

# seashore news



Published monthly by the Niguel Shores Community Association

JUNE 1990

## BOARD ACTIONS - MAY 1990

Approved documents for CC&R revisions, name change and exercise room advisory voting to be mailed to residents. (4-0)

Approved revisions to rules #4331 and #5223. (4-0)

Approved funding and installation schedule for pool deck and fence. (4-0)

Approved schedule for preparation of 1991 budget. (4-0)

## ANNUAL MEETING AND ELECTION OF DIRECTORS

At the recent annual meeting the following individuals were elected to the Board of Directors for a term of two years.

Sid Kahn  
Bob Raymer  
Lydia Reeve

Vote totals available in Administrative Office.

## SERVICE PERMITS

It is time to renew permits for service personnel such as maids, gardeners, etc. Please contact the Association office during regular business hours after June 15th to obtain a new pink service pass. You will be required to provide the name, address and phone number of the company or person for whom you are obtaining a permit.

The old, green service permits will be honored only until July 11 to allow residents time to obtain the new pink passes.

## STREET SIGN REPAINTING

Over the next six months the street signs throughout the community will be repainted. Three to five signs per week will be removed, repainted and then re-installed. The signs will be repainted at random to avoid removing too many signs from a given area at one time.

Maintenance Committee

NSCA BOARD MEETING DATE

WEDNESDAY, JUNE 20, 1990

8:00 PM

JUN 90

## PROPOSALS TO CHANGE THE CC&Rs

All homeowners recently received an envelope enclosing a ballot and related informational material. This material is concerned with proposed changes in the CC&Rs. These suggestions were initiated by a committee of homeowners representing all parts of our community. They have been reviewed by the Association's legal council and are endorsed by the Board of Directors. Now, we need your support in voting on these proposals that are aimed at making the management and day to day operation of our community somewhat easier and more efficient.

One proposal, if approved would change the name of the Association and the Community to "The Shores Community Association." It will take a majority of the homeowners to approve this CC&R change, but it will take three fourths of all homeowners to effect a change in the Article of Incorporation. This proposal is the result of our disassociation with Laguna Niguel and reflects the name informally used by many residents.

The same ballot includes a proposed change in the Bylaws which would eliminate cumulative voting in Association elections where some people cast all of their votes for one candidate. It would establish a more democratic procedure in which voters would have not more than one vote for each candidate. If there were three vacancies for the Board, homeowners would be able to cast one vote each for three candidates just as they do in local, state and national elections.

The last issue on the ballot asks if you favor the construction of an Exercise Room. The results of this vote will guide the Board in reaching a decision on this matter.

Ed Adams,  
CC&R Revision Committee

## RULES AND REGULATIONS

Following procedure, revisions in the Associations Rules and Regulations or other governing documents are distributed with the Seashore News.

Attached are copies of parts of the Association's Rules and Regulations amended to reflect changes in rules pertaining to Architectural Regulations and Guidelines, View Blockage, the Seashore News.

The attached pages are to replace those published prior to this date. Please keep them for reference.

## COMMITTEE MEMBERS NEEDED!

New members are needed for the Architectural Control Committee. If you are interested in serving on this committee, please leave your name and telephone number at the Association office.

## POOL AREA REPAIRS

As all you regular swimmers are aware, substantial change are taking place at the pool and jacuzzi. Both facilities were closed the week of May 14 for extensive concrete repairs and installation of a new deck drainage system. Following completion of the concrete repairs, the old wrought-iron fence was repositioned to allow access to the perimeter deck to install the new fence and complete the electrical work needed for lighting the area. During this time, from May 21 through June 11, the pool and jacuzzi remains open. Beginning June 11 and through June 15 the pool and jacuzzi will again be closed while a new, cool-touch, non-skid surface is applied to the deck.

Your patience and cooperation have been and are appreciated.

### NEW WOOD SHINGLE/SHAKE ROOFS

Concern has been expressed about the light color of newly reshingled wood roofs. Code-required fire retardant on wood shingles gives this "white" look when sun rays effect the tannic acid. The roofs also take longer to age to a darker color. There is nothing that can be done about this.

Architectural Control Committee  
Lee Richards, Chairman



### MEASURE F: FUNDING OF WATER PIPELINE JUNE 5, 1990 ELECTION DAY

As a service to our community, the NSCA Board wishes to advise that the building of this pipeline will be done by the Water District, as they have stated in presentations to our residents.

The only issue is how to finance this project. If approved, the cost of Measure F, a bond issue, will be included on property tax bills and therefore becomes an itemized deduction for income tax purposes. The alternative would be for such costs to be included on water bills with no tax savings.

In view of the above financial impact, the Board suggests a "yes" vote for Measure F on Election Day.

NSCA Board



### NEIGHBORHOOD WATCH

The new blue and white Neighborhood Watch signs that have been placed at all the entrances and elsewhere throughout the community were provided by the City of Dana Point. They are the result of a commitment of the City to the Neighborhood Watch program proposed by Councilwoman Ingrid McGuire. We expect to obtain and post additional signs over the next several months.

Neighborhood Watch is a proven program of cooperative community effort to prevent burglaries as well as other crimes. It works because it is based on the idea of neighbors looking out for neighbors. As we approach summer many of our families will be taking vacations over the next several months. We urge all of our residents who plan to be away on vacation to arrange with their neighbors to keep a special watch on their home while they are gone. An arrangement by neighbors to look out for each other's home is one of the best ways to insure against unwelcome visits by burglars.

### STREET SWEEPING SCHEDULE

The scheduled dates for street sweeping in June are Wednesday and Thursday, the 13th and 14th and Wednesday and Thursday, the 27th and 28th. These dates are also noted on the attached calendar. If at all possible, you are requested to have your vehicles off the street on these dates to allow the street sweeper to do a thorough job.



### WOMENS CLUB NOTES

The June 7th luncheon speaker will be Mary Lou Heard from Heard's Country Gardens in Westminster. She will tell us about old-fashioned perennial garden flowers and herbs. Lunch will be served at 12:30 p.m. followed by the speaker.

The June TTD will be a carpool trip to Heritage Park in El Toro. We shall meet at the Community Center at 11 a.m. on June 21, take a private tour of the historic buildings at noon, and then, in accordance with our theme, have an old-fashioned box social in the park. We'll be home before 3 p.m. Our picnic lunches will be special. Fix up a pretty container and fill it with standard brown bag fare, but keep it light! Then enclose a paper napkin, a plastic cup, and a quarter to pay for the beverage supplied by the committee. Finally, toss in a little favor, something small that costs less than a dollar, such as some pretty pencils, a tiny jar of homemade jam, a left-over stocking stuffer. Be sure to sign your name. The committee will number the lunches and you will draw for one. There will be a prize for the most attractive looking box. Sign up at the June luncheon or call Lois Songer, 493-8172, or Barbara Crist, 493-4257.

The Craft Class will meet Thursday, June 14th at 10:00. We will also meet July 12.

There will be no Womens Club luncheon in July.

The May TTD bus trip to the Queen Mary and Spruce Goose was given royal treatment thanks to the fine arrangements made by Lois Songer and Marguerite Printz. One of the fellows in the Queen Mary dance troupe enticed Thelma Johnson to join in a dance routine. Such talent!

### MENS CLUB NEWS

May this year was a busy time for Mens Club members. It started on May 1 when our speakers, Jackie Ludlum and Ray Miller covered the upcoming Water Bond Election. May 15 was the Ladies Day Breakfast with members of the Womens Club, wives of members and wives of former members as our guests. The speaker was Michael Capizzi, recently appointed District Attorney of Orange County. The third meeting of the month on May 29 featured the candidates for the Dana Point City Council.

Our first annual Kentucky Derby Party on May 5 attracted a good crowd that loudly cheered on their favorites in the Run for the Roses. The success of the party was in large measure the result of efforts of a hard working committee including John Bulleit, Chairman, Forrest Owner, Jack Horne, Lew Peck, Dale Baltimore, Bob Scott and from the Womens Club Doris Adams and Margaret Brugger.

On May 24 to May 26 the club had its annual Spring Golf Excursion. The location this year was Silver Lakes in the high desert near Victorville.

Plans for refurbishing the kitchen and improving the sound system in the multi-purpose room are moving ahead. This project is being fully funded by the Paper Salvage Fund. The committee responsible for this fund is made up of Dick Phares, Don Maier, Dale Baltimore, Norm Fomeroy, Dick Luedeke and Russ Paslaqua, Chairman.

### NIGUEL SHORES PAPER DRIVE

**CASH THEM, DON'T TRASH THEM!**  
**BRING THEM TO THE RECREATION CENTER**  
**PAPER BUILDING ANY DAY OF THE WEEK.**





### COUPLES BRIDGE

What do these names - Tom and Barbara Crist, Pete and Adele Shanta, Ray Walter, Ruth Roth, Max and Dal Weber - have in common? You guessed right! They were winners at the Friday Night Bridge sessions in May. And the other names you need to know are Gina Hancock, Betty Rolapp, Don Roberti, and Dorothy Newcomer who served as hosts on those two evenings. Thanks for the goodies, folks. (I hear Dorothy baked lavishly and now has cookies coming out her ears!)

### FATHER'S DAY AT THE POTLUCK

Due to various family gatherings being held on Father's Day, June 17, Potluck is scheduling its celebration of Father's Day for the fourth Sunday, June 24. It seems only logical that if Maternity is recognized in May, Paternity should receive equal recognition in June, as one is meaningless without the other, and all are links in the entire system of creativity that make life possible for all other creatures and plant life of this Earth. Without the miracle that caused life to be, nobody would be around here at this bountiful time of year to care if Potlucks were celebrated or not. So rejoice that again a neighborly group of us can get together with our usual tableware, cocktail beverage, and party fare consisting of casserole, salad, or dessert.

The Committee in charge of all arrangements for this event are:

Ginnie and Dave Parrett A-G  
493-0314

Fatty and Harold Therolf H-N  
493-4657

Margaret and Walt Brugger P-Z  
493-1438

Happy Hour 6:00 p.m.  
Dinner 7:00 p.m.

BIG NEWS for June is our semi-annual buffet party which will be on the 15th at 6:00 p.m. Guests are asked to bring an hors d'oeuvre, and the committee will furnish a meat tray, rolls, and a variety of wine and soft drinks. Admission will be a whopping \$1, but there will be more prizes on this special evening. We will also be playing a regular session on June 1st at 7:30, and we hope to see a lot of you at both events.

Mark your calendars now - June 1st and 15th.

### WEDNESDAY AFTERNOON BRIDGE

Bridge players welcome. Play starts at 11:50 a.m. For June reservations call Mary Brosnan, 493-7115.

#### Winners:

Apr. 25th: 1st - Evelyn Lingenburg  
2nd - Frieda Baskin

May 2nd: 1st - Leon Sall  
2nd - Bernie Baskin

May 8th: 1st - Margaret Costello  
2nd - Wilma O'Keefe

May 16th: 1st - Wilma O'Keefe  
2nd - Joan Sullivan



### MOVIE NIGHT

The small, first time audience for the Niguel Shores Movie Night saw a very entertaining double feature. The first movie was "Honey, I Shrunk the Kids" and the other movie was "When Harry Met Sally".

The second movie night is scheduled for Friday, June 8 at 7:30 p.m. The titles of the movies to be shown will be posted at the Recreation Center earlier in the week.

There is no admission for Movie Night and residents attending can bring their own refreshments.

### IT'S THAT TIME AGAIN!

Day Camp is almost here ... and have we got a treat for you! We're busy planning a summer of fun! We have four sessions: July 9 - July 19, July 23 - August 2, August 6 - August 16, and August 20 - August 30.

Pre-registration begins on Monday, July 2. Don't miss our exciting summer! Sign up soon!

Kari Kiehl  
Day Camp Director

### WOMENS GOLF

As expected, the Lawrence Walk Resort 3-day get-a-way was a resounding success, replete with pars, birdies, awards, jokes, good food and our own home-grown entertainment. Carol and Fern did a first-rate job of organization.

Because of increasing space demands, Seashore News has requested we report only the facts, eschewing all embellishments, so although brevity is the soul of wit, these reports from now on may contain only half a wit, if at all!

Next FUN-DAY will be Monday, June 11 at Aliso Creek, 9 a.m., followed by a brown-bag lunch and meeting at the home of Lucy Van Elzakker (496-8565). Don't forget to include something edible inside your brown-bag.

For Friday play, continue to call Carol (496-8687) a week in advance. For Monday play, including FUN-DAY, call Ann Lassleben (661-0500). Late-comers will be sent to the nearest range to drive balls or Miss Daisy.

FUN-DAY AWARDS last month were as follows:

- LOW NET - Pauline Ross
- Runner-up - Millie Deffebach
- LOW GROSS - Ginny Kenney (get thee to the TOUR!)
- Runner-up - Gwen Halstead
- LONGEST DRIVE - Pauline Ross
- LOW PUTTS - Lucy Van Elzakker
- CLOSEST TO THE PIN - Millie Deffebach

### DON'T GOLF ON THE GREENBELT

As tempting as it may be, please do not use the common area greenbelts for golf practice. Such activity often damages the greenbelts, but what is more important is that flying golf balls are a hazard. Your cooperation is appreciated.

### WHAT'S GOING ON AT THE LIBRARY?

For those of us who are totally baffled by computers, there will be a series of lessons on how to use the CD-ROM Catalog (whatever that is). Sign up at the Information Desk for June 12, 19 or 26, from 10:30 to 11:30 a.m., and then be sure to see the INFO TRAC compact disc. A golden opportunity to become a computer user in one hour.

Also on June 12, there will be a program on Kachina dolls by Mr. Graff of Kachina Windows, Dana Point. A collector and expert in his field, Mr. Graff will give us a fascinating evening. Did you know that Kachina dolls are very involved with the Indian religion? 7:30 p.m.

#### Children's Programs:

Tuesdays: Films 3-4 p.m.

Wednesdays: Story Time

Toddlers 10:15 a.m.

Freschoolers 11:00 a.m.

Call 496-5517 for afternoon programs.

Lots of new best sellers, books on tape, videos. New policy: non-fiction videos can now be checked out for four weeks.

### NEIGHBORHOOD EXCHANGE.

Items for the Seashore News Neighborhood Exchange must be submitted by the 19th of the month together with a check payable to NSCA. (\$1.00 for each 20 words. No cash accepted.) Forms for placing an ad are available at the Association Office.

Confused about how to connect your new CD player or VCR? Niguel Shores resident offering free advice on connecting VCRs, TVs and stereo equipment. Economical repair service is available on a part time basis. Call for advice or repair service in the evenings or weekends, 496-6790, Ron.

FOR RENT: 5-bdrm, 2 1/2-bath home. Beautiful ocean view, 3-car garage, security system. - No smokers, no pets. One year lease. Call 661-2070.

You might be just the person we are looking for! Part-time job greeting the public - a nice telephone manner helpful. Work in printing with pleasant people in Dana Point and Laguna Niguel. For more information call Eve, 248-0427 after 4 p.m.

CORNER BED SET - mattresses; fitted covers; one bed; 3 large drawers, large corner table, one bed slides halfway under table. Suitable den or childrens room. Excellent condition, rarely used. \$250.00 the set. Call 661-0239.

FOR SALE: Freezer chest, 27 cubic feet, Hotpoint. Only \$125. Call 248-0924.

HOUSE FOR RENT: Available June 1. Ocean view. 3-bedroom, family room, fireplace, separate dining room. New carpeting, draperies. Near tennis courts and pool. \$1,600/per month, annual lease. For information call 813-349-6303.

WANTED: Rental for June, July, August and September for retired couple. 496-7649.

WANTED TO RENT: ONE OR TWO ROOMS. Mature woman, non-smoker, also willing to share utility expenses and house duties. Currently working for the Orange County Libraries. I can offer local references. Call 661-7576.

FOR LEASE: Lovely 2-bedroom + convertible den, 2-bath - completely furnished - Niguel Shores home. Unobstructed ocean view - putting green - available immediately - gardener - no pets. \$1750.00 per month. Call 714-493-5137.



# MICHELLE SHORES CALENDAR

SUNDAY

MONDAY

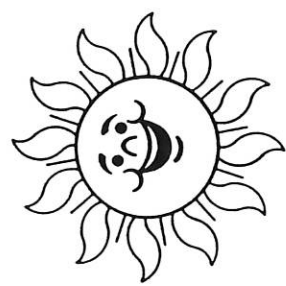
TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



June 1990

S	1	2	3	4	5
M	8	9	10	11	12
T	15	16	17	18	19
W	22	23	24	25	26
T	29	30	31		
F					
S					

S	6	7	8	9	10	11	12
M	13	14	15	16	17	18	19
T	20	21	22	23	24	25	26
W	27	28	29	30	31		
T							
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3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
	Womens Golf Aerobics 9:00	Primary Election 7am - 8pm	Noon Bridge 11:50	Ladies Day Tennis 9-11 Womens Club Luncheon 12:30 Arch Comm by appt	Womens Golf Aerobics 9:00	Womens Golf Aerobics 9:00		Mens Club Golf	Mens Club Brkfst 8:15	Noon Bridge Rec Comm 2:00 Traf&Sfty Comm 4:00	Ladies Day Tennis 9-11 Womens Crafts 10-2	Womens Golf Aerobics 9:00		FATHER'S DAY	Womens Golf Aerobics 9:00	Finance Comm 7:30	Noon Bridge Comm Comm 1:00 Conf Rel Comm 4:00	Ladies Day Tennis 9-11 TTO 11:00	Womens Golf Aerobics 9:00		Womens Golf Aerobics 9:00						Womens Golf Aerobics 9:00





(06-01-90)

## 3101 Purpose and Objectives (01-04-89)

A. The purpose of the regulations and guidelines ("Regulations") as set forth herein is to interpret and implement the recorded Covenants, Conditions, and Restrictions ("CC&Rs") pertaining to all properties within Niguel Shores Community Association ("Association") under the jurisdiction of the Architectural Control Committee ("Committee"), and to provide clear and concise regulations for the benefit and guidance of all Association property owners. These regulations are not intended to discourage or impede improvements, but to ensure that all such improvements will not detract from the aesthetic quality of our community or interfere with the views and privacy of surrounding properties. In order to fairly and consistently coordinate and control the various desires of homeowners for new construction and for changes or improvements, it is necessary to require adherence to a set of Regulations as set forth in these pages. It is hoped that these controls will encourage excellence in design and construction and thus promote an image of quality and maintenance of lasting values to the economic advantage and enjoyment of all residents.

B. The tracts in Niguel Shores, with the exception of Tracts 6988 and 7156, were all developed as units, not as individual lots. The shape of the structures, their placement on the lot, their architectural style, their colors and materials, and the surrounding landscaping were all planned to present a pleasing, harmonious picture. This integrated, finished look is one of the many attractions of the community. It is the responsibility of the Architectural Control Committee to preserve the harmonious appearance of each neighborhood in the total community. Any owner who wishes to change the exterior of his property must request permission from the Association and such permission can be granted only if the result will not significantly alter the original relationship of open spaces, colors, textures, styles and shapes.

C. It is the responsibility of every owner and resident to know and abide by the CC&Rs and all adopted rules and regulations of the Association.

3102 Architectural Control Committee (04-04-90)

A. The Architectural Control Committee consists of two divisions, the Home Improvement Division and the Tree View Blockage Division. Each division consists of three or more Association members appointed by the Board of Directors.

B. The Home Improvement Division of the Architectural Control Committee is charged with the approval or disapproval of homeowner's requests to develop vacant properties or to add new structures and other improvements or modify existing structures and other improvements. The Committee, in considering such requests, will consider, among other things, the adequacy of site dimensions; the aesthetic suitability of the design and materials of the structure and their conformity and harmony with neighboring structures; the effect of the location, elevation and use of the requested modification on neighboring properties and streets; the preservation of natural views and aesthetic beauty; and the conformity of the plans and specifications to the purposes and general plan of the community. The Committee's responsibility to consider the adequacy of structural design and material, as provided in Article VII, Section 1 of the CC&Rs, is limited to the suitability of the aesthetic structural aspects of a structure or improvement and does not include the engineering aspects or integrity of the structural design or material. The adequacy of the engineering aspects and integrity of the design and material of a structure or improvement is the sole responsibility of the homeowner and all such matters are to be in compliance with the requirements of the City of Dana Point and County of Orange and all other appropriate Governmental and non-Governmental agencies and parties.

(The word "Committee" when used in Rules in the 3100 series refers to this Home Improvement Division of the Architectural Control Committee.)

C. The Tree View Blockage Division of the Architectural Control Committee has the authority to require any homeowner to remove, trim, top or prune any shrub, tree or hedge on his property which it believes unreasonably impedes the view from any lot.

(See Rules 4301 - 4399 for more information.)

(06-01-90)

**3103 Modifications -- Approval Required (04-04-90)**

All modifications to existing premises, other than interior changes, shall require the review and approval by the Committee of a properly prepared and completed application. Such modifications shall include, but not be limited to:

1. New construction, additions, or modifications to existing buildings.
2. Other improvements, replacements or modifications, including roofs, skylights, solar panels, walks, decks, driveways, walls, fences, swimming pools, spas, hot tubs, awnings, patios and patio covers.
3. Exterior painting or repainting of any structure, including fences, walls, planters, etc.
4. Temporary structures, including playground equipment, recreational and sports accessories, playhouses, etc.
5. Auxiliary buildings or structures, where permitted, shall be constructed of materials and colors compatible with the residential structure.

**3104 Modifications -- Prohibited (04-04-90)**

Prohibited modifications shall include, but not be limited to:

1. Second-story additions to one-story dwellings.

Note: The following tracts were designed to have only single-story houses: Broadmoor (6935), Garden (6782, 8038), Custom (7136), and Villas (9098). The following Tracts were designed to have a balanced mix of one- and two-story houses: Shores (6883, 7203, 7573), Berkus (7447), Sea Terrace I (6881, 6884, 7515) and Sea Terrace II (8602). The addition of a second story to any single-story house in these tracts would violate the balanced designs of the development, intrude into planned open spaces, and, in many cases, interfere with views from other properties.

2. Vertical expansion of roofs above the existing height.

Note: Such expansion would violate the balanced design of the development and, in many cases, interfere with views from other properties.

3. Modifications which would result in more than one dwelling unit on a single lot.

4. Reflective glazings or coatings.

Note: Such treatments cause an unpleasant, reflective distraction to neighboring properties.

5. Structural additions beyond the "Privacy Fence".

Note: A privacy fence is the high tier portion of the two-tiered rear fencing provided by the developer of certain tracts as part of the planned community for privacy and for lateral view preservation. In those instances where the privacy fence extends out further on one side of the lot than the other side, no building or other structural addition shall extend beyond a line drawn between the outward ends of the two privacy fence extensions.

6. Building or other structural additions of any kind (including fences, trellises, etc.) which would obstruct or interfere with the natural view of another property.

Note: Many of the tracts in this planned community as initially constructed included tiered fencing on the rear yard side-lot property lines of view lots; a high tier (approximately six feet in height) to provide some degree of privacy adjacent to the rear of dwellings and a low tier (approximately three feet in height) to preserve the maximum natural lateral view from all homeowner properties. Changes in the height, location, or construction of such fences on any lot, or the construction across the rear of any lot, or the construction across the rear of any lot of a fence that is higher than the lowest tier of the original tiered fencing on that property would interfere with the view from other properties.

In some instances where the major view is from the front or side of the property, low height or tiered fencing was initially provided there also. The above comments would apply to such properties.

(06-01-90)

7. Reduction of open space between certain dwellings.

Note: The open space between dwellings in the town-homes and garden homes (tracts 6782, 6881, 6883, 6884, 7203, 7517, 7573, 8038, and 8602) as initially provided shall not be reduced to less than three feet (or five feet on certain lots) and no construction shall be placed within the easement area.

8. Structures, plantings or other materials shall not be placed or permitted to remain, or other activities undertaken, including regrading, which might interfere with established slope ratios, create erosion or sliding problems, or interfere with established drainage functions or facilities.

9. Slumpstone walls and pillars installed by the developer and visible from outside the lot may not be painted or altered.

10. Modifications which encroach on "reserved easement areas".

Note: Lots in certain tracts have areas which must either be kept clear or have only minor installations in order to permit maintenance and protection of the building, landscaping of slopes by the owner, adjacent owner, the Association or a public agency. (See 3132, 3133, 3138, 3141, 3143).

**3107 City Approval Required (04-04-90)**

Approval by the Committee does not eliminate the need to obtain proper permits from the City of Dana Point, where required, and such approval will be null and void without such permits being obtained. Any deviation approved by the City must be re-submitted for approval by the Committee. Construction must be in accordance with Committee-approved plans. Construction may not be started until owner has paid the construction deposit and signed the Certification of City Permit Approval.



2. All applications submitted under this section for improvement(s) will be reviewed by the Board of Directors, following review by the Committee, for the Board's comments, requirements, conditions, recommendations, and approval or disapproval as to placement upon the Association's easements.

3. All applications should be supported by (include):

- A. Engineer's report
- B. Soils report
- C. Landscape plan (irrigation plans)
- D. Complete, detailed construction plans

or such other or additional reports and information as may be required by the Architectural Control Committee or the Board of Directors.

4. Conditions of approval may require and include, but not be limited to:

A. A Covenant Running With The Land describing the improvement area to be executed by the owner in a form acceptable to NSCA to be recorded as part of the title to the owner's property. Such covenant shall provide, among other things, that the owner and his successors and assigns shall be completely responsible for the design, construction, future repair, maintenance and replacement of such improvement(s) or change(s), and indemnify the Association and its representative(s) against claims arising from such improvement(s).

B. NSCA Board of Directors' consent and execution to the covenant to be recorded in connection with approved improvement(s).

C. Fees and costs as detailed below:

- 1) A nominal administrative processing fee of \$50, plus
- 2) Actual legal costs of preparation and recording of the Covenant
- 3) Cost(s) of plan review by NSCA consultants including engineers, and
- 4) Any other NSCA expenses related to the handling and processing of the applicant's request.

3108 Consulting Architect (4-8-86)

The Committee may use the services of a consulting architect for all new structures and exterior design modifications or additions to existing structures. The architect may inspect the property as part of his review of the plans and may also check the job upon completion to ensure compliance with the approved plans. Such approval will be in writing for attachment to the file copy of the plans stating that the work has been satisfactorily completed.

3111 Committee Meetings (04-16-86)

A. The Committee will meet not less than twice each month on a regularly scheduled basis.

B. Applications containing all the necessary information and plans must be filed in the Association office at least one week prior to the established meeting date in order to be reviewed by the Committee at that meeting. Applications filed late will be held for review at the next regularly scheduled meeting.

3115 Committee Approval or Disapproval (01-04-89)

A. An application may be approved or disapproved at any regular or special meeting of the Committee at which two or more members cast votes. Should only one member be casting a vote, the Board liaison representative shall be permitted to cast the second vote. An application shall be considered approved if there are more "approved" votes cast than there are "disapproved" votes cast. An application shall be considered disapproved if there are not more "approved" than "disapproved" votes cast.

B. Failure to provide all required information, documents, plans and specifications as required by these Regulations to the satisfaction of the Committee will result in automatic disapproval of the application as incomplete.

C. In the event the Committee fails to either approve or disapprove a timely and complete application within thirty days after submittal of the application to the Committee, it shall be conclusively presumed that the Committee has approved such application as submitted.

D. The approval of an application for new construction or alterations to existing structures shall be for one year from the date of approval. If construction is not started within one year, such approval shall be null and void and a new application will be required and will be subject to the regulations and requirements in effect at the time of re-submittal.

E. Any additions or alterations to any portion of the approved plans shall be re-submitted to the Committee for review and approval prior to construction. Construction of any work approved by the Committee shall be diligently pursued to completion within six months from commencement.

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(06-01-90)

F. During the course of construction and until final completion, the NSCA "Work in Progress" placard shall be conspicuously displayed on the front of the property at a point that is clearly visible from the street.

G. The applicant may appeal any Committee action to the Board of Directors for their review. The requirements and procedures for an appeal to the Board may be obtained from the Association office.

3116 NSCA Common Areas: Homeowner Liability (04-04-90)

Any construction which requires access across or onto any common areas (or easement areas) which causes damage of any kind to this common or easement area will be the responsibility and liability of the homeowner to repair and reimburse NSCA for such repair.

3117 Neighbor "Sign-Off" (04-04-90)

If the requested modification appears to violate any of these regulations, the Committee will not overlook such violation because of the existence of a written statement from a neighbor or other person that the signer has no objection to, or is in favor of, the modification requested.

3121 Architectural Submittal Requirements (1-4-89)

Plans must be submitted for all modifications to existing premises as set forth under the preceding sections.

Items required for submittal are as follows:

1. Completed application form and Homeowners Checklist obtainable at Association office.
2. Payment of architectural fees, if applicable. See Section 3181.
3. Two complete sets of plans, drawings and specifications as set forth in Rule 3122.

3122 Plans for New Construction, Additions, Remodels (04-04-90)

A. Preliminary Plans (Optional)

Homeowners wishing to obtain an advisory opinion from the Architectural Control Committee prior to the preparation of final working drawings, may submit an application for preliminary review along with preliminary plans, clearly labeled as such, for Committee consideration. Such plans shall be submitted in duplicate in sufficient detail to provide the Committee with a clear picture of the proposed construction. One copy of such plans will be returned to the owner with advisory comments by the Committee which may serve as a guide in the preparation of a completed application. The review of such preliminary plans by the Committee is advisory only and any comments, written or oral, made by the Committee shall not be construed as its approval or disapproval of any plans and specifications and/or construction as required by Article VII, Section 3 of the CC&Rs or otherwise. Any lack of Committee comment or failure to note specific deficiencies, design details or features of such preliminary plans, specifications, proposed construction, methods or materials which might be in conflict with pertinent sections of the CC&Rs, the Architectural Regulations and Guidelines or community standards of architectural and aesthetic suitability as interpreted and applied by the Committee shall not be construed to imply the Committee approval.

(06-01-90)

## B. Final Plans

Two sets of final construction plans shall be submitted to the Committee for approval. When approved, one set will be retained in the Association files and one set will be returned to the applicant. Approval will be contingent upon payment of additional architectural fees and/or construction deposit, if required. Construction drawings shall contain the following information where pertinent to the construction proposed:

1. Plot plan, drawn to scale, showing lot layout, dimensions, north arrow, easements, topographical information (such as property line and pad grades when changed from originally approved lot grades), top and toe of all slopes, building outline, drives, walks, fences (including heights) and other site improvements. In addition, a plot outline of adjacent property shall be included.
  - a. Building sites shall drain in accordance with the originally approved grading plan in a manner to prevent erosion and all modifications of lot drainage shall provide for drainage to the front street and not down any slope control areas.
  - b. It is the owner's responsibility to obtain accurate lot layout and topographical information.
2. Floor plan with dimensions identifying the area being added or altered and a sufficient portion of the existing structure to permit orientation.
3. Roof plan, indicating roof materials. Samples may be required.
4. Exterior elevations showing all doors, windows and roof lines, indicating all materials used on exterior, including planters and fences. Indicate roof pitch and height relative to that of the existing building.
5. Perspective sketch, if necessary, to clarify design.



6. Skylights. All plans for skylights must be submitted to the Committee for approval. Skylights must be nonreflective (nonglare); and frame of skylight must match skylight color or blend with roof. Location of skylight must be shown on plans or drawing.

7. Exterior paint colors. Colors other than those previously approved shall be submitted for approval on color chips or painted material.

8. Exterior surfacing materials including colors. Samples may be required.

(06-01-90)

**3123 Solar Panels (04-16-86)**

An application form and two sets of drawings must be submitted. No fee is initially required, but may be assessed later if additional architectural review is required. The contractor should be asked to attend the Committee meeting with the applicant to discuss any details or recommended changes with the Committee. The Committee will take into consideration the appearance of the installation and its effect on neighboring views. Solar panels which are raised at an angle shall be boxed in on all sides. In consideration of the available alternatives, the Committee may disapprove panels or arrays of panels that create an architectural discord or an unsightly appearance. The entire review and approval process will be carried out with statutory requirements in mind, but cooperation will be an essential ingredient if Niguel Shores is to remain the attractive community its members desire.

**3124 Pools, Spas, Portable Spas, Patio Covers, Walls, Fences, Decks, Paving (04-04-90)**

An application form and two sets of plans are required, as follows:

1. Plot plan, drawn to scale, showing existing building outlines, walls, drives, etc. A plot outline of adjacent property must also be included.
2. Location of proposed improvement and any mechanical equipment including piping.
3. Elevations. Fence and wall heights must be shown.
4. Construction drawings.

**3125 Waste Water Disposal for Pools, Spas, Portable Spas, and Hot Tubs (04-04-90)**

All waste water from a swimming pool, spa or hot tub is to be disposed of through a public sewer. A minimum of three (3) inch P trap shall be required. The tail piece from the trap shall extend a minimum of three (3) inches above finished grade and below finished floor grade. Traps need not be vented when located on the exterior of the building. The connection between the filter waste discharge piping and the P trap shall be made by means of an air gap.

**3126 Drainage (01-18-89)**

It is the policy of the Architectural Control Committee that all modifications of lot drainage provide for drainage to the front street and not down any slope control areas.

3127 Patios (04-04-90)

Plans must be submitted for any patio paving (concrete, brick, wood, etc.). These plans must show drainage, and all drainage provided by the developer must be continually maintained.

3128 Skylights (04-04-90)

All plans for skylights must be submitted to the Committee for approval. Skylights must be nonreflective (nonglare) and frame of skylight must match skylight color or blend with roof. Location of skylights must be shown on plans or drawing.

3129 Doors and Windows (04-04-90)

No replacement of exterior doors and/or windows is permitted without prior Committee approval. The type and location of the original and replacement doors and/or windows must be shown on the plans or drawings submitted to the Committee.

3131 Building Height (04-16-86)

The Committee may limit the height of all new buildings and additions to existing buildings to avoid unreasonable view obstruction and to maintain the architectural character of the area. Certain tracts have established specific height limits as follows:

1. Building height in Tract 6988 (Breakers Isle) is limited to twenty-four feet above the original pad elevation.
2. Building height in Tract 7156 (custom homes) is limited to fifteen feet above the original pad elevation.

3132 Proximity of Structure to Slope (04-04-90)

- A. All buildings at the toe (bottom) shall be set back from the toe of the slope, without the use of a retaining wall, a distance of at least one-half the height of the slope.
- B. All buildings at the top of the slope shall be set back from the top of the slope a distance of at least ten feet.
- C. Any proposed construction on upward slopes must be submitted for approval.

(06-01-90)

**3133 Reserved Easement Areas (04-04-90)**

The Association and/or individual members of the Association have been granted easements over certain portions of the lots within the various tracts in Niguel Shores as described below. For the purposes of these rules, these easements are designated "Easement Areas". Homeowner modifications within these Easement Areas must comply with the Architectural Regulations and Guidelines in general, as well as the following restrictions:

1. Association Landscape Easement Areas. This area extends from the front sidewalk to the front wall of residences in tracts 6782, 6881, 6883, 6884, 7203, 7515, 7573, 8038 and 8602. Generally no modifications are permitted in this area, unless they are in accordance with Rule 3141 and/or 3143.
2. Association Slope Easement Areas. This area extends from the top of the slope to the bottom of the slope in tracts 6881, 6883, 6884, 6935, 7156, 7203, 7447 (lots abutting outside streets), 7573, 8602 and 9098. No construction or excavation is permitted in this area in order that the slope portions of the various lots may continue as a composite parcel under the control of the Association with the landscaping, drainage, maintenance procedures and aesthetic unity unchanged.
3. Homeowner Easement Areas. This area is a three foot strip<sup>1</sup> along one side of the lots in tracts 6782, 6883, 6935, 7302, 7573, 8038 and 8602. Construction is limited to such modifications as fences or walls with access gates.

3134 Setbacks (04-04-90)

- A. Side yard setback in tracts 6988 (Breakers Isle), 7156 (Custom), 7447 (Berkus) and 9098 (Villas) must be at least five feet from the property line and roof overhang must be at least three feet from the property line.
- B. Front yard setback in tracts 6988 (Breakers Isle) and 7156 (Custom) must be at least one foot six inches from the property line. Straight-in drive garages in these two tracts must be either less than two feet or more than seventeen feet from the front property line (to permit a car to be parked completely in the driveway).
- C. Additions to existing townhomes garages in tracts 6881, 6884, 7515 and 8602 shall be set back a minimum of twenty feet from the front property line.
- D. At least three feet of open space shall be maintained between any building and the rear lot line in interior lots.

3135 Berms (04-04-90)

- A. The berm is the ridge at the top of a slope which directs surface water to drainage channels toward the front of the lot (in the majority of the tracts) in order to prevent such water from draining directly down the slope. The originally established berm on each lot must be maintained and not disturbed in order to maintain the established drainage pattern and to avoid erosion and damage to the slope.
- B. No construction of any kind shall be permitted beyond the berm, except as may be authorized pursuant to Rule 3143.

3136 Utilities (01-04-89)

- A. All utilities are now underground, including gas, water, electric, cable and telephone. All extensions of utilities shall be placed underground or concealed within approved permanent structures.
- B. All exterior electric meter panels shall be recessed or enclosed and painted to match the color of the adjoining wall.
- C. All new driveway or remodel driveway construction shall provide across the front of the driveway by the sidewalk the following PVC items to take care of NSCA electrical and water lines. Pipes are to be extended one foot on both sides of driveway so connections can be made.

One 3/4" PVC electrical conduit  
One 3/4" PVC water pipe



(06-01-90)

## 3137 Walls and Fences (1-18-89)

A. Property line walls and fences shall be constructed of a material which is consistent with the design character of the residence. Chain link and grape stake fences are prohibited except as temporary fences during actual construction of another structure.

B. Height and location of all fences shall be such that views are not obstructed. The general rule is that fences on the view portion of the lot may not exceed three feet in height, including any wind screen attached to top. Committee approval is required as set forth under preceding sections.

C. Any addition to or replacement of an existing fence which changes the height, color, material or placement of the fence requires Committee approval.

D. Sea Terrace Townhomes Association I (Tracts 7515, 6881, 6884) members may replace existing wood fences with same design or with slumpstone of specified color, material, size and height to conform to community standards on file at the Association office. All fences must conform with previous fencing regarding height and placement. Wrought iron is also an option for the original front fence only. Members are responsible for costs and Association and County permits, where applicable. The exception to the choice of wood or slumpstone is not applicable to rear fences adjacent to greenbelt areas. These fences are to remain wood.

## 3138 Driveways (1-4-89)

A. Any change in original driveway must have approval of Committee.

B. Asphalt or asphaltic concrete driveways are not permitted.

C. Install the following across the front of the driveway by the sidewalk to take care of NSCA electrical and water lines. Pipes are to be extended one foot on both sides of driveway so connections can be made.

One 3/4" PVC electrical conduit  
One 3/4" PVC water pipe

3139 Roofs (04-04-90)

A. Any change in type of roofing or deviation in color from the original requires the approval of the Committee.

B. Approved roofing materials for pitched roofs:

Wood shingles, wood shakes, clay tile, concrete tile (equivalent to Cal Shake), Decra Tile (or equivalent), Hardishake (installed to Class A specification), Sierra Tile (or equivalent).

C. Gravel

Gravel may be used on flat roofs only. Color of gravel shall be submitted for approval to the Committee (no white gravel allowed). Generally color will be beige or brown. Gray may be approved when this goes best with house color.

D. Metal flashings and vents (pipes) to be painted to blend with house.

3141 Front Yard Improvements in Sea Terrace I and II (02-21-90)

No improvements or changes of any kind, including structures (driveways and walkways) may be made in the front yard of any lot in Sea Terrace I (Tracts 7515, 6881, 6884) and Sea Terrace II (Tract 8602) without the prior written approval of the Architectural Control Committee (Committee).

1. Easements have been granted to the Niguel Shores Community Association for the maintenance of the entire front yard of each lot in these tracts. Any application for encroachment or improvement on these easements will require applicant's written agreement to waive the Committee's thirty (30) day approval or disapproval provision of the Covenants, Conditions and Restrictions (CC&Rs) and applicant shall agree to a sixty (60) day Architectural Control Committee review period.

2. All applications submitted under this section for improvement(s) will be reviewed by the Board of Directors of the Sea Terrace Association in which the lot is located for their comments and recommendations. Their recommendations will be considered by the Architectural Control Committee prior to the Committee's final approval or disapproval of such an application.

(06-01-90)

3. Conditions of approval may require and include, but not be limited to:

A. The improvement area be fully described in a covenant running with the land executed by the owner in a form acceptable to NSCA to be recorded as part of the title to the property. Such covenant shall provide that the owner and his successors and assigns shall be completely responsible for future repair, maintenance and replacement of such improvement(s) or change(s). If the improvement(s) encompass exterior walls or fences, the Sea Terrace I and II Association shall also be a party to the covenant. Such covenant shall be executed prior to any improvement(s) being commenced.

B. NSCA Board of Directors consent and execution of a covenant to be recorded in connection with approved improvement(s).

C. A flat processing fee of \$500 covering actual legal and architectural costs of preparation and recording of the Covenant and any other expenses related thereto.

**3143 Proposed Improvements On Slope Control Areas  
Tract 6988 "Breakers Isle" (02-21-90)**

No improvements of any kind, including structures, landscaping, driveways, walkways, etc. may be made by owners on the Association slope control area easements of any lot in Tract 6988 without the prior, written approval of the Architectural Control Committee (Committee) and the Board of Directors of NSCA. Applicants should be aware that applications will be considered by the Architectural Control Committee and the Board of Directors, among other things, in accordance with the recorded CC&Rs, Article IX, Section 17 (Master Declaration) which states:

". . . No structure, planting or other material shall be placed or permitted to remain, or other activities undertaken on slope control areas which might damage or interfere with established slope ratios, create erosion or sliding problems, or interfere with established drainage functions or facilities.

1. Easements have been granted to the Niguel Shores Community Association over slopes for walkway, slope maintenance and drainage purposes. Any application for encroachment or improvement on or within these easements will necessitate applicant's written agreement to waive the Committee's thirty (30) day approval or disapproval provision of the Covenants, Conditions and Restrictions (CC&Rs) and agree to a ninety (90) day Architectural Control Committee and NSCA Board of Directors review period.

(06-01-90)

## 3145 Painting (04-18-90)

1. Approval must be obtained from the Committee for painting/staining or repainting/restaining, including fences, walls, planters, etc. Color chips must be provided with the submittal. Color choices are to be designated for each area of the house to be painted/stained; for example, stucco walls, wood siding, garage door, garage door trim (if any), fascia board and/or underside of eaves, window trim, doors, patio or house overhangs and posts.
2. Garden Homes (Tracts 6782, 8038, 6883, 7302, 7573).
  - A. Colors are to harmonize with the existing slumpstone.
  - B. Fascia board color must be the same on all four sides of house/garage, including side of house at the lot line.
3. Broadmoor Homes (Tract 6935). All exterior walls and trim are to be painted the same color scheme at the same time.
4. Villas (Tract 9098). Developer painted all houses in this tract the same color because of architectural design and construction material (stucco houses and walls). Following colors are recommended:  

Stucco: Dunn Edwards #514 Bone China (or equivalent)

Trim: Dunn Edwards #79 Norfolk Brown (or equivalent)  
or Dunn Edwards #9 Tawny (or equivalent)
5. Gutters, metal flashing and vents (pipes) on top of roofs to be painted to blend with house.
6. Repainting/restaining shall be accomplished within ninety (90) days after approval.

3146 Private Parking Areas (04-04-90)

Existing open parking spaces on private property shall not be reduced to less than the space necessary to park two automobiles.

3150 General Regulations (4-16-86)

Regulations relating to the utilization of existing structures are shown in Rules 3151-3159.

3151 Exterior Antennas (4-16-86)

Exterior antennas of any kind are not permitted.

3152 Backboards (4-16-86)

A. Backboards must be solidly constructed and board and hoop firmly affixed to garage or other structure.

B. Backboards must be painted or stained to match background structure, and must be neatly maintained and painted when necessary.

3153 Flag Poles (4-16-86)

Installation of free-standing flag poles on private property is not permitted.

3154 Garages (4-16-86)

A. All required garage spaces shall be fully enclosed and garage doors shall be kept closed except when in use.

B. Garages shall not be converted into living quarters, sleeping quarters, offices, or other similar use.

**3155 Mail Boxes (4-16-86)**

(02-01-89)

Mail boxes shall be built into or attached to building walls or fences, with the specific location to be approved by the Committee, except in tracts 8602 (Sea Terrace II) and 9098 (Villas) where mail boxes must be on posts already provided.

**3156 Service Yards (4-16-86)**

All service yards and clothesline areas shall be enclosed or fenced in such a manner so that they will be reasonably obstructed from view of any adjacent lot or street.

**3157 Signs (1-18-89)**

A. Commercial signs and signs other than occupant identification, security, or street number are not permitted on private property.

B. A single sign covering house for sale, lease or rental, or during construction is permitted with a maximum dimension of eighteen by twenty-four inches. The sign shall be done in a professional manner.

**3158 Projections Above Roofs (4-16-86)**

No projections of any type shall be placed or permitted to remain above the roof of any residential building with the exception of chimneys, vent stacks and solar panels.

**3171 Inspections (4-16-86)**

The Committee and/or its consulting architect may inspect the property prior to the proposed construction and at times during construction as conditions may warrant and upon completion.

**3172 Enforcement (4-16-86)**

The Committee has the right to require correction and/or removal from the premises of any item within the jurisdiction of the Committee, which is in violation of the CC&Rs or these Regulations. The Committee will instruct the Manager to advise the property owner of violations and inform the owner of pending action.



3181 Architectural Fees and Deposits (1-4-89)

A. For certain types of home improvements a consulting architect's fee is charged. The fee must be submitted with the application and is not refundable. The amount of this fee is listed on the current Architectural Fees and Construction Deposits Schedule (obtain a current schedule at office).

B. The consulting architect may charge an additional fee upon approval of the application, depending upon the extent and complexity of the proposed improvements. This additional fee is not refundable.

C. A construction deposit will be charged for certain types of construction (obtain current schedule at office). This construction deposit will be refunded upon presentation to the Association of written notification by the Committee of satisfactory completion in accordance with the approved plans and clean up of debris.

(06-01-90)

## 4301 View Blockage Complaints (07-01-85)

Member complaints about blockage of views caused by trees or shrubs must be made in writing on forms available at the Association office. If the planting is on private property the complaint will be referred to the Tree View Blockage Committee, if on Common property, to the Landscape Committee.

## 4305 View vs. Privacy (07-01-85)

If it becomes necessary to choose between view preservation and the preservation of privacy, the choice will be to preserve the view.

## 4331 Enforcement of Policies (05-03-90)

The Architectural Control Committee shall have the right to require any Member to remove, trim, top, or prune any shrub, tree, or hedge which they consider unreasonably impedes the view from any lot, or to delegate this right to the Tree View Blockage Committee. (CCR7-1)

## 4371 Tree View Blockage Committee (07-01-85)

The Architectural Control Committee is charged, under our CC&Rs, with the responsibility of protecting members from unreasonable view blockages caused by trees or shrubs on private property. The Architectural Control Committee has delegated this authority to its sub-committee -- the Tree View Blockage Committee. This Committee is responsible for investigating members' complaints about view blockages caused by trees or shrubs on private property and recommending to the Board appropriate remedial action. In addition, when a property is in escrow, the Tree View Blockage Committee will inspect it for compliance with Landscape Rules and will make a recommendation if necessary.

4371 Tree View Blockage Committee (07-01-85)

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(06-01-90)

## 5221 Seashore News Policy (04-01-85)

The Seashore News shall not be used as an instrument for promoting the point of view of individuals or organizations on matters pertaining to politics, religion or other controversial issues. Items for the "Neighborhood Exchange" which, in the opinion of the Committee, are commercially oriented will not be accepted for publication.

## 5222 Deadline for Contributions (04-01-85)

The News is distributed on or before the first of each month. The submission deadline is the 19th of the preceding month at 7:00pm. Late contributions will be accepted only if the Committee determines that (1) space is available and (2) that the article will not delay publication.

## 5223 News Articles (05-03-90)

News articles are limited to NSCA committee announcements and reports, news of community activities and NSCA Board reports. Commercial, political, religious and racial subjects or materials of a controversial nature are not acceptable for publication. Articles are to be submitted on forms supplied by the office and limited to approximately 250 words.

Contributors must include their names and phone numbers. Typing is preferred, but handwriting is acceptable if it is neat and legible. The Committee members read each item to assure that the language is clear and grammatically correct, and that no objectionable activities are proposed. Any questions that arise are discussed with the writers by phone before approving articles for publication.

## 5224 Voice of the People (04-01-85)

Letters to "Voice of the People" are restricted to residents of Niguel Shores and absentee owners on subjects of general interest to the community. Letters are limited to 200 words. The Committee reserves the right to reject letters that might in any way be offensive to readers. Other than this, writers are free to express their thoughts with the understanding that responsibility for the contents rests with the writer, not the Committee. Any questions or objections that arise in Committee will be discussed with the writer by phone at the time.

5225 Neighborhood Exchange (04-01-85)

Items for the "Neighborhood Exchange" are limited to ads for personal goods. Ads for commercial businesses or professional services, or for functions of a charitable, political or religious nature are not acceptable. Advertisers must be residents or homeowners 18 years of age or older. Length of ads is limited to 40 words including phone number. The charge for the first 20 words is \$1.00 payable only by check made out to NSCA and attached to the ad. Ads 20 to 40 words are \$2.00. Ad forms supplied by the office must be used.

All ads are read and approved by the Committee. Questions by Committee members will be discussed by phone with the writer.

5227 Production (04-01-85)

After all items are typed and pages made up with artwork by staff personnel, two members of the Committee meet to proof-read the material. The pages are then printed and hand collated by a team of 10 to 15 people. Then they are stapled and counted out in sets for delivery to each distribution district.

5228 Distribution (04-01-85)

The Niguel Shores area of 960 family homes is divided into 10 distribution districts. An area co-ordinator in each district maintains a team of block chairmen to deliver the News to the homes. The News is folded and placed in the garage door handle or slipped under the door. Postal laws prevent placing the News in the mailbox.

Home owners who live outside the area are mailed an abbreviated version of the News, usually just the first three or four sheets containing a summary of Board actions, the Manager's report and any other material of special interest to owners.