

**CIRCLE OAKS HOMES ASSOCIATION  
BULLETIN BOARD POLICY**

The Bulletin Boards in Circle Oaks are an official communication vehicle for the Circle Oaks Homes Association. As such, COHA notices are the top priority use.

As a service to members, when there is space available, members are invited to use the Bulletin Boards subject to the following conditions:

1. Limit the size of your notice to 6" X 9".
2. Please date all notices with the date of posting. Notices over (30) days old or in poor state of repair will be removed.
3. If a Bulletin Board is congested and a COHA notice requires space, the oldest dated member notice will be removed. Member notices which are not dated will be removed.
4. Please be considerate and do not remove postings by other members.
5. Please do not remove a COHA notice under any circumstance.
6. The Bulletin Boards may be used by COHA Members for posting:
  - a. Offers of personal services – by COHA Members
  - b. Offers of commercial services within Circle Oaks – by COHA Members
  - c. Offers of Member's goods – the old TV, refrigerator, etc.
  - d. Help wanted by Members – lost cat, need a plumber, etc.
  - e. Community interest – tag sale, unofficial community meetings, community information, schools and COCWD information, etc.
7. Do not post anything anywhere other than on the Bulletin Boards.

Items posted which do not comply with these simple rules, will be removed.

**CIRCLE OAKS HOMES ASSOCIATION  
NUISANCE PETS POLICY**

**Nuisance or threatening Pets** - For these purposes, no animal shall be allowed to:

- Annoy residents unreasonably
- Endanger the life or health of other animals or persons
- Substantially interfere with the quiet enjoyment of others.

**Pet owners shall be deemed in violation if their pets:**

- Run free, off leash, on other than the owner's property.
- Chase, run after, or jump at vehicles moving on the streets or driveways.
- Attack, bite or injure a person, or snap, growl, snarl, jump upon or otherwise threatens persons without provocation.
- Any animal that howls, yelps, whines, or barks in such a manner as to unreasonably disturb other persons.
- Any animal that feeds from, turns over, or otherwise disturbs garbage containers.
- Any animal that scratches or digs or otherwise damages the property of another owner.
- Any pet that goes onto the property of another or onto common areas and attacks another animal, fowl, or deer.

**Remedies Processes:** It is the County Sheriff's responsibility to enforce County law on these matters – not the Homes Association.

**A.) In the event of roaming and/or threatening animals:**

1. The offended member should contact the pet owner (if known) and attempt to remedy the situation.
2. If the pet owner is not known, or discussion with them is not fruitful then:  
If you have the facility such as a cell phone or other camera, attempt to get a photo of the animal. Photos may help identify the animal. Member should then contact The County Sheriff 707-253-4451. The Photos should be given to The County Sheriff and to COHA and they will be posted on COHA Bulletin Boards in order to identify the pet owner.

**B.) In the event of continuous barking:**

1. The offended member should:
  - a. Keep a log of problems with dates and any actions taken with the owner.
  - b. If you have a mobile recording device - like an i-phone or the like, turn it on to capture the duration of the barking.
2. Check with your neighbors to see if they are also being bothered, and be sure they also call the Sheriff. The County Sheriff's Office has said that members should call them for every incidence of continued barking, this constant reporting will alert them to the scope of the problem.
3. The Circle Oaks Homes Association can and will take additional action only after a member has initiated action with the County.

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4. The offended member should make the problem known to the Board via email, letter, conversation with a Board member, or by attending a regularly scheduled Board meeting. The problem should be submitted in writing.
5. The Board will send a warning letter to the pet's owner. Since this is only a warning, the complainant need not be identified.
6. If the problem continues, and the Board is alerted to same, the pet's owner will be asked to attend a hearing at the next Board meeting to discuss the problem and seek a resolution.
7. If the member refuses to attend the hearing or fails to implement the resolution discussed with the Board, the Board may levy a fine against the property owner, provided such fine shall not exceed Five Hundred Dollars (\$500) for such infraction.

Property owners who rent their homes are required to inform their tenants of all Circle Oaks CC&Rs and other regulations. The **Owner** is responsible for their tenant's observation of all such COHA rules & regulations, including the above pertaining to pets.

**CIRCLE OAKS HOMES ASSOCIATION  
FENCING POLICY**

The existing CC&Rs refer to the matter of fencing as follows:

Section 8.07.4 Fences and Pet Runs.

In order to preserve the natural quality and aesthetic appearance of the existing geographic areas within the Properties, no fences or pet runs shall be allowed on any Lot without permission from the Board. A fence, pet run or other enclosure must contribute to and be consistent with such Lot and area surrounding such Lot or the nature of the Lot such that the pet run or other enclosure does not unreasonably interfere with the view shed of other members.

In practice, the following shall apply: (Adopted February, 2011)

1. To not allow any large enclosures which would alter the free passage of native wildlife.
2. To refuse any application to completely encircle an entire lot.
3. To allow small, enclosed pet runs - if the requestor seeks & receives the agreement of neighboring lot owners first.
4. To allow small, enclosed garden patches - if the requestor seeks & receives the agreement of neighboring lot owners first.

In cases 3 & 4, the requestor must get the support of their neighbors, and submit proof of that agreement along with a drawing of the lot showing the location and size of the requested fencing. The Board having reviewed same, would either approve the application, request additional information, or refuse the application if it otherwise violates either of items 1 or 2 above.

**CIRCLE OAKS HOMES ASSOCIATION  
POLICY ON SOLAR POWER SYSTEMS**

1. In concert with the State of California, COHA endorses the use of Solar Power systems.
2. In Circle Oaks due to lot size and space limitations, all such systems should be roof mounted, COHA will not allow ground-level systems.
3. Owners must apply for and comply with the necessary Napa County building department's permitting process and regulations for these systems. Owners should only install 100% low reflectivity panels to reduce glare.
4. COHA is not required to remove or modify vegetation in the greenbelt to allow for, or to potentially improve system efficiency. Board may choose to allow after written application & inspection.
5. Owners may remove Pyrophytic vegetation (Pine, Fir, Bay, Eucalyptus, etc.) from their own property, without prior Association approval.
6. Owners may not remove or modify any healthy hardwood vegetation (Oak, Maple, Walnut, etc.), anywhere, including on their own property, without the inspection/approval of the Association.
7. Neither the Association nor any neighboring property owners may introduce new plantings which would hamper or reduce the efficiency of any existing system.

**CIRCLE OAKS HOMES ASSOCIATION**  
**TREE REMOVAL POLICY**  
(Amended 12/2004)

If you have an EMERGENCY – Call your Community Manager at 415-292-1875.

Otherwise:

Location of the Tree:

The member makes the first determination of whether the tree is on green belt or on their lot. This is done by establishing your center stake and measuring out from there. Your plot map is the first authority. If you don't have a plot map or can't locate your center stake, check with the COHA office as there may be a plot map on file there. If there is no plot map available, you can check with the County Building Department for a copy of your plan or you can have your lot surveyed to locate your center stake and boundary lines. If none of these approaches resolves the property lines, the Napa County GIS system will be used.

Tree Removal Request Form:

Once it is determined where the tree lies, please submit a request (Form below).

The Inspection/Approval Process: Once your request is received, it will be handled as follows:

- The Homes Association Manager will make an appointment and come to your lot and inspect the tree to verify its location and condition.
- If the problem is overly complex, the manager will arrange for an inspection by a certified arborist.
- Once the inspection has been completed, the findings & recommendation will be given to Board of Directors for action.
- If the Board of Directors finds that the tree is a fire or safety hazard, permission will be given to have the tree removed:
  - At the expense of the member, if the tree is located on the member's property.
  - At the expense of Circle Oaks Homes Association if the tree is on the greenbelt;

If it is found that the tree is located on the green belt and is healthy, but may pose a fire or safety hazard to the member, the Board of Directors, may on a case by case basis, agree that the tree may be removed. In such cases, the Board of Directors will negotiate a cost splitting arrangement with the member.

Once permission has been given to remove a tree in the greenbelt, the Circle Oaks Homes Association will take the necessary steps to have the work contracted. The members are not authorized to contract with any tree service for removal of trees on the green belt. The members may make their own contractual and financial arrangements for removal of trees from their own lots, after approval is given.

If COHA pays for the tree removal, the potential fire wood is the property of the Association, and will be made available to its members. If the member pays for the tree removal, the potential fire wood belongs to the member.