

# **SURFSIDE HOMEOWNERS ASSOCIATION**

## **Homeowners Guide**

Surfside Homes by the Sea

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# **1 On-Site Security Information**

## **1.1 General information**

Our security patrol's primary function is to deter vandalism or the Association property and if necessary, escort trespassers off the common areas. This is accomplished through visibility on patrol. If the guard observes crime in progress, he is to report the violation to the police and await their arrival since he does not have the authority to arrest. With this in mind, please follow these procedures:

1. If a crime is in progress, dial 911 and notify police immediately.
2. If an Association policy is being violated that requires immediate response, please call our current Security Company dispatch. This number is on the newsletter.

## **1.2 Security Patrols**

Security officers routinely patrol the complex in order to deter crime and ensure compliance with Association rules, particularly those related to vehicles. The guards are familiar with all the rules covered under the CC&R's and are charged with reporting violations.

Since guards are not on duty 24 hours, please follow the above noted procedures should an emergency situation arise. A follow-up call to our security company is important in order that the guards be kept informed of problems that arise within our community.

Concerning crimes, remember that the best defense against crime is through concerned neighbors watching out for one another. Additionally, if you plan to be away from your residence for more than a few days, contact security for a 'Vacation Check' and advise a trusted neighbor of your planned absence. It is also wise to suspend newspaper and mail delivery and put inside lights on a timer. Notify security when you return.

## **1.3 Clubhouses and Home Entertainment**

Whether you are having a gathering at the clubhouse or your home, be advised that any activities being held outside on the common property must cease at 10PM. If the activity continues, security will contact you and advise you of the aforementioned requirement. Failure to comply could result in your gathering being shut down and in more serious cases, the police being called.

## **1.4 Pools, Basketball Court and Playground**

These areas are for the enjoyment of Association members and their guests. They are not for use by non-residents. Remember, guests must be accompanied by an adult resident. Security will escort unaccompanied non-residents off Association property.

No animals are allowed in the pool, basketball court or playgrounds, with the exception of registered service animals.

## **1.5 Emergency numbers**

- Southern California Edison: (800) 655-4555
- Gas Company: (800) 427-2200
- Animal Control: (714) 935-6848 for dog barking, loose dogs, stray animals, cruelty issues
- Huntington Beach Water Emergency: (714) 536-5921
- Rainbow Disposal – 4 large item pickups per year of up to 10 items (includes bagged trash, yard waste [bundled and tied weighing no more than 40 pounds and no longer than 4 feet in length], old appliances, furniture) Call by Friday for a Monday pickup.: (714) 847-3581
- Huntington Beach Traffic – for fire lane violations, over-size vehicles on city streets, abandoned cars on city streets: (714) 536-5663
- Huntington Beach Building Department: (714) 536-5241

## 2 Security Traffic Regulations

Motor vehicles may only be driven on city dedicated and paved Association private streets. Motorized vehicles, including motorcycles, mopeds, electric scooters, etc. may not be driven on the landscaped areas, grass, walkways, or sidewalks. In addition, unless the subject matter is preempted by this or other Association action, the Rules of the Road and Vehicle Equipment Regulations listed in the California Vehicle Code will apply on all private property streets. Vehicles must be operated in a safe, cautious and courteous manner at all times notwithstanding any other sections on this regulation.

### 2.1 Speed

- A maximum speed of 25 MPH on all city streets: Surfwood, Burlington, Bushwick and Chesterfield
- A maximum speed of 10 MPH on all other private streets.
- Watch for children playing in or near streets.

### 2.2 Operating a Vehicle Under the Influence

Operating a vehicle under the influence of alcohol, drugs, and/or any controlled substances shall have the same enforcement as the California Vehicle code and/or the Health and Safety Code.

### 2.3 License

Only persons possessing a valid driver's license may operate a vehicle in and on Surfside Association property.

Only vehicles with a license that has current registration tags may be operated or parked on Association private property.

### 2.4 Noise

- All vehicles, including motorcycles, shall be equipped with a muffler sufficient to maintain the peace and quiet of the neighborhood at all times.
- All vehicles shall be maintained in proper operating condition so as not to be a hazard or nuisance by noise or exhaust emissions.
- Use of horns, bells, and noisemakers on vehicles is prohibited except to warn of approach or possible collision.

- If there is no need or useful purpose for such noise, then once is excessive.
- Speed contests or racing is prohibited.
- Rapid cornering or acceleration which results in squealing tires, is prohibited even at less than 10 MPH
- Loud music emanating from vehicles at any time is prohibited.
- Prolonged idling of engines is prohibited.

*Note: Nothing in this regulation is to be construed as limiting the right of the Association or any other person from pursuing civil or criminal action against an alleged offender despite the imposition of other penalties by the Association.*

### 3 Parking Regulations

To comply with existing State Vehicle Codes, City Ordinances, and Association CC&R's and By-Laws and to maintain good order within the community, the following parking regulations apply. Failure to abide by the following rules and regulations could result in a fine and/or tow of vehicle.

#### 3.1 Hang Tags

- Two (2) hang tags per unit were issued to the owner of record at no charge.
- A third hang tag per unit will be issued upon request of the owner by the volunteer selected by the Board of Directors: for a \$100 fee payable by check or money order. Only three hang tags per unit may be valid at one time.
- Vehicles parked on Association property not displaying a valid hang tag will be towed at the vehicle owner's expense. This does not apply to vehicles displaying a valid 'disabled' person's identification (placard/hang tag, license plate identification).
- Hang tags may be used for any car, resident or guest when parking on private property streets. Any other use, including duplication, will result in the hang tag being confiscated and the owner being fined.
- Hang tags must be hung from the rear view mirror or placed on the dashboard so the number is visible.
- **Take care to roll up windows and lock vehicle doors to prevent theft of hang tag.**
- Replacement hang tags may be obtained from the community volunteer by contacting the management company. Request a Parking Hang Tag Application or use the one in the back of this booklet. Only owners of record may obtain a parking hang tag. A fee of \$100 for a replacement hang tag is to be paid by check or money order at the time they receive their new hang tag.
- It is the owner's responsibility to manage hang tags with residents of the unit. Off-site owners may want to include potential replacement charges in a security deposit.
- Hang tags are the property of Surfside Homeowners Association and must be provided to the new owner when the property transfers. Seller must work out if buyer or seller will pay the \$100 charge per replacement hang tag if the originals cannot be provided to the new owner when the property transfers.

#### 3.2 Parking in the Common Area Marked Spaces

- Parking in the common area parking spaces is by hang tag only. All vehicles without valid hang tags will be towed.
- City streets: Surf wood, Chesterfield, Bushwick, Burlington. Cars with no hang tags should park on the public streets. All other paved areas are private, common area streets for vehicles with hang tags.

- All common area parking spaces are 72-hour parking only. Vehicles parked for longer than 72 hours will be cited, owners fined and/or the vehicle towed at owners expense.
- At no time shall a vehicle leaking noxious material such as oil, brake fluid, transmission fluid be parked in the common area spaces. Such vehicles will be cited, owners fined and/or vehicle towed at the owners expense.
- No vehicle may be stored on common area. All inoperable vehicles are deemed stored and the owners will be fines and/or vehicle towed at the owners expense.
- No vehicle shall back in to spaces along the perimeter walls, park against the flow of traffic in parallel spaces, or park in such a way that obstructs a side walk.

### **3.3 No Parking Areas**

The following areas are designated as no parking areas:

- Any red-striped area; these are fire lanes as designated by the City of Huntington Beach. All vehicles parked in a fire lane are subject to immediate tow and ticketing by the City of Huntington Beach.
- Any “No Parking Tow-Away” zone.
- Any area designated “No Parking” by any city ordinance.
- Any area or space that would deny access to any residence by an emergency vehicle.
- Within 15 feet of a fire hydrant.

### **3.4 Recreational Vehicle Parking**

Recreational vehicles (motor homes, camper homes for trucks, boats, trailers of any type, etc.) are not allowed on Association property at any time. Park them on city streets and follow City of Huntington Beach parking rules. City streets are: Surfwood, Chesterfield, Bushwick, Burlington.

### **3.5 Vehicle Maintenance**

As stated in the Surfside CC&R's and By-Laws:

- There will be no operation of a car repair business from your garage. Huntington Beach Municipal Code #10.50.080 prohibits running a car repair business from a home and names it an ‘illegal endeavor’.
- Maintenance that is deemed hazardous, such as painting a vehicle, is strictly forbidden.
- Any vehicle maintenance such as oil changes, brakes, and tire changes must be performed in the garage. The area behind the garage is a fire lane.

### **3.6 Citations - Fines**

- All residents and non-residents parked on Association property are subject to being issued a citation for failure to abide by Association rules and regulations. In some cases, as noted previously, vehicles are subject to tow at the owner’s expense.
- In the case of tenants displaying hang tags or guests displaying hang tags, the fine will be issued to the owner of record. The owner of record (landlord) is responsible for the actions of the tenant(s) and their guests.

### **3.7 Towing**

All vehicles towed for failure to abide by association rules and regulations will be towed at the vehicle owner’s expense.

## 4 Security Vacation Checks

If you are planning an extended vacation, it is advisable to notify Security of the dates you will be absent from your home. For your convenience, a 'Surfside HOA Vacation Check request' form is enclosed in this Homeowner Guide for you to copy and fill out completely. Give the completed form to the Security guard. You may also obtain a copy of the form from the Security guard.

### 4.1 Recommendations for Vehicle

It is recommended for security and safety reasons that you park your vehicle(s) in your garage while on vacation. If this is not possible, please fill out the Vacation Check form and list your vehicles that are to left longer than 72 hours on the private Association streets.

Note that vehicles must be moved after 30 days from Association property with a vacation check.

Handy Checklist:

- Notify the Post Office to hold mail or have a reliable person collect it daily.
- Suspend all newspaper deliveries.
- Put lights and/or radio on timers
- Lock all doors and windows... including the garage door.
- Advise if pets are left on location and list the type of animal and name and number of person monitoring the animal.
- Advise your neighbors that you will be away so they can call security or police if they notice any suspicious activity around your unit.
- Notify Security upon your return, especially if you end your vacation earlier than planned.

## 5 Clubhouse Rules

- A Clubhouse Reservation Agreement must be filled out before keys are issued to adult members or residents. See Surfside newsletter for Clubhouse reservation phone number.
- A refundable cash deposit and \$25 cash fee is required to reserve either clubhouse. Any cost incurred for damages or additional cleaning will be taken from the deposit money. Additional costs beyond the deposit will be billed to the owner.
- Any business requiring a fee, exchange of money or donation, may not be conducted. Admittance may not be charged and food or drinks cannot be sold.
- The person reserving the clubhouse is responsible for all guests and must be present at all times.
- Food and drinks must be kept inside the clubhouse or the BBQ area at all times.
- No tables or chairs from the clubhouse are allowed on the pool deck.
- No live music or DJ's. You may bring your own stereo. Speakers are to be kept inside. Music must be turned down by 10PM.
- The clubhouse must be cleaned and vacant by the agreed upon time or by 11PM that night. You are responsible for your trash... take it with you.
- All guest vehicles (without a valid hang tag) must park on city streets (Surfwood, Burlington, Chesterfield, Bushwick). Private parking spaces are for residents with valid hang tags. Vehicles not properly parked are subject to tow.

See Clubhouse Reservation Agreement and Check List for further information.

Note: Failure to comply with the above rules and regulations may result in the gathering being terminated and the resident owner being fined and/or the resident's clubhouse privileges being revoked.

## 6 Pool Rules

There are no lifeguards on duty at either pool.

The Rules and Regulations established for the pool area and its usage is, in part, dictated by the existing health codes, state and county codes, insurance liabilities, etc. Other rules have been established to assure the safe and enjoyable usage by all residents of Surfside.

- Skateboards, skates, bicycles, rafts, surf or boogie boards, and water balloons are not permitted in the pool areas, to be left on landscaping, or to block the entrance or sidewalk of pool area.
- No animals (other than seeing eye dogs for vision impaired and other working service dogs) are permitted in the pool area
- The pool areas are open from 6AM to 10PM daily. Check the newsletter for information on pool closures.
- A key fob is needed for the entry gate at both pools. A flat metal key is needed for the bathrooms. One (1) key and key fob per household is issued. Keys may not be duplicated. When property transfers, the pool key and fob should be a part of escrow. Landlords supply keys to tenants. Replacement bathroom key is \$50 and fob is \$100 - available thru the key administrator listed on the newsletter. There is a replacement key form in this booklet.
- The gate is to remain closed and locked at all times. Use your key... do not prop the gate open with any object.
- To use the pool area, you must be a resident. No one can have sole use of the pool. The resident is responsible for the guests and must control the guests at all times.
- Nudity is not permitted in the pool. Infants must wear swim diapers. A violation of this will result in loss of pool privileges for a period not to exceed two years, and a fine.
- All persons must take a shower prior to using the pool.
- Swim suits only are permitted in the pool. No cut-off jeans, wet suits or partial clothing etc. is permitted.
- No glass containers, food, or alcoholic beverages are allowed.
- No smoking in the pool area.
- No diving into the pool.
- Both pools are under 24 hour video surveillance.
- The handicap lift at the south pool must only be used for its intended purpose and no one may play on or with the lift. Homeowners will be financially responsible for damage to Association property resulting from damage to the handicap lift.

- Use the barbeques in the designated recreation area.
- Loud and disturbing noise, including radios, will not be permitted in the pool area.
- Pool areas cannot be reserved for exclusive use.
- Children under the age of 14 must be attended by a responsible adult and closely supervised at all times. This is in compliance with state and county codes.

**Fines will be assessed for non-compliance and may result in the violator losing pool privileges.**

## 7 Architectural Regulations

The Architectural Committee is comprised of homeowners within the planned community of Surfside. The purpose of this committee is to ensure the appearance, property value, and safety in favor of the collective interest of the community as a whole. Any member in good standing is encouraged to join and become involved.

### **Information regarding structural changes that require approval:**

- Before making any changes, structural alterations, or additions to the exterior of the unit, homeowners must fill out an **Architectural Request Form** and submit it to the Committee for review.
- Submissions can be sent to the Management Company or delivered to the Architectural chair listed in the newsletter.
- The owner must provide detailed drawings with measurements of proposed changes as applicable or vendor supplied brochures depicting the product as part of the submittal for approval process.
- These changes must comply with the exterior finish, color, style, and character of the existing buildings.
- The committee reviews all submissions and presents them to the board of Directors at the next months meeting.
- Notice of approval or disapproval will be provided in writing within 30 days after receipt of completed application and appropriate back-up.
- The request must comply with current city zoning and building codes.
- Approval of any plan for modification or improvements by the Board or the Architectural committee does not waive the necessity of obtaining the required city building permits. If a permit is required, it is the responsibility of the homeowner to obtain permits and schedule required inspections.
- A copy of the building permit and the final 'sign-offs' need to be sent to management company.
- Any damage done to the structure or the common areas caused by the improvement is the homeowner's responsibility. Any areas damaged by the improvement and not repaired by the owner may be repaired by the Association and billed to the owner.
- Forms must be filled out regardless of similar changes in Surfside. In a planned community, all changes are at the discretion of the Architectural Committee and Board of Directors and must be in compliance with the CC&R's.
- Front doors and screens need to be white.
- Installation of air conditioners need approval and the condenser must be installed on the patio. Product brochure showing sound rating is a requirement. Sound rating needs to comply with the city of Huntington Beach requirements not greater than 65DbA or per city of HB codes.

If an Architectural Request Form is not filled out and approval obtained before the change is made, a fine will be levied and you will be required to replace your modification and pay any litigation costs.

Again, the goal of the Architectural Committee is to encourage upgrading of individual property, ensuring that any changes will enhance the property values of the whole community. Style, building material, and color are the main components that the committee reviews. All other structural elements are left to compliance with city and state regulations.

## 8 Homeowner Responsibility Maintenance Checklist

- Maintenance / replacement of the patio fence between units
- Brick chimney and fireplaces
- Gutters and downspouts: must be of white metal
- Windows, doors (door frames and inside window frames) and screens; need to be white
- Garage doors, openers, springs, and hinges Our door style is called CLOPAY. Here is a link to Clopay's website, showing a picture of a door that can be used to replace a damaged one – and Clopay is the manufacturer of our existing doors (our door is on page 5):  
[https://clopaypdfs.com/pdf\\_files/RSDR-VALUEPLUSSS-12.pdf](https://clopaypdfs.com/pdf_files/RSDR-VALUEPLUSSS-12.pdf)

Here is a link to the Clopay website where the homeowner can find a local installer for Clopay:

<https://www.clopaydoor.com/where-to-buy/residential>

Or an installer of your choice could order from Clopay and install for you. Please submit an Architecture request for this change.

- Roof problems determined to be caused from the installation of satellite dishes, skylights, solar panels
- Sidewalks within the lot property lines, front porch, patio ground surfaces
- All utilities (cable, electric, water, gas), sewer lines and underground or above ground pipes within the lot.
- Trees and plants on the patio and between the garages
- Landscaping in the front and side must be kept planted with live plants appropriate for the area. Landscaping needs to be shrubs and flowers (not seasonal vegetables/fruits).
- Foundation slab
- Patio covers and/or additions built by previous or existing homeowners
- Spraying for household pests within the lot
- Lattice and trellis: must be installed (affixed or free standing) a minimum of 6 inches away from the property, easily removable for maintenance and that any foliage that climbs must be maintained at all times. Cannot be touching building or fence or growing into common area. Any stucco, siding or fence damage will be assessed to homeowner. No vines that self-attach are allowed.
- Patio covers that attach to the building may be built with a plan, city permit and approval via an architectural request.

Umbrellas and shade cloths or sail shade cloths with muted colors are permitted in all patios. Muted colors are solid earth tones and light pastels.

For end units - no pop-up shade covers are allowed.

## 9 Violations Requiring Immediate Attention by Homeowners

- Front screen door in need of repair/replacement or painting due to peeling paint or rust
- Window screens in need of repair or replacement
- Sheets, towels or similar items used as curtains over windows are not to be used
- Missing address numbers; City of Huntington Beach requires them for emergency identification
- Overgrown weeds, debris, or landscaping that needs replacing between garages or in red staked fronts and/or sides.
- Vines attached to building
- Cable or phone lines hanging down the front of the building
- Clothesline in view
- Rain gutters in need of repair

The Association maintains the roof, paint and stucco of all buildings unless owner improvements caused issue. Any and all costs incurred with improvements are the responsibility of the Homeowner.

*Ref CC&R: 3.21, 5.1.2, 5.3.1, 5.3.2, 5.3.7, 11, 11.2, 11.3*

## 10 General and Common Area Rules and Regulations

Common Area is defined as all of the property located within Tract #5581 (Surfside) except the numbered lots which are private dwellings and the city dedicated streets of Surfwood, Chesterfield, Bushwick and Burlington. Association streets are private, common areas: Wildwood, Whitestone, Pennington, Freeport, Chesterbrook, Woolburn, Eastport, Deerfield, Pawtucket, Creedmoor, Ridgefield, Foxhall, Attleboro, and Ashburton.

Lots G and H are the large open areas at the south west and south east area of the complex. These are designated recreation areas and are reserved for the exclusive use of the residents and their guests.

### 10.1 Basketball Court and Playground

As with the pool, the basketball court and playground area, located at the south end of the complex, are for the enjoyment and exclusive use of the Association residents and their guests. They are not for use by non-residents. A guest must be accompanied by a resident of the complex. Use by non-residents results in greater wear on the equipment, and may result in damage at the homeowner's expense. No glass or food is allowed inside the basketball court area.

### 10.2 General and Common Area

- Violation policy: two letters from the management company, then a request to discuss with the Board of Directors. \$100 fine for no-show at Hearings and \$100 for first fine and additional violations.
- Trash cans must not be put out for collection more than 24 hours before trash collection day and must be taken in and stored from view by the evening of trash collection day. Violation of this rule will result in a request to discuss with the Board of Directors and a \$50 fine for each occurrence.  
*CCR 5.2.1 – 'Nothing shall be stored in the common area without Association consent.'*  
*CCR 5.3.9 – 'Equipment, garbage cans, wood piles, storage piles shall be kept screened by fencing...' that has been approved by the Architectural committee.*

- Removing or planting trees, shrubs, grass – or adding or removing concrete from the Common area is prohibited without written consent of the Association.  
*CCR 5.2.2 – ‘No new structures constructed nor any existing structures shall be altered or removed without Association...’*
- Personal items such as toys, bicycles, wood, etc. are not allowed to be stored outside in the Common Area or in view on homeowner property.  
*CCR 5.3.1 – ‘Nothing shall be done or kept in the common areas which will increase the rate of fire, casualty, or liability insurance in the common areas or result in cancellation of insurance.’*
- Fabric swings and broken chairs are not allowed in view from the common areas.
- Ball playing, Frisbee, etc. should be played only at the recreation areas.  
*CCR 5.3.1 – ‘Nothing shall be done or kept in the common areas which will increase the rate of fire, casualty, or liability insurance in the common areas or result in cancellation of insurance.’*
- Dog and Cat waste must be picked up  
*CCR 5.3.1 – ‘No waste shall be allowed in the common area.’*
- Dogs must be kept on a leash while being walked in the complex.  
*CCR 5.3.1 – ‘Nothing shall be done or kept in the common areas which will increase the rate of fire, casualty, or liability insurance in the common areas or result in cancellation of insurance.’*
- Air conditioners are not allowed in windows.  
*CCR 5.3.9 – ‘Equipment, garbage cans, wood piles, storage piles shall be kept screened by fencing...’*
- Advertising or Business signs must not be displayed in windows.  
*CCR 5.3.2 – ‘No sign of any kind shall be displayed to the public view on or from any dwelling... except... For Sale, For Rent.’*
- Dumping of refuse (old appliances, furniture, etc) in the common area or behind or next to garages is strictly forbidden. This includes motor oil and paint.  
*CCR 5.3.1 – ‘No waste...’ City of Huntington Beach fines for Storm Drain enforcement are as high as \$10,000 a day for oil and \$500 a day for paint.*
- Fences and gates on homeowner’s property (between patios) are not considered common area and are the responsibility of the homeowner to maintain and replace.
- Parents or guardians are responsible for the behavior of their children. Homeowners are responsible for guests and tenants. Owners will be held financially responsible for any damage to Association property resulting from their guests, tenants, or children.  
*CCR 12.1 – ‘The Association may levy an assessment against the owner to complete repair...’*
- Climbing walls, fences, trees, or shrubs is prohibited. No swings allowed to be tied into trees.  
*CCR 5.3.1 – ‘Nothing shall be done to increase the risk of liability...’*
- Fireworks are allowed as per Huntington Beach current ordinances  
*City of Huntington Beach ordinance.*
- Association rules forbid disturbing the peace with excessive noise.  
*CCR 5.3.4 – ‘No nuisance to others...’*
- Barbeques are only permitted in private patios and in the designated barbeque/picnic area near the east side of the south clubhouse.  
*CCR 5.2.3 – ‘Community areas designated as lots G and H are the recreation areas.’*

- Feeding of seed and bread to wild birds is not permitted.  
*CCR 5.3.2 – ‘No dwelling or common area shall be used in any way that may endanger the health or environment of any dwelling.’*  
*California Code of Regulations Title 14 section 25.1 – ‘No feeding of wild animals’*
- Residents using a “bounce house” in the common area must have a proper Certificate of Insurance and Agreement filed with the clubhouse reservation personnel. Clubhouse administrative fees will apply.
- Electronic audio or video recording devices of any kind are not permitted to be used during a Board Meeting without the Board’s prior authorization.
- No satellite dish is allowed to be installed on the shingles of the roof. A satellite dish is permitted to be installed on the wood eaves or chimney on the unit. Cables must be attached to the building/eave and not run across the roof to a vent. Written approval from the Architectural Committee is required prior to installation.

## **11 Various Forms**

- Clubhouse Reservation Agreement form
- Architectural Change Request form
- Architectural Improvement Procedures Notice
- Architectural Approval Procedures
- Neighbor Awareness Form
- Parking Hang Tag Application
- Pool Key Replacement form
- Vacation Check Request form
- Map of Surfside
- Payment Plan Resolution