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Date: January 25, 2022

To: LARMAC Members

From: LARMAC Board of Directors

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

Dear Homeowner:

In accordance with California *Civil Code* Section 4360(c), the Board of Directors hereby provide you with notice that proposed changes to the Community Guidelines, Aesthetic Standards and Fine and Fee Schedule, which were previously distributed for member review and input, were adopted at the January 12, 2022 Board of Directors meeting. The Board of Directors reviewed all comments submitted prior to making its decision to adopt the foregoing revisions, which are summarized on the table below. **There will be further discussion on the use of e-bikes on the trails at a future meeting.**



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COMMUNITY GUIDELINES			
#	SECTION	DESCRIPTION OF CHANGE	PURPOSE AND INTENT OF CHANGE
1	II- E – Use of Common Area	Adds language to prohibit the use of motorized vehicles, electric bikes, electric scooters, hoverboards or similar devices from use within LARMAC-owned and maintained facilities, including pathways. and trails.	To clarify a rule which prohibits use of gas or electric vehicles and devices from being used in areas where their use would not be appropriate and where they may pose a safety risk to the user, other users at the facility, or to the common areas. <i>*This change was adopted with one revision- “and trails” was removed.</i>
2	II - F – Parking & Vehicle Guidelines	Adds language to expand the definition of certain authorized vehicles to include daily cargo vans and passenger vans and similar vehicles.	To expand the authorized use of larger passenger vehicles for the purpose of accommodating larger families provided those vehicles meet certain established requirements.
3	II – I – Contractor Guidelines	Amends no construction days to <i>most</i> Federal Holidays.	To permit contractors to work on Columbus Day.
4	III- A – Plunge/ Clubhouse Guidelines	Updates language to include the LARMAC email address.	To provide residents with an additional method to contact LARMAC to report injuries or accidents
5	III - C- Tennis/Pickle ball Court Guidelines	Adds language to include pickleball under the tennis court guidelines.	To clarify that all tennis court guidelines apply to pickleball play.
6	III - E – Volleyball Guidelines	Extends court hours and establishes a reservation policy for court use.	To extend court hours now that lighting will be installed at the facility; and to establish a reservation policy for one reservable court. The second court will remain first-come, first-served to ensure all residents have the opportunity to utilize the courts.
7	III – F – Community Gardens	Adds language to strengthen enforcement of plot/raised bed maintenance and to reinforce gardeners must utilize garden plots/raised beds year-round.	To strengthen LARMAC’s ability to enforce garden plot/raised bed maintenance and reinforce plots/raised beds must always be maintained in an attractive condition.

8	III – G – Park Guidelines	Updates language to include the LARMAC email address.	To provide residents with an additional method to contact LARMAC to report injuries or accidents involving park facilities and/or to obtain a CUSD calendar.
9	III – I – Trail Park Guidelines	Adds language prohibiting the use of e-bikes on the trails.	To prohibit the use of e-bikes on the trails where they may pose a safety risk to the user, other users and/or to the trails.
10	III – J – Wagsdale Dog Park Guidelines	Changes the operating hours from 6:00 a.m. - 10:00 p.m. to 7:00 a.m – 9:00 p.m. Updates language to include the LARMAC email address.	To decrease the Dog Park operating hours by two (2) hours for improved and more consistent facility maintenance. To provide residents with an additional method to contact LARMAC to report injuries or accidents involving the facility.
11	III – K – Skate Park Guidelines	Changes the operating hours and directs residents to LaderaLife.com and/or posted signage for changes, which is consistent with other facilities. Removes the hours from the guidelines to allow for flexibility throughout the year. Updates language to include the LARMAC email address.	To reinforce LARMAC’s authority to close or adjust facility hours for any reason including but not limited to, staffing shortage, maintenance, inclement weather, nuisance, conduct and safety concerns, etc. To provide residents with an additional method to contact LARMAC to report injuries or accidents involving the facility.
12	III – K – Skate Park Guidelines	Updates language that e-bikes are prohibited at the Skate Park.	To clarify that e-bikes are prohibited at the Skate Park.
13	IV – Sports Park Use Policy and Guidelines	Updates language to direct residents/users to LaderaLife.com for inclement weather field closures.	To remove reference to the obsolete ‘Mud Line’ and to direct residents/users to LaderaLife.com for current field status and closure information.
14	V- Clubhouse Facility Reservations & Matrix	Updates language for handling of payments and deposits.	To amend the requirement that each payment must be a separate transaction; and to remove language that deposits will only be refunded via mail.

15	V- Clubhouse Facility Reservations & Matrix	Clarifies guidelines for music/sound at the Avendale, Flintridge and Oak Knoll clubhouses.	To clarify that all music and amplified sound is restricted to the interior of the clubhouse.
16	V- Clubhouse Facility Reservations & Matrix	Establishes separate guidelines for music/sound at the Covenant Hills clubhouse.	To establish music/sound guidelines for reservations at Covenant Hills following outdoor facility renovations.
17	V- Clubhouse Facility Reservations & Matrix	Updates the areas included with facility reservations. Updates language and description of each reservable clubhouse facility.	To refer residents to the Clubhouse Facility Reservation Matrix for information on what is included with each facility reservation. To describe each clubhouse facility and clarify what is included at each location.
18	VI – A – Picnic Area Reservations	Updates language for handling of payments and deposits.	To amend the requirement that each payment must be a separate transaction; and to remove language that deposits will only be refunded via mail.
19	VI – D - Bounce House Reservations	Updates language for making reservations on LaderaLife.com and handling of payments and deposits.	To direct residents to LaderaLife.com to make reservations; to amend the requirement that each payment must be a separate transaction; to remove language that deposits will only be refunded via mail; and to update the name of the Fine and Fee Schedule.
20	VII – A - Covenant Hills General Guidelines	Clarifies resident/guest access into Covenant Hills.	To clarify that access into Covenant Hills requires either a LARMAC facility card or proper guest authorization by a Covenant Hills resident.
21	VII- B – Covenant Hills Homeowner Access Form	Updates language to include the LARMAC email address and directs residents to LaderaLife.com to obtain the form.	To update contact information and provide residents with an additional method to obtain and submit the form online.
22	VII- C – Covenant Hills Access for New Property Owners	Updates language to require a photo ID to obtain a temporary pass and reduces the length of time the temporary pass is valid.	To add a requirement that residents must also provide a photo ID to obtain a temporary pass. To shorten the length of time the temporary pass is valid to expedite issuance of permanent transponders.
23	VII- D – Covenant	Updates language to include the LARMAC email address.	Updates language to include the LARMAC email address.

	Hills Electronic Transponder Access		
24	VII- E – Covenant Hills Guest Access	Updates language to require residents to manage their online guest list for all guest entry.	To require residents to update and manage their guest list for access to the community and clarify requirements for guest entry.
25	VII- F – Covenant Hills Gate Access for Vendors & Contractors	Amends no construction days to <i>most</i> Federal Holidays.	To permit contractors to work and access the community on Columbus Day.
26	VII- G – Covenant Hills Gate Access for Service Personnel	Removes language referring to special gate access procedure for service personnel.	To reduce the number of procedures for gate access.
27	VII- H – Covenant Hills Gate Access for Delivery Services	Removes language referring to special gate access procedure for delivery service.	To reduce the number of procedures for gate access.
28	VII- P– Covenant Hills Parties & Special Events	Clarifies language for gate access for large parties and events and adds the LARMAC email address.	To clarify the requirements for large parties/events; and to provide residents with an email contact to discuss details related to large parties/events.

AESTHETIC STANDARDS			
#	SECTION	DESCRIPTION OF CHANGE	PURPOSE AND INTENT OF CHANGE
1	I- Introduction	Adds LaderaLife.com reference.	In early 2022, LARMAC will introduce a home improvement module on LaderaLife.com, which will make the submittal process entirely online. This change is to direct residents to LaderaLife.com for more information on the architectural, landscape and hardscape improvement process.
2	II- Purpose	Clarifies the name of the review fee.	To clarify the name of the aesthetic review submittal fee.

3	II- Purpose – C – General Principles	<p>Adds LaderaLife.com reference.</p> <p>Updates requirements to submit a Notice of Completion and photographs.</p>	<p>To direct residents to LaderaLife.com for more information on the architectural, landscape and hardscape improvement process.</p> <p>To require residents to electronically submit the Notice of Completion and photographs.</p>
4	IV- Process/ Submittal Requirements – A - Procedures for Submittals	<p>Updates requirements to submit architectural applications.</p>	<p>To require residents to electronically submit architectural applications; to clarify what must be included in an architectural application submittal; and to direct residents to the Fine and Fee Schedule for applicable fees.</p>
5	IV- Process/ Submittal Requirements - B – Plan/ Specification Requirements	<p>Updates requirements for plans/specifications.</p> <p>Adds LaderaLife.com reference and removes reference to old Exhibits.</p>	<p>To specify that all plans shall be submitted electronically in PDF format.</p> <p>To direct residents to LaderaLife.com for more information; and to remove reference to old exhibits.</p>
6	IV- Process/ Submittal Requirements - C – Classification of Improvement	<p>Clarifies the name of the review fee.</p>	<p>To clarify the name of the aesthetic review submittal fee.</p>
7	IV- Process/ Submittal Requirement - E – Quick Tips for a Plan Submittal	<p>Removes reference to initial yard installation deadlines, new owner timelines and old exhibits.</p> <p>Updates language to include the LARMAC email address and LaderaLife.com reference.</p> <p>Updates requirements to submit architectural applications.</p>	<p>Only a few vacant custom home lots remain, so initial yard installation, new owner timelines and old exhibit information are no longer necessary. Updated exhibits will be uploaded to LaderaLife.com.</p> <p>To direct residents to the LARMAC email address and/or LaderaLife.com to request Architectural Review Committee (ARC) meeting dates.</p> <p>To require residents to electronically submit architectural applications; and to clarify what must be included in an architectural application submittal.</p>
8	V- General Standards – C- Solar Energy Systems	<p>Removes solar energy systems from the miscellaneous items category.</p>	<p>To allow residents to install solar energy systems without going through the architectural review process if specific criteria are met. If solar plans deviate from the specific criteria, an architectural application and fee must be submitted.</p>

9	V- General Standards – D- Pre-Approved Items	Updates language for the maintenance of decorative/café string overhead lighting.	To remove requirement that lighting must be replaced every two (2) years and to remove outdated language regarding installation.
10	V- General Standards – D- Pre-Approved Items	Adds critter fencing and solar energy systems to the 'pre-approved' category.	To allow residents to install critter fencing and solar energy systems without going through the architectural review process if specific criteria are met. If plans deviate from the specific criteria, an architectural application and fee must be submitted.

FINE AND FEE SCHEDULE			
#	SECTION	DESCRIPTION OF CHANGE	PURPOSE AND INTENT OF CHANGE
1	Reservation Fees & Deposits	Reduces the deposit amounts from \$500 to \$300 for reservations at Avendale, Oak Knoll and Flintridge clubhouses.	Most deposits and reservation fees are paid via credit card and lowering the deposit fees will ease the burden of paying the fees in advance to secure a reservation.
2	Reservation Fees & Deposits- Covenant Hills	Separates the Covenant Hills clubhouse deposits and fees from the other clubhouse reservation deposit and fee structure following extensive outdoor renovations. Removes the 3–6-hour rental options, which are replaced by a full day rental, and increases fees and deposits.	In response to resident feedback, significant improvements to the outdoor space at the Covenant Hills clubhouse are in progress. These improvements resulted in an increased value of the facility, especially for larger parties and all-day events such as weddings. <i>*Anticipated completion March 2022</i>
3	Facility Access Cards	Removes the word <i>annually</i> from the Skate Park cost.	To omit unnecessary language.
4	Enforcement Fines	Adds a separate fine for unauthorized e-bike use in the amount of \$1,500.	To assign a \$1,500 per occurrence fine amount for unauthorized e-bike use due to an increase in reports of unsafe use and damage to the common areas.
5	Aesthetic Review Fee	Removes solar energy system from the Level 1 category if specific criteria are met.	To remove solar energy systems without going through the architectural review process if specific criteria are met. If plans deviate from the specific criteria, an architectural application and fee must be submitted.

These changes will go into effect on January 28, 2022. The revised Community Guidelines, Aesthetic Standards and Fine and Fee Schedule are available on LaderaLife.com.

The Board of Directors thanks all members that provided input on this matter.