

## EXHIBIT 3-A

PROPOSED REVISIONS  
DEED RESTRICTION  
IMPLEMENTATION GUIDELINES  
October 2013

1. ~~Deed restrictions will be reviewed annually by the Rules & Regulations Committee and the Board of Directors.~~
2. Modifications to deed restrictions *templates* will only be done with the authorization of the General Manager, District Counsel, the Rules & Regulations Committee and the Board of Directors.
3. The Division Manager for each division will maintain a list of employees who are authorized to prepare and issue deed restrictions and will provide a copy of the list to the General Manager.
4. All deed restrictions will be reviewed for quality control by staff members who did not prepare the deed restriction.
5. District Counsel will approve each deed restriction *that involves a corporation, trust, or other complex ownership* as to form to ensure that the correct template is used and that the form is filled out correctly. *Subsequent amending deed restrictions that are prepared while the property is under identical ownership do not require legal review if there has been no changes to the authorizing documents.*
6. All deed restrictions must be signed by all current owners of the property *or by the authorized agent(s) of the corporation or trust.*
7. All signatures of property owners must be notarized *with the exception of staff signatures.*
8. As a final quality control measure *prior to recording*, all recorded deed restrictions will be reviewed by a District staff member for unauthorized modifications. The District will deny any application where unauthorized modifications have been made.
9. District staff will be the last to sign the document before submitting to the Monterey County Recorder for recordation.
10. The District will record the deed restriction(s) and pass all costs associated with the review and recording of the documents to the applicant.