

Your Copy

SEVEN OAKS MANAGEMENT CORPORATION NO. FIVE

March, 2007

To: All Members of Seven Oaks Management Corporation No. Five
From: Board of Directors
Re: Operating Rules and Regulations

Dear Members:

After careful consideration of questions and comments from the residents enclosed is a copy of the Rules and Regulations that the Board of Directors has prepared with the assistance of legal counsel. The rules have been carefully reviewed to confirm compliance with the Association's recently approved Amended and Restated Declaration ("CC&Rs") and laws governing homeowner associations such as Seven Oaks Management Corporation No. Five.

The purpose and effect of the enclosed Rules and Regulations are to implement the provisions of the new CC&R's and to provide guidance where the CC&R's are general. While many of the provisions of the new CC&R's continue to effect the restrictions imposed by the prior documents, some prior restrictions have been modified to reflect changes in the law or within our community. For that reason, the Rules and Regulations provide a single, easy reference for the standards we strive to maintain at Seven Oaks No. Five. The purpose of the Rules is to also preserve the age restricted status of the Seven Oaks No. Five community, promote the privacy, well being and enjoyment of our homes and our neighborhood, provide for the safety of all homeowners, tenants and guests, and protect our rights and property values as homeowners and members of Seven Oaks Management Corporation No. Five.

Contained within the Rules and Regulations are the policies governing the use restrictions of property within Seven Oaks No. Five, the Association's Architectural Guidelines, the Fine Policy for imposing discipline when there has been a violation of the Association governing documents, and the Standing Rules of Procedure to be observed during meetings of the members.

The Board would like to thank all the residents for their comments and questions.

Sincerely,
Seven Oaks Management Corporation No. Five



On behalf of the Board of Directors

SEVEN OAKS MANAGEMENT CORPORATION NO. FIVE

Homeowners' Association

RULES AND REGULATIONS



SEVEN OAKS MANAGEMENT CORPORATION FIVE

RULES AND REGULATIONS

INTRODUCTION

The Seven Oaks Management Corporation No. Five's primary purpose for being formed is to give the Board the authority to enforce the age restriction requirements to live in Seven Oaks No. Five. The Board is also responsible for ensuring compliance with the 2006 Amended and Restated Declaration of Restrictions, Bylaws, and the following Rules and Regulations that our Association Board approved.

This booklet contains the Rules and Regulations governing members of Seven Oaks Management Corporation No. Five which have been approved by the Board of Directors. These rules are derived from the Declaration and By-Laws of the Association and are intended to reiterate and clarify the meaning of the Rules contained in those documents. Issues that are enforced by the City of San Diego are to be reported to the appropriate authorities. We encourage Association homeowners to try to resolve differences before involving outside authorities.

The purpose of these Rules and Regulations is to:

- Preserve the age restricted status of the Seven Oaks No. Five community.
- Promote the privacy, well being and enjoyment of our homes and our neighborhood.
- Provide for the safety of all homeowners, tenants and guests.
- Protect our rights and property values as homeowners and members of Seven Oaks Management Corporation No. Five.
- Conduct Association and Board meetings in accordance with rules of procedure.

It is everyone's responsibility to establish and maintain our community in a manner that we can all be proud of, and to familiarize ourselves, our tenants and guests with the rules and regulations contained within this document as well as our Declaration. If your unit is not owner occupied, please furnish copies of these documents to your tenant.

Questions regarding specific application of these rules may be directed to any member of the Board of Directors.

RULES AND REGULATIONS

INTRODUCTION (continued)

Comments and suggestions are welcome for the improvement of life in our community. Nothing in these rules and regulations is intended to abridge or alter the Declaration, the local statutes of the County of San Diego, City of San Diego, or any of the Civil Codes of the State of California.

SEVEN OAKS MANAGEMENT CORPORATION NO. FIVE

RULES & REGULATIONS

1. **SENIOR HOUSING COMMUNITY;** The Association is a senior community, as set forth in Article 3 of the Declaration, as amended. It is essential that the Association not allow persons who are younger than fifty-five (55) years of age and otherwise not qualified to reside within this development. As a community, we must work together to safeguard our 55+ status and to keep Seven Oaks No. Five running smoothly. It relies on everyone to keep vigilant. The Association intends to take firm action against violators of our senior housing restrictions.

2. All occupants of Seven Oaks No. Five must provide verification of age upon request of the Board of Directors. All owners must provide such verification of age at any time there is a change in residency of their unit (i.e., when new occupants move in or out of the unit, and when the unit is sold or purchased) and at other times directed by the Association through its Board of Directors. The Board may publish a request for verification of age periodically in a mailing to all members. Such age verification shall occur not less than once every two years.

To maintain Seven Oaks No. Five's senior community status, occupancy of units must include at least one Senior Citizen (55 years of age or older) who intends to occupy the unit as his or her primary residence on a permanent basis. All other persons occupying the unit any time shall be either (as defined in Article 3.2 of the Declaration) Qualified Permanent Residents, Qualified Permanent Residents by Virtue of Disability, Permitted Health Care Resident, or persons who lawfully occupied the unit as of January 1, 1985.

- II **PARKING AND CARPORT USE;** All vehicles shall be parked in the assigned carport or space designated for each owner by the Board of Directors or as specified in the governing documents. Vehicles may not be parked in a manner which interferes with or blocks any other parking spaces or roadway. No junk or derelict vehicle or unregistered vehicles shall be kept upon any portion of Seven Oaks No. Five so as to be visible from the Common Area or another unit. No repair, non-emergency maintenance or restoration of any vehicles or business activity shall be conducted in any carport or parking space. A carport or parking space may not be leased or rented separate and apart from the unit to which it is appurtenant.

II. **PARKING AND CARPORT USE; (continued)** Your guests may park in your assigned carport space or any additional spaces not pre-designated for other residents. It is the tenants' responsibility to direct guests to appropriate parking spaces. The California Vehicle Code prohibits parking within 15 feet of a fire hydrant. Please do not block the mailboxes; the U.S. Postal Service is not required to deliver your mail if your mailboxes are blocked.

III. **PATIO:** Patio areas must be maintained to preserve and protect the attractive appearance of the complex. Plants must be suitable for the space and must not grow over the walls on the common area or other patios. The plants must not detract from the surroundings. Plants for patios should be selected to prevent problems. Homeowners will be responsible for any damage to buildings, structures, or walkways by branches or roots from patios or window plants.

Fasteners of any type (wire, nails, screws, etc.) must not be used to secure or support any item (plant hangers, security alarm boxes, etc.) to any exterior Common Area surface of buildings or patio walls, effective at the inception of these R&R's. Any prior fasteners will be under a grandfather exception. It will be the responsibility of the owner for any damage to buildings or walls. Articles of clothing, linens, towels, or bathing suits are not to be hung on patio walls or windows.

IV. **ANIMAL RESTRICTIONS:** Owners or residents of Seven Oaks No. Five may raise up to two (2) pets (dogs and/or cats) per household. Animal breeding is not permitted. Animals must be controlled so that their conduct does not disturb or cause bodily harm to other homeowners or their pets. This includes excessive barking. All animals must be on a leash when taken outside. Loose pets will be reported to Animal Control if owner cannot be found. You must pick up after your pet at all times, and you must carry the necessary equipment to do so when walking your pet. No animal is allowed to defecate on the Common Area, unless you immediately pick up after your pet.

V. **LEASING OR RENTING UNITS:** Owners are permitted to lease or rent their units within Seven Oaks No. Five. All leases and rental agreements must be in writing and a copy provided to the Board.

- V. **LEASING OR RENTING UNITS: (continued)** All leases and rental agreements shall be subject in all aspects to the governing documents, and, provided that failure to comply with the requirements of the governing documents shall constitute a default under the lease or rental agreement. Default of a lease or rental agreement due to breach of the governing document may be cured by eviction of the tenant either by the owner or the Association. It is the owner's responsibility to provide copies of the governing documents to his or her tenants, at the owner's cost. No lease or rental shall be for a period of less than thirty (30) days or for hotel, transient or time-share purposes.

All leases and rental agreements must be for the entire unit and not merely parts thereof, unless the owner remains in occupancy. An owner who leases or rents his or her unit must notify the Association in writing within ten (10) days, of the names of all tenants and members of a tenant's family occupying such unit; provide the make, model and license number of all residents' vehicles; a telephone number for the tenant; keep all information current; and provide any other information reasonably needed and requested by the Association. All occupants of Seven Oaks No. Five must provide verification of age as provided in Section I, above. All owners leasing or renting their unit shall promptly notify the Association of the address and telephone number where such owner can be reached. All information will be kept confidential.

The owner of the unit shall be responsible for the conduct of his or her tenants. If the Association must evict the tenant, the Association may recover all its costs and expenses, including attorney's fees, from the owner whether or not the matter actually proceeds to court.

- VI. **NOISE:** All noise must be kept to a minimum throughout Seven Oaks No. Five pursuant to the Declaration. Owners, tenants, and occupants shall avoid making loud, disturbing, or objectionable noises and avoid using, playing musical instruments, radios, phonographs, televisions, amplifiers, and any other instruments or devices in such manner as may unreasonably disturb owners, tenants, or occupants of other units.
- VII. **SIGNS:** No signs may be erected or displayed on the Common Area except with the prior written approval of the Board. No sign larger than 9" x 12", or which exceeds 108 square inches in area, will be approved. The Association will not be responsible for the care or maintenance of any signs installed by owners or residents. Residents and real estate agents are allowed to use balloons at their discretion during a function and must be removed promptly thereafter.

- VII. **SIGNS: (continued)** One (1) "For Sale" or "Estate Sale" sign, not to exceed 9" x 12" may be placed in a front window of the unit. "Estate Sale" sign must be removed immediately after the sale.

Sign posts erected on the Common Area must first be approved in writing by the Board and may not exceed 4" x 4" and the horizontal arm must not be higher than 4' above ground. Real Estate writers (sold or in escrow signs) exceeding 3" x 13" will not be approved. Brochure boxes exceeding 9" x 12" will not be approved. Pennants or balloons will be permitted.

Political signs not exceeding 6 square feet are permitted, but must be removed no later than 15 days following the election. All political signs must conform to applicable City and State regulations.

- VIII. **ESTATE SALES:** Prior to holding an estate sale, please obtain and complete an estate sale form. Please plan the estate sale appropriately to ensure the minimal disruption of the neighborhood. As a courtesy, please inform your neighbors of the date of the sale. Estate sales are limited to indoors only. You are responsible for controlling excess parking due to the sale; be sure to notify customers they are not permitted to park in clusters or by red curbing. No yard or garage sales are allowed.

- IX. **SECURITY CAMERAS:** Due to recent reports of vandalism, a system of closed-circuit security cameras have been installed within the community. Please note that this security system is a recordable video feed which is not monitored by security personnel. Should an incident occur, the recorded video feed will be available to report the incident to local authorities. All owners, residents and guests are reminded and urged to exercise due care for their personal safety and for their property as if such cameras were not present.

- X. **SATELLITE DISHES:** An owner may erect a video or television antenna, including a satellite dish, as allowed by any applicable statute or law, with Board approval. The Board may impose reasonable restrictions on its approval but will work with the resident on location for reception. Satellite dishes and antennas may not be mounted in the common areas or on the roofs. All satellite dishes and antennas must be maintained within the confines of your unit or exclusive use area.

- X. **SATELLITE DISHES (continued)** Satellite dishes and antennas should be located as unobtrusively as possible..
- XI. **AIR CONDITIONERS:** Installation of HVAC systems must be approved by the Board. No air conditioners may be installed on any common area without the express written approval of the Board. No approval will be granted for installation on the common area roofs, only within the confines of the exclusive use patios. Exception may be made in special cases where necessity is demonstrated and such installation can be accomplished safely and will ensure the structural integrity of the building. Existing air conditioners when being replaced will need an architecture form filled out and given to the Board.
- XII. **STORAGE UNIT AREAS:** Storage units can be rented, through the Association on an availability basis. Rental cost for a storage unit is \$300.00 per year, with a \$100.00 deposit which is refundable at the end of the rental, provided the unit is cleaned, cleared of all contents and free from damage. If you vacate the storage unit during the rental period, you will be refunded the prorated rent for the remaining rental period starting on the 1st of the month following the vacation upon written cancellation request delivered to the Board Treasurer. You must provide your own locks. The Association is not responsible for loss or damage to articles of personal property stored in the unit. Storage of flammable or illegal materials is strictly prohibited. Operating freezers or refrigerators is prohibited, and storage areas may not be used as a workshop.
- XIII. **MISCELLANEOUS:**
1. The speed limit within the Seven Oaks No. Five is 15 mph. All stop signs must be strictly adhered to. Golf carts are not allowed on the walkways.
 2. You may fly a flag of the United States of America and/or flag of any of the 50 states of the United States of America in your unit or from your exclusive use area. Decorative or military flags are allowed to be displayed on private property but not in the common area.
 3. Nothing shall obstruct the Common Area and owners and residents may not store anything on the Common Area without the prior written consent of the Board.

XIII. **MISCELLANEOUS (continued)**

4. Storage of gasoline, kerosene, cleaning solvents, or other flammable liquids or substances, or any toxic or hazardous materials is not permitted on the Common Area or in any unit, provided, however, that the amounts of these liquids, substances or materials which are reasonable for household use may be placed in appropriate containers and properly stored. Gas BBQ grills are exempt provided they are located within your exclusive area.
5. No discharge of anything other than water and residue is allowed into the streets, gutters and patio drains of the Association or into the Common Area.
6. Children should be supervised at all times by an adult.
7. Owners and residents shall not allow rubbish, trash and garbage to accumulate within the unit or Common Area.
8. Any requests by owners or residents for personal work to be performed by Association maintenance staff may not interfere with their regular maintenance duties. Accordingly, personal requests will not be responded to prior to 3:30 p.m. Monday/Friday and all requests should be made after this time. Any work or agreement to perform work is strictly between the owner/resident and maintenance personnel performing the individual request. The Association, Board of Directors and Management take no responsibility for the conduct of maintenance personnel or the work performed after hours.
9. Homeowners are responsible for any Common Area damage caused by them or a member of their household, their tenants, guests or pets.
10. Seven Oaks Management Corporation No. Five will not tolerate any illegal, noxious or offensive activity in any part of Seven Oaks No. Five, and owners and residents are not permitted to do any act which unreasonably threatens the health, safety and welfare of other residents or Seven Oaks No. Five.

XIV. **VIOLATIONS:** A form is available from the Board or the management company to report violations of the Declaration and Rules and Regulations. Homeowners are asked to refrain from contacting vendors directly and to report all problems to the Board or the management company.

XIV. VIOLATIONS: (continued)

The management company can be contacted at:

Professional Community Management (PCM)
9444 Balboa Avenue, Suite 235
San Diego, CA 92123
858-292-4391

Sean Mattingly, Regional Manager

IV VIOLATION PROCEDURE: The following procedure will apply to violations and infractions of the Governing Documents and Rules and Regulations. Owners may report violations to the Board of Directors or the management company or any committee appointed by the Board may also note any violations discovered during walk-throughs or by personal knowledge of any of its members or representatives.

1. The Board will investigate the complaint and if viable will speak to the owner/resident.
2. If corrective action is to be taken, the Board shall give written notice to the owner. The notice will contain a description of the violation, instructions regarding response to the notice and correction of the violation.
3. If the violation continues or is repeated, the Board shall give the owner a second notice of the violation and/or hearing whereat the Board will determine any appropriate discipline. The notice shall be given not less than ten (10) days prior to the date of the hearing before the Board. The notice shall include the date, time and location of the hearing, the nature of the alleged violation, and a statement that the member has the right to attend and may address the Board at the meeting. The Board of Directors shall meet in executive session if requested to do so by the member being disciplined.
4. At the hearing, the Board shall allow the owner to present evidence and testimony as reasonable under the circumstances. If the Board imposes discipline on a member, the Board shall, prior to legal action, provide the member a written notification of the disciplinary action, by either personal delivery or first-class mail.
The disciplinary action will be effective beginning five days after the hearing date.
5. If the violation continues or is repeated, or if the response is otherwise unsatisfactory, the Board may impose additional or continuing fines until such time as the matter is satisfactorily resolved. Fines will be a last resort effort.

IV. VIOLATION PROCEDURE: (continued)

6. If the violation continues, or is repeated, the Board may also refer the matter to the Association's legal counsel. If required by Civil Code section 1369.510, mediation or arbitration will be offered. If a lawsuit is filed, the owner may be liable for the Association's legal costs and fees.

7. Notwithstanding the foregoing, under circumstances involving conduct that constitutes (a) an immediate and unreasonable infringement of, or threat to, the safety or quiet enjoyment of other owners; (b) a traffic or fire hazard; or (c) a threat of material damage to or contamination, or destruction of, the Common Area, or other unit, the Board or its agents may contact the appropriate civil authorities and undertake immediate corrective action and conduct a hearing as soon thereafter as possible, if either (1) requested by the offending owner within five (5) days following the Association's actions, or (2) own initiative.

SEVEN OAKS MANAGEMENT CORPORATION NO. FIVE

FINE SCHEDULE

Fines for the first time violations may be levied in accordance with the following schedule:

Hazardous Activities	\$100.00
Use Restrictions	\$100.00
Vehicle and Parking Restrictions	\$ 50.00
Any violation of the Bylaws, CC&Rs, or Rules and Regulations not specifically mentioned	\$ 50.00
Unauthorized improvements to property per discretion of Board \$25.00 minimum	\$200.00
Daily fine for continuing or ongoing violations	\$ 25.00

Fines shall be in addition to an assessment equal to any applicable cost of repair. Fines for repeated violations may be increased in \$50.00 increments at the discretion of the Board. At the discretion of the board, fines for continuing violations may be imposed on a daily basis until the violation is corrected. For purposes of this Fine Schedule, a "continuing or repeated violation" shall be one which is assessed to a single lot within a twelve-month period. However, should a twelve-month period pass without any violations, a first notice to correct the violation must be sent by the Association prior to imposing any fines.

Four or more violations assessed to a single unit in any six month period may result in an additional fine of up to \$1,000.00, at the discretion of the Board.

SEVEN OAKS MANAGEMENT CORPORATION NO. FIVE

ARCHITECTURAL GUIDELINES

- I. **GENERAL:** As set forth in Article 8 of the Declaration, the Architectural Review Committee (or Board if no Architectural Review Committee is appointed) is vested with the authority to review, approve or disapprove all improvements to residential units at Seven Oaks No. Five. Such improvements include erecting, placing or planting anything on the exterior of any unit, or on the Common Area by any owner, including any building, fence, wall, pool, spa, obstruction, wiring, screen, patio, patio cover, tent, awning, carport, carport cover, trellis, tree, grass, shrub or other landscaping, any improvement or structure of any kind, or any excavation or demolition. Modifications to the interior of units which involve alterations to the floor plan, or removal of a wall or have the potential to affect the Common Area, including the walls, roofs and mechanical or utility systems shall require prior approval. Additionally, prior written Board approval shall be required for any alteration, modification, painting or other change or addition to any existing improvement or landscaping. All changes made by owners involving the need for applications and/or those that impinge on property under the responsibility of the Board are the responsibility of the owners in perpetuity and that responsibility will be passed on to any new owner.

- II. Application forms may be obtained from the management company, the Board members or the ARC committee and should be completed and returned to a member of the Architectural Review Committee ("ARC"). Forms not filled out completely, will be returned. The ARC, if any, will review each application and provide a written recommendation as to approval or disapproval of any such submission, including the reasons for any decision, to the Board and the Board shall review such recommendation within thirty (30) days of receipt of the submission and provide a written response to the requesting owner, including an explanation of the reasons for any disapproval. No work can be started until you receive your Board approval application, and all work must be completed within ninety (90) days of receipt of the approval. Re-piping must have architectural approval before beginning any work within the walls, attics or on a common ground roof.

The ARC does not seek to restrict individual creativity or personal preference, but rather to help assure continuity in design and aesthetic harmony which will help preserve and improve the appearance of the community and enhance the property values of all homeowners. Remember that the standards for determining whether or not a proposed change will be allowed include, but are not limited to: *"the quality of proposed workmanship, the design and harmony of the improvement with existing structures, the location of the improvement in relation to surrounding structures, topography, and finish grade elevation..."*

ARCHITECTURAL GUIDELINES: (continued)

- I. **(continued)** (See Article 8.6 of the Declaration). There is admittedly some subjectivity involved in this determination. If you are in doubt, please contact a member of the ARC to avoid having to remove a change or addition, you've made to your property. In addition to ARC approval, it is the responsibility of each homeowner to obtain permits from all appropriate governmental entities. Board approval of an architectural application shall not be considered to satisfy the approvals that may be required by any governmental entity with appropriate jurisdiction, nor shall the approval of any governmental entity be considered to completely satisfy the requirement of Board approval.
- II. **PATIO COVERS:** No owner may enclose his or her unit's patio without the prior written consent of the Board (See Article 8.36 of the declaration) and any applicable building permits. No permanent bamboo or other exterior blinds or awnings are allowed.
- III. **WINDOW COVERINGS:** No owner may install or place any foil, cardboard, newspaper or other similar materials in any window. Owners may only install usual and customary window coverings, including shutters, screens, blinds, curtains, and drapes.
- IV. **EXTERIOR PAINT:** No changes in the exterior color of your residence or fence may be made.
- V. **THE FOLLOWING ITEMS MUST BE INCLUDED IN YOUR ARCHITECTURAL APPLICATION:**

Complete plans and specifications showing the nature, kind, shape, color, size, height, materials to be used and location of any proposed improvements, alterations or landscaping.

FAILURE TO COMPLY WITH ARCHITECTURAL REQUIREMENTS AND DAMAGE TO COMMON AREAS:

When the Architectural Review Committee finds that changes have been made for which plans have not been submitted and approved by the ARC, the homeowner will be expected to remedy the non-compliance within thirty days. Any work performed which causes damage to the common area, including but not limited to the private streets, sidewalks or drainage system, will be the responsibility of the homeowner. If the homeowner thereafter fails to remedy the non-compliance or to repair any damages, the ARC will report the matter to the Board of Directors who will set a hearing date to resolve the issue.

ARCHITECTURAL GUIDELINES (continued)

FAILURE TO COMPLY WITH ARCHITECTURAL REQUIREMENTS AND DAMAGE TO COMMON AREAS: (continued)

If non-compliance or damages are determined by the Board of Directors to exist, an appropriate finding will be rendered and the board will undertake to remedy such violation and the cost will be charged to the homeowner as a Special Assessment.

SEVEN OAKS MANAGEMENT CORPORATION NO. FIVE

STANDING RULES OF PROCEDURE

As of January 1, 1992, each homeowner association in California is required to enact rules of parliamentary procedure to govern its meetings. To comply with this law and to address the issues, which may occur at meetings from time to time, the Board has enacted the following rules of procedure to govern the conduct of all Association and board meetings.

Seven Oaks Management Corporation No. Five's Annual Meeting is generally held on the third Thursday in November. For more information on the Annual Meeting, Election and Board of Directors, please see your CC&Rs.

1. Robert's Rules of Order Newly Revised Tenth Edition (RONR) shall be the official rules of procedure for all meetings of this Association. Other versions of Robert's Rules shall not apply. The Association will use Robert's to resolve questions of parliamentary procedure only to the extent the issue is not addressed by the Association's Governing Documents or any specific rules of parliamentary procedure adopted by the Board.
2. The Board may enact such other special rules of procedure, as it so chooses, which shall control over any differences found in Robert's.
3. Only owners and tenants may attend Board meetings. Outside guests or the media may attend only if specifically invited by the Board.
4. Owners and tenants may participate in Board meetings only during that portion of the meeting specifically set aside for owner input. The Board respectfully requests that owners and tenants not ask questions or otherwise interrupt the portion of the meeting set aside for Board business. The Board will set aside fifteen (15) minutes at the end of the meeting for owner and tenant input, and will limit each speaker to a maximum of three (3) minutes. A speaker's time will include the time used to answer the questions presented. (Subject to change at the discretion of the Board).
5. If it appears to the Board that special concerns of the owners and tenants warrant further time for input or discussion, the Board may extend the discussion time and/or set a special Board or membership meeting solely to discuss those issues.
6. If owners wish to have items placed on the agenda, they should submit their request to the Management Company, or a Board member in writing.

STANDING RULES OF PROCEDURE (continued)

6. **(continued)** The request should include the name, address and signature of the owner, the subject and the reasons for the request. The Board will consider the request and include the item on a future agenda, if the Board believes it is appropriate to address the matter at a meeting. If the Board does not believe it is appropriate to address at a meeting, the Board will send a response to the owner.
7. At membership meetings, no substantive matter may properly be presented for a vote of the members, either by the Board or by any member, unless the notice of the meeting has stated the general nature of each issue on which a vote will be taken at the membership meeting. Without limiting the generality of the foregoing statement, notice of any meeting must contain notice that a vote will be taken to elect Board members, to approve amendments to governing documents, and to increase or impose assessments that require a vote of the membership. It shall be proper, however, for votes to be taken on matters concerning meeting procedures, such as closing or limiting debate, amending motions, adjournment or other procedural matters.
8. Any member may authorize another person or persons to act by proxy. To be valid, any proxy must give an owner the opportunity to vote for or against every issue known to be presented at the membership meeting at the time the proxy is issued. Specifically, at the time the proxy is issued, the proxy must give the opportunity to vote for or against each person known to be a candidate for the Board, for or against any Declaration or Bylaw amendment, and for or against any other substantive item known to be presented at the membership meeting.
9. If an owner appears at a meeting with his or her attorney, the Board will refer the owner's attorney to the Association's attorney and request that legal counsel discuss the matters directly.
10. These rules shall be published as part of the Association's official rules and regulations, until amended or deleted by the Board of Directors.
11. All elections and voting of the members conducted pursuant to Civil Code 1363.03 shall adhere to the Association's "General Rules and Procedures for Elections and Voting" separately published to the members.