noncommercial signs, banners, posters, etc., displayed from the exterior of an owner's home as authorized above shall be displayed from flag holders that have been mounted to wood trim (not stucco) and caulked so as to prevent water intrusion into the building, as opposed to just nailed or screwed directly into the wall.