

# **TGCA Operating Rules**

## **Significant Clarifications, Updates, Additions and Changes**

### **Reference notes:**

The Rules use the definitions from the CC&Rs. Most frequent:

- “Association” means Talega Gallery Community Association and TGCA.
- “Common Facilities” means that portion of the Association Property governed by the Board – i.e., the Clubhouse and surrounding grounds.
- “Common Property” means the Condominium Common Area and the Association Property.
- “Development” means the Property, and all Improvements on the Property,
- “Manager” shall mean any person or company employed or retained by the Association. The term “Association’s Manager” is used throughout the Rules to include all staff.
- "Residence" means a private, single-family dwelling.
- “Resident” means any person residing in a Residential Lot or Condominium or any part thereof, for any duration, including any Owner, Tenant, family member, guest, or otherwise.
- “Tenant” means any person occupying a Residential Lot or Condominium Unit, except the Owner and his or her co-resident family members, with or without the payment of rent.
- “Unit” means the elements of a Condominium that are not owned in common with the Owners of other Condominiums.

### **Other conventions:**

- Times are notated as – 1am to 6am
- Forms are *italicized* for easy identification.
- Note is made that form is available on the website or from the “Association’s Manager”

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Section	
1. General Information	<p>1.5 CODE OF ETHICS FOR BOARD AND COMMITTEE MEMBERS – added</p> <p>1.10.1 FINE STRUCTURE Increased fine for flagrant violation of Rules</p> <p>1.10.2 Violations of the Standards of Conduct or the Code of Ethics- added</p>
2. Community Rules	<p>2.1 OWNERS RIGHTS AND RESPONSIBILITIES - new</p> <p>2.2 STANDARDS OF CONDUCT- added to Rules. Previously approved.</p> <p>2.3. SINGLE FAMILY RESIDENTS – Previously “Single Family Dwelling” updated, no new rules</p> <p>2.4. TENANT RESIDENTS – New. Intended to encourage and clarify tenant participation in Association activities and to clarify correspondence with Owners of any tenant violations</p> <p>2.4.2. RENTAL RESTRICTIONS – added per new Civil Code 4741 requirements</p> <p>2.5. RESIDENT ACCESS TO THE DEVELOPMENT – Previously “Community Access” - updated to accommodate new access system and video surveillance</p> <p>2.6.1 VISITORS UNDER THE AGE OF 18 (b) Added to allow a minor to accompany Residents or prospective residents on a tour of the Common Property. (c) Added to allow guests and visitors under the age of 18 to use certain amenities of the Gallery Club under specific, Board approved planned events.</p> <p>2.8 RESIDENT CAREGIVER – updated to exempt caregivers from the 60-day cumulative days visitation limit.</p> <p>2.9 RESIDENT’S CONTRACTORS AND SERVICE PROVIDERS....</p> <p>2.9.7 and 2.9.8 to clarify Landscape activities also prohibited on Sunday.</p> <p>2.9.9 – new. Requires prior approval before placement of dumpster, storage pod, port-a-potty, etc.</p> <p>2.10.2 Added request that residents notify management of any neighborhood wide canvassing or soliciting activities</p> <p>2.12.GENERAL SIGNAGE RULES – moved from Landscape Rules</p> <p>2.13 REAL ESTATE/OPEN HOUSE SIGNAGE IN THE DEVELOPMENT – simplified to comply with and reference TMC rules</p> <p>2.14 ESTATE SALES – added by request of homeowners</p> <p>2.15. NONCOMMERCIAL DISPLAY OF SIGNS, POSTERS, FLAGS AND BANNERS – Previously “Signs, Flags, Posters and Displays” - updated to match CC&amp;Rs</p> <p>2.16 CONSTRUCTION/LANDSCAPE SIGNS – updated per TMC Rules</p> <p>2.17 DECORATIVE YARD ITEMS – moved from Landscape Rules and updated</p> <p>2.19.2 GARAGE DOORS may be opened up to 24” for ventilation – added</p>

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	<p>2.21 RESIDENCE AND CONDOMINIUM MAINTENANCE AND REPAIR RESPONSIBILITIES – new. To reflect CC&amp;Rs matrix re homeowner’s responsibilities for home maintenance, Party walls and Property walls</p> <p>2.22. ROOF MODIFICATIONS – RESIDENTIAL LOTS – new – added to address Solar</p> <p>2.23 ROOF MODIFICATIONS – CONDOMINIUMS- new to include Solar Energy systems, Satellite Dish Systems and Antennae to support CC&amp;Rs</p> <p>2.24. DRONES – new</p> <p>2.25. MACHINERY AND EQUIPMENT – added to match CC&amp;Rs</p> <p>2.26 NEIGHBORHOOD WATCH – updated to reflect that Residents <i>may</i> establish committee. Previously stated that committee had been established</p>
<p>3. Common Facilities General Rules</p> <p>(Previously Talega Gallery Club Facility Rules)</p>	<p>3.1. COMMON FACILITIES GENERAL RULES – updated to include fob system; to eliminate sign-in requirement; move room scheduling to section 3.10</p> <p>3.2. 3.1.1 (c) Added per 2.1.6(c)</p> <p>3.4. INSTRUCTIONAL OR RECREATIONAL CLASSES – updated from “Clubs and Classes”. Added that a resident may be an approved vendor</p> <p>3.9 SCHEDULED USE OF COMMON FACILITIES – updated from “Special Event Rooms”. Eliminated sign-in requirement, expanded to include additional areas of the Clubhouse</p> <p>3.10 REGULARLY SCHEDULED RESIDENT GROUP RESERVATIONS— new to match current reservation practices</p> <p>3.11 ROOM &amp; OTHER FACILITIES USAGE RULES – updated and expanded to include new A-V equipment and Ping-pong</p> <p>3.13. ANIMALS – added to specify Rules for Common Facilities</p>
<p>4. Common Facilities Private Use Rules</p> <p>(Previously Facility Rental &amp; Reservation Rules)</p>	<p>4.1 TYPES OF PRIVATE USE - added to clarify terms</p> <p>4.2 SPONSORSHIP REQUIREMENTS– new - to clarify responsibilities Basically, includes content from original rules in new format</p> <p>4.3. COMMON FACILITIES’ AMENITIES AVAILABLE FOR PRIVATE USE – updated and expanded</p> <p>4.4 PRIVATE USE RULES – updated and separated from original “Clubhouse Facilities Available for use on a Reservation Basis” for clarity and ease of finding information</p> <p>4.5 COMMON FACILITIES PRIVATE USE RENTAL RULES — updated from original “Clubhouse Facilities Available for use on a Rental Basis” for clarity and ease of finding information</p> <p>4.5.2 Alcohol Beverage Restrictions – updated to match application form previously approved in 2019. Eliminates need for security patrol at private events.</p>

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	<p>4.6 SPONSOR'S RESPONSIBILITIES – added. Basically, includes content from original rules in new format</p> <p>4.7 FEES AND DEPOSITS REQUIREMENTS – added to reduce fees to encourage private use of the Clubhouse facilities.</p> <p>4.8 PRIVATE USE EVENTS EXCEPTIONS – waives fees for One-time Events - Residents only, i.e., “Neighborhood Block Parties”</p>
<p>5. Landscape Rules</p> <p>Originally Adopted 8/28/2018</p>	<p>Section edited for wording to match approved CC&amp;Rs and Bylaws</p> <p>1.3 &amp; 1.4 in 2018 version - DECORATIVE ITEMS AND SIGNAGE moved to Community Rules 2.17</p> <p>5.1.3 Irrigation – new</p> <p>5.1.4 Fencing – new</p> <p>5.2 FRONT YARD LANDSCAPE ENHANCEMENT PROGRAM AND PROCESS – word “process” added to clarify</p> <p>5.3 OWNER TREE MAINTENANCE AND ROOT DAMAGE – added</p> <p>5.4 FRONT YARD TREE REMOVAL – updated</p> <p>5.5. OPTIONAL FRONT YARD TREE REPLACEMENT – updated</p> <p>5.6 PARKWAY TREES – added and clarified to match TMC Rules and San Clemente City requirements.</p>
<p>6. Parking Rules</p>	<p>Updated for new Patrol company process and formatting update.</p> <p>Originally Adopted 3/8/2018</p> <p>6.1.2 GENERAL PARKING RULES - (a) clarification of payload capacity</p> <p>6.2 STREET AND COMMON AREA PARKING - To clarify no parking on the streets nor in the Gallery Club parking area between the hours of 1am and 6am. Currently approved safelisted vehicles will be grandfathered from the time these rules are adopted. New homeowner's will not be approved to park vehicles on the street between the hours of 1am and 6am.</p> <p>6.5.3.(a) to clarify that a Resident's third vehicle will not be allowed to park on the street</p> <p>6.5.3.(d) to clarify that for currently approved vehicles the current approval may be extended for the current Resident's ownership of this vehicle.</p> <p>6.7.1.(d) reworded to match 6.1.2 (a)</p>
<p>7. Vehicle Access</p>	<p>Entire new section; includes current process for registration for access tags</p>
<p>8. Election Rules</p>	<p>Entire new section to comply with Civil Code 4340 as of Jan 2021. Adopted August 2020. Updated formatting only</p>
<p>9. Architectural</p> <p>Originally combined with Landscape</p>	<p>New section - separated from Landscape to specifically reference TMC Architectural Application process and property maintenance responsibilities</p>