

Riviera Heights Homeowners Association

3040 Riviera Heights Drive • Kelseyville, CA 95451 • 707-279-2245

rivieraheightshoa@gmail.com • www.rivieraheights.com

Date: 9/18/25

Members of Riviera Heights Homeowners Association:

Re: Proposed Enforcement and Fine Policy attached for Membership Review

Dear Members:

The Board will consider adopting the attached Enforcement and Fine Policy at an upcoming Board meeting. The purpose of the proposed policy is to adopt enforcement procedures and fine schedules that are up to date with current California law. The effect of the proposed policy is to ensure the Association's enforcement process is legally compliant and provides Members with due process before imposing disciplinary action for a violation of the governing documents.

You may forward any comments you have about the proposed policy to the Board by October 17, 2025. The Board will consider your timely written comments and open forum comments before voting on whether to adopt this new Enforcement and Fine Policy at an open board meeting scheduled on October 23, 2025.

Only those written comments received prior to October 17, 2025, or comments made at the meeting's open forum will be considered by the Board in their voting process. Mail or email your comments to Tara Davis, Office Manager, at rivieraheightshoa@gmail.com.

Riviera Heights Board of Directors

Encl: Proposed Enforcement and Fine Policy

**ENFORCEMENT AND FINE POLICY
RIVIERA HEIGHTS HOMEOWNERS
ASSOCIATION**

a California nonprofit mutual benefit corporation

Adopted on _____

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ENFORCEMENT AND FINE POLICY
RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION
a California nonprofit mutual benefit corporation

This policy is an Operating Rule as defined in the Davis-Stirling Common Interest Development Act and, to the extent it conflicts with any previous Operating Rules, supersede and prevail over such previous rules. All Operating Rules, whether characterized as rules, policies, procedures and otherwise are subject to the provisions of the Restated Declaration of Covenants, Conditions and Restrictions currently in effect for this Association.

ARTICLE 1: ENFORCEMENT AND FINE POLICIES

Contingent upon the nature, seriousness and history of the violation, the Association will generally adhere to the following enforcement procedures but the Board of Directors ("Board") is not required to utilize every remedy in every enforcement action and may, in its sole discretion, subject to the law and the governing documents, determine what remedy to pursue and at what time. Depending on the severity and frequency of the violation, the choice of the enforcement procedure(s) and/or the enforcement remedy utilized may vary. Immediate legal action may be sought in the form of a temporary restraining order ("TRO") and/or preliminary injunction where appropriate.

1.1 Enforcement Procedure.

- a. *Report of Alleged Violation:* Any Member, resident, director, manager or rules enforcement personnel claiming a violation occurred must submit a written report to the Board at a Board meeting, or to the Association's community manager during regular business hours. A sample Alleged Violation Report is attached as Exhibit A to this policy which may, but is not required, to be used. No verbal or anonymous reports will be considered unless the information can be independently verified. If directly witnessed, alleged violations may also be reported by the community manager or Board members. All written reports will be held in confidence to the extent practicable and permissible by law. However, in the event the Member alleged to be in violation exercises their right to due process; they may have the right to examine the evidence against them and discover the identity of the person who reported the alleged violation. Members are responsible for violations of the governing documents committed by their family members, residents, tenants, agents and guests.
- b. *Courtesy Notice:* After receipt of a reported violation, the Association may issue a courtesy notice of the alleged violation to the responsible Member. The courtesy notice will identify the alleged violation and will request that the Member cure the same within a stated deadline, which will be a reasonable period of time, considering the nature and seriousness of the alleged violation. Depending on the seriousness of the alleged violation, no courtesy notice or warning is required to be given before the Board initiates disciplinary action.

- c. *Determination of Merit:* Prior to imposing a fine or other disciplinary action, the Board must determine if an alleged violation appears to have merit. Nothing in this policy obligates or requires the Board or authorized enforcement committee to take any action against individual Members. The Board, in making this decision, will take into account the facts of each circumstance and determine the costs and benefits of taking action.
- d. *Notice of Alleged Violation:* If the violation is not cured by the deadline imposed in the courtesy notice, or if the Board determined to not send a courtesy notice, the Board may send a notice of intent to impose discipline to the Member stating the nature of the alleged violation(s), the provision(s) of the governing documents violated and the Member's right to appear before the Board at a hearing. The notice of intent to impose discipline will be provided to the Member by either personal delivery or individual delivery at least ten (10) calendar days before imposing a monetary penalty (fine) and/or any other discipline. The notice must include the date, time, and place of the hearing. The notice must also inform the Member that they can cure the alleged violation before the hearing and include information about how and when the alleged violation can be cured. The notice must also inform the Member that if curing the alleged violation will take longer than the time between the notice and the hearing date, the Member can provide a financial commitment to cure the alleged violation. A sample Notice of Intention to Impose Discipline is attached to this policy as Exhibit B. This notice may, but is not required, to be used.
- e. *Hearing in Executive Session:* All disciplinary hearings with the Board will be held in executive session and may be in person, by videoconference, and/or teleconference. The Member responsible for the alleged violation may be heard, orally or in writing and may present documents. The Board may, but is not required to reschedule the disciplinary hearing if the Member is not available to attend. Unless the Board determines to reschedule the hearing, the hearing will occur whether the Member fails to respond to the hearing notice and/or appear at the hearing.
- f. *Take Action:* If the Member cures the alleged violation before the hearing in the manner set forth in the hearing notice or in a manner otherwise acceptable to the Board, or provides a financial commitment to cure the alleged violation, the Board will not impose disciplinary action. If the Member is found to have violated the governing documents, the Board may take any appropriate action allowed under the governing documents or the law, such as:
 - i. Sending a "cease and desist" letter;
 - ii. Imposing one or more monetary penalties (fines) per violation;
 - iii. Allowing the Member additional time to correct any ongoing violations;

- iv. After further notice and hearing, imposing a reimbursement assessment upon the Member for the costs and expenses of gaining compliance, including attorneys' fees, when allowed by the governing documents or law;
 - v. Suspending membership privileges, such as recreational common area use rights (but not Member voting rights), effective no sooner than five (5) days after the notice of disciplinary action required by Civil Code § 5855(f) or any successor statute;
 - vi. Initiating Internal Dispute Resolution and/or Alternative Dispute Resolution in the manner provided by the Association's governing documents and the law;
 - vii. Seeking any legal remedy, including, without limitation, seeking a restraining order and/or injunctive relief, or imposing a lien and/or foreclosing on the Member's property, where allowed by law;
 - viii. Taking no disciplinary action when circumstances warrant.
- g. *Give Notice of Decision:* The Member, but not the complaining party, must be notified of any disciplinary action taken by the Board within fourteen (14) days following the action. If, after the hearing the Board and Member are not in agreement the notice must inform the Member that they can request Internal Dispute Resolution in the manner provided by the Association's governing documents and the law.
- h. *Agreement After the Hearing:* If, after the hearing, the Board and Member are in agreement about how to resolve the violation, the Board must draft a written resolution. The written resolution will be binding on the Association and judicially enforceable so long as it is not in conflict with the law or governing documents, and is signed by the Board and the Member.

1.2 Monetary Penalty (Fine) Schedule and Policies. The fine schedules for violations are as set forth below.

- a. One Hundred Dollars (\$100.00) per violation. "Violation" means each occurrence of noncompliance with the Association's governing documents.
- b. Any violation that may result in an adverse health or safety impact on the common area or another Member's property:
 - i. For the first violation, the responsible Member will be subject to a monetary penalty not to exceed \$5,000.00.

- ii. For the second violation of the same provision of the governing documents, the responsible Member will be subject to a monetary penalty not to exceed \$7,500.00.
 - iii. For the third or subsequent violation of the same provision of the governing documents, the responsible Member will be subject to a monetary penalty not to exceed \$10,000.00.
 - iv. Before imposing a fine pursuant to this subsection (b), the Board must, at an open Board meeting, make a written finding specifying the adverse health or safety impact.
- c. All monetary penalties (fines) are due upon notice given and are delinquent fifteen (15) days after they become due. Late fees and interest will not be charged for fines.

1.3 Special Individual Assessment. If a violation is found which causes the Association to incur a financial obligation or expense, then the Member responsible for the violation will be subject to a special individual assessment in the amount of the obligation or expense incurred by the Association after proper notice and a hearing to the extent allowed by the governing documents or law. Special individual assessments are due within 30 days after providing notice to the Member and are delinquent fifteen (15) days after they become due.

1.4 Remedies. The violation procedures in this policy are separate from, and not a prerequisite to, legal proceedings. The Board has the sole discretion to determine whether to pursue discipline or legal proceedings, or both, in any particular case. If a lawsuit is filed, the Member may be liable for the Association's attorney's fees and costs. Unless prohibited by other governing documents, and when permitted by law, the Association may take legal action or correct, remedy or cure an alleged violation, and seek a reimbursement assessment against the Member, or file a memorandum of costs or motion for attorneys' fees to recover costs, expenses and attorneys' fees incurred by Association.

Exhibit A
ALLEGED VIOLATION REPORT

Date of Report: _____

**1. Person Making Report
(Complainant)**

Name: _____
Address: _____
Phone No: _____
Email: _____

2. Time, place and nature of alleged violation (to the extent known)

Date: _____ Time: _____ Location: _____

Nature of Alleged Violation:

3. Description of Alleged Violator (if known)

Name: _____
Phone: _____
Address: _____

4. Additional Witnesses (continue on back as needed)

Name: _____
Address/Phone/Email: _____
Name: _____
Address/Phone/Email: _____

**5. Other Evidence (Photographs, Documents, Etc.) Supporting the Alleged Violation
(continue on back as needed)**

**6. Specific Governing Document Alleged to be Violated (Cite exact provision(s) of Declaration
of Covenants, Bylaws, Rules or Regulations violated)**

7. Original Complainant

(Signature)

Adopted on _____

Exhibit A to Enforcement and Fine Policy

Exhibit B

NOTICE OF INTENTION TO IMPOSE DISCIPLINE

To Member:

Please be advised that you are given notice that the Board of Directors ("Board") will hold a hearing on:

DATE:

TIME:

PLACE:

to consider the imposition of the monetary penalty (fine), suspension of the membership privileges, such as the right to use recreational common area, but not Member voting rights, or other permissible discipline or action against you concerning an alleged violation of the Association's governing documents, that is:

You have the opportunity to cure the alleged violation prior to the hearing. If you cure the alleged violation prior to the hearing, the Board will not impose discipline. If curing the alleged violation will take longer than the time between the date of this notice and the hearing and you provide a financial commitment to cure the alleged violation, the Board will not impose discipline.

You may attend your hearing in person, via zoom or by telephone to be heard orally or you may submit a written response. Please contact the office three business days prior to your hearing to confirm attendance. The hearing will be held in executive session whether you are present or not and whether you contest the alleged violation or not. At that time a determination will be made and penalties and or fines may be imposed.

Please acknowledge your receipt of this notice and indicate, by checking one of the boxes below whether or not you will contest the alleged violation.

Very truly yours,

Riviera Heights Board of Directors

I acknowledge receipt of this notice and:

☐ I do not oppose the alleged violation.

☐ I oppose the alleged violation

Adopted on:

Exhibit B to Enforcement and Fine Policy

REVISED 2025/2026 RHHA SCHEDULE OF FINES

In compliance with the passage of new California Law AB130 and revisions to CA Civil Codes 5850 and 5855, effective June 30, 2025, the RHHA Board of Directors has revised the 2025-2026 RHHA Fiscal Year Schedule of Fines accordingly.

Owners will be notified and provided due process when a Code Enforcement, ARC or Fire Abatement violation complaint is received at the RHHA Office, or when committee or Board members or inspectors have identified such violations in accordance with the RHHA By-laws, CC&R's and Fire Mitigation Policy. Owner(s) involved in an alleged violation are given a period of due process in which to correct the situation, including a hearing before the board to contest the alleged violations. If it is determined by the Board that a violation(s) has occurred, fines may be imposed at the discretion of the Board of Directors, in accordance with the schedule of fines below. If the owner cures the violation before the hearing or provides a financial commitment to cure the alleged violation, the Board will not impose disciplinary action.

The following schedule of fines/penalties are applicable unless impact of adverse health and safety issues are identified.

<u>VIOLATION</u>	<u>Fine/Penalty</u>	<u>If adverse impact on Health/Safety</u>	<u>CC&R</u>
Nuisance	\$100	\$250	7.6 & 16.2
Dog Off Leash	\$100	\$250	7.7
Commercial Breeding of Animals	\$100		7.7a
Commercial Business or Shop	\$100	\$500	7.8
Accumulated Trash or Garbage	\$100	\$250	7.9
Storage of Personal Property visible from street	\$100		7.11
Parking in unapproved areas or on grass	\$100	\$250	7.16a
Commercial Vehicles parked overnight	\$100		7.16b
Inoperable Vehicles visible on property	\$100		7.16d
Temporary Structures	\$100		7.17
Floodlights or Lighting with excessive glare	\$100		7.21
Illegal Dumping of personal trash in common areas	\$100	\$250	7.5
Open Fires or Fireworks		\$1,000	7.6 (Fire Mit. Policy)

<u>VIOLATION</u>	<u>Fine/Penalty</u>	<u>If adverse impact on Health/Safety</u>	<u>CC&R</u>
Unauthorized Use of HOA key	\$100	\$250	7.6
Noise Complaints	\$100		7.6
No Reflective Address Sign on Homes (Signs recommended, but not required on vacant lots)	\$35		7.6
Residence in non-permanent structure including RV's		\$1,000	7.17
Short-term Rentals (less than 30 days)	\$100	\$500	2.4, 7.8 & 13.7
Advertising & marketing of property for short-term rental (per advertising source)	\$100		2.4, 7.8 & 13.7
Failure to provide Tenant Information	\$100		7.8
Single Family Residential Use Only	\$100	\$500	1.32
Cannabis – No commercial growing, cultivation or processing of cannabis is allowed in RHHA compliance with CA State Law.	\$100	\$1,000	7.6 & 7.11
Exceeding number of guests allowed to use recreational area (up to 6 persons, including owner. *Fine of \$100 per extra guest)	\$100		2.2(a)

FIRE ABATEMENT/MITIGATION - Includes defensible space clearing, brush removal, limbing up of trees and reducing canopy of trees, removal of dead/dying trees, home hardening and other mitigation risks on both vacant lots and developed properties per RHHA Hazard Mitigation Policy.

<u>FIRE RISK:</u>	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>
LOW:	\$100	\$200	\$300
MEDIUM:	\$200	\$300	\$400
HIGH:	\$300	\$400	\$500

The board may choose to impose additional fines for continued fire abatement non-compliance and/or to hire a vendor to abate dangerous fire risks on property if the owner does not bring their property into compliance after due process. All costs of work required to abate a property in non-compliance, plus any fines, will be assessed to property owner if fire risk is abated by RHHA due to owner non-compliance. *CC&R 7.10*. The Board may also turn a property in on-going fire abatement non-compliance over to the County of Lake Code Enforcement Division for abatement action; Membership privileges may be suspended temporarily.

ARCHITECTURAL VIOLATIONS: Section (4) Enforcement Of Rules: In the event that it comes to the attention of the Board or the ARC, that an improvement or modification is proceeding or has been completed, without proper approval, the Board shall be entitled to exercise enforcement remedies as specified in Section 16 of the Declaration. Minimum fine amount as follows, unless impact of adverse health and safety issues are identified.

<u>VIOLATION</u>	<u>Fine/Penalty</u>	<u>CC&R/Architectural Rules</u>
Failure to acquire ARC approval prior to commencement of work/exterior improvements	\$100	Sec. III (1), (2.1) & (2.3)
Failure to comply with any ARC rule	\$100	Sec. (6)
Failure to commence or complete work	\$100	Sec. (7), (7.1) & (7.2)
Failure to provide portable lavatory during construction	\$100	Sec. (19)
Tree Removal – no tree greater than 12” at base shall be removed without ARC approval. A tree that is purposely damaged to cause the tree to die is deemed the same as removing the tree.	\$100 (per tree)	Sec. (15)

****SEE REVERSE SIDE FOR SCHEDULE OF FEES****

SCHEDULE OF FEES

ESCROW FEES

Transfer Fee:	\$150.00
Demand/Statement Fee:	\$100.00
Document Fee (hard copies):	\$150.00
Failure to return HOA Key upon sale of property:	\$500.00

ARC FEES

Plan Check Fee: (Major Projects)	\$250.00
Major Variance Request Fee:	\$250.00
Major Construction Performance Deposit:	\$5,000.00
Minor Construction Performance Deposit:	\$2,000.00

CLUBHOUSE FEES

One Day Rental for Homeowners: (includes rental setup, heating/ air conditioning, tables & chairs)	\$150.00
Deposit (Refundable) for Homeowners	\$300.00

MISCELLANEOUS FEES

HOA key replacement:	\$125.00
Lien filing Fee:	\$140.00
Return check Fee:	\$25.00

Adopted on: _____

RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION FIRE HAZARD MITIGATION POLICY 2025-2026

References: Sections 3.6(a, b), 6.9, 7.10, 7.11, 8.2, 16.6(c) and 16.6(e) of the RHHA CC&R's and State Public Resources Code Section 4291 and Lake County Hazardous Vegetation Abatement Ordinance

Riviera Heights Homeowners Association (RHHA) is a nationally recognized Firewise USA community and member of the Konocti Fire Safe Council. Top priorities of the RHHA Board of Directors are wildfire readiness, year-round defensible space compliance, and evacuation preparedness. Our goal is to reduce the loss of life, property and habitat in Riviera Heights in the event of a wildfire. Along with many areas of Lake County, Riviera Heights is classified as a "Very High Hazard Severity Zone" by Cal Fire. As such, for the protection of our homeowners, RHHA takes fire safety, mitigation and preparedness efforts seriously, and every owner is required to do their part to reduce fire danger on their property(s).

RHHA requires that all properties within the association boundaries be cured of fire hazard risks for fire safety year-round. Accordingly, all property owners are required to complete and maintain the following fire abatement, home hardening, and defensible space work on their properties, including but not limited to:

- A. Remove all branches within 10-feet of/or hanging over any roof, fence, house, chimney or stovepipe outlet or other structures.
- B. Limb all trees up a minimum of 6-feet above ground slope.
- C. Remove all leaves, pine needles or other vegetation on roofs, gutters, decks, porches, stairways, etc. and under trees and shrubs.
- D. Remove all dead and dying trees, plants, shrubs, broken or downed branches.
- E. Limb all large shrubs a minimum of 3-feet above ground slope.
- F. Remove all highly flammable trees within 30-feet of structures.
- G. Reduce size of tree canopy to allow a minimum of 10-foot separation between trees to prevent fire spread.
- H. Remove or separate live flammable ground cover and shrubs. Cut shrubs into islands/sections for fire breaks.
- I. Reduce or thin the number of saplings, trees or shrubs, especially in rows along fence/property lines, to break up continuity of vegetation and spread of fire (ladder fuels). Must create 3-foot SEPARATION.
- J. Remove any plantings or flammable ground cover, including bark, within a 5-foot radius of home or other structure (**Zone Zero**). Or call RHHA office to learn more about "**Lean & Green**" option.
- K. Remove all flammable items stored underneath decks, stairwells, porches, or other areas around home perimeter, especially within five-foot radius of home (Zone Zero).
- L. Cut height of boundary planting alongside and near lot lines, except trees with single trunks, to a maximum of 8-feet.
- M. Remove flammable vegetation, wood piles, lumber and items near stationary propane tanks within at least 10-feet, down to bare soil, and remove any flammable structures around tanks (i.e. wooden fencing/lattice).
- N. Remove firewood (during burn ban) and lumber to at least 30-feet or as far as possible from structures, down to bare mineral soil, in all directions and cover with fire resistant tarp.
- O. Cut annual grasses and weeds down to a maximum height of 4-inches year-round.
- P. Repair or replace missing shingles, roof tiles, loose window screens and broken windows to prevent ember penetration.
- Q. No parking of vehicles, boats, jet skis, RV's, etc. is allowed on or near vegetation, grasses, weeds or brush; park vehicles only in driveways or other RHHA ARC approved paved/graveled sites.
- R. Install visible reflective address sign(s) on/near front of house, driveway, or vacant lot.

The RHHA BOD will hire a Firewise Representative/Inspector to conduct inspections of all properties in Riviera Heights to assess properties for fire risks and hazards. Upon inspection completion, property owners will be provided a copy of their inspection form, identifying alleged fire hazard and/or safety violations that need to be cured to bring your property into fire abatement compliance. Properties will be rated as CLEAR (no violation), LOW, MEDIUM OR HIGH fire hazard risk.

If your property is brought into fire abatement compliance by curing the alleged violation(s) before your scheduled hearing or you provide a financial commitment to cure the alleged violation, the Board will not impose disciplinary action.

If your property remains in non-compliance at the time of your scheduled hearing, and no agreement is reached between the property owner and RHHA Board to cure alleged violations, the RHHA Board will assess fines and penalties on your property for fire abatement non-compliance. Fine assessments for fire abatement FIRST violations are a minimum of \$100 for low risk, \$200 for medium risk and \$300 or high-risk properties. Fines and penalties will increase for 2nd and 3rd violations. Additional fines and penalties will be assessed for non-compliance, per the revised RHHA 2025-2026 schedule of fines and RHHA Enforcement and Fine policy.

Once you have brought your property into fire abatement compliance, please notify the RHHA office in writing using the enclosed RHHA Fire Risk Re-Inspection Request Form. You may return this notice to the RHHA office in person, by U.S. Mail or email. Upon receipt, your property will be re-inspected by the RHHA Fire Representative/Inspector or another authorized representative to ensure that your property has been brought into fire abatement compliance and violations are cured or advise you of any outstanding fire risk violations that still need to be cured.

SPECIAL NOTE: THERE IS NO OUTDOOR BURNING IN RIVIERA HEIGHTS EXCEPT ON LOTS OF ONE (1.0) ACRE OR OVER in accordance with approved burn permit requirements from Kelseyville Fire Protection District and Lake County Air Quality Control, and only during designated Cal Fire Burn Season when wildfire risk has been reduced. A copy of burn permit must be provided to RHHA office prior to commencement of burn. Do not burn unless clearance and weather conditions are fire safe. There is no burning of trash, garbage or other items. **While propane fire pits are allowed in RHHA, no wood burning fire pits are allowed due to extreme fire danger. Also, no fireworks are allowed in Riviera Heights. These fire hazard and safety violations are subject to a minimum fine of \$1,000 per violation.**

Adopted on: _____

HOUSE ☐ VACANT LOT ☐

DATE OF INSPECTION:

INSPECTOR:

Name: _____

RHHA Address: _____

APN: _____

2025 RHHA ANNUAL PROPERTY FIRE RISK INSPECTION

AS OF THE ABOVE INSPECTION DATE, YOUR PROPERTY HAS BEEN RATED AT THE FOLLOWING LEVEL OF FIRE RISK:

CLEAR: ☐

LOW hazard: ☐

MEDIUM hazard: ☐

HIGH hazard: ☐

RHHA requires that all properties within association boundaries are maintained year-round in accordance with RHHA Fire Hazard Mitigation Policy and CC&R's and/or CA Public Resources Code 4291 and Lake County Hazardous Vegetation Abatement Ordinance.

Property owners in RHHA are required to abate all fire risks on their property(s) as identified below by June 1, 2025. If an owner cures the alleged violation before the scheduled hearing date or provides a financial commitment to cure the alleged violation, the Board will not impose disciplinary action.

A. ☐ Remove all branches within 10-feet of/or hanging over any roof, fence, house, chimney or stovepipe outlet or other structures.
COMMENTS: _____

B. ☐ Limb all trees up a minimum of 6-feet above ground slope.
COMMENTS: _____

C. ☐ Remove all leaves, pine needles or other vegetation on roofs, gutters, decks, porches, stairways, etc. and under trees and shrubs.
COMMENTS: _____

D. ☐ Remove all dead and dying trees, plants, shrubs, broken or downed branches.
COMMENTS: _____

E. ☐ Limb all large shrubs a minimum of 3-feet above ground slope.
COMMENTS: _____

F. ☐ Remove all highly flammable trees within 30-feet of structures.
COMMENTS: _____

G. ☐ Reduce size of tree canopy to allow a minimum of 10-foot separation between trees to prevent fire spread.
COMMENTS: _____

H. ☐ Remove or separate live flammable ground cover and shrubs. Cut shrubs into islands/sections for fire breaks.
COMMENTS: _____

I. ☐ Reduce or thin the number of saplings, trees or shrubs, especially in rows along fence/property lines, to break up continuity of vegetation and spread of fire (ladder fuels). Must create 3-foot SEPARATION.
COMMENTS: _____

****CONTINUED ON REVERSE SIDE****

- J. ☐ Remove any plantings or flammable ground cover, including bark, within a 5-foot radius of home or other structure (**Zone Zero**). Or call RHHA office to learn more about “**Lean & Green**” option.
COMMENTS:

- K. ☐ Remove all flammable items stored underneath decks, stairwells, porches, or other areas around home perimeter, especially within five-foot radius of home (Zone Zero).
COMMENTS:

- L. ☐ Cut height of boundary planting alongside and near lot lines, except trees with single trunks, to a maximum of 8-feet.
COMMENTS:

- M. ☐ Remove flammable vegetation, wood piles, lumber and items near stationary propane tanks within at least 10-feet, down to bare soil, and remove any flammable structures around tanks (i.e. wooden fencing/lattice).
COMMENTS:

- N. ☐ Remove firewood (during burn ban) and lumber to at least 30-feet or as far as possible from structures, down to bare mineral soil, in all directions and cover with fire resistant tarp.
COMMENTS:

- O. ☐ Cut annual grasses and weeds down to a maximum height of 4-inches year-round.
COMMENTS:

- P. ☐ Repair or replace missing shingles, roof tiles, loose window screens and broken windows to prevent ember penetration.
COMMENTS:

- Q. ☐ No parking of vehicles, boats, jet skis, RV’s, etc. is allowed on or near vegetation, grasses, weeds or brush; park vehicles only in driveways or other RHHA ARC approved paved/graveled sites.
COMMENTS:

- R. ☐ Install visible reflective address sign(s) on/near front of house, driveway, or vacant lot.
COMMENTS:

ADDITIONAL COMMENTS:

Once you have brought your property into fire abatement compliance, please **NOTIFY THE RHHA OFFICE in writing using the RHHA Fire Risk Re-Inspection Request Form enclosed or my phone or email below**. You may return the Fire Risk Re-Inspection Request Form to the RHHA office in person, by email OR by U.S. Mail. Upon receipt of your Fire Risk Re-Inspection Request Form, your property will be re-inspected to ensure that it is in fire abatement compliance or advise you of any outstanding fire risk violations that you still need to cure.

Email: RHHA Fire Abatement Team @ firewise.rhha@gmail.com

Mail: 3040 Riviera Heights Drive, Kelseyville, CA 95451

Phone: 707-279-2245