

# **RULES AND REGULATIONS HANDBOOK**

Adopted November 1985  
Revised July 2008  
Revised June 2009  
Revised March 2010  
Revised August 2010  
Revised December 2011  
Revised July 2015  
Revised January 2021  
Revised July 28, 2021

## **TABLE OF CONTENTS**

Introduction	2
General Information	3
Important Addresses/Phone Numbers	4
Common Areas	5-6
Landscape	7
Pets	8
Pools and Spas	9-10
Personal Conduct	11
Outdoor Seasonal Decorations	12
Parking	13-14
Realty and Rental Procedures	15
Short Term Rentals	15
Enforcement Procedures	16
Collection Procedures	17

## INTRODUCTION

Crosspointe Village is a planned 495-unit residential community located in the city of Stanton. Our homes consist of 378 condominiums and 117 townhomes in an enclosed and gated private property community. It features three pool areas, each containing a spa and a greenbelt area on the condominium side.

Crosspointe Village is supported in two major ways: 1) Your monthly payment of homeowner's dues; 2) The work of the Committees and the Board of Directors. The ongoing operation and management of our community is the responsibility of the Crosspointe Village Homeowners Association, which is a non-profit California Corporation.

The guidelines for the maintenance and administration of Crosspointe Village are defined by a set of Covenants, Conditions and Restrictions (CC&R's). Moreover, the organization of this maintenance and administration is detailed in the Crosspointe Village Homeowners Association Bylaws. Copies of the CC&R's and the Bylaws have been given to all homeowners during their escrow.

Additionally, community news and changes in the rules and regulations are published on the community website <http://crosspointevillagehoa.com> and available to view at the front gates. In order to increase the usefulness of the website and this handbook, please send your ideas or comments in writing to Cardinal Property Management Inc., 825 N. Park Center Dr. Suite 101, Santa Ana, CA 92705.

## GENERAL INFORMATION

The Board of Directors is comprised of five members elected by the general membership each April at the Annual Election Meeting. The five candidates with the most votes are elected on alternate years to the Board of Directors and serve two-year terms.

The Board of Directors meets the fourth Wednesday of each month at 6:30 p.m. at the Smoketree Clubhouse, 12290 Briarwood Ave, Stanton or via telephone conference. Homeowners are informed by the Board of Directors of any new developments and a summary of the Board Meeting. Homeowners are invited to ask questions and also give suggestions to the Board. The Board of Directors encourages all homeowners to attend and participate in the "Homeowners Forum". A Board of Directors business meeting follows the "Homeowners Forum". Tenants may not attend unless invited or attending with their unit owner.

### Committees

Committees are the form in which you can participate directly in the business of running your community. You can also express your needs, handle and resolve issues, review suggestions and be an important part of Crosspointe Village's decision making process. Crosspointe Village's standing Committees are:

- \*\*\*Architectural - Enforces the architectural control directives as set forth in the Crosspointe Village CC&R's.
- \*\*\*Landscape - Recommends rules and regulations related to the landscape and environmental amenities, and oversees the maintenance of the landscape and common area lighting.
- \*\*\*Rules/  
Neighborhood Watch - Recommends rules and regulations related to the entire community (this R&R handbook is a product of this committee). Organize and maintain the neighborhood watch program.
- \*Maintenance Committee - Approves necessary repairs needed prior to the next scheduled meeting.
- \*\*\*Pool & Spa - Oversees maintenance of pool/spa areas by checking safety & cleanliness of pool and bathroom areas.

## **IMPORTANT ADDRESSES/PHONE NUMBERS**

Cardinal Property Management, Inc.  
825 N. Park Center Dr. Suite 101  
Santa Ana, CA 92705  
(714) 779-1300  
(714) 779-3400 – Fax  
(714) 459-0477 – After Hours Emergency  
[contactus@cardinal-online.com](mailto:contactus@cardinal-online.com)

Phoenix Patrol  
North Guard House (714) 897-5027  
(manned 24 Hours)  
South Guard House (714) 894-0726  
(manned at various times)

Stanton City Hall  
7800 Katella Avenue  
Phone: (714) 379-9222  
Orange County Sheriffs Department  
Emergency – Call 911  
Business – (714) 647-1832

Orange County Fire Department  
Emergency – Call 911  
Business – (714) 744-0400

Stanton Post Office  
(714) 826-1280  
10440 Beach Boulevard

Frontier Telephone  
Customer Service (888) 483-4999

Southern California Edison  
Customer Service (800) 684-8123

Spectrum  
(888) 406-7063  
(844) 526-9365

Southern California Gas Company  
Customer Service  
English: (800) 427-2200  
Spanish: (800) 342-4545

Golden State Water Company  
Customer Service (800) 999-4033

City of Westminster Animal Control  
(714) 548-3201

Hazardous Waste Disposal  
Customer Service (714) 667-3700

## COMMON AREAS

Definition: All portions of Crosspointe Village property not located within the walls of the living area. These areas, including the restricted use common areas of patios and balconies, are shared by all homeowners and should be treated with the same respect you give your home (see CC&R's Article I Sections 1.16 and 1.17 for legal description).

1. No signs shall be posted in the common areas. See "Realty and Rental procedures" for exceptions.
2. No tents, antennae or other structures may be erected anywhere. Dish antenna requires an architectural approval form be submitted and approved by the Architectural Committee for placement.
3. All toys, games, and other personal belongings used on common areas shall be put away at the end of the day that the items were used.
4. Bicycles & Scooters shall be stored in the units, garages, in the carports beneath the storage cabinets, or on the patios. Bicycles stored in carports or on patios are to be kept clean and in operable condition, including, but not limited to, no flat or missing tires. No more than five (5) bikes or scooters can be neatly stored under the cabinet in the carport.
5. No laundry, including pool towels, shall be hung on patios or balconies. Clotheslines of any type are not permitted in the patio, balcony or carport areas.
6. All trash must be placed in the dumpsters. All boxes must be broken down. Items too large for the dumpsters shall be removed privately at owner's expense, including furniture (mattresses, box springs, sofas, chairs, etc.) or large appliances (including water heaters, stackable or free-standing washers and dryers, stoves, refrigerators, etc.) or hazardous materials (including paint, solvents, motor oils, batteries, etc.) **Violations of this Rule are subject to a fine of \$100.00 or the cost of removal and/or clean-up of the area, whichever is greater.**  
\*\*Hazardous materials are prohibited by law from being placed in any trash receptacle or storm drain.  
Note: The disposal company will not pick up any items that are not placed in the dumpsters.
7. Townhome trashcans must be returned to the garages by the end of the pickup day.
8. No storage is allowed in the common areas including balconies, patios, and carports. The following are the only items permitted in the patio and balcony areas:
  - A. Up to two pairs of shoes per bedroom will be allowed to be placed neatly on the patio. Pet water dishes are permitted.
  - B. Furniture designed primarily for outdoor use.
  - C. Portable barbecues. Charcoal BBQ's are not permitted in accordance with OC Fire Authority. (See OC fire Authority Outdoor Cooking Restrictions for legal BBQ's in HOA's)
  - D. Plants in pots with waterproof trays. No plants or objects are permitted on fence tops or stairs. **NO EXCEPTIONS.**
  - E. Portable chests not exceeding the height of the lower elevation fence. Chests may not block any window, gate, or doorway.
  - F. Bicycles in good repair, stored in an out-of-the-way corner. Bikes cannot be attached, in any manner, to the patio fences or hung from the eaves.
9. Pots or other items may not be placed on the exterior shelves of the townhome units.
10. Motorized scooters, go-carts, dune buggies, mini-motorcycles or other similar vehicles are prohibited from being used within the Association.

## COMMON AREAS CONTINUED

11. Owners/Residents interested in holding a special event in the common area must complete and submit the request form at least thirty days in advance of the event in order to obtain Board approval. A special event is any planned celebration or event including, but not limited to, a birthday party, family gathering, etc., which may or may not involve food, tables and chairs, equipment, etc. The definition of a special event shall be broadly interpreted and may include any extended gathering in the common area. The request forms, as well as the guidelines, may be obtained from the management company.
12. A Resident Access Form must be completed and submitted to the management company to notify the guards at the gate of your permanent guests and your contact telephone number in case of “unannounced” guests. You may call the guard at the guard house to inform them of any guests that are expected that are not included on your permanent guest list. Any guests that are not listed on the access form and are not authorized by the owner/resident will be denied access to the community.
13. All carport storage lockers, including empty lockers, must have padlocks placed on the locker.
14. No objects of any kind may be attached in any manner to the exterior wood siding or stucco.
15. The installation of a doorbell camera requires submission and approval of an architectural application prior to installation. Camera doorbells must be installed in the same location as the original doorbell and must be similar in size.

## LANDSCAPE

1. Vines on any building or fence are prohibited. No self-clinging vines are to be planted. All vines are to be on trellises confined within the individual patio or balcony.
2. Nothing is to be left in the common areas, on steps, sidewalks, landings or light standards. This includes potted plants, toys, sculptures, planter boxes, carriages, walkers, bicycles, barbecue equipment, patio furniture and hoses.
3. Planting outside the balcony or patio area is prohibited. If additional planting is desired, a request may be submitted to the Landscape Committee.
4. No trimming, pruning or removal of any plant material in the common area is permitted by an owner or resident. Contact the Management Company with your request for trimming or removal.
5. All trees in patio and balcony areas must be planted in containers above the ground. Trees and shrubs in the patio and balcony areas must be kept to a maximum height of eight feet. Ficus trees may not be planted, as roots cause damage to the buildings and landscape.

## **PETS**

The following rules are intended to provide pleasant and healthful situations within our community.

1. All pets must be registered in accordance with local laws and display the proper identification tag, with a telephone number that is traceable to the unit address.
2. While in the common area, all pets must be kept on a LEASH by a PERSON CAPABLE OF CONTROLLING the animal. Animals may be kept within a patio or balcony as long as they are not a nuisance to the surrounding units.
3. It is the responsibility of each pet owner to CLEAN UP AFTER THEIR ANIMAL HAS SOILED THE COMMON AREA, including patios and balconies.
4. Pet owners shall be absolutely liable for any damage to person or property caused by their pets.
5. Pets shall not disturb the peace and quiet of the community. Owners shall not allow their pets to produce a level of noise that is objectionable to other residents.
6. The quantity of pets is limited to two per unit. (CC&R's Article VIII Section 8.07)
7. Pets are not permitted within the pool enclosures.
8. Pet doors are not permitted. (See Architectural section of Rules & Regulations)
9. Animal waste shall not be washed off from patios or balconies onto common areas or restricted common area.



## **POOLS AND SPAS**

1. Pool and spa hours:  
Sunday thru Thursday                   6am – 10pm  
Friday thru Saturday                   6am – 12am
2. Pool temperatures:  
May 30 to September 1 – all pools - 78° F  
September to May 29 – central pool - 82° F  
Spa temperature - 104° F
3. **GUESTS SHALL BE LIMITED TO FOUR PER UNIT, PER KEY.** Residents shall accompany guests at all times. Pool key fobs are the responsibility of the owner and should not be given to a guest.
4. When an owner rents the unit, all rights to the pools, spas and other common areas are transferred to the tenant.
5. No animals are allowed in the pool enclosures.
6. No diving is allowed.
7. No throwing or pushing of persons or objects is allowed inside the pool enclosure.
8. Excessive noise or water play that disrupts the swimming pleasure of others is not allowed.
9. No running in the pool area is allowed.
10. Children under 14 years of age must be accompanied by an adult (18 years of age or older).
11. Children under 14 years of age are not allowed in the spa, unless supervised by a responsible adult.
12. Babies or toddlers must wear swimming diapers when in pool.  
  
Note: Swim diapers are available at most retail stores that sell diapers.
13. No glass containers or alcoholic beverages are allowed in the pool enclosures.
14. Observe capacity limits as posted at each pool.
15. Any audio/video equipment used at the pool must be enjoyed through headphones only. Only battery or solar powered devices are allowed.
16. Flotation devices are allowed as long as they do not disrupt the swimming pleasure of others.
17. **NO BUBBLE BATH OR OTHER SUBSTANCES** are allowed in the pools or spas.

## **POOLS AND SPAS CONTINUED**

18. Barbecues are not permitted in the pool enclosures.
19. Pool gates are to be kept closed and locked as required by law.
20. The Association may delegate a person or persons to enforce the Pool and Spa rules.
21. No smoking is allowed within the pool and spa enclosures.

## PERSONAL CONDUCT

1. All residents are to be respectful of vendors who work for the Association. Interactions must be respectful and non-threatening. Abusive language and behavior, and threats of any kind will not be tolerated.
2. No horns, whistles, bells or other sound producing devices, except security devices with an automatic shut-off system, shall be audible outside the unit in which they are located. Windchimes will be permitted as long as they do not create a nuisance for the neighbors. No more than four (4) hanging items above the patio or deck are permitted.
3. **LITTERING OF THE COMMON AREA WITH ANY DEBRIS, INCLUDING CIGARETTE BUTTS, IS PROHIBITED.**
4. Stereo, television, domestic quarrels, social gatherings or other potentially loud activities shall not be allowed to reach a level where it becomes an unreasonable interference with the use and enjoyment of other member's property.
5. No vehicles, including motorcycles, bicycles, scooters, rollerblades and roller skates shall be ridden or left unattended on the sidewalks, lawns, or planted areas. Toddler tricycles are permitted on the sidewalks while they are in use. Skateboard/Bicycle ramps are not permitted to be used anywhere in the community. Skateboarding anywhere within the Association is strictly prohibited.  
Anyone under the age of 18 must wear a properly fitted and fastened bicycle helmet when riding a bicycle, scooter, rollerblades or roller skates within the Association.
6. No business or commercial activity shall be conducted or maintained on the property. With board approval, professional and administrative occupations may be carried on within the units provided there exists no external evidence of them and all applicable requirements of the city and county are satisfied.
7. Fireworks of any kind are strictly prohibited. The first offense will result in an automatic Hearing and fine, due to the nature of the violation.
8. No commercial shopping carts may be brought onto Crosspointe Village property.
9. At no time will any resident be permitted to instruct the guard service to allow an "open gate" for visitors. All visitors must be called into the guards, on a permanent list, or a written list of guests given to the guards for a specific time.
10. Hopping of the perimeter walls is considered trespassing. A Hearing will be scheduled for any resident or guest of a resident that is witnessed hopping the perimeter walls and a fine may be imposed, in accordance with the Association's Violation & Fine Policy.
11. Unescorted guests may not loiter at any time within the community.
12. In order to engender a healthy and environmentally friendly atmosphere and to reduce the harmful effects of second-hand smoke that may be experienced by the occupants of the Property, there shall be no smoking whatsoever in: (1) any portion of the Common Area, and (2) any Restricted Common Areas (e.g., patios, balconies, walkways, carports, and pool/spa areas). Smoking will only be permitted in the open parking areas around the perimeter of the complex twenty-five feet (25') from all buildings, as well as within an Owner's Unit provided that said smoking does not impact other neighboring Units. For purposes of this provision, "smoking" shall include, but is not limited to, the use of cigarettes, electronic cigarettes (i.e., "e-cigs" and other "vaping" equipment), pipes, cigars or other smoking products of any kind used for the purpose of inhaling smoke from tobacco, marijuana, or any other natural foreign or artificial substances. Smoking anywhere in the Common Area or Restricted Common Area shall subject the violating individual to penalties, including but not limited to the imposition of fines.

## **OUTDOOR SEASONAL DECORATIONS**

1. Permitted outdoor seasonal decorations may be displayed for no more than 30 days.
2. No objects may be set on top of the fences or balcony rails.
3. Lights are permitted in restricted use common area (patios and balconies). Nothing may be attached to or placed on the stairs or handrails.
4. Sound producing devices are permitted so long as they do not become a nuisance.
5. Rooftop displays of light or other decorations are not allowed.
6. The owner will be responsible for any and all damage to persons and/or property.
7. One welcome sign may be placed inside the unit's patio or deck and may not be attached to the stucco or siding on the building.

## **DISPOSAL OF HOLIDAY TREES**

All trees are to be taken to a designated pickup point within Crosspointe Village. **DO NOT PLACE TREES IN THE TRASH DUMPSTERS OR TRASH ENCLOSURES.** The specific pickup locations will be published on the community website and on the bulletin boards.

## **PARKING**

1. Parking is prohibited in the condominium circle areas and behind townhome garages except for 20 minute loading and unloading only. The circle areas are designated as fire lanes for emergency personnel use.
2. Repairing or restoring of vehicles shall not be permitted anywhere in Crosspointe Village.
3. Homeowners shall park their vehicles in their assigned garage or carport.
4. Parking is strictly prohibited in designated fire lanes.
5. No commercial vehicles are permitted in any common area parking. (CC&R's, pg 31, Section 8.02)
6. All residents are to use a transmitter to gain access through the Association's guarded vehicle gates. Residents without transmitters have to stop at the guardhouse with the guard documenting the vehicle decal number and will sent the information to Cardinal Property Management. A violation letter will be sent to the vehicle owner and if the violation occurs a second time, the owner will be scheduled for a Hearing.
7. All vehicles must display a valid/current resident permit or guest pass in order to enter the property. Only one guest pass may be visible on the dash of a vehicle at one time. Any vehicle in violation may be denied entrance and/or towed at the vehicle owners' expense. The resident permits must be affixed to the windshield on the lower left corner, on the drivers' side. Applications for resident permits may be obtained from the management company.
8. Vehicle decal permits and guest passes are not to be transferred from one vehicle to another. If a decal or guest pass is transferred, the vehicle will be subject to tow.
9. If any vehicle is cited three times or more in any six-month period, the owners will be scheduled for a Hearing and a fine will be imposed for each citation received.
10. Residents may safe list a vehicle in order to prevent the vehicle from being towed in violation of the 72-hour parking rule in instances where the resident is out of town or physically unable to move the vehicle. Residents may safe list a vehicle by contacting management at least 48-hours in advance and providing the vehicle information, i.e. make, model, color, license plate number and resident decal number and reason for the safe listing. Residents may safe list a vehicle up to a maximum of four weeks in a calendar year. Any requests for safe listing in excess of four weeks must be submitted in writing for review by the Board of Directors. The Board will review requests on a case-by-case basis.
11. Commercial vehicles may only be parked within the Association with prior Board approval. The Board will consider whether or not to allow a particular vehicle based on size, including whether or not the vehicle fits within a parking space or carport, general exterior appearance, and purpose of the vehicle (i.e. work vehicle). No more than one approved commercial vehicle per residence will be allowed. Unapproved commercial vehicles are subject to a citation and/or fine.

## **PARKING CONTINUED**

### Vehicle Citations

A vehicle/resident will be cited when in violation of the following rules:

1. Vehicles that are parked in other than designated locations (carports, garages or parking spaces designated by white lines).
2. Vehicles that are parked facing opposite the flow of traffic.
3. Vehicles that are leaking fluid.
4. Vehicles that appear to be disabled.
5. Residents or guests that exceed 15 MPH speed limit.
6. Residents or guests that violate standard traffic rules.
7. Vehicles that are parked in a car wash area while not being washed.
8. Vehicles that are 'spot/space hopping' that is, simply moving a parked vehicle from one space to another space in the same area, as this constitutes long term parking, which is not permitted.
9. Dirty or non-operating vehicles may be cited.

Enforcement of the above rules and regulations will be administered through the violation notice and hearing process as stated in the Bylaws Article XII Section 12.01 – 12.04.

### Vehicles will be towed when they:

1. Park in any posted "No Parking" zone.
2. Park adjacent to any red curb.
3. Park in a way which prevents any resident's access to their garage or carport.
4. Have been left unattended (unmoved and in the same spot) for more than 72 hours.
5. Do not display a valid/current resident permit or guest pass when parked in open parking.
6. Do not have a current DMV registration tag properly displayed when parked in open parking.
7. Experience repeated false triggering of a security system such that they become a nuisance.

## **REALTY AND RENTAL SIGN PROCEDURES**

1. Agents may post an electronic ad listing a unit For Sale or For Lease in JPG or HTML format on the Association's website at [www.crosspointevillagehoa.com](http://www.crosspointevillagehoa.com) for a fee. Contact management for the current fee and forward payment to management along with the ad in electronic format. The ad may run for no less than 30-days.

Homeowners may post an electronic ad in JPG or HTML format on the Association's website for a fee. Contact management for the current fee and forward payment to management along with the ad in electronic format. The ad may run for no less than 30-days.

2. No signs are permitted in the entry areas. Contact the patrol officer or the management company for a detailed map.
3. Three directional "open house" signs are permitted within the project. In addition, one "open house" sign for flag is permitted (not subject to the entry restrictions) near the entrance of the patio or balcony. These signs must be removed thirty (30) minutes after the end of the Open House.
4. One for sale/rent sign and one name rider is permitted on the interior of one window of the unit for sale/rent.

## **RULES PERTAINING TO SHORT TERM RENTALS**

1. Unit rentals of less than thirty days are NOT permitted.
2. If a short-term rental (anything less than thirty days) is confirmed, a HOA Hearing will be scheduled at which a \$150.00 fine will be imposed and will continue, per occurrence, in accordance with the Association's Violation and Fine Policy until the violation has been corrected.

# ENFORCEMENT PROCEDURES

## INTRODUCTION

As residents of Crosspointe Village's planned community, we share many facilities and services, such as swimming pools, spas, guest parking and landscaped common areas. More importantly, we share many responsibilities.

One such responsibility is in conforming to our governing documents. Your Board of Directors and Committees understand that many residents are unaccustomed to the rules and regulations relating to common area use and dwelling exterior alterations as defined in these documents.

The need for enforcement of the rules and regulations arises when homeowners, residents or guests are negligent in their responsibilities to the community in such matters as the following:

1. Payment of dues and assessments.
2. Caring for common property.
3. Following rules of conduct affecting the safety, security and right to quiet enjoyment of others in their use of community property.
4. Construction of improvements and alterations affecting the architectural integrity of the community without first submitting plans and obtaining Architectural Committee approval.

It is not the intent of the homeowners association to create a "police state" or to place undue penalties or restrictions on residents. However, it is important that all members of our community work together to keep Crosspointe village a well run and pleasant place to live.

Failure to comply with the Rules and Regulations can result in 1) fines; 2) suspension of your rights to use recreation facilities (pools and spas); 3) suspension of the member's voting privileges; 4) legal costs, court and collection fees; or 5) all four of the preceding.

Association rules, regulations and the governing documents are indicated in the Crosspointe Village Homeowners Association's CC&R's and the Corporate Bylaws. They are specifically designed to protect property values as well as the privacy and enjoyment of all homeowners.

All disciplinary matters are handled according to the following document that is mailed to every homeowner on an annual basis with the budget mailing. Please refer to this document for all violation and fine procedures:

### **Crosspointe Village Homeowners Association**

#### **"Violation and Fine Policy"**

An exception to the Hearing procedures listed within the above document shall be for violations of the parking rules, which may be enforced by towing of improperly parked vehicles, in accordance with CVC 22658A.



## **COLLECTION PROCEDURES**

All Association assessments are collected pursuant to the following document that is mailed to every homeowner on an annual basis with the budget mailing. Please refer to this document for all assessment collection procedures:

### **Crosspointe Village Homeowners Association**

#### **“Delinquent Assessment Collection Policy”**