



LADERA RANCH MAINTENANCE CORPORATION
COMMUNITY GUIDELINES

**LARMAC COMMUNITY GUIDELINES
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Note: Owner and Member are used interchangeably throughout this document

I. INTRODUCTION

Ladera Ranch Maintenance Corporation (herein after referred to as LARMAC) consists of those Owners within the boundaries of Ladera Ranch and as an Owner you are automatically a Member of LARMAC. Welcome!

An important purpose of LARMAC is to ensure that LARMAC Property and facilities will be maintained in an attractive manner and will be available for the enjoyment of the members. LARMAC is here to assist in making your living experience in Ladera Ranch an enjoyable one.

In order to preserve these benefits certain limitations and restrictions are placed on the members. Therefore, it is beneficial to take the time to read the attached Community Guidelines in their entirety. All Guidelines are subject to review and change by the Board of Directors.

Ladera Ranch Community Services (herein after referred to as LARCS) is a community service organization in the community of Ladera Ranch. LARMAC as a corporation is the sole member of LARCS. LARCS stands as a separate corporation from LARMAC and is funded by the community enhancement fees that are charged when a Ladera Ranch home is bought or sold. LARCS and LARMAC work together and coexist together in Ladera Ranch through an agreement forged between the two corporations called a Mutual Benefit Agreement.

COMMUNITY GUIDELINES PHILOSOPHY AND VISION

Ladera Ranch was planned with a philosophy of providing a set of Governing Documents that encourage variety, freedom and evolution to meet changing circumstances as the community matures. In an effort to foster this philosophy, the Community Guidelines provide guidance and instruction as to the policies established by which we govern ourselves. Through each member's actions, they take it upon themselves to further define the "sense of community" in their neighborhood and within the community.

PURPOSE

The purpose of the Community Guidelines is to provide an overview of the established policies by which members are governed. The Community Guidelines provide guidelines for use restrictions, facility regulations, membership card registration, facility rental, assessment delinquency policy, and enforcement criteria.

This document is not intended to state LARMAC's policies regarding management of LARMAC property or LARMAC approved community events. LARMAC and LARCS events and activities are approved under specific conditions tailored to each. These rules are intended to generally govern the conduct and actions of Members, their guests, family, residents, tenants and their invitees.

GOALS

- To assure continuity in procedures that preserves the integrity of the overall community and not to restrict individual or personal preferences.
- To explain and further define, if necessary, the more general issues covered in the CC&R's as they are part of the overall Governing Documents of LARMAC.

CORE VALUES

- ***A sense of community.*** The greater the sense of community among the members, the more satisfying the community living experience is for all those involved.
- ***Good neighborly relations.*** The community living experience is more enjoyable when residents get along with their neighbors.
- ***Positive attitudes.*** Communities with positive members and positive outlets (i.e., clubs, events) are the best places to live.
- ***Volunteers.*** Active participation makes the community a better place to live. Thank your volunteers for caring.
- ***Be reasonable.*** Treat others fairly and with respect.
- ***Prevent conflicts.*** Talk with your neighbor about issues and concerns as the first step of any process.

II. GENERAL GUIDELINES

A. CODE OF CONDUCT

1. All persons must conduct themselves in a civil and courteous manner at all times and must not jeopardize or interfere with the rights and privileges of others.
2. Loud, profane, and abusive language is prohibited.
3. No person's actions shall compromise the safety of another. All persons using the facilities or the Common Areas shall obey all safety rules and shall cease unsafe activity when directed to do so by LARMAC employees or agents.
4. Abuse of equipment, furniture or any other property located in Common Areas is prohibited.
5. Violation of this Code of Conduct may result in immediate expulsion from the facility and/or an enforcement hearing and possible penalty for violation of the LARMAC Community Guidelines.

B. LARMAC MEMBERSHIP CARDS

1. Membership cards grant access to the various community facilities and amenities that are maintained and operated by LARMAC. Each resident of the home may obtain their own access card, with their name and picture.
2. Two (2) access cards will be issued to residents of each property at no cost. Additional or replacement cards are available for a fee of \$20.00 each.
3. Access cards will only be issued to residents who permanently reside at a Ladera Ranch address.
4. Tenants may be issued access cards only upon the completion of the membership card application including the signature of the legal owner of the property to transfer membership privileges to the tenant.

C. GUEST POLICY

1. Each Member is permitted to bring a maximum of 5 guests per day to a facility provided the Member is in possession of the LARMAC membership card. The number of guests permitted may be further limited on certain days or on seasonal high-usage days as determined by the Board of Directors or Staff. Members and guests are required to each have an individual Skatepark access card with them to enter the Skatepark.
2. Members may bring their guests to all facilities and must accompany them at all times. Use of facilities is at the Member's own risk. LARMAC Membership cards and Skatepark access cards may be confiscated by staff if used by a guest without being accompanied by the Member.
3. Members are responsible for their guest's compliance with all LARMAC Community Guidelines, for personal injuries, for any damage to LARMAC Property caused by the Members or their guests, and for all repairs or replacement costs. Should any damage or injury take place with a guest who is in possession of the member's access card and is not accompanied by said member, the member's card will be confiscated.

D. TENANT GUIDELINES

1. The Member shall have the responsibility to acquaint their tenants and guests with the LARMAC Governing Documents.
2. For the purpose of these Community Guidelines, a tenant shall be defined as anyone in possession of all or part of a Member's residence in exchange for any sort of consideration.
3. The Member will, at all times, be responsible for his or her tenant's compliance with all of the provisions of the LARMAC Governing Documents. Penalties and other actions to correct violations will be assessed against the Member even though the violation was committed by tenant.

4. The Member is solely responsible for payment of assessments. Members cannot delegate this responsibility to their tenants. Failure to pay the assessment will result in a notice of lien and potentially foreclosure, and possible loss of rights to access LARMAC facilities for both the Member and tenants.
5. Each tenant must be listed as such on the lease in order to obtain a LARMAC facility access card.
6. Careful screening of tenants prior to renting your property is important to protect your investment in your property. Disturbances and disorderly conduct by tenants can result in a fine, other disciplinary action, or legal action against the Member. Preserving the community and maintaining harmony among residents are the ultimate goals of LARMAC. If a tenant is violating these goals, the Member is required to take corrective measures.

E. USE OF COMMON AREA

The Common Area consists of all LARMAC property except privately-owned lots. The Common Area is generally available for the use and enjoyment of all LARMAC residents. Parts of the Common Area consist of small recreational areas usually used only by nearby residents for children's play and dog-walking. Most events should be held in appropriate Common Area facilities. Please contact LARMAC Management to identify the right facility for your event.

The following rules apply to all of the Common Area except those areas designated in Sections III, IV, V, and VI.

1. Vendors and party rentals are not permitted. Party rentals include but are not limited to food trucks, live bands, rented sound systems, petting zoos, carnival rides, and trackless trains. The Association reserves the right to restrict any party props or rentals that may cause damage to Association property or become a nuisance to neighboring residents.
2. Attendance at events held in the Common Area must be limited to the number of people that the area in question can reasonably hold. The number of people in attendance at any one time may not so high as to cause a nuisance to other residents. The Association has the authority to determine if this rule has been violated, and to restrict attendance at events that violate this rule.
3. All persons must play with care and consideration for others.
4. Excessive trash from gatherings or parties must be removed and not put in trash receptacles in a manner that causes the trash receptacle to overflow.
5. Commercial photography or videography on Common Area property must be approved in writing by LARMAC through the submission of a photo/video application. Additional insurance coverage may be required for approval.

F. PARKING AND VEHICLE GUIDELINES

1. "No parking" zones will be identified by signs and will not be identified with red-painted curbs. Parking at the center islands and eyebrow median is not permitted. Vehicles parked in these no parking zones may be towed immediately without advance notice to vehicle. (See location on your supplemental CC&Rs).
2. The applicable Public Agency shall be allowed to impose and enforce all provisions of the applicable California Vehicle Code sections or local ordinances on any public streets contained within the Covered Property.
3. All motorized vehicles are subject to vehicle code restrictions and are limited to travel on **streets only**, unless prior written authorization has been granted by LARMAC.
4. A Member may park any non-commercial standard passenger vehicle (including vans and similar vehicles up to and including one [1] ton when used for everyday passenger transportation) in any portion of the Covered Property subject to restrictions. The vehicle shall not extend into a sidewalk or beyond the curb line, or impede access over any street.
5. The following vehicles are examples of Prohibited Vehicles: (i) recreational vehicles (including motor homes, travel trailers, camper vans and boats), (ii) commercial-type vehicles (including stake bed trucks, tank trucks, dump trucks, step vans, concrete trucks and limousines), (iii) vehicles designed to accommodate more than ten

(10) people, (iv) vehicles having more than two (2) axles, (v) trailers, inoperable vehicles or parts of vehicles, (vi) aircraft, (vii) other similar vehicles, or (viii) any vehicle or vehicular equipment deemed a nuisance by the Board.

Prohibited Vehicles may not be parked, stored or kept on any public or private street in, adjacent to or visible from the Covered Property or on any other LARMAC Property parking area unless: (a) they are parked for a brief period not to exceed thirty-six (36) hours; (b) they are parked in the community less than seventy-two (72) hours in any continuous thirty (30) day period; or (c) they are parked in an owner's fully enclosed garage with the door closed. If a vehicle qualifies as both an Authorized Vehicle and a Prohibited Vehicle, then the vehicle is presumed to be a Prohibited Vehicle.

6. All vehicles, other than Prohibited Vehicles, may park on any County street in accordance with County ordinances. Violations should be reported to the applicable Public Agency (either the Orange County Sheriff or the California Highway Patrol).
7. Non-prohibited vehicles may not be parked on private streets for more than ninety six (96) hours before they must be relocated.
8. Please refer to the CC&R's, Article II, Section 2.4 for additional definitions pertaining to Authorized and Prohibited Vehicles.
9. No Member shall conduct major repairs to any vehicle upon the Covered Property.
10. Members are responsible for all parking violations of their tenants and guests.
11. Vehicles may not be parked in LARMAC property parking lot areas between the hours of 12 a.m. and 5 a.m. unless prior written authorization has been granted by LARMAC.

G. SIGN, BANNER & FLAG GUIDELINES

1. COMMUNITY SIGNS AND BANNERS

- a. Community Signs are those signs that convey a message about a matter of Community interest related to a future event that will be taking place in Ladera Ranch.
- b. Community Signs, regardless of location, must meet the following requirements:
 - i. No sign shall be allowed to fall into disrepair or become unsightly, as determined by LARMAC Management and/or the Board of Directors.
- c. Under no condition shall any sign or notice be posted with a code that opens any gate or unit.
 - i. Signs shall not be larger than nine (9) square feet.
 - ii. Flags and banners may be no larger than four (4) feet by six (6) feet and shall be one sided only.
 - iii. Signs may be made of paper, cardboard, cloth, plastic, or fabric.
- d. Signs may not be made of lights, roofing, siding, paving materials, flora, balloons or similar materials, and Owners cannot paint signs on exterior architectural surfaces.
- e. For-profit business names or insignia on banners may not be taller than 6" and must be smaller in size than the proper name of the event as it appears on the banner. If the proper name of an event

includes the name of a for-profit business, the font of the name of the for-profit business must be 50% or smaller in size to the rest of the proper name of the event it appears on the banner.

- f. LARMAC does not determine the content of Community Signs or Banners. However, no words commonly considered swear words, curse words, words referring to sexual acts or conduct, words describing bodily functions, words describing those portions of the body involved in the elimination of waste, and/or words displaying hate towards someone/people based upon race, religion, creed, national origin, sex, gender, age, sexual orientation or the like will be allowed on any sign or banner. If such words appear, the signs will be removed from LARMAC Property.
- g. LARMAC may grant LARCS exemptions on the banner and sign design and details.

2. COMMUNITY SIGNS LOCATED ON LARMAC PROPERTY

- a. Only LARMAC approved Community Signs may be placed on LARMAC Property. Approval may be obtained through the LARMAC Sign Approval Form. Community Signs placed on LARMAC Property without approval may be subject to removal. Approved Community Signs for placement on LARMAC Property may be placed only in the specific location designated in the Sign Approval Form, as provided by LARMAC. Applicants must provide LARMAC with sufficient numbers of Community Signs to allow damaged/vandalized and those signs falling into disrepair to be replaced by LARMAC after removal. Applicants understand and acknowledge that natural conditions (e.g., rain, sun, wind, etc.) and man-made conditions (e.g., irrigation, leaf blowers, vandalism, etc.) may cause a Community Sign to fall into disrepair or be damaged.
- b. All community signs that are approved to be installed on LARMAC property will be installed and removed from the designated areas by LARMAC and/or its designated agent.
- c. Community Signs will be approved for placement on LARMAC Property a maximum of seven (7) days before the event announced/described in the Community Sign and will be removed within twenty-four (24) hours after the event. Applicants must pick up all signage within twenty-four to forty-eight (24 – 48) hours after removal or signs will be discarded.
- d. Approved banners may be displayed for a maximum of seven (7) consecutive days prior to an event being identified and/or promoted and no more than two (2) nonconsecutive weeks per month. .
- e. Approved banners promoting continuous registration events (for example: sports leagues, camps, classes) may be displayed no more than seven (7) days prior to the opening of the reservation period, and no more than two (2) nonconsecutive weeks per month for the duration of the registration period.
- f. LARCS and its partners, LARMAC, and governmental entities, may place Community Signs on LARMAC Property, without obtaining prior approval from LARMAC.
- g. Clubs, hobbyists, families, Ladera Ranch Permitted sporting organizations, and similar interest groups that involve only a small segment of LARMAC residents, will not be approved for placement of Community Signs on LARMAC Property.
- h. LARMAC Management will make the initial decision to allow/disallow one or more signs on LARMAC Property. No more than a total of two (2) signs or banners per organization will be posted at one time. The LARMAC Board of Directors will hear and finally determine disputes regarding Community Signs.

- i. LARMAC offers no representations or assurances that approved Community Signs placed on LARMAC Property will not be vandalized, fall into disrepair, be damaged or even removed by LARMAC or third parties.
- j. Banners identifying/promoting events by organizations meeting the criteria described above may be placed in locations approved in writing by the LARMAC General Manager on the LARMAC Sign Approval Form.
- k. Upon approval, all banners are installed and removed by LARMAC and/or its designated agent per the approved dates and locations.

3. POLITICAL SIGNS

A Political Sign is one that encourages or endorses a particular vote in a scheduled election. Subject to the foregoing, LARMAC will not be liable for lost, damaged, or stolen signs. Further, any non-compliant and/or non-approved political signage may be removed and discarded.

a. Political Signs Located Upon LARMAC Property:

- i. Requests for approval for political signs on LARMAC Property must be made on the LARMAC sign approval form.
- ii. Political Signage for legally recognized elections at the Federal, State, County or City level or for Special Districts shall be permitted only within "designated" LARMAC Property, as set forth herein. The contents of the sign, including the color of the printing will not be considered by LARMAC. However, no words commonly considered swear words, curse words, words referring to sexual acts or conduct, words describing bodily functions, words describing those portions of the body involved in the elimination of waste, and/or words displaying hate towards someone based upon race, religion, creed, national origin, sex, gender, age, sexual orientation or the like will not be allowed on any sign and, if such words appear are prohibited on LARMAC Property and will be removed.
- iii. The following areas have been approved as the only designated areas on LARMAC Property where Political Signage will be permitted *with* prior written approval from the General Manager. No exceptions will be made:
 - **Crown Valley Parkway at O'Neill Drive** - two (2) corners in turf areas only (Northeast and Southeast corners);
 - **Antonio at Crown Valley Parkway** - two (2) corners in turf areas only (Northwest and Southwest corners);
 - **Antonio at Windmill Avenue** - two (2) corners in turf areas only (Northwest and Southwest corners);
 - **Antonio at Avendale Boulevard** - two (2) corners in turf areas only (Northwest and Southwest corners);
 - **Antonio at O'Neill Drive** - two (2) corners in turf areas only (Northwest and Southwest corners);
 - **Antonio at Covenant Hills Drive** - two (2) corners in turf areas only (Northwest and Southwest corners).
- iv. All Political Signs placed on LARMAC Property will be installed and removed from the designated areas by LARMAC and/or its designated agent.
- v. Approved Political Signs will be permitted to be displayed on LARMAC Property, after approval by LARMAC, for a maximum of 30 (thirty) days prior to said election.

- vi. LARMAC or their designated agent will remove all Political Signage within twenty-four (24) hours after an election. Applicants must pick up all signs within twenty-four to forty-eight (24 - 48) hours at the Avendale Clubhouse or they will be discarded.

b. Political Signs Located Upon an Owner's Separate Interest Private Property:

Political signs, including flags and banners, located upon an Owners Separate Interest Private Property must meet the following requirements:

- i. Political signs may not exceed nine (9) square feet, political flags or banners may not exceed more than fifteen (15) square feet
- ii. May not include lights, flora, roofing, siding, paving materials, or any other similar building, landscaping or decorative component, balloons, and may not consist of the painting of architectural surfaces such as walls, fences, buildings.
- iii. A reasonable number of Political Signs, which do not exceed the size limitations described herein, may be placed on an Owner's Separate Interest private property, including on windows and doors of the residence.

4. SEASONAL SIGNS

Seasonal Signs are signs, posters, flags or banners displaying pictorial elements and/or words associated with a seasonal holiday or event (e.g. Easter Bunny, Santa Claus, butterflies, fireworks, etc.) and must meet the following standards:

- i. Must be well maintained at all times displayed, and may not be allowed to fall into disrepair
- ii. May not exceed nine (9) square feet, and flags and banners may not exceed fifteen (15) square feet
- iii. May not be installed for more than thirty (30) day prior to the holiday or event, and must be removed within thirty (30) days thereafter
- iv. Other than the Front Street Neighborhood in the Avendale Village and Bannister Street in the Terramor Village, signs may not contain a commercial theme or message, nor contain words or graphics that identify or promote any commercial product, industry, good, or service and/or enterprise, or the like.

5. PERSONAL AND ADDRESS SIGNS

Personal signs relate to a personal or family event (e.g. "Congratulations Graduate", "It's a Boy", "Welcome Home" must meet the following conditions:

- i. May only be displayed on a Member's Separate Interest private property
- ii. Must be well maintained at all times displayed
- iii. May not exceed nine (9) square feet
- iv. May be displayed for no longer than thirty (30) days.
- v. Other than the Front Street Neighborhood in the Avendale Village and Bannister Street in the Terramor Village, personal signs may not contain a commercial theme or message, nor contain words or graphics that identify or promote any commercial product, industry, good, service and/or enterprise, or the like.

6. REAL ESTATE, FOR RENT, OPEN HOUSE, AND GARAGE SALE SIGNS

- a. "Real Estate Signs" are allowed on LARMAC Property if they meet the following conditions:

- i. Owners may display on their Separate Interest private property one (1) Real Estate Sign explaining that the property is for sale, lease, or exchange.
 - ii. For purposes of this rule, a Real Estate Sign of 18" x 24" (dimensions) shall be considered a reasonable size for use in the sale of a condominium/townhome or cluster style residences in the community. A real estate sign of 24" x 30" (dimensions) shall be considered a reasonable size for use in the sale of single-family residences only
 - iii. A "gallows" type post may be used to hang or display a real estate sign on a single-family residence only. They cannot be used with condominium/townhome or cluster style residences in the community.
 - iv. Real Estate Signs may have: (a) one additional box for containing papers, photos, or other sales materials; (b) one additional rider; (c) directions to the property; (d) the Member or agent's name, address, and phone number
 - v. All Real Estate Signs must be reasonably located, in plain view of the public, be of reasonable dimension and design, professionally made, and not adversely affect public safety, including traffic safety.
 - vi. No Real Estate Sign may be allowed to fall into disrepair or become unsightly, as determined by LARMAC Management and/or the Board of Directors.
 - vii. No Real Estate Signs may be placed on any LARMAC Property, including but not limited to, greenbelts, parks, clubhouse facilities, medians, islands, recreation facilities, and poles (of all kinds and types), etc. However, "Open House" signage may be placed on LARMAC Property in accordance with the "Open House" signage guidelines, below.
- b. **"Open House"** Signs are allowed on LARMAC Property if they meet the following conditions:
- i. No larger than 10" x 30" and professionally made
 - ii. Generic green and white signs only
 - iii. The words "OPEN HOUSE" and an arrow only
 - iv. The agent owning the "Open House" sign may place his/her name or business entity and phone number on a sign in green or black ink.
 - v. **Photos and logos are not permitted on Open House signs.**
 - vi. Open House signs not conforming to these standards may be immediately removed and disposed of.
 - vii. Only two (2) signs (in total) per agent for every intersection. At a four-way intersection, there are four corners where only eight (8) signs may be placed regardless of the number of open houses being conducted.
 - viii. Open House Signs must be removed immediately following the Open House. Any signs left out after 10:00 p.m. may be removed and disposed of.
 - ix. No riders or flags are permitted on or hanging from an Open House Sign.
 - x. Open House signs are not permitted to be placed in front of, or in a location that obstructs the view of a "Community Sign" described, above.
- c. **"Garage Sale"** and **"Estate Sale"** signs may be placed on LARMAC Property if they meet the following conditions:
- i. Not exceed 10" x 30" in dimensions
 - ii. Must be tastefully made
 - iii. Must be a generic sign containing the words "GARAGE SALE" or "ESTATE SALE" and an arrow
 - iv. Must not contain a rider or flag hanging from the sign.

- v. The sign(s) may be placed out no earlier than 24 hours prior to the beginning of the garage sale or estate sale, and must be removed by the end of the garage sale or estate sale.
- vi. Garage sale or estate sale signs may not be affixed to any permanent fixtures including, but not limited, to street light poles, parking signs, utility boxes and landscaping.
- vii. Garage sale and estate sale signs not conforming to these standards may be immediately removed and disposed of.
- viii. Realtors participating in the LARCS Community Garage Sale may place directional signs in pre-approved areas the Friday prior to the garage sale, and must be removed no later than 12:00 p.m. on the Sunday following the garage sale. Any signs left out beyond 12:00 p.m. may be removed and disposed of by LARMAC.
- ix. Hand held advertising (i.e. sign spinners, human billboards, and similar) is not permitted on LARMAC Property.

7. WARNING SIGNS

- a. Warning Signs are allowed only on a Member's Separate Interest private property, and are those signs designed to alert strangers to a specific condition on the Separate Interest private property (e.g., Beware of Dog, Protected by Terminator Security Service).
- b. Warning Signs over one-half (1/2) square foot in area will *not* be allowed on Separate Interest private property. Warning Signs one-half (1/2) square foot in area or smaller will be allowed if:
 - i. They are professionally made
 - ii. Are attached to either a front door, side yard gate, installed on a post in the ground, the post of which is no taller than 12 inches, or installed 12 inches from the residential structure
 - iii. The background is color-matched to the surface to which the sign is attached
 - iv. Are well maintained
 - v. The sign continues to be needed.

8. SUB-ASSOCIATION'S MONUMENT SIGNS

- a. Sub-Association monument signs identify an entrance to a particular development within LARMAC.
- b. Sub-Association monument signs must be approved by the LARMAC Board and the Aesthetics Review Committee. The review will include, but not be limited to, the size, location, color, materials, height, proximity to other structures, need, etc.
- c. All Sub-Association monument signs must be kept well maintained and in a first class condition at all times.

9. FLAGS

- a. Any well maintained, reasonably sized, U.S. Flag, or other flag, may be displayed on Separate Interest private property.
- b. Proper U.S. Flag etiquette shall be observed by the person(s) displaying the flag.
- c. The installation of a flag pole must be approved by the Aesthetics Review Committee.
- d. Any flags falling into disrepair must be replaced, repaired, restored or removed immediately by the flag's owner.
- e. Any flags that pose a health and/or safety risk for any reason, including but not limited to, size, location, etc. are not permitted.

- f. Flags may not contain a commercial theme or message, nor contain words or graphics that identify or promote any commercial product, industry, good, service and/or enterprise.
- g. Non-U.S. flags may not exceed fifteen (15) square feet.

H. PET GUIDELINES

1. No more than three (3) usual and ordinary household pets are allowed per Residence.
2. All dogs shall be kept on a leash when on Covered Property, and are subject to Orange County ordinance 4-1-45, as amended, except within the Member's Residence.
3. Each pet owner shall clean up all waste deposited by their animals upon the Covered Property and dispose of it in a proper receptacle.
4. Excessive dog barking or other animal noise may be deemed a nuisance.
5. Every person keeping an animal within or bringing an animal into the Covered Property shall be liable pursuant to the laws of the State of California to any and all persons for any injury to persons or damage to property caused by such animal.
6. Please refer to the CC&Rs Article II, Section 2.5 for additional restrictions pertaining to animals.

I. CONTRACTOR GUIDELINES

The LARMAC Member is to ensure that any contractor they hire to perform work adheres to the following:

1. Contractor shall abide by all LARMAC Governing Documents, including, but not limited to, all parking guidelines, traffic safety rules and signs, posted and otherwise.
2. Vehicles and other equipment must be parked in such a manner so as not to block traffic or access to fire hydrants, driveways, or streets.
3. Contractors shall not leave vehicles, equipment, trash, construction debris or material on Master Association Property, public streets or sidewalks overnight.
4. Contractors must adhere to County Guidelines to perform work. Those hours are:
7a.m. – 6 p.m. (or dusk) Monday through Saturday.

***No construction on Sundays or Federal Holidays**

J. TRASH CONTAINER STORAGE AND PLACEMENT

1. No garbage or trash may be kept on any property except in the approved covered containers provided by the trash disposal services.
2. Trash containers must never be visible from the street, except when trash containers are placed out for service.
3. Trash containers may not be brought out to the street before 5:00 p.m. the day prior to trash collection and must be removed no later than 10:00 a.m. the day following trash collection pick-up.
4. When stored outside for collections, trash containers must be placed on the street adjacent to the curb, either in front of or behind the home (as appropriate) and spaced no more than one (1) foot apart from one another unless determined impractical at the sole discretion of LARMAC.

III. FACILITY GUIDELINES

All hours of operation listed are subject to change as provided herein, or as otherwise posted. Failure to comply with these rules will result in immediate dismissal from the facility.

The General Manager and staff shall have the authority to make limited adjustments to the general operations for all facilities, including but not limited to recreation facilities, pools, parks and open space in anticipation or resulting from seasonal holiday, special events, unusual circumstances, nuisance, safety concerns, injury and/or damage resulting from operations and use.

A. PLUNGE / CLUBHOUSE POOL GUIDELINES

1. Hours: 6 a.m. – 10 p.m. (All facilities with exception of those listed below; hours may fluctuate based upon programming through LARCS.)
 - Avendale Village Clubhouse Pool and Oak Knoll Village Clubhouse Pool Hours: 5 a.m. – 10 p.m.
2. Pets, with the exception of verified service animals, are not permitted within the pool facility.
3. Swim at your own risk.
4. For health reasons, any individual who is incontinent or has not been toilet-trained must wear appropriate waterproof clothing when in the pool. Changing diapers in and around the pool area is not permitted. Diaper changing tables are provided in the restroom facilities.
5. Running, diving, or use of bicycles, roller-skates, scooters, or skateboards is not permitted within the pool area.
6. Alcohol, glass containers, smoking, vaping, and the use of tobacco products in and around the pool deck are prohibited.
7. Inflatable flotation devices or other similar devices are not permitted in the pool. U.S. Coast Guard approved life preservers and other non-inflatable devices are allowed. Kick Board use is allowed for instructional swimmers only; they are not to be used as life safety device.
8. Portable barbecues, amplified sound (including but not limited to portable speakers, PA s, bands, or disc jockeys) are not permitted.
9. In case of an emergency, call 911. Emergency call boxes are located near the pool restrooms.
10. All injuries or accidents involving these facilities must be immediately reported to LARMAC, at (949) 218-0900. Security concerns contact the security patrol at (949) 351-9253.
11. Use of the pool is restricted to Ladera Ranch Members and their accompanied guests. Each member is permitted to bring a maximum of 5 guests per day provided the member is in possession of a valid LARMAC membership card. Children under the age of fourteen (14) shall be accompanied by a responsible adult age eighteen (18) or older. Members are responsible for their guests.
12. All pool users must completely exit the water during routine safety breaks. In the event of an emergency such as contamination, all users must exit the pool, and the pool will be closed if necessary: there are no exceptions.
13. Swim Instruction:
 - LARCS offers a number of swim lesson programs for all ages, both individual and group classes. To sign up, visit LaderaLife.com.
 - Residents may bring a private swim instructor to a pool as their guest for the purpose of one on one instruction with that resident. The instructor must enter and leave the facility with the resident and must follow all rules related to guest use of LARMAC facilities.
 - Group swim lessons (i.e., more than one household) are prohibited.
 - Solicitation for business by a swim instructor is prohibited.
 - Pool areas are available first come first serve and may not be reserved or in any way blocked or sectioned off unless approved in writing by LARMAC.

B. TERRAMOR AQUATICS PARK GUIDELINES

All of the above rules apply with the following additions or exceptions:

1. Hours: Please see LaderaLife.com for season opening and closing day.
2. Only US Coast Guard approved lifejackets are allowed. No free-floating devices of any kind are allowed.
3. Children under the age of five (5) years shall be within arm's reach of a responsible adult over the age of eighteen (18) at all times while in the water.
4. No jumping or diving from any play structure apparatus. No climbing or running on or around any play structure apparatus.
5. All residents and guests must completely exit the water during routine or emergency safety breaks. When the pools are closed due to contamination, the entire pool facility will be closed and all users must exit the facility. There are no exceptions.
6. Alcoholic beverages are prohibited.
7. Smoking, vaping, and the use of tobacco products in and around the water park deck area prohibited.
8. No deck furniture shall be placed in the water.
9. Reservations can be made for the shade cover areas inside the Aquatic Park Facility. Details regarding reservations can be found under the Picnic Area Reservation section of the guidelines.

C. TENNIS COURT GUIDELINES

1. Hours of Operation - (Hours may fluctuate based upon LARCS programming).
7:00 a.m. to 10:00 p.m. Monday through Sunday
All timers for court lighting will be turned off automatically at 10:00 p.m.
 - a. A LARMAC or LARCS sponsored event or structured activity will take precedence over individual use.
 - b. LARMAC may implement a "no instruction" court. Information will be posted on LaderaLife.com prior to implementation.
3. Dress Code:
Only non-marking tennis shoes are allowed on all tennis courts.
Players must be properly attired.
4. Prohibited Activities:
The following activities are strictly prohibited on all tennis courts:
 - Motorized and non-motorized Scooters
 - Skateboarding
 - Roller skating
 - Baby strollers
 - Bicycling (all types)
 - Hitting tennis balls against the windscreens
 - Glassware
 - Profane or obscene language
 - Smoking, vaping, or the use of tobacco products. and consumption of alcohol
 - Amplified sound including but not limited to boom boxes, PAs, bands, or disc jockeys.
5. Reservation Protocol:
All tennis courts are opened to all residents who are currently residing in Ladera Ranch. Due to the limited number of courts, all residents may reserve a court time during the designated reservation hours by logging onto LaderaLife.com. As a courtesy, the LARMAC staff may assist with phone-in reservations with no guarantee of

priority over LaderaLife.com reservations. Phone-in reservation support may be made at the Avendale Clubhouse.

- All residents with a valid access card can reserve the tennis courts in advance. Reservations can be made by logging onto LaderaLife.com with the valid account ID and password. No same day reservations will be accepted. Only one reservation will be taken at a time.
- Account ID's and passwords are for personal use only. This information shall not be shared with others. Accounts found to be compromised or individuals found to be using multiple accounts for the purpose of booking tennis court reservations may be subject to loss of facility use privileges and fines.
- All reservations will be posted at the bulletin board located outside the tennis courts the day of the reservation.
- All tennis courts require a valid access card in order to gain entry to the court area.
- Court reservation can be reserved for the maximum of 1 1/2 hours per reservation. Reservation time will be available on a first-come first-serve basis. The reservation time will begin on the hour or on the half hour mark.
- Reservations must be made by the resident intending to use the court. Reservations may not be made for others. The resident who reserved the court must be present to claim that reservation or it will be treated as a no show and available as first come first serve.
- If there are other residents without reservations waiting outside the court area and there is no reservation time to follow, then all matches played must conclude within 60 minutes or the maximum of one set can be played.
- All players must check and verify with the reservation bulletin board prior to occupying the court. If there is a reservation in place when you arrive at the court, please wait until the default time before starting your match play.
- All reservations must be claimed at the time reserved by physically appearing five (5) minutes prior to your reservation time.
- The reservation shall be relinquished to other "walk-on" residents without a reservation if the reserved court time was not claimed within 5 minutes after the reserved time.
- As a courtesy to other residents, please call and cancel your court reservation if you are unable to keep your reservation so other residents may be able to reserve the courts for their enjoyment.
- Reservation for tennis courts will be imposed all day from Friday at 7:00 AM through Sunday at 10:00 PM. The reservation system will apply to all tennis courts in the Ladera Ranch Community including, but not limited, to the Avendale Clubhouse, Flintridge Clubhouse and Oso Grande Park.
- Reservations are limited to one (1) per day per resident.

7. Tennis Instruction:

- Residents may bring a private tennis instructor to a tennis court as their guest for the purpose of one on one instruction or doubles team play instruction. All individuals receiving lessons must be Ladera Ranch residents. The instructor must enter and leave the facility with the resident and must follow all rules related to guest use of LARMAC facilities.
- All instructors must be approved by LARMAC through a registration process. Information about the registration process is available on LaderaLife.com.
- Unapproved lessons, team practices and clinics are prohibited.
- All reservations for tennis lessons must be made by the resident receiving the lesson.

D. BASKETBALL COURT GUIDELINES

1. The basketball court is for the use of residents only. Guests may make use of the court only when accompanied by a resident. Residents are responsible for the conduct of their guests.
2. All spectators and players waiting to play must remain off the court area.
3. Court must be kept clean. All trash must be discarded in the appropriate trash receptacles.
4. Availability:
 - Regular hours are 7:00 a.m. to 10:00 p.m. Monday through Sunday. All timers for court lighting will be turned off automatically at 10:00 p.m.
 - The court cannot be reserved. Play is on a first-come, first-served basis.
 - The court may be closed at any time for maintenance or because of safety risks.
 - LARMAC or LARCS sponsored events or structured activity will take precedence over individual use.

- Court is intended for use by residents for pick-up recreational play. Use by organized sports teams for the purpose of practice or games is prohibited.
 - Instructional use is prohibited.
 - Play is restricted to 30 minutes when others are waiting to use the court.
5. Dress Code:
- Only non-marking, rubber-soled shoes are allowed on basketball court.
 - Players must be properly attired.
6. The following activities are strictly prohibited on the basketball court:
- Hanging on the basketball rim or net
 - Bicycles, skates, razors, scooters, skateboards, roller skates, baby strollers and similar wheeled items
 - Games other than basketball
 - Food
 - Alcohol
 - Glassware (plastic bottled beverages are permitted)
 - Animals (except service animals)
 - Tables, chairs, or tents unless approved by LARMAC
 - Profane or obscene language
 - Smoking, vaping, or the use of tobacco products.
 - Amplified sound including but not limited to boom boxes, PAs, bands, or disc jockeys
 - Attaching items to fences, light poles, or basketball goals
 - Model rockets
 - Open flames

E. VOLLEYBALL COURT GUIDELINES

1. During regular school hours: School has priority use during regular school hours. Please contact the Avendale Clubhouse to obtain a school calendar. Court closes at dusk.
2. During all other times: Court hours are 7:00 a.m. to dusk.
3. The volleyball courts are for the use of residents only. Guests may make use of the courts only when accompanied by a resident. Residents are responsible for the conduct of their guests.
4. All spectators and players waiting to play must remain off the court area.
5. Court must be kept clean. All trash must be discarded in the appropriate trash receptacles.
6. Availability:
 - The courts cannot be reserved. Play is on a first-come, first-served basis.
 - The courts may be closed at any time for maintenance or because of safety risks.
 - LARMAC or LARCS sponsored events or CUSD school activities (during school hours) will take precedence over individual use.
 - Courts are intended for use by residents for pick-up recreational play. Use by organized sports teams for the purpose of practice or games is prohibited.
7. The following activities are strictly prohibited on the volleyball courts
 - Hanging or pulling on the volleyball net or net hardware
 - Bicycles, skates, razors, scooters, skateboards, roller skates, baby strollers and similar wheeled items
 - Games or activities other than volleyball
 - Food
 - Alcohol
 - Glassware (plastic bottled beverages are permitted)
 - Animals (except service animals)
 - Tables, chairs, or tents unless approved by LARMAC
 - Profane or obscene language
 - Smoking, vaping, or the use of tobacco products.

- Amplified sound including but not limited to boom boxes, PAs, bands, or disc jockeys
- Attaching items to nets or posts
- Model rockets
- Open flames

F. COMMUNITY GARDENS

Ladera Ranch has two Community Gardens; Heritage Garden and Terramor Farms. Heritage Garden contains over 70 plots and 18 raised beds and is located in Oak Knoll Village. Terramor Farms contains 16 plots and 4 small groups of beds and is located along the Central Paseo in Terramor Village. The Gardens are private property available only to LARMAC residents.

1. Hours of Operation: Daily from 6:00 a.m. – 9:00 p.m.
2. The Community Gardens (Gardens), are the sole and exclusive property of LARMAC. LARMAC has the authority to assign plots, which vary in size, to residents of Ladera Ranch, hereby referred to as (Gardeners). All matters of Garden use shall be determined by a LARMAC assigned manager (Manager). The Manager will be assisted by a LARMAC Board appointed Garden Representative (Rep) for each Garden.
3. Annual plot fees for ground plots and raised beds are listed in the LARMAC Fee and Fine Schedule. Plot fees are due on the 1st of every January.
4. Gardeners use the Gardens at their own risk.
5. The primary applicant of record for all plots must be actively engaged in gardening the plot. Each plot shall be worked by the Gardener(s) to whom it is assigned. Each household may only be assigned one plot at a time.
6. A Garden shed is available for all Gardeners. Assorted tools, shelf space, and storage space are available in the shed. The cost, maintenance and replenishment of the shed and tools are at the expense of Garden members, and at no cost to LARMAC.
7. All plots shall be kept neat, orderly, with regular weeding done by each member. Gardeners will confine their garden activities and plant material to within their own plot.
8. Gardeners may install fencing material around the perimeter of their assigned plot. Fencing must be at a uniform height and be made of consistent materials.
9. For the Heritage Garden, requests for one (1) additional raised bed for current plot tenders in good standing will be considered based upon availability, and may be reassigned upon a 90-day notice to new gardeners should the need arise. Plots are available on a first come first serve basis. This does not apply to Terramor Farms.
10. All communication between the Manager and Gardeners shall be conducted via email. Each Gardener is responsible for updating the Manager with a current email address(s).
11. A list of Gardeners shall be maintained by the Manager along with a dated waiting list for residents requesting a plot.
12. Gardeners have 20 days to comply with Manager directions for plot maintenance. Failure to comply shall result in forfeiture of the assigned plot. If personal reasons prevent complying with Manager requests (i.e. vacation or other personal matter) the Gardener shall coordinate in ADVANCE with the Manager. If the matter is unforeseen, the Gardener may request from the Manager that another Gardener maintain their plot. The Manager may grant this request, but not to exceed 90 days, at which time the plot shall be forfeited.
13. Any breach of the LARMAC Community Guidelines may result in the immediate forfeiture of an assigned plot with no refund of the annual fee.
14. In the event of a long term vacation or illness, a Gardener shall arrange for another Ladera Ranch resident to TEMPORARILY maintain the plot. This shall also be communicated to the LARMAC-assigned manager. The arrangement for a temporary garden member shall not exceed 90 days.

Prohibited Activities:

The following activities are strictly prohibited within the Gardens:

- Unattended irrigation at any time, including the use of irrigation timers
- Drip lines and sprinkler distribution systems shall not be allowed to distribute water or allow water to overflow to adjoining plots
- Cultivation or growth beyond the borders of the assigned plot
- Animals (except service animals)
- Plants attached to perimeter walls or fencing
- Bicycles, skateboards, scooters, roller skates and motorized vehicles
- Umbrellas left open overnight
- Any items extending above the height of the Community Garden perimeter fence
- Trees planted in the ground within a plot (within a planter box is allowed as long as the roots do not protrude into the ground)
- Invasive, spreading plants
- Removal of Community Garden tools from the Garden
- Planting Marijuana (Cannabis) or any illegal plant species in the Garden
- Improvements that are considered permanent in nature
- Unsightly items as determined by the Manager
- Propping the Garden gate open other than for immediate loading or unloading of materials

G. PARK GUIDELINES

1. Parks close at sunset. Loitering is prohibited in parks after this time.
2. Parks are for use by LARMAC Members and their guests.
3. All pets must be leashed and their waste must be properly disposed of by owner.
4. No littering.
5. No glassware.
6. No smoking, vaping, use of tobacco products, or consumption of alcohol.
7. Only LARMAC provided barbecues are permitted. No other barbecues or fire pits are allowed. Barbecue coals must be properly and safely disposed of after use.
8. Amplified sound is not allowed including but not limited to portable speakers, PAs, bands, or disc jockeys.
9. Motorized vehicles are prohibited from driving on the parks/fields without written permission from LARMAC.
10. Model aircraft are subject to the following rules:
 - Gas-powered model aircraft are prohibited above or on LARMAC parks and fields at all times.
 - Single-engine, battery-powered model aircraft are permitted, provided that they are no more than thirty-six inches (36") in length.
 - Model aircraft mounted with any type of photographic equipment are prohibited.
 - No model aircraft/drones may be flown above or near LARCS or LARMAC sponsored events while the event is in progress.
11. Playing golf is not permitted at any of the parks except putting and chipping on the synthetic putting green at Mission Hills Park and excluding events with field use permits for golf activities.
12. In case of an emergency, call 911.
13. All injuries or accidents involving these facilities must be reported to LARMAC at (949)218-0900.
14. Chaparral Community Park, Founders Community Park and Oso Grande Community Park are used under a mutual benefit agreement with Capistrano Unified School District (CUSD) during the school year. CUSD has

priority use of the school/LARMAC fields when school is in session. Please contact the Avendale Village Clubhouse at (949) 218-0900 for a detailed schedule, as the school calendar is subject to change from year to year.

**H. BASEBALL/SOFTBALL DIAMONDS, SOCCER FIELDS GUIDELINES
(Chaparral Community Park, Founders Community Park and Oso Grande Community Park)**

1. All fields and play areas are for the use of LARMAC Members and their guests.
2. All league or structured activities must be approved by LARMAC and obtain a Use Permit.
3. Active areas may be reserved by obtaining a Use Permit –See Section IV for the process.
4. Those with Use Permits have priority over those without Use Permits.
5. The Park Fields will use the same guidelines for permitting, pricing, and priority as outlined at, IV. Sports Field Park Use Policies and Guidelines.
6. Games are not allowed after dark, unless otherwise posted.
7. Fields must be returned to playing condition upon completion of the activity.
8. Climbing on fences, backstops, and/or goals is not allowed.
9. No littering.
10. Amplified sound is not allowed. This includes but, is not limited to boom boxes, PAs, bands, or disc jockeys.
11. These fields are used under a collaborative arrangement with Capistrano Unified School District (CUSD) during the school day. For your safety and the safety of the students, please remain at a sufficient distance from student activity while school is in session.

I. TRAIL GUIDELINES

1. Parks and trails are for use by LARMAC members and their guests. Use of the trails is at your own risk.
2. Users must stay on the marked trail at all times.
3. Hours: sunrise to sunset. Use from sunset to sunrise is prohibited.
4. Various types of wildlife, some of which are dangerous, are known to inhabit Open Space. **BE ALERT TO THE POTENTIAL DANGERS.**
5. All pets and service animals must be kept on a leash and owner must properly dispose of their waste.
6. Motorized vehicles are prohibited from driving on the trails without written permission from LARMAC.
7. No smoking, vaping, use of tobacco products, or consumption of alcohol.
8. No littering.
9. No glassware.
10. All injuries or accidents involving these facilities must be reported to LARMAC at (949) 218-0900.

J. WAGSDALE DOG PARK GUIDELINES

1. Hours 6:00 a.m. - 10:00 p.m.
2. Park is for use by LARMAC Members and their accompanied guests.
3. All pets and service animals must be leashed, unless inside the gated dog area.
4. Owners are responsible to keep their eyes on their dog(s) at all times and never leave them unattended.
5. No more than three (3) dogs per person are allowed in the park at any one time.
6. Aggressive dogs are not permitted in the park. Dogs that become aggressive shall be removed immediately.
7. Owners are legally responsible for any injury caused by their dog. Any incident involving a dog biting a human should be reported to the Orange County Animal Care Services at (714) 935-6848.
8. Any dog over the age of four (4) months must be vaccinated and legally licensed prior to use of the park. Dogs that are not legally licensed or under the age of four (4) months are prohibited.
9. Female dogs that are in heat, pregnant or lactating shall not be allowed in the park.
10. Dog waste must be picked up and properly disposed of by owner.
11. Children under 12 years of age shall be within arm's reach of a supervising adult.
12. No smoking, vaping, use of tobacco products, or consumption of alcohol
13. No littering.
14. No glassware.
15. No food, either people food or pet food, shall be allowed in the park at any time.
16. Playing golf is not permitted.
17. Portable barbecues, amplified sound, including but not limited to boom boxes, PAs, bands, or disc jockeys are not permitted.
18. In case of an emergency, call 911.
19. All injuries or accidents involving these facilities must be reported to LARMAC at (949) 218-0900.
20. Use of the park by any owner shall constitute implied consent of the dog's owner to all the conditions stated in this section.

K. LADERA RANCH SKATE PARK GUIDELINES

Notice:

Skateboarding, in-line skating, non-motorized scooter and BMX riding are hazardous recreational activities. Use of this facility may result in serious injury or death. LARMAC does not assume any responsibility for injury or death. Each person entering the facility assumes all risk of injury or death. It is recommended that all children under the age of fourteen (14) be accompanied by a responsible adult age eighteen (18) or older.

Facility Access

All Skate Park users, including guests of members, must have a completed and signed waiver form on file and must present their individual Skate Park ID card to staff prior to entry into the Skate Park and have it with them at all times when in the Skate Park. For park users less than 18 years of age, a parent/guardian/responsible adult must sign the waiver form in person. Guests of residents may only use the facility when they are accompanied by the Member that is listed on the waiver form. Skate Park access cards will be confiscated by staff or security if used by a guest without being accompanied by the Member that signed their waiver. Forms are available at the Avendale Clubhouse.

Members and guests will be given a picture ID card for each adult and minor who completes an Entry Application and Release form, pays the access card fee and provides acceptable proof of eligibility. Member Cards will be coded for electronic access to the Skate Park gates only. Access cards for members will be provided for a fee. Calendar month access cards for guests will be provided for a fee. Members are limited to five (5) guest access cards per residence each month. Standard replacement costs for lost cards will apply.

Any checks of the facility by LARMAC may require all users to present their access cards to the staff. Any users without access cards shall be required to immediately exit the facility. Repeat violators will be handled as any other guideline violator and will be subject to similar fines and enforcement remedies.

Hours of Operation

Skate Park Hours: Monday - Sunday 9:00 a.m. – 9:00 p.m.

Rules within the Skate Facility

1. You may not ride, operate, utilize a skateboard, in-line skates, non-motorized scooters or BMX Bike unless you are wearing appropriate safety gear including a helmet with a chin strap that is designed for those activities. Use of elbow pads, and knee pads, or other safety equipment is highly encouraged. All equipment must be in good condition at all times during use. Shirts and closed toed shoes must be worn at all times.
2. Additional obstacles may not be placed or used.
3. The skate facility shall not be used when the surface of the amenity is wet or unsafe.
4. Spectators are not allowed within the skate area.
5. Members and guests may not use, consume, or have within the facility, food, beverages, gum, alcohol, tobacco/vaping products or illegal drugs.
6. Members and guests may not be under the influence of alcohol or illegal drugs.
7. Members and guests may not have any glass containers, bottles or other breakable glass products.
8. Use of profanity, reckless, bullying and aggressive behavior is prohibited.
9. All park users must practice safety at all time and avoid collisions with others. Fighting and other disruptive behavior will result in loss of park privileges.
10. Graffiti, tagging, placing decals or other defacing of LARMAC property or the property of others is prohibited.
11. Portable barbecues, amplified sound including but not limited to portable speakers, PAs, bands, or disc jockeys are not permitted.

12. Keep off fencing and walls at all times.
13. Report any injuries immediately to 911 and report the incident to the Avendale Clubhouse at (949) 218-0900.
14. Any person failing to comply with these rules and regulations shall be subject to disciplinary action, including but not limited to, immediate removal from the facility, fines, and suspension of use privileges.

Regulations for BMX Bikes at the Park

1. Bike Types: A BMX or Freestyle Bike ONLY - No mountain bikes, trail bikes, tandem bikes, 10 speeds, or any other type of bike that is not a BMX or freestyle type bike.
2. Wheel Size: Only 16", 20" or 24" in size. 26" and larger wheeled bikes are not allowed (mountain bikes, road racing, etc.)
3. Handlebars: Must have end caps or grips that cover the end of the bars.
4. Brakes: All bikes must have at least one functioning brake.
5. Pedals: Must be aluminum or plastic.
6. Pegs: Pegs may be used as long as they are either plastic or smooth metal with aluminum capped ends. We allow the T-1 pegs. Any type of metal other than aluminum may not be used. Pegs with holes, serrations, grip tape, grooves, or any other type of surface other than smooth may not be used. If the owner of the bike does not have proper pegs, they must be removed in order to ride in the Skate Park.
7. Protective Gear: All riders must wear elbow and kneepads and snell/ansi certified helmets.
8. No kickstands are allowed, no multiple gears, and no moving suspensions are allowed. All bikes must be in good working condition. No loose or broken parts.

IV. SPORTS FIELD USE POLICIES AND GUIDELINES

The following policies and guidelines are to be used in the operation of the Sports Fields maintained and operated by LARMAC. Failure to comply with these rules may result in denial of a use permit for future seasons.

A. PARK AREA AND SPORTS FIELDS

Both the Park Areas and Sports fields are Recreational Facilities. The following defines each.

1. Park Area includes covered picnic area, adjacent barbecues; picnic tables; tot lot; play equipment; walkways; benches; and, parking lots.
2. Sports fields include: lighted and unlighted soccer fields; lighted and unlighted overlay soccer fields; lighted and unlighted baseball fields; lighted and unlighted softball fields.
3. The permanent snack bar, storage areas, and office are considered separate from the Park Areas and Park Sports fields.
4. Ladera Ranch residents and their guests as well as non-residents can use the Park Areas without reservations. Use of the Park Areas is on a first-come, first-use basis.

When open and not specifically scheduled for reserved use or maintenance, the Sports fields may be used for recreational activities only during daylight. This use is on a first-come, first-use basis. Use of Sports Field lights requires a Use Permit. All league or structured athletic activities must obtain a Use Permit.

B. GENERAL USE GUIDELINES

The following guidelines apply to the use of both the Park Areas and the Sports fields. Use of the Park Areas and Sports Fields are limited to hours of operation only.

1. No person shall drive or otherwise operate a vehicle upon surfaces other than those maintained and open for purposes of vehicular travel. The only exceptions are: vehicles in service of LARMAC, law enforcement vehicles, emergency vehicles, or those specifically authorized by a Use Permit.
2. No person or group may install, use, or operate a loudspeaker or any sound amplifying equipment for any purpose, except when installed, used or operated in compliance with one of the following provisions: By law enforcement personnel; LARMAC Staff; or those specifically authorized by a Use Permit.
3. No solicitation is allowed unless specifically authorized by LARMAC. Fundraising efforts may be permitted for non-profit youth sports organizations.
4. No person, group or organization shall make any modifications or additions to anything in the Park Areas or Sports fields unless specifically authorized by LARMAC or its designee.
5. Playing golf is not permitted.
6. Tackle ~~sports of any kind are prohibited. I.e. tackle football, rugby, football is prohibited.~~
7. No person shall carry or discharge firearms, firecrackers, rockets, torpedoes, or other types of explosives or carry or discharge any gun, pistol, slingshot or similar devise, or any bows and arrow, or carry or use any other object capable of propelling a projectile; there is no flying of a powered aircraft; no carry or use of any object calculated or likely to make a noise sufficient to disturb the peace or quiet of the park; no use of skateboards at the park; or bringing into the Park Areas or Sports fields any of the above objects or articles.
8. Inclement weather is defined as weather that, in the sole judgment of LARMAC, would leave the Sports fields in a condition that would present a risk of damage to the Sports fields or injury to the user. LARMAC has the authority to close all or any portion of a Sports field to a user based on inclement weather.
9. Smoking, vaping, the use of any tobacco products, and the use of alcohol are prohibited.

C. RESERVABLE PARK AREAS AND SPORTS FIELDS

COX SPORTS PARK – (Ladera Ranch Organization Use and Non-Ladera Ranch Organization Use)

Permit Hours:

Monday – Sunday 8:00 a.m. – 10:00 p.m.

Field 1 / Accommodates:

1. Youth Baseball (60' bases up to 90' bases)
2. Adult Softball / Youth Recreation Sport Programs
3. Youth Soccer (soccer field up to U8, 60x40)
4. Girls Softball (60' bases)
5. Flag Football (1 field, 70x30)

Field 2 / Accommodates:

1. Youth Baseball (60' bases)
2. Adult Softball / Youth Recreation Sport Programs
3. Youth Soccer (soccer field up to U12, 90x60)
4. Girls Softball (60' bases)
5. Flag Football (2 fields, 70x30)

Field 3 / Accommodates:

1. Youth Baseball (60' bases)
2. Youth Travel/Club Baseball (70' bases)
3. Youth Soccer (soccer field up to U10, 80x45)

Field 4 / Accommodates:

1. Youth Baseball (60'bases)
2. Youth Travel/Club baseball (65', 70' bases)

Soccer A / Accommodates:

1. Youth Soccer
2. Adult Soccer

Soccer B / Accommodates:

1. Youth Soccer (soccer field up to U10, 80x45)

CHAPARRAL PARK – (Ladera Ranch Organization Use ONLY)

Permit Hours:

Monday – Friday 3:30 p.m. – Dusk

Saturday 8:00 a.m. – Dusk

Sunday 9:00 a.m. – Dusk

Ball field Backstop #1 / Accommodates:

1. Youth Baseball (60' bases)

Ball field Backstop #2 / Accommodates:

1. Youth Baseball (60' bases)

Open turf area between Ball field Backstops (roughly 63,000 sq ft of usable grass area for sports)/ Accommodates:

1. Flag Football (3 fields, 70x30)
2. Youth Soccer (soccer field up to 100x65)

CHAPARRAL ELEMENTARY – (Ladera Ranch Organization Use ONLY)

Permit Hours:

Monday – Friday 3:30 p.m. – Dusk

Saturday 8:00 a.m. – Dusk

Sunday 9:00 a.m. – Dusk

Open turf area on school grounds (roughly 22,500 sq ft of usable grass area for sports use / Accommodates:

1. Youth Baseball (2 backstops/ no fixed base fixtures)

2. Youth Soccer (2 U6 soccer field, 40x25)
3. Flag Football (1 field, 70x30)

FOUNDERS PARK – (Ladera Ranch Organization Use ONLY)

Permit Hours:

Monday – Friday 3:30 p.m. – Dusk

Saturday 8:00 a.m. – Dusk

Ball field Backstop #1 / Accommodates:

1. Youth Baseball (60' bases)
2. Youth Softball (60' bases)

Ball field Backstop #2 / Accommodates:

1. Youth Baseball (60' bases)

Ball field Backstop #3 / Accommodates:

1. Youth Baseball (60' bases)

Ball field Backstop #4 / Accommodates:

1. Youth Baseball (60' bases)

Open turf area between Ball field Backstops / Accommodates:

1. Youth Soccer (6-9 soccer fields - 4 U8 60x40, 4 U6 40x25 (or 1 U12 90x60) and 1 U5 30x20)
2. Flag Football (4-5 fields 70x30)

OSO GRANDE PARK – (Ladera Ranch Organization Use ONLY)

Permit Hours:

Monday – Friday 3:30 p.m. – Dusk

Saturday 8:00 a.m. – Dusk

Sunday 9:00 a.m. – Dusk

Ball field Backstop #1 / Accommodates:

1. Youth Baseball (60' bases)
2. Youth Soccer (4 U6 40x25)
3. Youth Soccer (1 U8 60x40)

OSO GRANDE ELEMENTARY – (Ladera Ranch Organization Use ONLY)

Permit Hours:

Monday – Friday 3:30 p.m. – Dusk

Saturday 8:00 a.m. – Dusk

Sunday 9:00 a.m. – Dusk

Turf area on school grounds / Accommodates:

1. Youth Soccer (2 soccer fields 40x30)
2. Youth Baseball (2 backstops, no base fixtures)

WAGSDALE PARK – (Ladera Ranch Organization Use ONLY)

Permit Hours:

Monday – Friday 3:30 p.m. – Dusk

Saturday 8:00 a.m. – Dusk

Open grass area / Accommodates:

1. Youth Baseball (practices only or T-ball)
2. Youth Soccer (3 U5 fields 30x20 or 1 field up to U10 80x45)

D. APPLICATION PROCESS TO BECOME AN APPROVED ORGANIZATION

1. Applications for Organizational approval are obtained by contacting the Field Use Manager in writing by email at fieldusemanager@laderalife.com.
2. Applicants for approval should allow up to six (6) months for processing and determination of request.
3. Before an organization can make a request for a field use permit they must first be an approved organization by LARMAC. Minimum criteria for approval includes: current non-profit incorporation status (IRS issued 501c3), ability to obtain proper insurance coverage upon approval. Additional factors reviewed for approval may include, but are not limited to: longevity of locally managed franchise, experience of current administrators, depth of board and committee positions, organization structure and mission statement, organizational fit within the community.
4. Becoming an approved organization is a privilege granting access to the permit request process. Approved organizations will be expected to not only fully comply with these guidelines but will be an exemplary steward of Ladera Ranch fields.
5. Becoming an approved organization does not guarantee being granted permitted space.
6. Organizational approval will be reviewed on an annual basis by LARMAC.

E. ALLOCATION PRIORITIES

1. **Priority Sports**

The sports that are chosen for allocation will be those that by their participation popularity numbers will serve the most Ladera Ranch residents with the most efficient use of sports fields.

2. **Sport Seasons**

Season priority will go to the “Primary” season sport, For example, baseball and softball in the spring, soccer and football in the fall. Off-season sports will have secondary priority as field availability permits. **These groups will not obtain a Use Permit if there are no fields available.**

3. **Organizations Versus Teams**

Allocations will not be made to individual teams. They will be made to organizations that manage teams. Organizations with both “recreation teams” and “competitive teams” will be viewed as two separate organizations for approval processes, permit requests, permit issuance and permit/field use.

4. **Park Maintenance Scheduling**

The park sports field maintenance requirements will be coordinated with the LARMAC maintenance contractors. Field maintenance will take priority over field use.

F. PERMIT/FIELD USE REQUESTS AND REQUIREMENTS

1. **Permit Scheduling**

The permit schedule will be determined by the specific date, place, and time. Each organization must assign one individual (Organization Scheduler) as the authority for that organization to work with the Field Use Manager related to permit requests, permit issuance and permit/field use. For proper and efficient allocation of field use by other organizations, each Organizational Scheduler must notify the Field Use Manager in writing at least 14 days in advance of the organization’s intent to relinquish use of the field. Organizations that do not provide proper notice will be held responsible for all applicable field and lighting fees. Failure to provide timely notice of unused field time may result in the suspension or cancellation of the organization’s Use Permit, and may be factored during future field use permit allocations.

2. **All Permits are Nontransferable**

When permits are issued, a specific date, time, field and/or field locations are reserved for the use of the permitted organization, to the exclusion of others. Organizations may not transfer or assign their scheduled time to other organizations, teams, individuals and/or businesses. Any such action may result in the loss of the organizations approval status with LARMAC.

3. **Pick-Up, One-Time Sports Field Use**

One-time, single-use requests will be considered on a first-come, first-serve basis as the regular schedule allows. One-time use is not allowed for individual league teams; rather, they should get use time through their league's allocation. One-time use requests are for non-approved organizations.

4. **Tournaments and Clinics**

The existing LARMAC approved organizations will have priority when requesting permits for fundraising tournaments and/or clinics. A separate permit will be issued, once LARMAC, or its designee, has authorized the event. An approved organization may sponsor a non-approved organization for tournament and/or clinics with an approved organization representative present during the entire permit/field use.

5. **Liability Insurance**

Any park user wanting a Use Permit will be required to provide proof of liability insurance coverage. The only exceptions are for resident pick-up games/activities, which are for one-time Park Sports field use.

6. **Permit Limitations**

No permits may be obtained for the following holidays and others, if any, that LARMAC chooses to observe:

New Year's Day	Independence Day
	Labor Day
Easter	Thanksgiving (2 days)
Memorial Day	Christmas (2 days)

7. **Use Inquiry**

All permits and/or organization approvals are obtained by contacting the Sports and Recreation Manager in writing by email at fieldusemanager@laderalife.com.

G. PRIORITY USE DEFINITIONS

1. **Approved Organization**

An organization that has received approval on its application by LARMAC or its designee (per the terms of Section B) prior to submitting a field use request.

2. **Unapproved Organization**

An organization that has not received approval from LARMAC or its designee.

3. **Ladera Ranch Organization**

Ladera Ranch-based organizations are defined as groups with 51% or more Ladera Ranch residents.

4. **Non-Ladera Ranch Organization**

Non-Ladera Ranch-based organizations are defined as groups with less than 51% Ladera Ranch residents.

5. **Recreation Organization**

Organizations accepting of all participants regardless of skill level and organization rules are defined with a minimum playing time for all participants. Skill evaluations or "try-outs" are conducted for the purpose of placement of the participant to create balanced teams.

6. **Competitive Organization**

Organizations primarily suited for participants with advanced skill beyond recreation-based programs. Organization rules may or may not require minimum playing time. Skill evaluations or "try-outs" are conducted for selection purposes of top athletes for gaming circuit play.

H. PRIORITY USE CLASSIFICATION

The issuing and approval of a Use Permit will be determined in accordance with user organization priority rankings listed below.

Organizations that have both recreational and competitive teams will be assigned status based upon the nature of the play and a separate permit will be issued for both types of play.

Organizations must have an approved Ladera Ranch organization team from the permitted organization on the field during all scheduled permitted use.

USE PRIORITY

- I. LARCS/LARMAC Sponsored Events
- II. LARMAC approved, Ladera Ranch-based, youth sports, recreation and competitive level, non-profit
- III. LARMAC approved, Ladera Ranch-based, adult sports, recreation level, non-profit
- IV. LARMAC approved, non-Ladera Ranch-based, youth sports, recreation and competitive level, non-profit
- V. LARMAC approved, non-Ladera Ranch based, adult sports, recreation level, non-profit
- VI. One time local use, non-commercial parties or neighborhood oriented activities, closed to the public.

I. FIELD ALLOCATION FORMULA

Fields will be allocated within the Priority Use Groups to same sport/similar field use sport organizations based on the highest percentage of verifiable Ladera Ranch residents registered with the organization in relation to the total number of all registered Ladera Ranch residents in all organizations.

Each organization will grant LARMAC or its designee access to its registration system showing the actual number of Ladera Ranch residents registered. Access to this registration system will be unrestricted for the duration of the issued permit for each season. It will be the responsibility of each organization to provide instructions for accessing the registration system, including the set-up of a log in, user name, and password. Failure to provide and maintain this access may result in the suspension or cancellation of the Field Use Permit.

The total number of all Ladera Ranch residents registered in all same sport/similar field use sport organizations within the Priority Use Groups will then be determined. Each organization’s resident participation percentage will form the primary basis of overall field allocation.

Additional factors considered in field allocation will include player’s age/division makeup, organizational longevity in the community, historical responsible field use and general compliance with all park rules, policies and permit application procedures.

J. PERMIT USER FEES

There is no charge for obtaining a Use Permit. However, user fees and/or deposit(s) shall be charged in accordance with the current fee structure. Field use fee structure may be requested by contacting the Field Use Manager.

K. DISCOUNTS FOR LADERA RANCH-BASED ORGANIZATIONS

Discounts are based on the organizations’ Ladera Ranch residency percentage as determined by LARMAC or its designee. This discount is for field use permits only and does not include the charge for lights at Cox Sports Park.

Ladera Ranch Residency %	Discount %
91% and above	90%
81% to less than 91%	80%
71% to less than 81%	70%
61% to less than 71%	60%
51% to less than 61%	50%
Below 51%	0%

L. DETAILED SPORTS FIELD USE GUIDELINES

In addition to the policies and guidelines outlined herein, there are detailed use guidelines, listed below, that apply to specific sports field use situations. These must be referenced on, and attached to, the individual use permits as they apply to each individual type park use. The Field Use Manager shall determine relevant guidelines to impose. The permitted user is responsible for any violation of these policies and guidelines, and any other applicable specific guideline, and shall indemnify, defend and hold harmless LARMAC, its officers, directors, agents and/or employees from and against any and all liabilities, claims, suits or judgments arising out of, or in connection with use of the Sports Field.

Detailed Sports Field Use Guideline No. 1 - Detailed Roster & Schedule Submittal

This guideline requires that before any permitted use can commence, the permitted user must submit to the Field Use Manager, rosters and schedules in accordance with the following:

1. Roster of Directors and Officers (Listing all officers such as President, Vice President, etc., with addresses, phone numbers, and e-mail address.)
2. Calendar of Organization Events. (Listing dates for sign-ups, tryouts, opening day, start of practices, start of games, playoffs, start of All-Star Practices, start of Tournaments, etc.)
3. Detailed Practice & Game Schedules. (Listing, dates, times, field numbers, etc.) Game schedule shall also include request for field preparation and lining done by LARMAC. Fields will not be prepared without a game schedule.
4. Team Rosters (Listing each team member's name and zip code, and name of the coach or coaches)

All submitted information is to be used for internal LARMAC use for scheduling and field use verification only.

All permitted groups will be provided with a deadline for the submission of this information for each season. Failure to submit by the deadline may result in the denial of the permit until all documents are submitted.

Detailed Sports Field Use Guideline No. 2 – General Use

This Guideline provides the specific instructions to follow for LARMAC Approved organizations when using the Sport fields. All detailed guidelines are ancillary to the general Policies and Guidelines.

1. Use of the permanent snack bar at Cox Sports Park must be specifically authorized in writing in a Snack Bar Permit. Only LARMAC approved organizations may request a snack bar permit. For snack bar use guidelines, see Detailed Use Guideline 3 – Cox Sports Park Snack Bar Use.
2. The use of amplified sound (PA system) is prohibited unless specifically authorized by LARMAC.
3. No additional equipment, modifications, signage, banner postings, dugout covers, bleachers, platforms, etc., are to be made, kept, displayed, or brought on, to the park sports fields without specific approval by LARMAC.
4. The permitted user is responsible for insuring that any sports equipment used or moved during the use of this permit is used and secured as instructed by the equipment manufacturer, and that all such equipment is stored in a safe and secure manner. All equipment or items to be stored must be authorized and coordinated by LARMAC prior to being stored. Unauthorized items found stored on LARMAC property will be removed.
5. LARMAC will provide soccer goals of the appropriate regulation game size for the field location, including necessary counter weight. Goals will be stored at a designated location at each field, and will be secured with a combination lock and cable. It is the responsibility of the permitted group to place the goals for use and return them to the storage location, locking them up after each use. Goal lock combinations will change each season and only groups who demonstrate responsible equipment use will receive the combination along with their field permit.
6. The permitted user shall make no attempt to either repair a sports field or prepare (prep) for game conditions unless specifically authorized to do so with the written consent of LARMAC. Preparation includes: chalking, grooming, placement of bases, and painting of field lines. Any additional preparation, including the placement of goals, corner flags, yard line markers, or other user provided equipment will be the responsibility of the permitted group. It will also be the responsibility of the permitted group to remove any extra equipment, returning the field to its prior condition.
7. No cars or trucks are allowed to be stationed in the parks. One (1) delivery vehicle only (e.g. small size pickup type truck, etc.) may be used to unload and load, once each day for snack bar items at the Cox Sports Park ONLY. (See Detailed Use Guideline, No.3) In no case may a vehicle be stationed on the park when not in use. They must be stationed in regular authorized parking areas.
8. In no instance shall an authorized vehicle traverse turf areas or any area so as to cause damage. If damage results, the approved organization shall be responsible for the costs of repair.
9. Space must be left and secured for use by emergency vehicles (e.g. fire trucks, ambulances, etc) in order for them to be able to traverse park as required.
10. All practice or game equipment must be put away and secured in a safe manner at all times when not in use.
11. Hitting baseballs or softballs against any backstop or side fencing is not allowed.
12. Kicking/throwing soccer or footballs against any backstop or side fencing is not allowed.
13. It shall not be the responsibility of permitted user to operate the field lights. LARMAC personnel will set the lights only. They will go off at 10 p.m. or sooner, depending on the schedule. Light schedules will correspond directly with permitted times, with the exception of a 15 minute grace period for the last user before the lights go off.
14. The Detailed Guideline No. 5, “Inclement Weather Sports Fields Closure” must be followed by all Coaches, Managers, players and spectators.
15. Any in-use malfunctions (e.g. lights, circuit breakers, and sprinklers) must be reported to the on-site LARMAC staff immediately and handled as determined appropriate by that staff or referred to the Field Use Manager.
16. Any sports field irregularities such as loose bases, exposed plate edges, turf holes, wet areas. etc., shall be reported to the on-site LARMAC staff immediately, and before the next use is scheduled.

17. Any unusual problem that requires immediate notification of police or fire department is responsibility of permitted user to call 911. LARMAC and the Field Use Manager shall be notified within 24 hours.
18. The Cox Sports Park snack bar area must be kept clean during use and cleaned after use in accordance with detailed Snack Bar Use Guidelines.
19. At the conclusion of each days sports field use by an organization, all sports fields, park areas, and other areas used by the permitted user must be cleaned up by that organization.
20. The cleanliness criteria are that the area used must look as though no one had been there. This condition shall exist no later than one (1) hour after the last use of an authorized days use.
21. All trash must be deposited in the trash receptacles located throughout the park site.
22. If receptacles are full, trash is to be put in tightly secured trash bags to be supplied by the permitted user and placed next to any trash receptacle for pick-up.

Detailed Sports Field Use Guideline No. 3 – Cox Sports Park Snack Bar Use, Permanent Facility

Use of the permanent on-site snack bar at the permitted Cox Sports Park (hereafter referred to as CSP) is not allowed unless specifically authorized by the Field Use Manager through a Snack Bar Permit. If authorization is granted, use must be in accordance with the following guidelines:

1. Keys to the on-site snack bar may be requested from the Field Use Manager.
2. If the snack bar is jointly used, or has been used by another permitted user, coordination of turnover must be accomplished between organizations. This includes, but is not limited to, exchanging keys, disposition of food items, sharing of appliances, trash removal, etc.
3. No entry is allowed to other secured areas unless specifically authorized by the Snack Bar Permit.
4. Use of any already on-site snack bar appliances is authorized. There will be no exclusive appliances allowed.
5. Use of Permitted user's own kitchen-type appliances (e.g. coffeepots, crock-pots) is allowed provided they: a) do not use more power than the amperage rating of power outlets; and, b) they are ALL approved. This also includes the use of a microwave oven. Caution should always be observed not to overload the circuit used.
6. Power plugs are available inside the snack bar and are available for use. However, loading wattage must be observed for outlets as there will be no access allowed to circuit breakers in any other maintenance rooms if breakers throw (overload). Thrown circuit breakers will result in electricity not being available until CSP staff personnel are available to reset the breakers.
7. If power cord extensions are necessary, all cabling must be secured in a safe manner so as not to cause a safety hazard for people working the snack bar or using the park.
8. All food items offered must meet the requirement of: County of Orange, Health Care Agency, Environmental Health, Standard Operation Procedure – Requirements for Commercial Temporary Food Facilities, revised 1/30/02, or any updates thereto; requirements are the responsibility of the permitted user. An exception to these requirements is that only pre-packaged food and beverages shall be served. No unpackaged food or beverages shall be prepared, assembled, processed, displayed, and served.
9. A transportation vehicle may be used to unload food items at the snack bar providing that:
 - a. There is appropriate ingress and egress corridors to use (e.g. lowered curbs, wide enough cement paths, turn around areas, etc.) In no case shall a transport vehicle traverse the park via the turf areas.
 - b. Vehicle and driver are state licensed and insured.
 - c. Vehicle stays long enough to unload (or load), then leaves. There can be no parking on the park other than within designated parking areas.
 - d. Vehicle is held to a maximum speed of 3 mph.
10. Use of the built in propane BBQ grill adjacent to the snack bar is available upon request from LARMAC, provided:
 - a. The permitted user provides their own propane and propane tank.
 - b. The permitted user accepts responsibility for the safe operation and management of the grill.
 - c. It will be the responsibility of the user to clean all grill surfaces following each use.
 - d. Failure to follow these instructions may result in the denial of future BBQ grill use requests.
11. No other concessionaires are authorized to be on the park except those that the permitted user wants to use as an aid in fundraising, and specifically authorized by the Snack Bar Permit.
12. No temporary outside snack bar setups are allowed unless specifically authorized by the Snack Bar Permit.
13. The snack bar area must be kept clean and safe at all times during use.
14. All snack bar items may be left over night during continuous permitted use providing facility is securely locked. Any theft, vandalism, injury, food spoilage, is the responsibility of the permitted user.
15. At the conclusion of each day's use and final use, the snack bar and snack bar area must be left in the same condition as received. Acceptable snack bar conditions include, but are not limited to, the following:

- a. No food or trash particles on floor or work surfaces.
 - b. All work surfaces are to be cleaned at the end of each day.
 - c. All appliances must be disconnected, cleaned, and securely stored.
 - d. All food items must be either removed at the end of the permitted use period or put away in secured containers and stored if additional time is permitted.
16. All trash, including but not limited to food items, anywhere in the park area under use by the permitted user must be picked up and deposited in the trash receptacles located throughout the park site.
 17. All trash at adjacent streets and parking lots that were used for parking at the event must be picked up at the end of each day and at conclusion of event.
 18. If receptacles are full, trash is to be put in tightly secured trash bags to be supplied by the permit holder and placed next to any trash receptacle for pickup.
 19. If snack bar is used in conjunction with a major event, refer to the Detailed Use Guideline No. 7, "Trash Bins", for additional requirements regarding disposition of additional trash.

Detailed Sports Field Use Guideline No. 4 - Inclement Weather Sports Field Closure

LARMAC reserves the right to close Park Area and/or Park Sports fields due to inclement weather. The Field Use Manager or their designee will make the final decision regarding closures in his/or hers sole and absolute discretion.

The following sports field closure policy and criteria will be used, and must be followed by any and all organizations using the Sports fields. The purpose of this policy and criteria is to encourage each organization and its members to develop a sense of responsibility towards protecting the sports fields.

1. LARMAC has established both a phone in and website option for posting information regarding sports field playability. Field closure status should not be obtained from any other source.
 - a. The “Mud Line” number is: (949) 582-2414
 - b. The Field Conditions web page can be accessed at <http://coxsportspark.com/field-conditions/>
 - c. Field conditions will be posted no later than 1 p.m. of each day, Monday through Friday.
 - d. Weekend conditions will be posted no later than 5 p.m. on Friday or Saturday for the next day scheduled use.
2. It will be the Field Use Manager or his/her designee’s duty to inspect sports field during, after, or pending inclement weather.
3. If it is determined that sports field(s) shall be closed and is so posted on the “Mud Line”, “Field Closed” signs will be put on closed field(s). It then becomes the user’s responsibility to obtain, disseminate, and assure compliance with the Mud Line-posted playability instructions.
4. Field closures decisions shall be based on the following:
 - a. No practices or games may take place while rain is in progress. Use can be resumed at the discretion of the on-site official in charge.
 - b. There is no automatic hours-of-rain shut down. Each day, each field will be considered separately in the sole and exclusive discretion of the Field Use Manager or his/her designee.
 - c. Sports fields may be closed for multiple days as deemed necessary by current inclement weather conditions.
 - d. In the event of thunder or lightning, play will immediately suspend and fields cleared. Play may resume after at least 30 minutes without reoccurrence of thunder or lightning at the discretion of the on-site league official.
 - e. Closure of specific sports field types shall be determined using (principally but not exclusively) the following criteria:
 - i. Brick dust ball diamonds - (softball or baseball). If the brick dust is muddy and/or slippery, preventing sure-footed running or proper consistent ball bounce, then the diamond will be closed for play.
The determining factor: Infield play integrity and safety.
 - ii. Grass/Turf field- (soccer or football). If the water has collected on established grass, or if bare ground is muddy and slippery, or if partially established grass is soft due to rains, the grass field will be closed for play.
The determining factor: Destruction of turf and safe play integrity.
 - iii. Rule of Thumb. If a brick dust ball diamond is not playable due to the criteria listed above, the outfield grass of that diamond (used for soccer or football) is not playable.

Detailed Sports Field Use Guideline No. 5 – Tournaments or other Major Events

The following guidelines apply to all baseball, softball, and soccer tournaments or any other major events held at the CSP. A separate Use Permit is required for an organization to hold a tournament or other major event.

1. For use of the permanent on-site snack bar, a separate Snack Bar Use Permit is required. Adherence to the specific Snack Bar Detailed Use Guidelines No. 4 must be followed. No other concessionaires are authorized to be on the CSP during use of this permit except as that specifically authorized on the Snack Bar Use permit.
2. The permitted user is not allowed to prep their own infields or soccer fields.
3. If additional latrine facilities or trash bins are required for this event, refer to Guideline No. 7, “Trash Bins & Portable Latrines for Major Events”.
4. For parking control, the instructions contained in Detailed Use Guideline No. 8, “Parking Control – Major Events” must be followed.
5. If any amplified sound (PA system) is to be used at the event, a separate Amplified Sound Permit is required, along with the adherence to the guidelines therein.
6. No cars or trucks are allowed to be stationed on the park. However, a utility type vehicle may be used to unload and load snack bar items with strict compliance to the requirements outlined in the Snack Bar Guideline. Vehicles can only be used on the CSP if the following conditions are met:
 - a. There are appropriate ingress and egress corridors to use. (E.g. lowered curbs, wide enough cement paths, turn around areas, etc.) In no case shall a transport vehicle traverse the park via the turf areas.
 - b. Vehicle and driver are state licensed and insured.
 - c. Vehicle stays long enough to unload (or load), drag field and then leaves. There is no parking on the park other than within designated parking areas.
 - d. Vehicle is held to a maximum speed of 3 mph.
7. No permanent modifications can be made to the park without specific approval by the LARMAC Board of Directors.
8. If any additional bleachers are required, they must be standard safety approved types and in good condition. Their transportation and placement on the park must be coordinated with the Field Use Manager or their designee.
9. If any other sizeable items not normally on the park are required for the tournament or special event (e.g. booths, platforms, jumpers), they must be separately approved and the transportation and placement coordinated through the Field Use Manager.
10. No entertainment or money-raising equipment, vehicles, or animals are to be used unless specifically authorized by the LARMAC Board of Directors.
11. If sponsor banners are required, they must be pre-approved by the LARMAC Board of Directors or their designee.
12. Use of placards, posters, flags, or other temporary display or signage type items must specifically be authorized by the LARMAC Board of Directors or their designee.
13. Space must be left open and secured on the parking lot or curbside street for use by emergency vehicles (e.g. fire trucks, ambulances, paramedics, etc.) in order that they can gain entry to the park as required.
14. All CSP ball field lights are only to be controlled by the Field Use Manager or the CSP On-site Manager.
15. Only the hours, days, and fields specified by the CSP Use Permit are authorized for this tournament or event.
16. Any malfunctioning lights, sprinklers problems, circuit breakers overload, or other mechanical park malfunctions will be handled as determined by the CSP On-site Manager.

17. Teams warming up shall not be stationed so that missed or overthrown or kicked balls can hit other park spectators, users, or foot traffic.
18. Any serious injuries must be called in to 911 for immediate disposition. All injuries shall be reported within 48 hours to the CSP On-site Manager and Field Use Manager.
19. As outlined in detail in Snack Bar Detailed Use Guideline No. 3, all trash including but not limited to, food items anywhere in the park area under use by the permitted user must be picked up and deposited in the trash receptacles located throughout the park site.
20. All trash at adjacent streets and parking lots that were used for parking at the event must be picked up at the end of each day and at conclusion of event.
21. If receptacles are full, trash is to be put in tightly secured trash bags to be supplied by the permitted user and placed next to any trash receptacle for pickup.
22. Trash bins must be supplied (rented) by the permitted user when existing trash facilities are not enough to contain the total trash collected from the event without filling more than one additional trash bag per trash receptacle on the park site. The Field Use Manager shall make that determination.
23. Portable latrines must be supplied (rented) by the permitted user when existing facilities are not adequate for the size or separation of the crowd anticipated. The Field Use Manager shall make that determination. Portable latrines must meet all applicable State, County and City safety and health codes, and shall be provided by fully insured and bonded providers.
24. Portable latrines and/or trash bins must be delivered, placed, secured, and removed as required by the Field Use Manager or their designee.
25. All items not owned by Ladera Ranch used for the tournament or major event must be removed from the park no later than 24 hours after completion of the tournament.
26. Additional insurance may be required for tournaments or other major events.
27. The Permitted User shall be responsible for managing the event schedule as to not overburden the parking lot. The permitted user will provide necessary personnel to ensure that all parking and traffic rules in and around the sports park facility are followed.

V. CLUBHOUSE FACILITY RESERVATIONS

A. CLUBHOUSE FACILITY RESERVATION AND USE RULES

1. The reservation and use of the facilities is restricted to LARMAC members or renters for their personal use only.
2. The member reserving the facility must be present at all times during the reservation period.
3. LARMAC Members must complete a Clubhouse Facility Use Agreement to reserve the facility, including reservations made by a renter. There is a Clubhouse facility matrix of the reservable facilities, which is available at the Avendale Clubhouse and on LaderaLife.com.
4. The facilities may be reserved no more than 180 days in advance and cannot be reserved for more than one day in a consecutive seven (7) day period.
5. Members may reserve a Clubhouse for two (2) consecutive time slots to allow for a longer event.
6. Due to fire regulations, the total number of guests may not exceed the maximum occupancy as designated by the Clubhouse facility matrix.
7. Rental fees are non-refundable and will be retained by LARMAC if the event is cancelled within fourteen (14) days prior to the event, or due to the Member's failure to submit the proper proof of insurance. Any modifications to a reservation must be made at least 14 days prior to the event.
8. ~~If alcohol is being served, a LARMAC Attendant's presence is required for the entirety of the reservation, including during set up and clean up. A fee is required for the attendant and shall be made payable to LARMAC. (The current rate will be provided at the time the reservation is made.)~~ The completed Clubhouse Facility Use Agreement shall indicate if alcohol is to be served at the event. Alcohol may not be served unless non-alcoholic beverages and food are also served. No person under legal drinking age or any obviously intoxicated person will be served an alcoholic beverage.
9. Insurance coverage is required for use of the LARMAC facilities if alcohol is provided or served and/or if a vendor is providing goods and/or services for an event as may be determined from time to time by the LARMAC Board of Directors, based upon experience, risk management issues, input from consultants and in what that Board believes to be in the best interest of LARMAC. **Proof of insurance as required by the agreement must be submitted no later than thirty (30) days prior to use of the facility. FAILURE TO DO SO SHALL OPERATE AS A WAIVER OF THE MEMBER'S RESERVATION AND RENTAL FEE, and the Member shall lose both.**
10. The rental fee and damage/compliance deposit must be paid at the time the reservation is made as two separate transactions, payable to LARMAC in order to hold the reservation. The Clubhouse facility matrix outlines the rental fees and deposit amounts. ~~A LARMAC attendant fee, if applicable, is also due at the time of the reservation as a separate check made payable to LARMAC.~~ Deposit amounts will be returned by mail not more than 30 days following the event, unless there are to be deductions made by LARMAC.
11. Failure to abide by the Clubhouse Facility Reservation and Use Rules constitutes a violation. Violations of any use provisions of these rules or the Clubhouse Facility Use Agreement provisions during the reservation time may result in closing down the reserved event/party and immediate removal from the facility. Any violation(s) of these Rules may result in one or more of the following: a) the loss of some or all of your deposit; b) the imposition of additional fines/penalties; c) the Member losing the privilege of reserving any LARMAC facility in the future; and d) such other and additional actions as the LARMAC board and staff believe are appropriate.
12. All musicians, D.J.'s, equipment, stereos and speakers must be confined to the **interior** of the clubhouse building. Amplification and music is not allowed to project outside of the clubhouse building. The clubhouse doors must remain closed during the time of the reservation. All reservations involving music or amplified sound cannot exceed the clubhouse building capacity in total attendance. (See the Clubhouse Facility Reservation Matrix for the room capacities.) If the reservation includes music and/or amplified sound, no exterior portion of the clubhouse facility can be reserved.
13. All music and amplified sound must be turned off no later than 9:00 p.m.
14. Evening reservations must terminate at 11:00 p.m.
15. The LARMAC Member, guest and any vendors used must vacate the reserved area(s) at or before the end of the reservation time.
16. The member reserving the facility is responsible for the cleanup of the reserved area and removal of all trash to a dumpster before the end of the reserved time period. A dumpster is located in the clubhouse facility parking lot for use.
17. Members must arrange for all pick-ups and deliveries to be made within the reserved time period.

18. **Set up and cleanup must be accomplished within the reserved time period.**
19. Smoking, vaping, and the use of tobacco products are not allowed inside or outside any of the facilities.
20. Furniture shall not be removed from the interior of the clubhouse buildings. Furniture may be carefully moved around inside the rooms except as noted per room on the Clubhouse facility matrix.
21. The reservation of the clubhouse facilities does not include use of the pools or the water play area by attendees of the event. The reserving Member(s) are responsible for assuring that none of their guests use the pool, pool deck, and spa or water play area.
22. Food and catering vendors are permitted with proof of proper insurance.
23. Open flames, candles, tike torches, and other similar items are not permitted at any time in any LARMAC venue or facility.
24. All signs, balloons or decorations of any kind, including but not limited to names, directions or otherwise on the clubhouse facility or on the surrounding streets must be removed immediately following the reserved time period.
25. The use of bounce houses, or the like, are not permitted at the clubhouse facilities.
26. The facilities cannot be used for personal financial gain or commercial activity.
27. Members and guests using any LARMAC location must be immediately responsive to the requests of LARMAC and LARCS and their authorized agents, and/or any emergency agency personnel.
28. Members are required to make sure that any vendors providing a service under the reservation have been provided a copy of these guidelines and ensure that the vendors adhere to the guidelines and insurance requirements.
29. All kitchen equipment, additional banquet tables, podiums, electrical equipment and sound equipment are to be provided by the member, but are subject to LARMAC approval.
30. The LARMAC facilities may not be reserved on Easter, Christmas Eve, Christmas Day, Thanksgiving Day, Day after Thanksgiving, New Year's Eve, New Year's Day, or Fourth of July, or as otherwise determined by LARMAC.
31. Reservation dates may be blacked out or bumped due to LARCS meetings, events or programs or LARMAC meetings, maintenance or improvements which are given priority. Timely cancelled reservations will receive a full refund no more than thirty (30) days after the cancellation and a reasonable effort by LARMAC to find an alternate facility.
32. LARCS Clubs (as defined by LARCS) are exempt from the reservation fee; however, the security deposit will still be required by the club making the reservation. LARCS Clubs must follow all other LARMAC Clubhouse Facility reservation guidelines. Additional restrictions may be adopted by the LARCS Board for LARCS Club reservations.
33. LARMAC is not responsible for personal items that may be lost, stolen or left behind.
34. LARMAC reserves the right to require a roster of club participants for club-based reservations to verify residency in Ladera Ranch.
35. Residents that become 90 days or more delinquent in the payment of their LARMAC account will not be permitted to reserve and/or maintain a previous reservation until the complete account obligation is paid in full and kept current. Members with reservations who allow their LARMAC account to become delinquent will be given written notice that their reservations have been cancelled due to their account status. (Reference Section II. General Guidelines)
36. Neighborhood corporations or apartment communities within LARMAC may make a reservation for Board of Directors meetings. Reservations are to be made by the Manager of that neighborhood corporation or apartment community. No security deposit or applicable reservation fee is required.
37. The LARMAC Member is required to ensure that all activities and use of reserved area during the reservation time period are in compliance with all local, state and federal regulations and ordinances.
38. LARMAC provides no guarantee that the condition of the facility being reserved will be in the same or like condition as it was when the reservation was placed.
39. The above stated rules do not apply to LARMAC or LARCS sponsored events, functions or activities.
40. LARMAC Member or organization (e.g. LARCS or Neighborhood Corporation) shall be responsible for damage to the Clubhouse facility and surrounding areas caused by their use of the facilities. The cost to repair damage may be deducted from any deposit, and user shall be responsible for any cost in excess of the deposit.

Please contact the Avendale Clubhouse at (949) 218-0900 for reservation information and availability.

Clubhouse Facility Reservation Matrix

Oak Knoll Clubhouse	Description	Hours	Capacity	Details
Great Room with Fireplace Room and Patio	<p>Reservation includes the large room, smaller fireplace room with furnishings, kitchen and patio beyond doors directly across from kitchen.</p> <p>Grass area, loft area, patio beneath outside steps, courtyard and archway are NOT included in reservation. There can be no set-up on grass areas or music/amplified sound played outdoors.</p>	<ul style="list-style-type: none"> Weekday (Monday – Thursday & Friday before 5pm) reservations are available in 3 hour blocks of time (setup and cleanup included) Weekend (Friday after 5pm & Saturday – Sunday) reservations are available in 6 hour blocks of time (setup and cleanup included). Hours: 8am-11pm Morning reservations must end by 4pm. Members may reserve a Clubhouse for two (2) consecutive time slots to allow for a longer event. 	<p>Great Room accommodates up to 78 persons. Fireplace Room adds 38 persons to Great Room capacity (116 total capacity) Patio adds up to 100 persons. (200 total capacity)</p>	<ul style="list-style-type: none"> Music and Amplification must be contained inside the clubroom with the doors and windows closed. See Clubhouse Facility Reservation and Use Rules. Alcohol: See Clubhouse Facility Reservation and Use Rules. If the patio is going to be used under the reservation, no music or amplification is allowed. All furniture and furnishings must stay in the Fireplace Room and cannot be relocated. Nothing may be set up on turf areas. See Clubhouse Facility Reservation and Use Rules. Equipment Includes: 6 round tables (60” diameter), 3 banquet tables (3’x6’), and 70 chairs (Additional tables & chairs to be provided by member) Use of pool during reservation is not permitted. See Clubhouse Facility Reservation and Use Rules.

Avendale Clubhouse	Description	Hours	Capacity	Details
Great Room	<p>Reservation includes the large room inside the Avendale Clubhouse, kitchen, fireplace, movable furnishings and patio.</p> <p>Music cannot be played outdoors.</p>	<ul style="list-style-type: none"> Weekday (Monday – Thursday & Friday before 5pm) reservations are available in 3 hour blocks of time (setup and cleanup included) Weekend (Friday after 5pm & Saturday – Sunday) reservations are available in 6 hour blocks of time (setup and cleanup included). Hours: 8am-11pm Morning reservations must end by 4pm. Members may reserve a Clubhouse for two (2) 	<p>Interior Space: Gatherings up to 37 persons</p>	<ul style="list-style-type: none"> Music and Amplification must be contained inside the clubroom with the doors and windows closed. See Clubhouse Facility Reservation and Use Rules Alcohol: See Clubhouse Facility Reservation and Use Rules Equipment Includes: 4 round tables (60” diameter), 4 banquet tables (3’x6’) and 25 chairs (Additional tables & chairs to be provided by member) Use of pool during reservation is not permitted. See Clubhouse Facility Reservation and Use Rules.

		consecutive time slots to allow for a longer event.		
Patio	Patio off of Great Room includes gas fire pit, gas BBQ grill and covered area with seating.	May be reserved up to 6 hours, including setup and cleanup 8am – 11pm	Patio capacity of 50, with seating for 27.	<ul style="list-style-type: none"> • Fire pit operational from dusk to 11:00 p.m. with resident access card. • No foreign material to be placed in or on the fire pit. • Use caution near open flames and hot surfaces. • Children under 16 may not operate without adult supervision. • BBQ operational from 11:00 a.m. to 10:00 p.m. with resident access card. • Reservations are required for gatherings of 15 or more people. Alcohol may not be consumed unless a reservation has been made and the appropriate fee paid per the Clubhouse Facility and Reservation Use Rules.

Flintridge Clubhouse	Description	Hours	Capacity	Details
Great Room, Conference Rooms, Loft, Patio and BBQ	Reservation includes large furnished multi-purpose room, furnished open lounge area, furnished fireplace room, kitchen area, patio, loft, BBQ and both the men's and women's parlors. Music cannot be played outdoors.	<ul style="list-style-type: none"> • Weekday (Monday – Thursday & Friday before 5pm) reservations are available in 3 hour blocks of time (setup and cleanup included) • Weekend (Friday after 5pm & Saturday – Sunday) reservations are available in 6 hour blocks of time (setup and cleanup included). • Hours: 8am-11pm • Morning reservations must end by 4pm. • Members may reserve a Clubhouse for two (2) consecutive time slots to allow for a longer event. 	Interior/Space: Gatherings up to 76 persons	<ul style="list-style-type: none"> • Music and Amplification must be contained inside the clubroom with the doors and windows closed. See Clubhouse Facility Reservation and Use Rules. Alcohol: See Clubhouse Facility Reservation and Use Rules; • Equipment Includes: 4 round tables (48" diameter), 2 banquet tables (3'x6') and 20 chairs (Additional tables & chairs to be provided by member) • Restrictions: Existing furniture may not be moved in the lounge area and/or the parlors. • Use of pool during reservation is not permitted. See Clubhouse Facility Reservation and Use Rules.

Covenant Hills Clubhouse	Description	Hours	Capacity	Details
Great Room, Sitting Room, Courtyard and Patio	Reservation includes the large multi-purpose room, full service kitchen,	<ul style="list-style-type: none"> • Weekday (Monday – Thursday & Friday before 	Interior Space: Gatherings of up to 46 persons.	<ul style="list-style-type: none"> • Music and Amplification must be contained inside the clubroom with the doors closed. See Clubhouse Facility Reservation and Use Rules.

	<p>furnished sitting room, courtyard with fountain and outside patio area.</p> <p>The BBQ and grass areas are NOT included in reservation. There can be no set-up on grass areas or music/amplified sound played outdoors.</p>	<p>5pm) reservations are available in 3 hour blocks of time (setup and cleanup included)</p> <ul style="list-style-type: none"> • Weekend (Friday after 5pm & Saturday – Sunday) reservations are available in 6 hour blocks of time (setup and cleanup included). • Hours: 8am-11pm • Morning reservations must end by 4pm. • Members may reserve a Clubhouse for two (2) consecutive time slots to allow for a longer event. 	<p>Exterior Space: Courtyard up to 14 persons. Patio up to 30 persons.</p> <p>Total capacity 90 persons.</p>	<ul style="list-style-type: none"> • If the Courtyard and Patio are going to be used under the reservation, no music or amplification is allowed. • Alcohol: See Clubhouse Facility Reservation and Use Rules • Equipment Includes: 4 round tables (60” diameter), 3 banquet tables (3’x6’) and 40 chairs (Additional tables & chairs to be provided by member) • Use of pool during reservation is not permitted. See Clubhouse Facility Reservation and Use Rules.
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VI. PICNIC AREA RESERVATIONS

A. PARK PICNIC AREA RESERVATION GUIDELINES

1. LARMAC Members must complete a reservation application to reserve the facility. A matrix of the facilities that can be reserved follows. It details the guidelines and outlines of the amenities at each facility, including reservations fees and deposits.
2. The reservation of any LARMAC facilities is restricted to LARMAC members for personal use only. Use of the area other than by LARMAC members is not permitted unless a member in good standing with LARMAC sponsors such use. The member reserving the facility or sponsoring a use must be present during the event.
3. The facilities may be reserved no more than 180 days in advance and cannot be reserved for more than one day in a consecutive seven-day period.
4. The facilities may be reserved for up to 6 hours (includes set up and clean up). All events will begin no earlier than 8:00 AM and must end no later than Sunset (clean-up included). Maximum number of guests is 100 persons.
5. There is a cost to reserve the picnic area. Refer to the Facility Fee Schedule for current fees. The reservation is for the picnic and BBQ area ONLY! It does not include the rest of the amenities in the facility.
6. A deposit must be paid to LARMAC at the time the reservation is made in order to hold the reservation. Refer to the LARMAC Fee and Fine Schedule for current deposit rates. Deposit checks will be returned by mail within 30 days following the rental, unless there are to be deductions made by LARMAC. Monetary fines for violations of these rules and costs for repair of damage may be deducted from the deposit. If a Bounce House is going to be used at the event, an additional permit must be completed along with a different deposit. The Bounce House Guidelines and permit follow the Picnic Area Reservation Application & Agreement.
7. The LARMAC Member reserving the picnic area is responsible for all clean up.
8. Costs to remedy damages to the facility will be deducted from the security deposit, and charged as an assessment if costs exceed the deposit.
9. Use of adjacent sports fields are not included in the picnic area reservation. Scheduled sports activity (Youth Baseball, Soccer, Football) may be scheduled on the sports field. If requesting exclusive use of the sports fields a separate permit must be requested from the Sports and Recreation Manager.
10. No music or amplification is allowed including but not limited to PAs, bands, or disc jockeys.
11. Residents that become 90 days or more delinquent in the payment of their LARMAC account will not be permitted to reserve and/or maintain a previous reservation until the complete account obligation is paid in full and kept current. Members with reservations who allow their LARMAC account to become delinquent will be given written notice that their reservations have been cancelled due to their account status. (Reference Section II. General Guidelines)

B. AQUATIC PARK PICNIC AREA RESERVATION GUIDELINES

There are three covered picnic areas inside the Terramor Aquatic Park. All of these picnic areas are subject to closure without advance notice in the event of an emergency that requires closure of the pool, such as a contamination incident.

All of the above rules apply with the following additions or exceptions:

1. Only one (1) picnic area may be reserved no more than six (6) months in advance and no more than one time per year, per household.
2. See LaderaLife.com for the list of available picnic shelter rental days and times.
3. Maximum number of guests per site is 30 persons. Maximum number of non-resident guests under the reservation is 25 persons.
4. There is a cost to reserve the picnic area. Refer to the Facility Fee Schedule for current fees. The reservation is for the picnic area ONLY! It does not include the rest of the amenities in the facility.
5. Deck furniture cannot be moved in the covered picnic areas.
6. Residents that become 90 days or more delinquent in the payment of their LARMAC account will not be permitted to reserve and/or maintain a previous reservation until the complete account obligation is paid in full and kept current. Members with reservations who allow their LARMAC account to become delinquent will be given written notice that their reservations have been cancelled due to their account status. (Reference Section II. General Guidelines)

C. Parks Facility Reservation Matrix

Reservable Park Picnic Areas	DIRECTIONS	DESCRIPTION		BOUNCE HOUSES	RESERVATIONS
		Included in Reservation	Not Included in Reservation		
Chaparral Park	29075 Sienna Parkway: Located in Township District off Flintridge Avenue and Sienna Parkway next to Chaparral Elementary School	Overhang with 1 picnic area with 3 picnic tables. Use of restrooms using Ladera Ranch Access Card.	Playground equipment and small grass area all on a first serve basis	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	By permit through LARMAC with rental fee and security deposit. 2 week cancellation policy: Cancel less than 2 weeks prior to event, LARMAC retains fee, returns deposit.
Founders Park	28275 Avendale Boulevard: Located in Avendale Village off Avendale Blvd., next to the Ladera Ranch School on Sellas Rd. North	Picnic tables and use of restrooms using Ladera Ranch Access Card.	2 sand volleyball courts, tot lot with swings, 8 BBQ grills all on a first serve basis.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	By permit through LARMAC with rental fee and security deposit. 2 week cancellation policy: Cancel less than 2 weeks prior to event, LARMAC retains fee, returns deposit.
Oso Grande Park	28135 Covenant Hills Drive: Located just outside the Covenant Hills Clubhouse on Sienna & Covenant Hills Drive	1 picnic area with 3 tables and use of restrooms using Ladera Ranch Access Card.	Large tot lot, Gazebo with 2 BBQ Grills and additional grills and tables throughout are all on a first serve basis.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	By permit through LARMAC with rental fee and security deposit. 2 week cancellation policy: Cancel less than 2 weeks prior to event, LARMAC retains fee, returns deposit.
<u>Celestial Plunge Park</u>	<u>29145 Ethereal Street: Located at the round-about at Ethereal and Sienna Parkway.</u>	<u>small grass area, 3 picnic areas, gazebo with 1 picnic table.</u>	<u>Playground equipment, Restrooms with key card access.</u>	<u>Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.</u>	<u>By permit through LARMAC with rental fee and security deposit. 2 week cancellation policy: Cancel less than 2 weeks prior to event, LARMAC retains fee, returns deposit.</u>
Terramor Aquatic Park Picnic Areas	26281 O'Neill Drive: Located at the Terramor Aquatic Park on O'Neill near the intersection of O'Neill and Sienna	Use of 1 of the 3 covered picnic areas as well as use of restrooms	Grass areas and pathways.	Not allowed	By permit through LARMAC with rental fee and security deposit. 2 week cancellation policy: Cancel less than 2 weeks prior to event, LARMAC retains fee, returns deposit.
Open Use Parks	DIRECTIONS	DESCRIPTION		BOUNCE HOUSES	DEPOSITS
Arroyo Park	29595 Michael Road: Located on Michael Road off Cambridge Road	Park Not Reservable. Area includes playground equipment, small field with backstop, 1 picnic area, 1 gazebo with picnic table. No restrooms.		Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Bluff Top Park	In Oak Knoll Village on O'Neill and Winfield	Park Not Reservable. Area includes 5 picnic areas. No restrooms.		Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Boreal Plunge Park	27642 Gaia Lane: Located on Gaia Lane and Narrow Canyon Drive	Park Not Reservable. Area includes playground equipment, 2 picnic areas, big grass area with an overhang that includes 2 BBQ's, 3 tables, a gazebo. Restrooms located in pool area by key card access.		Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.

Brittlestar Park	In Covenant Hills Village: Located off of Brittlestar Road	Park Not Reservable. Playground equipment, gazebo with 2 picnic tables & 1 BBQ. No restrooms.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Canterra Plunge Park	41 Sklar Street: Located on Sklar St. and Gloxinia St.	Park Not Reservable. Area includes playground equipment, overhang with 3 picnic tables. Restrooms in pool area by key card access.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Celestial Plunge Park	29145 Ethereal Street: Located at the round about at Ethereal and Sienna Parkway.	Park Not Reservable. Area includes playground equipment, small grass area, 3 picnic areas, gazebo with 1 picnic table. Restrooms in pool area by key card access.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Cherry Plunge Park	131 Sellas Road South: Located on Sellas Rd. South across from Hydrangea.	Park Not Reservable. Area includes playground equipment, small grass area with 3 picnic areas. Restrooms in pool area by key card access.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Cox Sports Park Playground	27623 Crown Valley Parkway: Located on Crown Valley Parkway opposite Cecil Pasture.	Park Not Reservable. Area includes playground equipment, covered picnic area with 6 tables, 1 BBQ. Restrooms available.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	Sports Fields: Reservations by permit through LARMAC for sports teams. Picnic Area: No reservation needed. Security deposit with Bounce House.
Creighton Plunge Park	2 Creighton Place: Located off of Creighton and Commons North.	Park Not Reservable. Area includes playground equipment, small grass area, 1 picnic area. Restrooms located in pool area by key card access.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Dawnwood Park	Located in Oak Knoll Village at end of Dawnwood	Park Not Reservable. Area includes playground equipment, 1 picnic area. No restrooms.	Not allowed	No reservation needed.
Eton Park	28535 University: Located on Eton & University.	Park Not Reservable. Area includes play equipment, small field with backstop, gazebo with 2 tables and 2 BBQ's, 2 picnic areas. No restrooms.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Exploration Park	Terramor Village: Located down the pathway from end of Citrus Lane	Park Not Reservable. Area includes playground equipment, rock wall, 1 picnic area. No restrooms.	Not allowed	No reservation needed.
Hilltop Park	Located in the Flintridge Village off Weldon Heights and Wickford	Park Not Reservable. Area includes tot lot with swings, picnic tables and BBQ grills. No restrooms.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Linear Park	Wycliffe District: Located on University Ave. between Eton and Creighton	Park Not Reservable. Area includes playground equipment, gazebo with 2 picnic tables, 1 picnic table, 2 BBQ's. No restrooms.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.

Mission Hills Park	Inside Covenant Hills: Located on Bell Pasture near Mission Ridge Road.	Park Not Reservable. Area includes playground equipment, putting green. No restrooms.	Not allowed	No reservation needed.
Pleasanton Park	Oak Knoll Village: Located at end of Pleasanton Street	Park Not Reservable. Area includes playground equipment. No restrooms.	Not allowed	No reservation needed.
Poet's Park	28741 Tuberose: Located in Avendale Village off Tuberose and Agapanthus	Park Not Reservable. Area includes gazebo with BBQ grill, 2 Picnic tables, tot lot with 4 swings. No restrooms.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Sienna Botanica	On Sienna Botanica Trail: Located at the corner of Sienna Parkway & Windmill Avenue	Park Not Reservable. Area includes playground equipment, 3 picnic tables. No restrooms.	Not allowed	No reservation needed.
Town Green	28801 Sienna Parkway: Located in the Township District off Main Street and Sienna Parkway adjacent to the Mercantile West Retail Center	Park Not Reservable. Area includes gazebo, covered area with 3 picnic tables. No restrooms.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.
Wagsdale Dog Park and Field	27162 O'Neill Drive: Located on O'Neill opposite Cecil Pasture	Park Not Reservable. Dog Park: Large Dog Area: 2 shade structures, 7 benches; Small Dog Area: Shade structure with 2 benches. Field: Sports field is 1.28 acres without lighting.	Not allowed	No reservation needed.
Weatherwood Park	27975 Snapdragon: Located in Avendale Village off Snapdragon and Sweet Pea	Park Not Reservable. Area includes tot lot with 4 swings. No restrooms.	Permitted with Application and security deposit. Vendor insurance naming LARMAC as additional insured.	No reservation needed. Security deposit with Bounce House.

Note: All picnic tables will seat approximately six people.

D. BOUNCE HOUSE RESERVATION GUIDELINES

1. A Bounce House may be used during a park reservation. Reservations must be made by members of LARMAC. A member may sponsor an event for a guest; however the member must be in attendance at all times.
2. Reservations may be made up to six (6) months in advance.
3. Bounce House use is allowed at parks listed in the Park Facility Reservation Matrix and pocket parks only.
4. Park reservations must be made in person at the Avendale Village Clubhouse office.
5. It is necessary to present the LARMAC membership card when placing a park reservation.
6. It is the responsibility of the LARMAC member to contact the Bounce House vendor and make rental arrangements.
7. All Bounce House rental financial arrangements are strictly between the LARMAC member and the bounce house vendor.
8. Once the Bounce House renter has completed the Bounce House rental with the vendor, it is the renter's responsibility to call the Avendale Village Clubhouse office with the name of the vendor.
9. Residents utilizing bounce houses must keep a copy of their vendor agreement on hand during their event. Only one reservation may be made per park per day.
10. Bounce House use may be no earlier than 8am and no later than sunset.
11. A security deposit is required to place a reservation. Refer to the Facility Fee Schedule for current deposit rates. The deposit check in addition to park/clubhouse fee must be from the LARMAC resident payable to LARMAC.
12. Bounce House deposit checks will be returned BY MAIL within 30 days following the rental, provided all policies have been adhered to. Fines, costs and expenses incurred by LARMAC will be deducted from the deposit if guidelines are violated or damages occur.

BOUNCE HOUSE LIMITATIONS

- Only one Bounce House is permitted.
- No electrical outlet use is permitted - generators must be used.
- Bounce House must be dropped off and picked up by the vendor the same day as the party.
- The member that reserves the park must monitor use and safety. LARMAC assumes no responsibility.
- The park must be left in the same condition as found prior to the party. The cost to repair any damage to LARMAC Property (including but not limited to turf, plant material, furniture, sprinkler system, etc.) will be deducted from the deposit to the extent covered by the deposit. The cost of trash pick-up will also be deducted from the deposit. If the costs, expenses and penalties resulting from reservation of a park exceed the deposit, the member will be assessed a special assessment in the amount that exceeds the deposit.

VII. COVENANT HILLS COMMUNITY GUIDELINES

A. General Guidelines

The gated community of Covenant Hills is part of the covered property of Ladera Ranch Maintenance Corporation (LARMAC). Therefore all residents that live within LARMAC have the ability to enjoy the common areas within the gates. As determined this use will be limited between the hours of 6:00am to 10:00pm each day. Access will only be granted if a Member can provide their valid LARMAC resident facility card to the gate attendant on duty. Access will be denied without the card or without proper guest authorization by a Covenant Hills resident.

All parking and related guidelines can be found under the General Guidelines for all of Ladera Ranch Maintenance Corporation.

B. Covenant Hills Homeowner Gate Access Form

1. Residents living in a Covenant Hills community of Ladera Ranch are requested to complete the Covenant Hills Homeowner Gate Access Form. This will provide information for the gate database that is then made available electronically at each of the gates. The Homeowner Gate Access Information Form is available at the Avendale Village Clubhouse, **1 Daisy Street, Ladera Ranch, CA 92694, (949) 218-0900** or on LaderaLife.com.
2. The name of the residents, the property address, email address, telephone numbers, vehicle make, vehicle registration with the name of the registered owner and license plate number(s).
3. In order for the information to be entered into the database, the form must be signed by the homeowner.
4. Complete Covenant Hills Homeowner Gate Access Form with all applicable fees shall be turned into LARMAC at the Avendale Village Clubhouse, 1 Daisy Street, Ladera Ranch, CA 92694(949) 218-0900. Information forms are available at the Avendale Village Clubhouse and on LaderaLife.com.

C. Access for New Property Owners

1. A temporary pass will be issued at the gate to new homeowners presenting proof of ownership of property within the Community (i.e., grant deed or closing statement).
2. This pass will be good for up to thirty (30) days.
3. Prior to expiration of the thirty (30) day pass, property Owners shall obtain, complete and submit the Homeowner Gate Access Information Form and obtain their transponders.

D. Electronic Transponder Access

There are two (2) transponder options available to residents for use at the Covenant Hills gates, which automatically open the gate as the vehicle passes the sensor device. Residents may choose either a non-removable sticker that affixes to the bumper of their vehicle, or a placard that hangs from the rear view mirror.

1. Transponders shall be issued only to residents and their approved tenants who are listed on the lease in the Covenant Hills Community. The transponders will be issued upon submittal of the completed Covenant Hills Homeowner Gate Access Form based upon the criteria set forth below.
2. This transponder is obtained from LARMAC at Avendale Clubhouse, 1 Daisy Street, Ladera Ranch, CA 92694, (949) 218-0900.
3. Up to two (2) transponders will be issued to each home free of charge upon the purchase of a property within the Covenant Hills and completion of the Homeowner Gate Access Information Form. Additional transponders can be purchased for vehicles that are the property of permanent residents of the Covenant Hills community upon receipt by LARMAC of the vehicle make, model and license plate number. The resident must visit the LARMAC office and fill out the required form to obtain additional transponders.

4. Inoperative and/or damaged transponders will be replaced for a fee.
5. Transponders may be deactivated for member accounts who become delinquent as more specifically described in Section II General Guidelines of the Community Guidelines.

E. Guest Access

1. Residents may allow access to frequent guests or service providers. It is the resident’s responsibility to update their “Permanent Guest” list through **ch.communityhoa.com** or the **DwellingLIVE** mobile device app.
2. These guests will be admitted upon presenting photo I.D. The pass will be good for the day of issuance only.
3. Residents are required to follow the rules (contained herein) for Homeowner Parties/Special Events if there is a need to authorize entry for five or more vehicles.
4. If a minor wishes to submit a list, an adult property Owner must sign it. The gate attendant will ask the passenger of the vehicle for proof of I.D.
5. No “open access” to a resident’s home will be permitted. All guests must be either verified via a phone call to the resident from the gate attendant or may be added by the resident as a temporary guest through **ch.communityhoa.com** or the **DwellingLIVE** mobile device app.
6. Passes may be issued to guests upon the request of the host resident. This pass is good for the day of issuance only. If the guest will be staying longer than one (1) day, the individual will be issued a Guest Pass for up to one (1) week or as noted on the pass (maximum of seven (7) days). The gate attendant will ask guest/vendor for proof of I.D. before issuance of this Guest Pass.
7. Abuse or violation of entry privileges by guests will be the responsibility of the host resident.

F. Gate Access for Vendors and Contractors

Access to the Covenant Hills gated community will be subject to the following rules and regulations:

1. All rules, regulations and requirements in the Construction Manual for Custom Homesites are incorporated into the rules for gate access by vendors and contractors to Covenant Hills.
2. Contractors are allowed access into Covenant Hills between 7:00 a.m. and 5:00 p.m., Monday through Friday, and 7:00 a.m. to 3:00 p.m. on Saturday with a valid Construction Pass. Construction passes will be issued at the Avendale Village Clubhouse front office.
3. All contractors must use the Covenant Hills construction gate to enter the community during the Construction Gate hours of operation (7:00 a.m. – ~~8:30~~ ~~4:00~~ a.m. Monday -Saturday). This gate is located off Sienna, just south of the Sienna resident gate entry.
4. There is no construction traffic allowed through the Antonio and/or the Sienna residential entry gates during the Construction Gate hours of operation.
5. The Construction Gate is an ingress lane only. All contractors must exit out the main exit gates.
6. *Contractor work will include any activity which may cause a disturbance in the community whether or not it is activity that will take place inside the home, such as loading or unloading furnishings or equipment in front of the home, including but not limited to landscape installation contractors, painting contractors (interior or exterior), flooring installation, and the like.*
7. Work on Sundays and federal holidays is not allowed. The following holidays will constitute **NO WORK** days (applies to construction only, not service vendors, such as gardeners, pool cleaners, house cleaners or regularly scheduled maintenance by LARMAC):

New Year's Day
Martin Luther King, Jr. Day
President's Day
Easter

Memorial Day
Independence Day
Labor Day
Columbus Day

Veterans Day
Thanksgiving
Christmas

8. Any contractor remaining in the community beyond 5:00 p.m. Monday through Friday, or 3:00 p.m. on Saturday will be escorted off the property.
9. Contractors and Service personnel found to be abusing their privileges within the community or violating these Rules or the Construction Manual for Custom Homesites may be denied future access to the community.
10. Contractors and service personnel may be immediately denied access in the event that a cease and desist notice is issued by LARMAC for any pursuit of any unauthorized architectural changes, violation of these Rules or the Construction Manual for Custom Homesites, expiration of required insurance, or in the event that any construction deposit falls below the required minimum balance.

G. Gate Access for Service Personnel

1. It is recommended that maid services, gardeners, pool service personnel, car washing services, landscape maintenance services and others who provide service on a regular and on-going basis, be placed on the Member's permanent guest list with the restrictions of the day of service and the time of service to control the access at the gates. They will then receive a Service Personnel Pass when entering the community. The yellow pass shall contain the same information on the front and back as on the white guest pass.
2. In order for the Service pass to be issued, the following is required:
 - A homeowner must have the guest noted on their permanent guest list or call the gate attendant with the proper password and authorize entry, in the same manner as for the White Guest Pass.
 - If the service person arrives at the gate and has not been previously authorized for entry, the gate attendant shall call the homeowner and receive permission to admit the service person before doing so.

H. Gate Access for Delivery Services

Access for deliveries will be handled as follows:

1. **Deliveries (i.e. Florist, Pizza, Dry Cleaner, etc.)**
 - Verification that the resident is at home is to be made in all cases. If the resident is not at home, entrance of the delivery will be denied and must be attempted again at a later time unless the resident has a notation to the contrary in the computer database.
 - If the delivery is made via an unmarked vehicle, the driver must show the gate attendant a copy of the delivery order prior to allowing access.
2. **UPS, Federal Express, and U.S. Mail**

These deliveries are authorized automatic entry to the community as are any other official package delivery services.
3. **Newspaper Deliveries**
 - Subscription delivery service is allowed. Collection is done by mail only.
 - Soliciting for newspaper service is not allowed.

I. The Press

The press is only permitted access if authorization is given by a **current resident** (past residents are not able to grant access) or Official Law Enforcement (such as police officers, fire authority.) Under no other circumstance shall the press be permitted to enter.

J. Tenants of Property Owners

Prior to issuance of transponders to any tenant, a copy of the signed lease and the Homeowner Access Information Form must be completed by the member and returned to LARMAC. Members will be held responsible for any abuse of privileges by tenants.

K. Agent/Broker Entry Access

1. Real Estate agents/brokers are permitted entry to the Community for the following:
 - Show Property.
 - Visit with a homeowner whose property is listed with them.
2. Agents are not permitted to solicit Covenant Hills residents for listings; this includes the practice of “farming” and distribution of brochures or other marketing items in the Community.
3. Guest Passes are issued only for one (1) day to licensed real estate agents.
4. The Homeowner must call the gate attendant and authorize the entry of a real estate agent, or add them to their “permanent guest list”.
5. If a real estate agent arrives at the gate and has not been previously authorized entry, the gate attendant shall place one courtesy call to the Homeowner or authorized agent to receive permission to admit the agent.
6. In the event a potential buyer arrives at the gate that has not been previously authorized for entry, the gate attendant shall place one courtesy call to the Homeowner or authorized agent to receive permission to admit the agent.

L. Open House Events

1. Open houses may be held on Saturdays and Sundays only from 10:00 a.m. to 6:00 p.m.
2. Member or Member's approved agent wishing to hold an open house must contact LARMAC via phone at 949-218-0900 or call the gate attendants at Sienna Gate 949-218-2403, Antonio Gate 949-429-6081 and indicate the date and times of the requested open house.
3. Open houses may only be authorized by LARMAC. Admittance for events that are not approved in advance will not be granted.
4. All costs associated with the open house shall be the responsibility of the Member.
5. Individuals arriving at the gate facility and indicating they will be attending the open house must specify the address of the open house at the gate in order to be issued a pass. Real Estate agents other than the authorized listing agent must also provide a specific address.
6. One-day Guest Pass will be issued to the person attending the open house and the gate attendant will inform the individual that they may only visit the authorized home.
7. "Open House" signs must conform to all rules of the LARMAC sign policy under the Community Guidelines and will be allowed only on the open house property the day of the open house between the hours of 10:00 AM to 6:00 PM, and may only be located at the front of the Lot.
8. Additional signage is permitted the day of the Open House only, in accordance with the Community Guidelines.
9. Real estate inquiries that request a specific house address are to be given access to the community with a Guest Pass, according to the procedure of issuing guest passes.

M. Real Estate Signage Policy for Covenant Hills

There is one sign which may be used in accordance with this policy during the listing for sale or original construction period of Covenant Hills residential properties in Ladera Ranch. "Exhibit A" is a depiction of what the sign will look like.

For Sale Signs:

The standard sign is permitted to be placed on all listings in Covenant Hills. All such signs advertising a home for sale may be placed subject to the following restrictions and requirements:

1. All signs must meet the specifics of "Exhibit A".
2. Verbiage on for sale signs is restricted to the Name of the Realty Company, the Realtor Name, one phone number and Realtor's address.
3. Sign colors, lettering type and size shall be as required by LARMAC on the "Exhibit A".
4. Signs shall be posted on a 4"x4" wood post painted to match the back ground color of the sign with the bottom edge of the sign 24" from the ground. The post shall not extend past the top edge of the sign.
5. Signs shall be one sided, placed parallel to the street and at least 10 feet behind curb.
6. Riders on signs are limited to one indicating either "Pending" or "Sold". The riders shall conform in color and style.
7. A total of two signs are allowed per property. One to be displayed in the street (driveway) frontage and one in the back of the property.

8. A non-transparent box may be attached as shown in “Exhibit A”. No information may be displayed on the outside of the box. The box color must match the sign color specified in “Exhibit A.” No brochures may be displayed.
9. Each realty company must purchase their own signs.
10. All for sale signs must be removed if the property is no longer for sale, no later than 7 days from the close of escrow or cancellation of the listing.

N. Real Estate Showings

1. The resident or non-resident Member must contact the gate attendant and advise the attendant of the date and time of the visit that someone is expected to view their home.
2. The Homeowner or a previously authorized agent or broker must escort any other visitors, unless they appear on the Homeowner’s security information as an authorized guest.

O. Broker and/or Office Previews

1. One (1) broker preview and one (1) office preview per home is allowed in each thirty (30) day calendar period.
2. Details of the preview, including the date, time and anticipated number of attendees, must be faxed to LARMAC, at least five (5) working days in advance of the broker preview. A list of approved real estate events will be forwarded to the gate attendants each week.
3. Real estate agents who arrive at the gate and state that they are attending a preview at the residence address, which has been previously authorized by the Member and communicated to LARMAC, will be admitted by the gate attendant upon presentation of his or her business card, indicating that the individual is a licensed real estate agent.
4. The gate attendant shall list the names of the individuals and their license numbers and phone numbers on the daily sheet.
5. All signs must conform to all rules of the Association and sub-association, and must be placed only on the front of the open house property.
6. Real estate agents are not allowed to utilize flags or open house signs that deviate from the LARMAC signage program, any sign regulations adopted by the sub-association or any County ordinance.



Exhibit A

P. PARTIES & SPECIAL EVENTS

1. Homeowners must populate their guest list in Dwelling Live prior to the event to ensure smooth entry through the gate and to prevent any impact to their neighboring homeowners trying to access the community.
2. If the guest list exceeds twenty (20) vehicles or there are multiple events in the community, the homeowner will be required to hire an additional gate attendant under the following schedule.

20 vehicles or less	No additional attendant unless there are multiple events (in which case, the Members would share cost evenly.)
21 – 90	One Additional Attendant
91 – 141	Two Additional Attendants
Over 141	Three Additional Attendants or more

Large parties require the resident to provide parking alternatives that accommodate their guests, but do not unreasonably affect the neighborhood. The guest access limit behind the gates is limited to twenty (20) vehicles without alternative provisions. Alternative provisions can include but are not limited to, guest parking at parking lots adjacent to village clubhouse facilities, guest parking at an offsite location (school parking lot for example) as arranged by the resident hosting the party. The use of a shuttle service would be needed in this case.

3. The gate attendants must be hired through the LARMAC gate attendant company.
4. The gate attendants must remain on duty for the anticipated duration of guest arrivals.
5. The homeowner must pay the cost for the additional gate attendant fourteen (14) days in advance of the function.
6. Those Members desiring to host a party or social event in their home or Lot prior to occupancy are not permitted to do so unless advanced written consent of the Board of Directors is obtained.

Q. FUND RAISERS/CHARITABLE EVENTS

From time to time and in its sole discretion, the Board of Directors may consider a homeowner’s request to sponsor a charitable event at his or her residence that would require the admission of the public. In considering any such requests, the Board of Directors will require the following, in addition to other specific reasonable conditions:

1. The sponsoring homeowner and the charitable organization must provide for and pay for the cost of additional guard attendants. In the usual circumstance, guards must be provided by the gate attendant service employed at the entry gates.
2. Depending upon the anticipated number of guests, the Board of Directors may require one or more additional guards at the entry gates, according to the Parties and Special Events Rules.
3. Additionally, one or more guards will be required at the Residence to ensure that the attendees only have access to the home of the sponsoring homeowner and that they leave the Community after attending the event.
4. The homeowner and charitable organization must abide by all parking requirements and provide evidence of ability to comply with such parking regulations and requirements that are directed by the Board.
5. The sponsoring homeowner and charitable organization must hold the Association and its members harmless from and indemnify against any liabilities on a form prepared by the Association’s attorney and must pay for the cost of the preparation of such form in advance.
6. The sponsoring homeowner and charitable organization must be responsible for any and all costs associated with the special event and must submit a deposit at least fourteen (14) days in advance of that special event for deposit into the Association’s general account. The amount of the deposit will be determined by the Board of Directors to pay for any costs incurred, including, but not limited to gate attendants and damage to LARMAC property, and any surplus funds will be returned to the homeowner or charitable organization after the event has occurred.

VII. ENFORCEMENT PROCESS

1. The Covenant Committee (CC) has the power to enforce the restrictions in the LARMAC Governing Documents, including but not limited to the CC&Rs, Community Guidelines, and Aesthetic Standards. The CC will hold hearings when enforcement measures must be taken. The CC is a three to five person committee that is appointed by the LARMAC Board of Directors.
2. The Board shall be the sole and final arbitrator of the interpretation and enforcement of the LARMAC Governing Documents.
3. Any violation of the LARMAC Governing Documents, including but not limited to violations of the CC&RS, the code of conduct, or damage to common area, may be processed according to the enforcement procedure outlined herein. For more serious violations, LARMAC, in its sole discretion, may accelerate the following process or, when appropriate and necessary, immediately pursue legal action to remedy a violation.

	Enforcement Procedure
First Sighting	Courtesy violation letter requesting compliance within thirty (30) days.
Non-Compliance After Second Sighting	Invitation to 1 st Hearing, and imposition of penalties as set forth in section 4, below.
Non-Compliance After Third Sighting	Invitation to 2 nd Hearing, and imposition of penalties as set forth in section 4, below.
Non-Compliance After Fourth and Subsequent Sighting	Invitation to 3 rd Hearing (or subsequent hearing), and imposition of penalties as set forth in Section 4, below.

4. Following a noticed hearing and an opportunity to be heard, Members who have: (1) violated the governing documents on a continuing or frequent basis; (2) are 90 days or more delinquent in the payment of their LARMAC account, which includes and is not limited to periodic assessments, fines, reimbursements, charge backs, interest and/or late charges; (3) have violated LARMAC’s code of conduct; and/or (4) damaged any portion of the Common Area may be subject to any combination of the following penalties until the violation is corrected, damage corrected, and/or the delinquency is cured, as appropriate:

- ❖ Imposition of monetary fines in accordance with LARMAC’s fine schedule
- ❖ Entry upon the Member’s Lot to remove the violation, make the necessary repairs, and/or improve the lot so that it meets with approval of minimum ARC maintenance standards, and thereafter seek reimbursement from the Member for the expense thereof
- ❖ Suspension of voting privileges
- ❖ Suspension of membership privileges, including but not limited to suspension of the right to use any recreational facility,
- ❖ Suspension of all Member and Guest access cards
- ❖ Suspension of LaderaLife.com privileges,
- ❖ Suspension of reservation privileges, and cancellation of current reservations for any clubhouse facility, tennis court, or picnic area.

5. Any dispute with your neighbor should be discussed directly with your neighbor. If you are unsuccessful in resolving a dispute with your neighbor, you may contact LARMAC’s management company and/or your local Neighborhood Representative. If two or more Members file a Notice of Complaint with LARMAC identifying an alleged violation, and only after confirmation of a violation by LARMAC, then LARMAC may, but is not required to pursue the violation in accordance with Section 3, above, and may, but is not required to impose penalties as set forth in Section 4.
6. **If a violation is cleared and it re-occurs, the offending homeowner will be invited to the next hearing rather than restarting the process.** Management has been given the right to grant verbal extensions of up to two weeks if only one violation letter has been sent to the homeowner (all verbal extensions will be documented in the homeowner’s file by management).

*Fine may be modified by the Covenant Committee based on specific circumstances and facts, e.g. history of the violation, cooperation by homeowner and multiple violations.

**Violations not specifically called out above may begin with the Level 1 fine amount, and may vary depending on the impact of the violation on the community.

IX. ELECTION RULES

A. **Proxies and Notices for Annual Elections.** The following guidelines apply to the solicitation of proxies relating to Annual Elections of Directors to LARMAC and the LARCS Boards, as provided for in Article II, Section 2.4 of the Bylaws:

1. LARMAC shall post official notice of all Annual Meetings in the same manner set forth in the California Civil Code for providing general notice of open session Board meetings. Such notice shall be posted at least thirty (30) days prior to each Annual Meeting.
2. The official notice of each Annual Meeting shall include within it a description of how and where individual members within each Neighborhood may complete an electronic proxy form in order to provide instruction to such member's Neighborhood Representative regarding how such member's votes should be cast.
3. LARMAC may also post notice of Annual Meetings on Laderlife, in Roots & Wings, via email blasts, or in any other manner that the LARMAC and/or LARCS Board may deem appropriate.

B. **Proxies and Notices for Neighborhood Meetings.**

1. Notices of any proposed meeting of a Neighborhood for the purpose of electing Neighborhood Representatives thereto, shall be mailed to each and every member of such Neighborhood, save and except for those members that have consented to receive such notices via electronic delivery. Please note that electronic delivery provides significant cost savings to the residents of LARMAC and, as such, is highly encouraged!
2. The notice of any Neighborhood meeting shall include within it a description of how and where individual members within each Neighborhood may complete an electronic proxy form in order to cast votes for a Neighborhood Representative.
3. In accordance with Section 6.3 of the LARMAC Bylaws, the only action to be taken by the members within each Neighborhood is the election and/or removal of Neighborhood Representatives.
4. The qualified candidate receiving the highest number of votes at any Neighborhood meeting shall be elected to serve as the Neighborhood Representative, and the qualified candidate receiving the next highest number of votes shall be elected to serve as the Alternate Neighborhood Representative."

