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Date: February 3, 2023

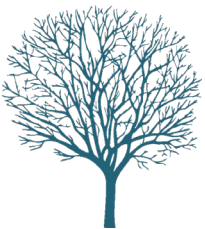
To: LARMAC Members

From: LARMAC Board of Directors

Re: Official Notice of Proposed Changes to LARMAC Community Guidelines, Aesthetic Standards and the Fee and Fine Schedule.

In accordance with California *Civil Code* Section 4360, the Board of Directors hereby provide you with a minimum of twenty-eight (28) days' notice of proposed changes to the LARMAC Community Guidelines, Aesthetic Standards and Fee and Fine Schedule, which are proposed for adoption at the Open Session Board of Directors Meeting for the Ladera Ranch Maintenance Corporation ("LARMAC") on March 8, 2023 at 7:00 p.m. at the Oak Knoll Clubhouse, located at 28192 O'Neill Drive, Ladera Ranch, CA 92694. The purpose of this notice is to offer you an opportunity to provide comments on the proposed changes. You may also view the documents referenced herein on Laderalife.com.

This notice will accompany a red line version of the LARMAC Community Guidelines, Aesthetic Standards and Fee and Fine Schedule, where the proposed changes are documented. Although a brief summary of the most significant proposed changes is summarized in the table below, we urge you to review the actual text provided.



Avendale Village Club

1 Daisy Street
Ladera Ranch, CA 92694
Tel: (949) 218-0900
contact.larmac@laderalife.com

COMMUNITY GUIDELINES			
#	SECTION	DESCRIPTION OF CHANGE	PURPOSE AND INTENT OF CHANGE
1	Section I- Introduction	Adds language to clarify that the guidelines apply to all people who have the legal right to use and/or enjoy LARMAC's property.	To reinforce that the Community Guidelines apply to people who have the legal right to use and/or enjoy LARMAC's property.
2	Section II (E) – Use of Common Area	Provides notice to residents about the use of cameras on the Covered Property. Adds language that solicitation is prohibited on the Covered Property.	To provide residents with notice that the common area facilities are under audio and/or video surveillance, and that security patrol officers use body cameras while on duty. To prohibit solicitation and strengthen/enable LARMAC's ability to enforce this provision.
3	Section II (F) – Parking & Vehicle Guidelines	Specifies that the nominal movement of a vehicle does not prevent a determination that the vehicle may be deemed to be "stored." Directs residents to posted signage for current LARMAC parking lot hours.	To strengthen LARMAC's ability to enforce private street parking violations for stored vehicles; to reinforce that small movements do not constitute the vehicle as "moved/relocated." To reinforce LARMAC's ability/authority to adjust parking lot hours as needed.
4	Section III (A) - Plunge/ Clubhouse Pool Guidelines	Adds language to prohibit tampering with AED units.	To add a violation for tampering with AED units; one AED unit will be installed at each of the four (4) clubhouse locations.
5	Section III (B) – Terramor Aquatics Park Guidelines	Clarifies language for glass containers.	To reinforce glass containers are prohibited at this facility. The same language already exists under the Pool Guidelines.
6	Section III (G) – Park Guidelines	Adds and consolidates language from the section previously titled Park Areas.	To move rules from the section previously titled Park Areas.

7	Section III (H) – Sports Fields Use Guidelines	<p>Updates the name of the section to Sports Fields Use Guidelines.</p> <p>Updates language and changes document reference for how to obtain a Use Permit, including information on pricing, etc.</p>	<p>To update the name of the section to incorporate all sports fields.</p> <p>To remove specific information for Use Permit and Sports Field Park Use from the Community Guidelines as most relates to use by approved sports organizations, which will be added to LaderaLife.com.</p>
8	Section III (I) - Cox Sports Park Guidelines	<p>Adds a section specific to Cox Sports Park.</p> <p><i>*All subsequent numbering has been adjusted to reflect this addition.</i></p>	<p>To add a section specific to Cox Sports Park given its unique features.</p>
9	Section IV – (A2 -K) – Reservable Park Areas and Sports Fields – Detailed Sports Field Use Guidelines	<p>Removes language for use by sports organization from the Community Guidelines.</p> <p>Transfers soccer goal maintenance from LARMAC to the approved soccer organization.</p> <p>Moves batting cage guidelines to new Cox Sports Park section.</p>	<p>To remove information for use by Ladera Ranch and Non-Ladera Ranch organizations from the Community Guidelines. This information will be incorporated into a new Sports Field Management section added to LaderaLife.com.</p> <p>To assign soccer goal maintenance to the approved soccer organization.</p> <p>To move batting cage guidelines to the Cox Sports Park guidelines.</p>
10	Section V (A) – Clubhouse Facility Reservation and Use Rules	<p>Updates language for making reservations on LaderaLife.com and directs residents to the Clubhouse Facility Matrix on LaderaLife.com.</p> <p>Relocates provision related to LARMAC facilities not being used for personal financial gain or commercial activity.</p> <p>Updates language for reservation cancellations and changes.</p> <p>Updates language to include the definition of a ‘vendor’ and removes confusing language to make it easier to understand.</p>	<p>To clarify that all reservations must be made on LaderaLife.com and direct residents to the website for the current Clubhouse Facility Matrix, which will be removed from the Community Guidelines.</p> <p>To reinforce that LARMAC facilities may not be used for personal financial gain or commercial activity.</p> <p>To clarify circumstances when rental fees and deposits will be withheld as well as state that changes to a reservation are subject to availability.</p> <p>To define the term ‘vendor’ and clarify a reservation will be cancelled if vendor or alcohol insurance is not provided in accordance with the Rules.</p>

		<p>Updates requirements for reservations made less than 30 days before the event.</p> <p>Amends language for use of food trucks during a reservation.</p> <p>Removes outdated language.</p> <p>Simplifies and streamlines language to make it easier to understand.</p> <p>Clarifies information on speakers and amplified sound at the Covenant Hills clubhouse.</p> <p>Clarifies all set up and clean up must be completed within the reserved time period.</p> <p>Specifies where reservation signage can be placed at the Covenant Hills and Oak Knoll clubhouses.</p> <p>Removes reference to Clubhouse Facility Matrix and movement of furniture.</p> <p>Clarifies that hurricane candle fixtures are prohibited at a LARMAC facility.</p> <p>Prohibits hanging decorations on the outdoor string lights where applicable.</p> <p>Prohibits animals at LARMAC clubhouses.</p>	<p>To require vendor and/or alcohol insurance to confirm a reservation made less than 30 days before the event.</p> <p>To note that food trucks will be considered on a case-by-case basis. Currently, food trucks are permitted with proof of insurance.</p> <p>To remove reference to a document that no longer contains fee/deposit amounts.</p> <p>To simply and streamline the language; to strengthen LARMAC's ability to enforce the Rules/rental agreement terms.</p> <p>To clarify information on speakers and amplified sound at the Covenant Hills clubhouse; to strengthen LARMAC's ability to enforce the Rules and limit the impact to surrounding homes.</p> <p>To reinforce that all set up and clean up must be completed within the reserved time period and to reduce the number of late departures.</p> <p>To ensure signs are placed in the correct locations and don't cause confusion to others using the facilities.</p> <p>To omit unnecessary language.</p> <p>To clarify that hurricane candle fixtures are prohibited to prevent damage and costly repairs.</p> <p>To prohibit hanging decorations on the outdoor string lights to prevent damage and costly repairs.</p> <p>To prohibit animals, except verified service animals, at LARMAC clubhouses to prevent damage and costly repairs.</p>
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11	Section VI (A) – Park Picnic Area Reservation Guidelines	<p>Updates language for making reservations on LaderaLife.com and directs residents to the Parks Facility Matrix on LaderaLife.com.</p> <p>Adds Cox Sports Park as a reservable park picnic area.</p>	<p>To clarify that all reservations must be made on LaderaLife.com and direct residents to the website for the current Parks Facility Matrix, which will be removed from the Community Guidelines.</p> <p>To expand the number of reservable picnic areas and capture additional revenue to help offset expenses.</p>
12	Section VI (A) – Park Picnic Area Reservation Guidelines	<p>Corrects the name of the document for current fees and deposits and removes duplicate language.</p>	<p>To correct the name of the document for reservation fees and deposits and omit unnecessary language.</p>
13	Section VI (A) – Park Picnic Area Reservation Guidelines	<p>Updates language to include all vendors and directs residents to revised guidelines when vendor services will be provided at a park.</p>	<p>To expand language to include all vendors, including bounce house vendors, and to refer residents to the revised guidelines when vendor services will be provided at a park.</p>
14	Section VI (A) – Park Picnic Area Reservation Guidelines	<p>Clarifies that only LARMAC BBQs/firepits (if applicable) may be used in these locations.</p>	<p>To clarify that only LARMAC BBQs/firepits may be used in these locations.</p>

15	Section VI (B) – Aquatic Park Picnic Area Reservation Guidelines	<p>Establishes a minimum timeframe to make a reservation.</p> <p>Corrects the name of the document for current fees and deposits.</p> <p>Clarifies that only LARMAC BBQs/firepits (if applicable) may be used at the facility.</p>	<p>To establish a minimum timeframe to make a reservation at the facility, which already exists in LaderaLife.com.</p> <p>To correct the name of the document for reservation fees and deposits.</p> <p>To clarify that only LARMAC BBQs/firepits may be used at the facility.</p>
16	Section VI (C) – Parks Facility Reservation Matrix	Removes the Parks Facility Reservation Matrix from the Community Guidelines.	To reduce the number of documents that need to be updated when facility features/details change. The most current information is on LaderaLife.com.
17	Section VI (D) – Park and Picnic Area Vendor Guidelines and Limitations	Amends the name of the section from Bounce House Reservation Guidelines to Park and Picnic Area Vendor Guidelines and Limitations.	To extend and expand requirements for bounce house vendors to all vendors providing goods/services at LARMAC parks and picnic areas to protect the common areas.
18	Section VI (D) – Park and Picnic Area Vendor Guidelines and Limitations	<p>Updates language to include the definition of a ‘vendor’ to limit confusion and adds a requirement for vendor insurance and penalty if vendor insurance is not provided.</p> <p>Adds language for use of food trucks during a reservation.</p> <p>Removes duplicate and unnecessary language.</p> <p>Establishes a timeline for vendor set up and clean up.</p> <p>Updates language for the handling of deposits and strengthens LARMAC’s ability to enforce the Rules/rental agreement terms.</p>	<p>To define the term ‘vendor’ to limit confusion; to specify the deposit will be forfeited if vendor insurance is not provided in accordance with the Guidelines.</p> <p>To note that food trucks will be considered on a case-by-case basis.</p> <p>To remove duplicate language included in the previous Section V (D) and unnecessary language.</p> <p>To establish a timeline for vendor set up and clean up at parks and picnic areas.</p> <p>To update ‘bounce house’ to vendor for the handling of deposits. To simplify and streamline the language; to strengthen LARMAC’s ability to enforce the Rules/rental agreement terms.</p>

		Removes duplicate language.	To remove duplicate language for bounce house limitations.
19	Section VII (A) – General Guidelines	Adds language that solicitation is prohibited on the Covered Property.	To prohibit solicitation and strengthen LARMAC’s ability to enforce violations this provision.
20	Section VII (B) – Covenant Hills Homeowner Gate Access & Membership Card Application	Corrects the name of the form, updates language and clarifies the process to obtain the Covenant Hills Homeowner Gate Access and Membership Card Application.	To clarify the process to obtain the Covenant Hills Homeowner Gate Access and Membership Card Application.
21	Section VII (D) – Electronic Transponder Access	Corrects the name of the form, updates language and clarifies process to obtain gate transponders.	To clarify the process to obtain gate transponders.
22	Section VII (E) – Guest Access	<p>Strengthens language to require residents to manage their online guest list for all guest entry.</p> <p>Adds a rule prohibiting tailgating through the gates.</p> <p>Updates language for resident access in guest vehicles, including rideshare and carpool vehicles.</p>	<p>To reinforce that residents must update and manage their guest list for access to the community, which will increase efficiency at the gates for a better resident experience.</p> <p>To strengthen LARMAC’s ability to enforce owners and guests that tailgate through the vehicle access gates.</p> <p>To increase efficiency at the vehicle gates and reduce resident frustration when entering in a guest vehicle; to recommend that minors be listed as residents in DwellingLIVE.</p>
23	Section VII (H) – Newspaper Deliveries	Removes duplicate language.	To remove duplicate language now that all solicitation is prohibited in the Covered Property.

24	Section VIII - Enforcement Process	<p>Clarifies that the provisions in a rental agreement prevail.</p> <p>Adds language regarding an appeal to the Board of Directors for violations of a rental agreement and monetary penalties.</p>	<p>To clarify provisions in a rental agreement prevail in the event of a conflict with the Community Guidelines.</p> <p>To strengthen language for violations of the rental agreement; users agree there is no appeal to the Board of Directors for any monetary penalty.</p>
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AESTHETIC STANDARDS			
#	SECTION	DESCRIPTION OF CHANGE	PURPOSE AND INTENT OF CHANGE
1	Section II (B) – Design Principles for Landscape #4	Removes conflicting language.	To remove conflicting language for use of Italian Cypress trees and/or other landscape plantings for screening purposes.
2	Section II (C) - General Principles #2	Reinforces language for improvements in LARMAC common areas and easements areas.	To reinforce that improvements are prohibited in LARMAC common areas and/or easement areas unless authorized by the Board of Directors.
3	Section II (C) - General Principles #3	Adds language for use of heavy delivery or construction equipment across LARMAC common areas.	To help mitigate damage and wear and tear on common areas and private streets from heavy equipment; prior written approval from LARMAC is required.
4	Section IV (C) – Classification of Improvements	Changes classification for “custom” paint color submittals that deviate from the approved color palette of the exterior style of a home or fencing submittals.	To increase the review fees for various home improvements due to the additional expense incurred by LARMAC for these submittals.
5	Section IV (D) – Committee Review Process & (E) - Quick Tips for Submittal	<p>Updates language to reflect current meeting frequency for the Aesthetic Review Committee.</p> <p>Corrects the name of the document referenced.</p>	<p>To update the language to the current meeting frequency.</p> <p>To correct the name of the document referenced.</p>
6	Section V (B) – Specific Criteria Artificial Turf	<p>Adds a provision for owner responsibility to restore artificial turf impacted by necessary repairs to a common area sidewalk/property.</p> <p>Updates language for artificial turf in the parkway Street Tree Areas/Swales.</p>	<p>To add a provision that owners may be responsible for the cost to restore artificial turf impacted by required repairs to adjacent common area.</p> <p>To advise residents that requests for alternative tree well sizes will be considered on a case-by-case basis for parkways with specific characteristics.</p>

7	Section V (B) – Specific Criteria Fences, Walls, Pilasters and Gates	Clarifies language for maximum allowable fence/wall/pilaster heights.	To clarify the maximum height for fences/walls/pilasters to prevent excessive heights.
8	Section V (B) – Specific Criteria Parkways and Street Trees	Clarifies requirements for lots with swales -type parkways.	To clarify that all lots with swales must adhere to the requirements in the Custom Home Design Guidelines.
9	Section V (B) – Specific Criteria Visual Barrier/Privacy Screen	Removes conflicting language.	To remove conflicting language for landscape material used as visual barrier/privacy screening.
10	Section V (D) – Pre-Approved Items Driveway Gutter Bumpers & Retractable Screen Doors	Adds driveway gutter bumpers and retractable screen doors to the list of pre-approved items if specific criteria are met.	To expand the number of pre-approved items if specific criteria are met.
FEE AND FINE SCHEDULE			
#	SECTION	DESCRIPTION OF CHANGE	PURPOSE AND INTENT OF CHANGE
1	Reservation Fees & Deposits for Park Picnic Areas	<p>Corrects the name of the document and specifies the rental agreement terms are strictly enforced.</p> <p>Adds a deposit requirement for reservations at any park when a vendor will be utilized. Updates process on withholding deposits.</p> <p>Adds Celestial and Cox Sports Parks as reservable parks. <i>*Celestial Park is already a reservable park but not currently listed on the schedule.</i></p>	<p>To correct the name of the document and to state and specifies the rental agreement terms are strictly enforced.</p> <p>To limit liability when vendor services are provided at a LARMAC facility. Currently, only park picnic area reservations with bounce house vendors require a \$300 deposit.</p> <p>To clarify and expand the number of reservable picnic areas and capture additional revenue to help offset expenses, including revenue from non-Ladera residents for Cox Sports Park only.</p>

2	LARMAC Facility Cleaning, Damage and Other Fees	Updates the name of the section. Clarifies the \$100 fee is a per hour charge.	To change the name of the document from Clubhouse Facility to LARMAC Facility. To clarify the \$100 late departure fee is charged per hour. Late departures negatively impact the patrol company's reservation closing procedures and prevent them from responding to resident calls and completing scheduled routes.
3	LARMAC Facility Cleaning, Damage and Other Fees	Itemizes the full deposit forfeiture penalty for failure to provide insurance as required by the Rules/Guidelines.	To reinforce the language in the Use Rules/Guidelines that failure to provide insurance will result in a full deposit forfeiture.
4	LARMAC Facility Cleaning, Damage and Other Fees	Adds language for the use of LARMAC property not included in the rental agreement.	To strengthen LARMAC's ability to enforce resident use of property not included in the rental agreement.
5	Enforcement Fines	Adds a separate fine for Code of Conduct violations in the amount of \$500.	To itemize a \$500 per occurrence fine amount for Code of Conduct violations due to an increase in these violations.
6	Enforcement Fines	Adds tampering with AED units and unauthorized tree removal and/or trimming of LARMAC trees to the list of violations with a specific fine in addition to the cost to repair/replace the damaged property.	To itemize tampering with AED units and unauthorized tree removal and/or trimming of LARMAC trees and to assign a specific fine/penalty for each violation.
7	Aesthetic Review Fees	Increases the review fees for various home improvement submittals.	To increase the review fees for various home improvements due to the additional expense incurred by LARMAC for these submittals.
8	Field Permit User Fees	Removes language from the Fee and Fine Schedule.	To omit unnecessary language as these fees are for approved sports organizations. The Field Permit User Fees will be added to LaderaLife.com and separate from the Schedule.

This is your opportunity as a member of LARMAC to provide feedback on the proposed revisions to the LARMAC Community Guidelines, Aesthetic Standards and Fee and Fine Schedule before the Board's formal vote on adoption. The Board of Directors will take all comments into consideration prior to voting. Please submit your comments to the address

or email listed below no later than March 8, 2023, for the Board of Directors to consider your comments. **For your convenience, an electronic comment form has been made available on LaderaLife.com by visiting Communications, Announcements. If you would like to provide feedback on proposed changes not mentioned in the survey questions, you may do so in the comment box at the end of the survey.** You may also attend the March 8, 2023 Open Session meeting and request to speak during the open forum portion of the meeting.

To provide feedback on any of the proposed changes, please contact:

Email: contact.larmac@laderalife.com

Phone: (949) 218-0900 By Mail: LARMAC Office, 1 Daisy Street, Ladera Ranch