

The Information Handbook

Adopted by the Board of Directors June 23, 2016

Updates: August 24, 2017, September 28, 2017, February 8, 2018 and October 1, 2018



Welcome To Village Park Community Association

This handbook has been created to acquaint you with the facilities, recreational opportunities, and services provided to more fully enhance your enjoyment of your home. **Please also review other information on our website at www.vpca.net.**

The information contained herein defines how you may become involved in the planning and the operation of your Association and to become an integral part of the self-governing of Village Park. It also represents the rules adopted to protect the quality of life and property values of our residents. Preservation and continued improvement of our mutual investment depends on your participation and cooperation in this self-governed association of homeowners.

Established in 1968, Village Park is one of the oldest developments in Irvine. It is comprised of 636 homes on 572 acres of land, of which 38 acres are devoted to greenbelts, parks, and recreational facilities. Our mature landscaping and lower housing density add to the park-like atmosphere.

The Village Park Community Association is a planned unit community and is independent and separate from all other legal entities. The legal status of VPCA is defined in the governing documents* which are furnished to every homeowner at time of purchase and are posted on our website.

VPCA has an elected Board of Directors, a number of operating committees, an Association General Manager and an Association Assistant Manager. Board meetings and Committee meetings are open to all Association members.

The VPCA newsletter, *The Villager*, is provided to every resident and homeowner once a month. It contains information about events and affairs of interest to the community and informs homeowners of the activities of the Board and VPCA committees. Please watch for and read *The Villager* to keep informed. It is also available on the VPCA website.

*Articles of Incorporation, By-Laws and Declaration of Covenants, Conditions and Restrictions (CC&Rs).

Note: Additional information on the VPCA website, www.vpca.net, includes the following: CC&Rs and Bylaws. Building Insurance Procedures. Collection Policy. Insurance Info & Policies. Annual Budget & Audits. Reserve Studies. Architectural Application Forms. Clubhouse Reservation Form. Vendor List. Tennis Court Rules. Lot Easements. Townhouse Walls. Plant Suggestions. 3-Year Proxy. Your Personal Account. *The Villager*. VPCA Calendar.

VPCA Office and Contact Information

❖ **To Visit the VPCA office:**

- 4552 Michelson Drive
- Irvine, CA 92612
 - Office Hours:
 - Monday - Friday 8:30 a.m. - 4:30 p.m.
 - Closed on federal holidays

❖ **To Call the VPCA office:**

- (949) 786-8722
- When leaving a message, please:
 - Speak clearly and slowly.
 - Give your last name and spell it.
 - Give your phone number.
 - Give your address.
 - Leave your message.
 - Give your phone number at the end of your message.

❖ **To send a fax:** 949-786-8072

❖ **To visit the website:** www.vpca.net

❖ **To email Management:**

- General Manager – George Ross CCAM® – george@vpca.net
- Assistant Manager – Peggy Paradise CCAM® – peggy@vpca.net

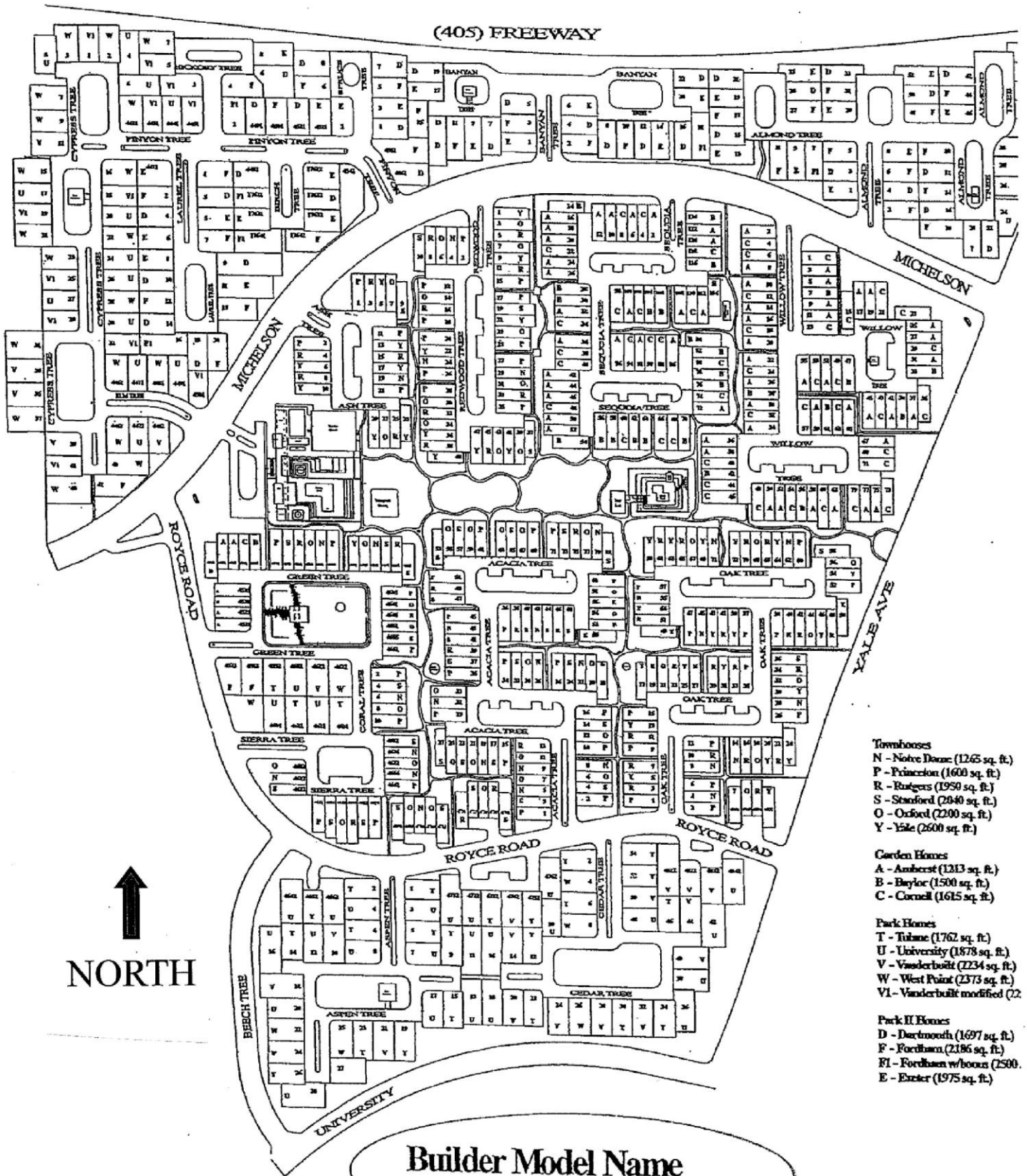
Emergencies

After hours:

VPCA Facilities and Pools: Contact Courtesy Patrol Specialists 714-669-2736

Landscape and Irrigation: 714-720-6199

Police 911



- Townhouses**
- N - Notre Dame (1265 sq. ft.)
- P - Princeton (1600 sq. ft.)
- R - Rutgers (1950 sq. ft.)
- S - Stanford (2040 sq. ft.)
- O - Oxford (2200 sq. ft.)
- Y - Yale (2600 sq. ft.)

- Garden Homes**
- A - Amherst (1213 sq. ft.)
- B - Baylor (1500 sq. ft.)
- C - Cornell (1615 sq. ft.)

- Park Homes**
- T - Tubane (1762 sq. ft.)
- U - University (1878 sq. ft.)
- V - Vanderbuilt (2234 sq. ft.)
- W - West Point (2373 sq. ft.)
- VI - Vanderbuilt modified (22

- Park II Homes**
- D - Dartmouth (1697 sq. ft.)
- F - Fordham (2186 sq. ft.)
- FI - Fordham w/boons (2500
- E - Exeter (1975 sq. ft.)

Builder Model Name

Village Park Community Association

BOARD OF DIRECTORS

The Board of Directors of VPCA consists of seven directors. Each is elected for a two-year term, serving voluntarily and without pay. Approximately one-half of the Board is elected annually in March. It is the responsibility of the Board to direct the organization and fiscal management of the corporate association in the conduct of its business within the community. In addition, each director is assigned as a liaison to one of the VPCA operating committees.

At the beginning of each regular Board meeting, there is a Homeowner Forum where any homeowner may briefly address the Board on any issue. Please check the bulletin board or The Villager for any changes in schedule.

MONTHLY BOARD MEETINGS
VPCA Clubhouse
Fourth Thursday of each month
Third Thursday in November and December
7:00 p.m.

ANNUAL MEETING AND ELECTION
VPCA Clubhouse
Second Thursday in March
7:00 p.m.

COMMITTEES

The operating committees are an extension of the Board of Directors and function in specific areas of Association interest. Information on current committees may be obtained from the Manager of VPCA and www.vpca.net. Current committees serving your community are:

Architectural Control
Community Events Committee (events and Block Captains)
Facilities
Finance
Greenbelt

BLOCK CAPTAINS

Block Captains are volunteers who communicate with their neighbors about VPCA business. Their primary duties are to distribute information from VPCA to residents, collect proxies to establish quorum for the Annual Meeting, greet new neighbors, act as a point of contact for VPCA members and perform additional activities as needed.

We invite your participation on a committee(s) and / or as a Block Captain. Please contact the management office for information and to apply.

ASSESSMENTS/DUES

Costs to maintain our Association's facilities, insurance coverage, and other expenses are obtained from the membership by monthly assessments. The assessment for each calendar year is based on a budget approved by the Board of Directors at the November meeting of the preceding year. The Board has legal authority to raise assessments as needed from year to year within specified guidelines. In addition, special assessments may be authorized by the Board.

Delinquent assessments threaten our ability to meet our expenses. California State law indicates that non-payment of dues and assessments may result in fines, suspension of voting rights & use of the recreation facilities for the time the assessment remains unpaid and a lien on your property. If monthly dues are not paid by close of the 15th day of the month, a late fee is charged. The Association's Collection Policy is available on the community website and is distributed annually to the membership. It should be read in its entirety.

RESIDENTIAL OCCUPANCY

The homes in Village Park are designated for single family residential purposes as described in **ARTICLE VIII – USE RESTRICTIONS** of our Covenants, Conditions and Restrictions (CC&Rs). All residents are reasonably entitled to the quiet use and enjoyment of their properties and all homeowners have a continuing obligation not to interfere with those rights. Village Park homeowners who choose to rent or lease their homes must know who is occupying the residence and will be held responsible for said tenant's compliance with the Association's CC&Rs and our rules and regulations concerning maintenance, parking, noise and public disturbance.

In the event that it becomes necessary to obtain a court order against an owner to compel such compliance, the homeowner will be responsible for the Association's attorney's fees and any court costs. **It is also requested that you provide the name(s) and contact information of your tenants to the management office so that your tenants may be contacted in case of an emergency.**

Short Term rentals are prohibited by the City of Irvine and will be reported to the City.

INSURANCE: TWO LEVELS OF PROTECTION

ASSOCIATION MASTER POLICY: All homes in VPCA are covered by a master insurance policy that includes both fire and earthquake coverage for the private structures in addition to coverage of common area facilities. Your share of the master policy premium is part of your Association dues.

PRIVATE INSURANCE: The Association master policy, however, does not cover your personal property, household contents or living expenses should it become necessary for you to live elsewhere following damage. Even if a loss is covered by the master policy, you may be responsible for paying all or a portion of any master policy deductible. VPCA's written [Building Insurance Procedures](#) and other insurance information is available from the VPCA office or www.vpca.net.

Village Park's master insurance policy is carried by State Farm Insurance: agent Ray Vermeulen ray@rayvermeulen.com 949-752-6335.

All homeowners should consult with their individual insurance broker or agent for appropriate additional insurance for their homes.



FACILITIES

COMMON AREA AMENITIES:

VPCA facilities (common area amenities) include parks, tot lots and recreational buildings and facilities such as clubhouse, pools, spas, BBQs and restrooms, located on Association owned common areas.

The following facilities are owned by VPCA and maintained with monies from your Association dues in order to enhance the beauty, value, and enjoyment of all our homes. These facilities are available to all VPCA residents in good standing (dues current and no CC&R violations) and their guests. Guidelines and rules for the use of these facilities are listed.

Rules and regulations: In order to encourage the proper use of the facilities, the board has created rules and regulations. Please see the website for these standards.

Association Facilities may not be used for private lessons, fund raising, other forms of commercial or profit-making endeavors, partisan, or political meetings.

KEYS:

Entrance to the locked VPCA recreation areas is by means of a special key. At the time of move-in, the seller is to provide the buyer with one keys. Protect and control the keys as you would those to your front door. The keys are marked "Do Not Duplicate." Should you lose a key, a replacement key will cost \$75.00.

The five (5) gates which require a key are: the front and back gates at the large pool complex, the front and back gates of the tennis courts, and the gate at the small pool at the east end of the greenbelt.

MAIN GREENBELT:

The grassy area located between the two locked recreation complexes. Within this area are a volleyball court and a tot lot.

LARGE RECREATION COMPLEX:

Located at the corner of Michelson Drive and Royce Road at 4552 Michelson Drive. Within the gates of this complex are:

- | | |
|----------------------------|---------------------|
| Tennis Courts | Swimming Pool |
| Clubhouse | Toddler Wading Pool |
| Shuffleboard Court | Spa |
| BBQ Area | Restrooms |
| Showers & Lockers | Ping Pong Table |
| VPCA Office (949) 786-8722 | Emergency Phone |

Ping pong and shuffleboard equipment are available upon request from the office during office hours
Clubhouse Reservation Policy available on the website.

SMALL RECREATION COMPLEX:

Located at the east end of the main greenbelt. Within the gates of this pool complex are:

- | | |
|-----------------|-----------|
| Swimming Pool | Spa |
| Emergency Phone | Restrooms |

TOT LOTS:

Eight tot lots are located throughout Village Park. Locations are indicated on the map.

FACILITIES RULES AND REGULATIONS

ITEMS NOT ALLOWED IN FENCED POOL AREAS:

Bicycles	Skate Boards
Roller Skates	Roller Skates/Blades
Motorized Vehicles	Pets
Glass Containers	Scooters-Razors
Frisbees	Black Swim fins

No running on pool decks. Inflatable items should be removed when leaving the pool area.

LOCKER ROOMS:

All lockers must be vacated overnight and locks removed. Any locks left overnight may be cut off and the contents removed.

GOLFING:

Golfing is prohibited on all of the greenbelts.

OBNOXIOUS BEHAVIOR:

Indecent gestures and vulgar language are prohibited. Loud boisterous and rude conduct will not be tolerated.

VANDALISM AND ASSOCIATION PROPERTY DAMAGE:

Persons responsible for damaging or destroying Association property (or their parents or guardians if underage), will be billed for such damages and any necessary legal costs. Please report any vandalism or improper use of any of the facilities to the appropriate contact:

VPCA office: (949) 786-8722
Irvine Police: (949) 724-7200
Courtesy Patrol Specialists: (714) 669-2736

SIGN REGULATIONS

1. No signs shall be placed in street medians or entry islands.
2. No sign shall be placed within the common area without the approval of the Board or Greenbelt Committee.
3. Signs shall not be affixed to any fences, utility poles, trees, traffic signals, or public structures.
4. Directional signs for "for sale", "for lease", and "garage sale" may be placed in the in the public parkway (the area between the sidewalk and the curb). Only one sign per change of direction.
5. Flags, balloons, pennants, and banners are prohibited in the common area.
6. Only one real estate sign is permitted at a residence.
7. Political signs that relate to matters that VPCA members may vote on are allowed in the public parkway (the area between the sidewalk and the curb).
8. Commercial and business signs are prohibited.
9. Violation may result in sign confiscation and disposal.

POOL INFORMATION

POOL INFORMATION AND REGULATIONS

POOL HOURS

7:00 A.M. - 10:00 P.M.

NO LIFEGUARD ON DUTY – USE POOLS AT YOUR OWN RISK

1. Main Pool gas-heat dates will be: gas heat on March 21, gas heat off October 21, unless extended by the Manager in consideration of weather. Solar will contribute per weather. The East Pool is heated year-round, as is the toddler wading pool at the Main Recreation Area.
2. Swimming lanes are reserved for the Piranhas Swim Team during swim team season, Monday-Friday 4pm-7pm and some Saturday mornings for swim meets.
3. Children under age of 14 are not allowed without a responsible adult 18 years or over.
4. All toddlers must wear swim diapers / rubber pants in any pool at all times. A pool contaminated by fecal matter must be specially treated and closed for 24 hours. An owner whose child or guest's child contaminates the pool will be held financially responsible for the cost of treating and reopening the pool.
5. Please shower before entering the pools.
6. The following are **not** allowed:
 - a. No diving in the shallow end.
 - b. No running on the pool deck.
 - c. No metal objects, hair pins/hair clips in the pool.
 - d. No Frisbees, tennis or beach balls, Nerf balls or boogie boards.
 - e. No black swim fins.
 - f. No glass containers in recreation area or pool.
 - g. No water balloons or water toys in pool area.
 - h. No loud music or offensive language in pool area.
 - i. No cut-off jeans or street wear in the pools. Swimmers must wear swim suits.
7. The following are allowed:
 - a. Inflatable items are allowed but should be removed when leaving.
 - b. Floating or small objects are allowed but should not be left in pools as they get into pool drains and lines.
 - c. Pool rings and diving sticks.
 - d. Only small toys allowed in toddler wading pool.

NO LIFEGUARD ON DUTY – SWIM AT YOUR OWN RISK

SWIM TEAM

VPCA sponsors the Piranhas swim team for children ages 5-18. For information on joining, please visit the Team website: www.villageparkpiranhas.org.

TENNIS COURT RULES

1. Tennis courts are for tennis playing only. All other uses are prohibited.
2. Everyone on the courts must wear tennis shoes.
3. At least one player must be a VPCA resident.
4. Courts are open for play at 7:30 A.M. and may be closed for cleaning Friday mornings.
5. No person may play more than once on the reserved court per day when people are waiting.
6. Tournaments and special events must be scheduled in advance and approved by the Board of Directors.
7. Gates must be closed securely at all times.

BOUNCE HOUSE RULE

Bounce houses shall only be permitted on VPCA property if the homeowner signs and submits the mandatory application form to the VPCA office which identifies the location and date of the bounce house, confirms the homeowner's agreement to release, indemnify, defend and hold VPCA harmless from all liability and claims, ensures that the bounce house will be removed within 24 hours, and that the homeowner shall be responsible for any damage to VPCA property.

Please contact the VPCA office for an application form and procedures.

A RCHITECTURAL STANDARDS AND PROCEDURES

PURPOSE

In order to maintain the architectural character of Village Park Community Association, it is necessary that structures, fences and lots be properly maintained and that modifications of structures, materials and colors be in compliance with the original design. The Architectural Control Committee, by setting standards and approving additions or alterations, does not desire to stifle creativity, but to assure a continuity of design which shall preserve or improve the appearance and enhance the overall value of everyone's property.

Homeowners are reminded that prior approval from the Architectural Control Committee (ACC) is mandatory for any exterior repairs, painting, additions, garage doors, windows, or other alterations. Such written approval must be obtained before any work is started. In addition, a permit(s) may be required from the City of Irvine Building Department. Application forms and additional information are available from the VPCA website and the VPCA office.

Failure to properly maintain your property or to obtain the necessary approvals may constitute a violation of the CC&Rs and be subject to fine or fines. In addition, violations of the CC&Rs may require repairs, modifications or removal of unauthorized work at the expense of the homeowner.

SUBMITTAL DEADLINES

The ACC regularly meets the first Tuesday of each month at 7:00 p.m. in the clubhouse: return completed forms to the VPCA office by 4:30 p.m. the Friday before an ACC meeting.

DEPOSIT

A \$200 damage deposit check may be required for projects that may impact the common area.

APPROVAL DURATION / CONSTRUCTION TIME PERIOD

Approvals are valid for the time period as stated on your approved request form: in general, all work must be completed within ninety (90) days of start date, unless otherwise approved. If work is commenced after the expiration date of the approval, this will be considered a violation and be dealt with by the Architectural Control Committee and / or Board of Directors.

When your approved project is complete, please notify the VPCA office so that any necessary inspection can be conducted, the completion documented and final disposition of any submitted deposit can be performed.

APPEALS

In the event that the ACC and the homeowner cannot come to a successful resolution regarding applications, the matter may be appealed to the Board of Directors.

1. Appeals of ACC decisions may only be submitted by the owner(s) of the lot for which the subject Architectural Form was submitted;
2. Appeals shall be submitted in writing to the VPCA office, shall be dated & signed by the owner(s), shall include a rationale for reconsideration, and must be received at the VPCA office not more than fifteen (15) days following the date of mailing of the ACC decision to the owner(s);
3. Appeals are heard by the Board of Directors, typically at their next-regularly-scheduled General Session Meeting, but in any case shall be heard within 60 days of the submittal date;
4. The appeal must be of the Architectural Form and supporting materials considered by the ACC. If the submitting owner submits updates to the Form or accompanying materials, the submittal shall be considered a new application and must be submitted to the ACC for review per regular ACC procedures;

5. If, in denying a Form, the ACC gives requirements for resubmittal that may lead to approval, the owner must first meet the stated requirements and resubmit the Form to the Association for a decision before consideration shall be given to an appeal;
6. Management shall inform the Board and ACC upon receipt of a notice of appeal. The ACC shall be informed of the scheduled date of hearing so that it may submit any supplemental remarks or recommendations on the matter for Board consideration before the hearing;
7. The owner(s) requesting the appeal shall be notified of the date, time and location at which the appeal will be heard. The appealing owner(s) and other VPCA members may address the Board on the appeal during the Homeowner Forum of the Meeting at which the appeal is heard, and may take part in the Board's discussion by consent of the Board;
8. The Board will render a decision on the appeal at the hearing according to its customary parliamentary procedure. The owner's appeal will be granted, respectfully denied, or the Board may continue the matter to a future Meeting to allow for consideration of additional information. A final decision shall be rendered within 60 days of the appeal submittal date, provided, however, that if no written decision is issued within 60 days of the appeal submittal date, the request for reconsideration shall be deemed denied and the ACC's decision shall be deemed affirmed. In no event will any request for reconsideration be deemed approved based on the passage or lapse of time or the absence of a written decision by the Board of Directors; any decision must be by affirmative written action of the Board of Directors to be effective.
9. Following the hearing, the Board will direct Management to send a letter advising of the Board's decision to the owner with copy to the ACC. The Board's decision on any appeal is final.

ARCHITECTURAL CONTROL

No building, fence, wall or other structure may be commenced, erected or maintained until written approval is obtained from the ACC or the Board of Directors. Any exterior addition, change or alteration must be prior approved by the ACC or the Board of Directors. Plans and specifications must be submitted for approval. If the ACC or the Board of Directors fails to approve or disapprove within 60 days after the submittal, approval will not be required and this provision will have been fully complied with.

ENFORCEMENT

Failure to obtain Association approval of a modification constitutes a violation of the CC&Rs and may require further modification or removal of the modification at the expense of the homeowner. Fines may be imposed in accordance with the fine system outlined in the governing documents.

EXPOSED ITEMS

The installation of solar panels and / or roof ventilation devices requires approval by the ACC. Air conditioning refrigerant lines or installed pipes and conduits must be enclosed in sheet metal chase and be painted to match adjoining surface.

The following items are prohibited if visible from streets, sidewalks, greenbelts, or walkways:

- Basketball backstops
- Basketball standards
- Targets
- Water softener systems and plumbing
- Clothes lines
- Garden tools
- Ladders
- Trash receptacles
- Window / wall air conditioners.

ROOM ADDITIONS, EAVES, FASCIAS, BALCONIES, AWNINGS, SUN SHADES, ETC.

Structural or material additions or alterations of the exterior of any building shall conform to approved materials, colors, character and detailing and must be pre-approved by the ACC.

SECURITY BARS

Design and color of security bars must be approved by the ACC. Conformity with Building Code Requirements is the responsibility of the homeowner.

FENCE STANDARDS

Replacement of fences shall be performed by using **one** of the following five materials:

1. **Approved wood replacement (all wood to be rough-sawn):**
1"x4" overlapped 1" or 1"x3" rough sawn diagonal cut
4"x4" support posts - top and bottom rails required - 2"x4" top cap
No "dog-ear" fences / gates are allowed
All wood fences are to be painted or finished with a full-bodied stain in a color specified by the ACC.
2. **Slump stone block:**
6"x4"x16" size ONLY
La Paz color ONLY
Slump stone pilasters placed equally at 12' maximum
Fence must have approved top cap.
3. **Wrought iron of approved design (including gates).**
4. **Combination of wood and wrought iron or slump stone block and wrought iron.**
5. As a substitute for a wrought iron on slump stone fence or for wrought iron gates: **Approved Vinyl picket fence product:**
Solid Vinyl gates are not allowed
Hardware for Vinyl gates must match color of gate.

All gates: hardware shall be installed on the inside of the gate.

FLAGS AND FLAGPOLES

1. Decorative flags must be maintained in good condition.
2. Flags for recognized holidays must be removed 30 days after the holiday.
3. American flags may be flown at any time if property displayed.
4. No permanently-installed flagpole shall extend above the highest ridgeline of the dwelling and in no case shall be taller than 15 feet, nor within 10 feet, of the front sidewalk.
5. Only one flag may be flown at any time.

GARAGE DOORS

1. New garage doors must be chosen from the ACC list of approved doors.
2. New doors may or may not be required to be painted depending on the color scheme of the house--the ACC can provide guidance prior to ordering your door.

LANDSCAPING

1. Owners are responsible to maintain visible yard areas in an attractive manner free of weeds and trash.
2. All hardscape visible from greenbelts, streets or walkways must be pre-approved by the ACC.

MAJOR ALTERATIONS

Requests for major alterations must be accompanied by two sets of schematics or construction drawings. Owners requesting a major alteration must appear in person before the ACC. Following initial review, requests for major alterations will be tabled for one month to allow publication of notice in *The Villager* for neighbor comments. The owner shall submit plan stamped approved by the City prior to ACC consideration of final approval.

GENERAL ALTERATIONS

Structural or color modifications to the exterior of homes, including but not limited to, patio covers, hardscape, driveways, walkways, storage buildings, solar panels, air conditioning equipment, fences, windows, exterior doors, garage doors, etc., must be approved by the ACC.

NEIGHBOR AWARENESS

As a common courtesy and to minimize future conflicts with neighbors, the applicant shall advise those who may be affected by the project and signatures indicating awareness **MUST** be obtained. Prior to the review by the ACC, the applicant shall inform neighbors and extend an invitation to attend the meeting. Forms to record neighbor awareness are available on the VPCA website or from the VPCA office.

OUTDOOR LIGHTING

1. Low voltage landscape lighting bearing UL approval is encouraged. Concealing the source of light is recommended. Excessive outdoor illumination is not permitted and individual fixtures shall have a maximum of 2000 Lumens.
2. Flashing, glaring or revolving lights will not be permitted.
3. Holiday lighting in season is permitted. Removal from structures and landscape is required 30 days after the actual holiday.

PAINTING

Choosing Colors:

All exterior paints must be chosen from the approved color schemes on display at the VPCA office. Homeowners must submit completed forms to the ACC for review and approval prior to commencing any painting.

All exterior painting that can be seen from a walkway, including touch-up painting, requires prior approval of the ACC. Touch-up painting involves the current house colors and includes painting 1) up to all wood fascia and trim, or 2) stucco, but not both 1) and 2). If the proposed painting project is more than touch-up, the entire house shall be painted using one of the schemes currently available for the subject house type. If a house is painted without ACC approval using current colors, and the work is determined to have exceeded a touch up, the entire home shall be repainted using one of the schemes currently available for the subject house type.

Attached Homes – Choosing Colors:

To change color schemes on attached units, there must be agreement by a simple majority of the owners of the attached homes in regard to the common stucco color. Forms to facilitate and record preferences are available on the VPCA website and at the VPCA office. Please contact the VPCA office (949) 786-8722 for additional information. While attached homes share a stucco color, each homeowner may choose one pair of approved trim colors from the approved stucco scheme.

Placement of Colors:

1. One color shall be the chosen stucco color.
2. The trim colors shall be placed in the following appropriate locations. There must be an adequate amount of both trim colors visible.
 - Surfaces for application of trim color(s):
 - Posts, beams, trim
 - Fascia/metal flashing
 - Siding
 - Shingles
 - Garage door
 - Patio covers
 - Windows / doors (and trim)
 - Chimney
 - Front fence / gate
 - Rear fence / gate.
3. All metal flashing shall be painted to match the fascia.
4. The chimney shall be painted the stucco color, one of the trim colors or may be natural brick.
5. Wrought iron front entry gates shall be painted black or one of the two trim colors.
6. Back or side wrought iron fences / gates shall be painted black when used with wood, or black or a color approved by the ACC when used with slump stone.
7. Wood fences and gates shall be constructed of redwood or clear cedar (all wood to be rough sawn). All new or repaired wood fences shall be finished with a color specified by the ACC.
8. Front wood fences and gates may be painted one of the approved trim colors.

9. Fascia on all FOUR sides of YOUR house shall be painted your approved fascia color. Do not paint your neighbor's wall or fascia.
10. Gutters and downspouts installed to control water from roofs shall be primed and must be painted to match the (or each) adjacent surface color.
11. Roof vents shall be painted to blend with the roof color.

Procedure for Painting Approval:

1. Obtain a Paint Form from VPCA's website or from the VPCA office.
2. View approved schemes colors in the VPCA office during regular business hours.
3. Return the completed Paint Form to the VPCA office. You may use the black and silver drop box to the left of the office door after-hours / if office staff are out.
4. Do not schedule painting prior to ACC approval of your Form.

The homeowner is responsible for assuring that painters are using the colors approved by the Architectural Control Committee and there is no damage to the common area.

Wood Replacement in Conjunction with Painting:

Record wood replacement planned in conjunction with painting on the Paint Form. All wood must be rough-sawn.

RIGHT OF ENTRY

If construction work requires the use of common area property for purposes of transporting labor and materials, or for temporary storage of materials, a \$200.00 damage deposit may be required. The homeowner will be liable for any and all damages to Association property with the corrective work to be supervised by VPCA.

ROOF REPLACEMENT

The ACC maintains a list of approved roofing products for VPCA's homes. Please consult VPCA's website or contact the VPCA office for further information. No roofing materials should be ordered until your Roof Form has been approved by the ACC.

SATELLITE DISH / ANTENNAE

Coordinate size, placement and color of satellite dishes / antennae with the ACC prior to installation. Contact the VPCA office for details. Coordinate by contacting the VPCA office prior to installation to inform the office of your proposed dish size and location.

SIGNS ON LOTS

All signs on residential lots are restricted to those typically used to advertise the sale or lease of a house. Size is restricted to 24"x24" maximum, free standing, 4' maximum height. One such sign per home is permitted. No pennants or banners are permitted. No sign riders are permitted except "For Lease," or "For Rent." Signs are to be removed when the property goes into escrow. No "In Escrow" or "Sold" signs are permitted.

SKYLIGHTS

1. Skylight frames shall be bronze, aluminum or painted to match the adjoining roof surface.
2. Lenses shall be clear or bronze acrylic or flat glass: translucent white lenses are not allowed.

STORAGE SHEDS

Storage sheds / structures must be approved by the ACC and shall not exceed 6' in height.

SPAS AND SWIMMING POOLS

1. Pool and spa equipment require ACC approval.
2. Pool construction, drainage and fencing will be required to conform to relevant Building Codes and Health Ordinances.

WEATHERVANES

Weathervanes must be approved by the ACC and shall be black in color only.

PATIO STRUCTURES, GAZEBOS, SUNSHADES, ARBORS, TRELISES, ETC.

1. Patio structures, gazebos, sunshades, arbors, trellises, etc. shall conform to the architectural character of the existing dwelling.
2. Patio sunshade, arbor, trellis and gazebo structures shall be of wood construction only (exception: vertical pilasters that may be of approved slump stone), per a design approved by the ACC
3. The following materials may be used for roof surfaces of the structures in this section. The roof materials shall matching existing roof of dwelling or garage:
 - a. Composition rock in earth-tone colors may be used on flat roofs (otherwise-colored or white stone or gravel are not allowed.)
 - b. Glass
 - c. Wood

These materials are not all-inclusive or acceptable in all locations. Please check with the ACC for prior approval.

4. Unacceptable construction materials for structures in this section:
 - a. Metal or prefabricated structures of metal
 - b. Corrugated plastic
 - c. Corrugated fiberglass
 - d. Canvas or other fabric
 - e. Plastic webbing, split bamboo, reed or straw-like materials
 - f. Wood lath products

These materials are not all-inclusive. Please check with the ACC prior to purchasing any materials.

TRELLIS PLACEMENT

Trellis material may be used against a flat surface, wall or fence and shall not extend beyond the height of such wall or fence. Trellis material must be wood and be painted your stucco color or one of your two trim colors. No plastic material will be approved.

FRONT YARD STANDARDS

These standards shall apply to the overall appearance of the front yard that can be easily seen from the street. The front yard is defined herein as that part of your property that faces a street. The standards do not apply to anything that is behind a wall, gate, or fence. These yard standards do not negate a homeowner's responsibility to uphold (1) all other architectural standards as stated in the VPCA Information Handbook and on the VPCA website, including flags and flag poles, outdoor lighting, ladders, basketball standards, and clotheslines, and (2) the condition of the back and side yards so as to present an acceptable appearance as viewed from the streets, greenbelts, and public walkways.

1. Excluding driveways and walkways, front yard ground cover shall consist of at least 40 percent live plant material or artificial turf within each discrete section bordered by walkways, sidewalks, walls, or curbs.
2. Acceptable complementary landscape elements include pebbles, crushed granite, river rock, and mulch or wood chips, all of which must be in earth tone colors. Other acceptable complementary landscape elements may not overpower the dimensions of the yard.
3. Bare dirt, sand, or crushed rock (gravel) is not acceptable as a stand-alone ground cover.
4. Non-living landscape materials must be contained within permanent borders (*i.e.*, landscape/bed edging) constructed of commercially available landscaping blocks, stone, metal edging, or Bender Board. The edging shall be sufficiently installed so as to prevent migration onto adjacent sidewalks, driveways, curbs, or neighboring property.
5. Landscape borders/edging shall be maintained to ensure they look attractive and do not fall into a state of disrepair.
6. Grass shall be mowed and edged to create a neat appearance. Artificial turf shall be maintained so as not to present an unkempt or unsightly appearance.
7. Weeds, trash, or objects that are not garden decorations shall not be visible from the street.
8. Bushes and trees shall be trimmed to create a neat appearance. Vegetation shall not encroach on sidewalks or neighboring property.
9. Artificial plants/flowers, or non-decorative plastic pots are not acceptable. Pots that are broken, empty, or containing dead plants shall be promptly removed.

10. Plastic items such as beach, pool, cabana, camping or picnic style furniture shall not be located in the front yard.
11. Vegetable gardens or composting containers shall not be located in the front yard.
12. Dead or diseased plant material shall be removed or replaced promptly.



City of Irvine Services and Ordinances

www.cityofirvine.org/

The following is a summary of ordinances adopted by the City of Irvine that may be of interest to residents. These ordinances are enforced by the City, not by VPCA. In the event you wish to bring a matter to the City's attention, please contact the City directly.

TRASH PICKUP: (Ordinance No. 175)

1. In Village Park, the trash pickup is on Thursdays except in the event of a holiday when pickups will be on Friday. The following are considered to be holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. (Check calendar in The Villager for any changes.)
2. Containers shall be placed adjacent to the street curb in front of the premises not before 7:00 P.M. on the day prior to the pickup day and shall be removed from the curb to a place not visible from said street before midnight of the pickup day.
3. Each container shall be as provided by Waste Management.
4. Newspapers, cans (aluminum and tin), plastic drink bottles and clean glass bottles and jars are picked up the same day as the trash. Recycling containers are provided by Waste Management.

Direct all questions or complaints to **Waste Management of Orange County** (714) 558-7761 or FAX (714) 836-0268.

STREET SWEEPING

1. Residential streets are swept by the City of Irvine twice a month. For schedule, see the calendar in The Villager.
2. The City sweeper does not sweep cul-de-sac, or "ears."
3. The cooperation of residents is requested in not parking cars on the street the day streets are swept. It is also helpful if watering is not done the day before the sweeper is scheduled so the wet dirt can dry out and be picked up more easily. The sweeper cannot pick up piles of leaves, grass, etc., if they are left in the street.

PARKING

1. Parking is limited to 72 consecutive hours on any public street; City of Irvine Ordinance No. 27.
2. Resolution No. 726 prohibits street parking of trailers, vehicles for sale, or vehicles over seven feet wide, as follows:
 - a. Parking on any public street in the City of Irvine of any motor vehicle of a width in excess of 84 inches, other than to actively load or unload or make deliveries or repairs of an emergency nature or either the motor vehicle itself or to the adjacent properties.
 - b. Parking at any time, on any public street in the City of Irvine, of a non-motorized vehicle regardless of width, when it has been detached from its motor vehicle.
 - c. Parking of a vehicle on any public street for the principal purpose of displaying such vehicle "For Sale."
3. Residences are required to have two available parking spaces within a garage or carport for parking at all times as required by City Ordinance. (Garages cannot be converted into bedrooms, playrooms, etc.)



ANIMAL REGULATIONS

1. **DOG LICENSE:** All dogs over four months of age must be registered annually by the City of Irvine. A valid vaccination is required for registration. Application for registration must be made within thirty (30) days after obtaining a dog over four (4) months of age or within thirty (30) days of establishing residence in the City. Ord. 199 Sec. IV.E-201 and 203.
2. **LEASH LAW:** No person shall permit a dog upon any place within the City, unless such dog is restrained by a substantial leash not to exceed six (6) feet in length and is controlled by a person competent to restrain such dog. Sec. IV.E-701.
3. **NOISE NUISANCE:** No person shall keep, on any premises under his control within the City, any dog which by any sound or cry shall disturb the peace and comfort of the inhabitants of the neighborhood or interfere with any person in the reasonable and comfortable enjoyment of life or property. Sec. IV.E-709.
4. **TRESPASSING:** No person shall permit any dog to trespass or be upon any private property of another person without the consent of such person. Parkways comprising the area between street and sidewalk shall be included as private property. Sec. IV.E-702.
5. **CAT LICENSE:** The registration of cats is optional but strongly recommended for their protection should they become lost. Due to their lifestyles, cats tend to be more susceptible to disease than dogs and a current rabies vaccination is required for registration.
6. **SPECIAL PERMIT:** No person may keep more than four dogs or cats, or a combination thereof without obtaining a special permit and paying a special fee.
7. **EXCRETA NUISANCE:** It shall be unlawful for the owner or person having charge of any animal to permit, either willfully or through failure to exercise due care or control, any such animal to commit any nuisance by leaving its excreta and to allow such nuisance to therefore remain on any public sidewalk, public park or any other public property, or on any improved private property other than that of the owner or person who has custody or control of such animal. Sec. IV.E-710.
8. **UNATTENDED ANIMALS:** It shall be unlawful to leave an animal unattended and without proper food, water and shelter for a period of more than twenty-four (24) hours. Sec. IV.E-707.
9. **TYING ANIMALS TO TREES:** No person shall tie any animal to any shrub or tree growing along any public sidewalk or street of the City. Sec. IV.E-707.
10. **EXOTIC ANIMALS:** A special permit is required for each non-domesticated animal, along with a special fee.