

# **The Village Condominium Owners Association**

## **Rules and Regulations**

**[Adopted June 28, 2007]**

**The Village Condominiums**  
**RULES AND REGULATIONS**

Adopted June 28, 2007

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**1. INTRODUCTION**

We welcome you to The Village Condominium Owners Association and hope you will enjoy living here.

**A. Why We Have Rules and Regulations**

Why do we have Rules and Regulations? The Village Condominium Owners Association is a planned community of many families living closely together. Your decision to live in such a condominium development, with its many advantages, signified a willingness to forego the relatively complete freedom of action possible in a single-family dwelling. That willingness implied an obligation to respect your neighbor's rights, to modify your habits and actions to preclude encroachment and irritation, and to be tolerant of your neighbors' minor shortcomings – in other words, to be cooperative, courteous, and considerate (which usually will be reciprocated).

Acceptance of these obligations by all members of the community will lead to something we all desire – a pleasant and harmonious community! To ensure a uniform interpretation of this need for cooperation, courtesy, and consideration, certain standards of action have to be published in an official fashion. The intent is that the community governed by these standards will ensure the realization of the basic objective of optimum good and satisfaction for each Homeowner.

**B. Governing Documents**

There are four governing documents the Village Condominium Owners Association (hereafter to be identified as The Village C.O.A.) follows. They are the CC&Rs, Articles of Incorporation, Corporation By-Laws, and the Rules & Regulations.

These Rules and Regulations are authorized by and derived from the Declaration of Covenants, Conditions and Restrictions (CC&Rs) originally recorded on June 8, 1973, and subject to any subsequent amendments. They were originally prepared by the Rules Committee and approved by the Board of Directors. The rules are directly and legally binding on each Homeowner and are hereby imposed to aid members of the community, both Owner and Tenant. Since the CC&Rs were adopted at the beginning of our Association in 1973, they have only been amended a few times. CC&R amendments require approval by 51 percent of the Owners. Many of the Association regulations are covered in the CC&Rs directly.

The Rules and Regulations cover additional regulations as determined by the Board of Directors. Rules and Regulations can be modified by a vote of the Board. The Rules and Regulations are updated more frequently and cover additional regulations necessary to properly manage our Association. This 2007 Rules and Regulations update covers many new rules added over the last few years and improves upon the format and organization of the Rules and Regulations document.

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**C. MANAGEMENT COMPANY**

We employ a management company which is responsible for the overall management of The Village C.O.A. including the billing of assessment fees.

Our Management Company

The Village Management Company, herein after referred to as, Horizon Management Company. Owners and Tenants will be advised in writing by the Board, of the name, address and phone number of Horizon Management Company

They can be contacted between 8:30 AM and 5:00 PM to answer your questions and requests. They also have a property manager on call for emergencies after 5:00 PM and on weekends and holidays.

**D. ON-SITE MANAGER**

We also employ an On-Site Manager. His duties include supervision and repair of common areas, and exclusive use areas such as balconies and exterior doors. He supervises the subcontractors servicing The Village C.O.A. Condos and six (6) maintenance employees. If you have a problem with keys, lighting, doors, pool, landscaping or other common area problems, see the On-Site Manager. His hours are 8:30 AM to 4:00 PM. For your convenience, he is in his office in Building 640, level P2, from 8:30 AM to 10:00 AM. After 10:00 AM, your calls will be registered on his answering machine. Please advise what hours you will be available to receive his return call. He will return your call as soon as he can, but it will be no later than the next day.

On-Site Manager

**Phone (310) 379-0198** (This number is posted in each lobby.)  
**Fax (310) 379-7918**

Owners and Tenants will be advised in writing by the Board, of the name our The Village C.O.A. On-Site Manager.

Please report any malicious mischief incidents or crimes to the On-Site Manager immediately. Also, report all crimes to Redondo Beach Police, (310) 379-2477. For Police or Fire emergencies, call 911.

**E. POOLS**

The small condo pool between buildings 630 and 640 is for Owner residents and Tenants ONLY. The large pool adjacent to building 300 (at the Ocean Club Apartments) is for the use of Owner residents and Tenants ONLY. Owner residents and Tenants may also have up to, but not MORE THAN, two guests. If the Owner rents to a Tenant, the Owner is NOT ALLOWED ACCESS to the pool. Please refer to The Village C.O.A. Rules and the Ocean Club Apartment Rules for further clarification.

**F. Monthly Meetings**

The Homeowners' Association meets every month in the meeting room in Building 630, level P2 and Owners will be given written notice as to the date and time. We invite you to attend. Meeting dates are posted in each lobby and on monthly statements.

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**G. VILLAGE POLICY FOR VIOLATIONS**

**The Board assesses fines for governing document violations with a minimum fine of \$50 per occurrence.** Specific fines are also stated in various sections of this document. Fines are assessed in accordance with procedures outlined in the Davis Sterling Act.

- 1) Procedures followed in enforcement of the Rules and Regulation, adopted for The Village C.O.A. Condominium Owners Association, is as follows:
  - a) **FIRST VIOLATION:** Original notification, in writing, to Homeowner advising the nature of the violation and giving seven (7) days to remedy the violation.
  - b) **SECOND VIOLATION:** Second notification, in writing, will be sent the Homeowner stating that the violation continues and giving notice to appear at a hearing before the Board of Directors at the next scheduled Board meeting. **The Board of Directors, after the hearing, will determine if a fine of \$50.00 to \$500.00 will be levied on the Homeowner's account.**
  - c) **SUBSEQUENT VIOLATIONS:** Notice of continuing violation will be sent, in writing, and fines levied each thirty (30) days **at the rate of double the previously levied fine.**

The Board of Directors reserves the right to take any further action deemed necessary to enforce the restrictions of The Village C.O.A., including, but not limited to, legal action for injunctive relief and legal action for collection of penalty assessments.

Please be aware that if your unit is rented, the violation will be cited against the Homeowner and copied to the Tenant. It is the Homeowner's responsibility to ensure that their Tenants obey all rules.

2) **RIGHT OF APPEAL**

The decision of the Board of Directors is final and will be based on the evidence and facts presented at the hearing.

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**2. HOMEOWNERS' RESPONSIBILITY**

Each Homeowner is responsible to assure that his or her household, including guests, complies with all of the governing documents of The Village C.O.A. and of all applicable laws and regulations of any and all government entities. Homeowners who lease a unit shall include in the lease agreement that all Tenants and guests will comply with all provisions of The Village C.O.A. governing documents and with all applicable laws and regulations of any and all government entities. Owners will ensure that their Tenants have a current copy of the Rules and Regulations.

- A. Prior to moving in, the new HOMEOWNER or their TENANTS must sign that they have received, read and understood all governing documents of The Village C.O.A.. The OWNER is responsible for returning the Confidential Information Questionnaire (Exhibit A attached) to the On-Site Manager. If the Questionnaire has not been returned to The Village C.O.A. On-Site Manager **within 10 days of occupancy of the unit, a \$50.00 non-refundable surcharge will be levied against the HOMEOWNER.** Please contact the On-Site Manager if you need additional copies of the Questionnaire form.
- B. Any Tenant who disregards the rules will be identified as a rule breaker and legal action will be taken to enforce compliance. This action will be taken in the name of the Association and at the expense of the Homeowner, including but not limited to, attorney's fees and court costs.
- C. It is important for Homeowners to realize that, if their unit is rented, the violation will be reported to the Homeowner with a copy to the Tenant in order to enforce compliance. It is the Homeowner's responsibility to ensure that their Tenants obey all rules. Fines will be levied and any damages will be assessed to the HOMEOWNER, not to the Tenant, to ensure that the Tenants comply with all of The Village C.O.A. governing documents and with all applicable laws and regulations of any and all government entities.
- D. Homeowners are responsible for all damages caused to the common areas due to inadequate or improper plumbing maintenance within the unit, e.g., bathrooms, dishwashers, etc. The HOMEOWNER will be billed for all clean up and repair expenses caused to the common areas or to property of other Homeowners.
- E. There are specific regulations that apply to the plumbing systems. Please refer to the detailed Plumbing protocol in Section 14.

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**3. MOVE-IN AND OUT POLICY**

- A. There will be a \$100.00 non-refundable move-in fee, assessable each time there is a move into a unit. The fee covers compensation for administration and accounting changes as well as the cost of wear and tear in the common area caused by such moves. In the case of a new Homeowner, the fee will be assessed through escrow; otherwise, the unit Owner will be billed for the fee.
- B. All move-in/outs must be scheduled and/or reported to the On-Site Manager **PRIOR** to their occurrence. This may be accomplished by contacting the On-Site Manager at (310) 379-0198 between 8:30 AM and 4:00 PM.
- C. All move-in/outs will be restricted to between the hours of 8:30 AM and 4:00 PM, Monday through Friday. All moves must be accomplished within these time periods. During these times, The Village C.O.A. Staff will be available for appropriate instructions. Move in/out after 4:00 PM on weekdays, Saturdays and Sundays may be arranged with the On-Site Manager at a minimal overtime charge to be paid by the unit owner. These moves and charges must be scheduled with the On-Site Manager personally.
- D. All move-ins / move-outs require elevator pads. The Association owns a set of elevator pads to protect the elevators from damage. These pads must be installed prior to any move-in or move-out activity. The pads must also be installed prior to appliance delivery or attempting to move any large items. The On-Site Manager must be contacted in advance and a refundable cash deposit of \$250 paid in advance. This deposit will be refunded as soon as the complete set of pads is returned. The On-Site Manager may waive the refundable deposit for current Owners just using them for delivery services. The Owner is responsible for the pads while in use. Lost or carelessly damaged pads will be charged to the Homeowner's account.
- E. The Homeowner is responsible for any damage to any common area as a result of a move-in, move-out, delivery, or movement of any item capable of doing damage to or soiling common areas. If staff or an outside contractor must clean or repair the common area, then a cleaning or repair charge, in addition to the base fine, will apply.

**Failure to adhere to the policy in this section and/or failure to adhere to the specific directions of The Village C.O.A. Staff will result in a fine of \$250.00 to the Homeowner of record.**

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**4. PRIVACY AND NOISE ISSUES**

Because we live in condominiums with common ceilings, hallways and outdoor areas, a serious infringement of privacy is noise. Noise regulations cover various areas including General Noise, Car Washing and Trash Chutes. The following rules and guidelines are established to enhance the residents' privacy:

**A. General Noise** Refrain from making noise at any time that will disturb others. Disturbances which must be avoided include, but are not limited to:

- 1) Loud stereos and televisions. Speakers must be insulated from floors and pulled away from walls.
- 2) Loud conversations, especially in hallways, on balconies, and in the recreation areas.
- 3) Loud noise due to hard-soled shoes on uncarpeted areas within the unit and unnecessary banging of cabinet doors.
- 4) No noise shall be audible outside individual units between 10:00 PM and 7:00 AM on weekdays and between 12 midnight and 8:00 AM on weekends.
- 5) No operation of dishwashers, vacuums, and disposal is permitted between the hours of 10:00 PM and 7:00 AM on weekdays and between 10:00 PM and 8:00 AM on weekends.
- 6) Worn water faucet washers shall be replaced so that they will not chatter and squeal.
- 7) Car radios and stereos should not be audible outside of vehicle.
- 8) Car alarms must not be set off easily or constantly go off and disturb your neighbors.

**B. Car Wash** There is a car washing hose located on the south side of the main visitor parking lot. Vehicle washing is permitted only between the hours of 8:00 AM to 8:00 PM. A timer controls the water flow at the car washing station. The Association may remove this amenity without notice if the following car wash rules are not adhered to:

- 1) USE CAUTION around visitor lot vehicular traffic and do not interfere with traffic flow.
- 2) No loud music or group conversations.
- 3) Avoid overspray onto adjacent vehicles.
- 4) No engine or parts cleaning.
- 5) Turn off water at spigot when finished. Do not leave hose pressurized.
- 6) Move car from wash area when finished.
- 7) Take all cleaning materials with you when you leave.

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**C. Trash Chutes** There are trash chutes located at the east end of each condominium-building floor. The trash chute is located in a small closet next to the entrance to the east end stairwells. The following rules apply to trash chute operation:

- 1) Be considerate and limit usage after 11:00 PM.
- 2) Bag loose items before using the trash chute.
- 3) Do not force “bulky” items down the chute.
- 4) Oversized boxes will also clog the chute.
- 5) Walk large items to the garage level trash rooms.
- 6) No construction materials or hazardous waste.
- 7) The trash chutes are not for recyclable materials. Use the Green bins at the garage level to recycle glass, paper & plastics. All recyclables can be commingled in the Green bins. There is no need to separate glass from paper, etc.

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**5. DOMESTIC PETS**

Rules regarding pets and animals at The Village C.O.A. cover two general areas including domestic pets and feral or wild animals. There are also CC& R sections that apply to pets. See Article VI, Sections 6 and 7.

The following rules and regulations also apply:

- A. Each unit is **LIMITED TO ONE PET UNDER 15 INCHES** tall from its shoulder.
- B. All dogs must be licensed with the City of Redondo Beach and registered with The Village C.O.A. On-Site Manager **within 10 days of occupancy of the unit.**
- C. Pets shall be ordinary household pets such as dogs, cats, birds, and fish. Exotic and wild animals, including, but not limited to, rabbits, pigeons or animals commonly classified as livestock, are **NOT ALLOWED.**
- D. The Board of Directors may prohibit any animal, which constitutes a nuisance.
- E. Pets are **NOT ALLOWED** on any of the common grounds except to be taken on or off the premises. Don't toilet pets in the common areas **EXCEPT in the dog run on the west fire road.** Waste material from pet accidents on the grounds, in the buildings, or in the elevators must be cleaned up immediately by the pet owner. The Village C.O.A. has provided a dog run on the west fire road from below the pool area to the north gate. Two pails have been provided for pet waste.
- F. Damage to the shrubbery and planters by pets will be repaired at the pet Owners' expense.
- G. **Pets are NOT ALLOWED to run loose on The Village C.O.A. property and must be on a leash no longer than 6 feet at all times.** Problem or unattended animals will be subject to removal by the SPCA or local authorities.
- H. Dogs must use the outside stairwells or be carried in the Owner's arms on the elevator.
- I. No pet is **EVER ALLOWED** in the pool or spa areas of the property. Pets are not allowed to roam the hallways or other areas.
- J. Pets may not be left unattended in the patio or locked on balconies at any time. The SPCA and/or local authorities will be contacted in any suspected pet negligence or abuse.
- K. Litter from litter boxes must be placed in secure containers and disposed of in a sealed plastic bag in the trash chute only. Litter **MUST NOT** be disposed of down any drains.
- L. Pet Owners shall keep their units, including patios, free of pet wastes to prevent Health code violations and offensive odors.
- M. Pets must be kept free of fleas or ticks to avoid infestation of common areas.
- N. Breeding of animals for sale or hobby is not permitted.
- O. **Violations of the above rules will be subject to a \$150 fine per occurrence.**

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**6. FERAL OR WILD ANIMALS**

There are area-wide programs in place to manage the feral cat population.

There is no need to place food out for these animals. Contact the On-Site Manager for more information or if you wish to volunteer or donate funds to one of the feral cat management programs.

- A. No animal food shall be placed in any of the common areas (i.e. in the parking garages, driveways, parking lots or fire road). **Residents found placing cat or other animal food in these areas will be subject to a \$150 fine per occurrence.**
  
- B. The Association reserves the exclusive right to remove any feral animal. The Association will not take action with regard to feral cats, unless a problem occurs, and then the action will be determined on a case-by-case basis, using the following guidelines:
  - 1) The Association's agent(s) will contact on-site volunteers registered with the On-Site Manager in order to gain their assistance. The on-site volunteers can then organize an effort to catch and remove any undesirable feral or abandoned cats.
  - 2) The Association's agent(s) will attempt to utilize one of the feral cat relocation services identified by the on-site volunteers.
  - 3) If either of the first two courses of action is ineffective or volunteers cannot respond within a reasonable time period, the Association's agent(s) will arrange to trap the undesirable animal for removal from the property.

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**7. POOL / GYM RULES**

The following restrictions regarding pool and pool area use apply to both The Village C.O.A. Condominiums and The Ocean Club Apartments (Village Apartments) pools, except where specified. Violations of the Pool Rules, either The Village C.O.A. Condominiums or Ocean Club Apartments, are enforced in accordance with The Village C.O.A. Condominium Owners Association governing documents.

- A. Pool hours are between 8:00 AM – 10:00 PM. Noise levels must remain low after 9:00 PM.
- B. **No lifeguard is on duty at the pools.** Residents and guests are responsible for their own safety.
- C. For your safety, **NO DIVING**, jumping, ball playing or boisterous rough play is permitted.
- D. Management reserves the right to remove anyone from the pool or gym area and restrict usage
- E. Your Identification Card/Pool Pass for The Village C.O.A. & Ocean Club must be carried **AT ALL TIMES** when using the amenities. You will be asked to leave the pool area if you do not have it.
- F. Guests must be accompanied **at all times** by an adult resident from the unit which they are visiting.
- G. Only two (2) guests per Owner or Tenant ARE ALLOWED.
- H. Children under the age of fourteen (14) must be supervised by an adult resident **at all times**.
- I. Persons in diapers are not allowed in the pool or spa.
- J. Swim toys, rafts, floats or other such items are **NOT** allowed in the pool area.
- K. Radios or other music players are permitted only with the use of headphones.
- L. No alcohol is allowed at The Ocean Club Apartments Pool or Gym.
- M. Glass containers are not permitted.
- N. Pool area gates must be closed and locked at all times to comply with our insurance requirements.
- O. Courtesy and respect to others using the facilities are to be shown at all times.
- P. No animals are allowed in the pool area UNDER ANY CIRCUMSTANCES per State Law 6553(b).
- Q. No cut-off jeans, exercise clothes, etc. are to be worn **IN** the pools or spas at any time. Nudity is prohibited at all times – adults and children. Proper swimming attire is required at all times.
- R. Misusing or removing life-saving equipment, pool furniture, or other furniture and equipment are prohibited and will result in fines and fees for replacement or repair of items.
- S. Tenants will be charged \$100 for a lost or stolen ID card or for the condominium pool key.

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**8. BARBEQUE RULES**

- A. The pool barbeques are for the enjoyment of residents only.
- B. All barbeque hours are the same as the pool hours (8:00 AM – 10:00 PM). Gas barbeques are on auto shut-off.
- C. A gas key is required to start the barbeques (5/16 square fireplace type). A lighter can also be used but is optional.
- D. The use of charcoal, wood chips and lighter fluid are strictly prohibited.**
- E. Barbeques must be brushed clean **AFTER EVERY USE**. Cleaning brushes are provided
- F. All cooking packages, cups, plates, etc. must be disposed of in the trash receptacles.
- G. Glass containers and glass serving dishes are not permitted in the pool and barbeque areas.
- H. Please contact the On-Site Manager if the barbeques are not operating correctly.

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**9. PARKING – SPEED LIMIT – VEHICLE STORAGE**

**A. Assigned Parking.** The following information applies to the assigned spaces for each unit:

- 1) When The Village C.O.A. was constructed, the developer assigned each unit one or two parking spaces. These assignments cannot be changed except by a 51% vote of all Homeowners. The sale or transfer of a unit shall not affect such assignment. Refer to CC & Rs, Article V, Section 5.8, as amended on February 23, 1978.
- 2) When a Tenant finds someone else's vehicle parked in his space, it is his responsibility to have said vehicle impounded at the expense of the Owner of the vehicle. The Tenant is not required to provide advance notice prior to towing.

**B. Guest Area Parking.** Guest parking is located inside the main Garnet Street entrance, between buildings 630 and 640. Parking spaces are limited in number and their usage is restricted. One (1) Guest parking permit has been issued to each Homeowner or Tenant.

- 1) Parking is for GUESTS ONLY. Homeowners and Tenants are NOT PERMITTED to use Guest parking in lieu of assigned parking.
- 2) Commercial vehicles of any kind are NOT PERMITTED in the Guest parking area. Commercial vehicle parking, including pick-up and delivery parking, is available along the wall at the Garnet Street entrance.
- 3) Recreational vehicles, including travel trailers, tent trailers, campers, camper shells, boats, boat trailers, or similar equipment, are NOT PERMITTED.
- 4) Storage containers, including self-loading storage containers, moving pods, or similar containers, are NOT PERMITTED.
- 5) Any vehicle parked in the Guest parking area in violation of these Rules and Regulation is subject to tow-away, WITHOUT NOTICE, at the Owner's expense (CA VC 22658) **and will also incur a minimum \$50 fine for the first offense, if found in violation of any conditions listed below:**
  - a) Any vehicle belonging to a Village C.O.A. Tenant, regardless of whether a Guest parking permit is displayed.
  - b) Any vehicle belonging to a non-resident and does not have a Guest parking permit prominently displayed in the windshield area of the vehicle while parked.
  - c) Any vehicle parked in excess of 48 consecutive hours, without prior approval by the On-Site Manager.
  - d) **For any vehicle breaking the gate arm, the fine is \$100 for the first offense.**

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**The HOA reserves the right to regulate and enforce these regulations as deemed necessary. Any Homeowner or Tenant found in violation is subject to additional fines by the HOA.**

- C. Restricted Parking Areas.** Parking in other areas not designated for parking will result in the vehicle being towed away at the Owner's expense.
- 1) This includes, but is not limited to, driveways, fire roads and passageways.
  - 2) Parking along the wall at the Garnet Street entrance is reserved for commercial vehicles. Pick-up and delivery vehicles may only park there for 30 minutes between the hours of 8:00 AM and 5:00 PM DAILY. During off-hours, Guest parking permits **MUST** be displayed. **Violators will be towed away.** Please observe the posted guidelines to avoid tow-away.
- D. Speed Limit.** The speed limit on The Village C.O.A. premises is 5 M.P.H.
- E. Inoperable Vehicles – Storage.** The storage of inoperable vehicles is prohibited. Such vehicles are subject to being towed away and the Homeowner will be fined. Inoperable vehicles are defined as those which do not display current registration tags; those which do not run, and those which can only be relocated by virtue of a towing service.

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**10. ARCHITECTURAL AND ALTERATIONS**

A. No external structural changes, including, but not limited to, modification of external doors, windows, wall surfaces, roofs, balcony decks (including screening or any type of enclosure), or lighting fixtures, shall be made without first obtaining written approval. The On-Site Manager may issue written approval for certain types of modifications within guidelines approved by The Board. Any such request for change shall be submitted to Horizon Management Company, or to the On-Site Manager. Such requests shall immediately be forwarded to the Architectural Committee, and to The Board of Directors. After receipt of such requests, the Architectural Committee shall have ten (10) calendar days to submit written recommendations to The Board.

**Any changes done without the required approval must be returned to the original condition at the expense of the Owner.**

B. No internal structural changes, including but not limited to, tile flooring, or plumbing may be made without first obtaining written approval. The On-site Manager, from his office, may issue written approval for certain types of modifications within guidelines approved by The Board. Any such request for change shall be submitted to Horizon Management Company, or to the On-Site Manager. Such requests shall immediately be forwarded to the Architectural Committee, and to The Board of Directors. After receipt of such request, the Architectural Committee shall have ten (10) calendar days to submit written recommendations to The Board.

**Any changes done without the required approval must be returned to the original condition at the expense of the Owner.**

**Washers, dryers, and spa / Jacuzzi tubs shall not be installed in any unit.**

C. No floor covering EXCEPT carpeting is permitted in living rooms, dining areas, bedrooms and halls in the 2<sup>nd</sup> and 3<sup>rd</sup> floor units. This includes, but is not limited to, hardwood floors, tile, linoleum, etc.

D. The responsibility for maintenance of the integrity of the waterproof membrane on the 2<sup>nd</sup> and 3<sup>rd</sup> floor balcony decks is and always has been the sole responsibility of the property Owners. Periodic application of a waterproof deck coating is recommended.

E. If the Owner should desire to install a permanent flooring system such as ceramic tile, slate, or similar materials on balcony decks, they MUST FIRST REQUEST permission from the On-Site Manager and The Board. The Owner will be responsible to instruct their contractor that the installation they proposed will not cause damage to the integrity of the waterproofing and must provide them with a written guarantee. The Owner shall provide a copy of the guarantee to the Board.

F. If the Owner should choose to install their own balcony deck flooring system, they must indemnify the Association and assume the liability for any future damage to the structure. If the Owner desires to install carpet on their balcony deck, it must be an outdoor type with a backing that will not conduct water down to the balcony deck.

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- G.** The flashing at the intersection of the deck and wall is the responsibility of the Association. Should the Owner believe the flashing requires repair or replacement, he/she should contact the On-Site Manager. If the Owner is unsure, he/she should contact the On-Site Manager and have the flashing inspected.
- H.** The use of drop cloths IS REQUIRED in all common areas, including elevators and hallways, when making alterations. The use of elevator pads is also required. See Move-In and Out Section 3.0 for additional elevator pad information.
- I.** All Owners/Tenants employing contractors **must supervise** their use of the common areas and **will be responsible** for any damage. Contractors are **NOT** allowed to prop open doors or gates. Garages and common areas may only be used for contractor staging with **ADVANCE AUTHORIZATION** by the On-Site Manager.
- J.** Construction debris, carpet, appliances, counter tops, etc. **MAY NOT** be disposed of in the Association dumpsters or recycle bins or be abandoned in the common areas. All items must be hauled away for off-site disposal. **Violations are subject to a \$100 fine per occurrence, plus repair and/or clean up costs for any damage.**
- K.** Home improvement work, including carpet cleaning or other loud services, may only be performed Monday through Friday between the hours of 8:00 AM and 5:00 PM. Work on the weekends is **NOT PERMITTED**.
- L.** Window coverings, drapes, blinds, etc., must meet building standards, which are white or off-white colors as seen from the outside.
- M.** The On-Site Manager must approve shut-off of water supply lines **NO LATER than 24 hours prior to scheduled shut-off.**
- N.** Approval Procedure: As indicated in this section, approval for all work must be obtained from either the On-Site Manager, or The Board of Directors. In some cases, the On-Site Manager can approve a work/improvement request and issue specific Board-approved guidelines for such requests. Types of work that the On-Site Manager cannot approve will require Board approval. Those requests must be submitted to Horizon Management Company or to the On-Site Manager, who will then present the request to The Board and Architectural Committee for review.

Request may be submitted as follows:

On Site Manager:  
Bldg. 640 – P2 (Lower Garage)  
310-379-0198 Office  
310-379-7918 Fax

Community Manager:  
Management Company:  
Office:  
Fax:

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**11. BALCONY AND SATELLITE DISH POLICY**

**A. Balcony**

- 1) No Owner or Tenant shall use any portion of The Village C.O.A. complex, including patios, balconies, parking spaces, or common areas, for storage.
- 2) Due to hazards, planters, plant pots or other materials may not be attached or placed on the top of the balcony railing at any time. The railing top must be kept free of any attachments whatsoever. You may install a planter or plant pots so they attach from the inside of the railing and you may hang a pot from the balcony joist above so long as the hanging pot is entirely contained in the air space above your balcony deck (along the inside of the railing). Hanging plants should be hung so that if they should fall, they will land on your balcony. Plants may **NOT** be set on balcony railings.
- 3) Over watering causes serious balcony damage. Plants must have water collection dishes situated so they do not leak water or soil on balconies or vehicles parked in garages below.
- 4) No Owner or Tenant shall paint any outside areas, including balconies and doors, without approval by The Board.

**B. Satellite Dishes and Exterior Antennas**

- 1) No exterior radio or television antennas are permitted, nor shall the existing system be tampered with in any manner which would affect its efficiency.
- 2) Satellite dishes less than 1 meter (39") in diameter, may be used **WITHIN THE UNIT TENANT'S PRIVATE COMMON AREA OR INTERIOR ONLY. SATELLITE DISHES MAY NOT BE PLACED IN OR PERMANENTLY MOUNTED OR AFFIXED TO ANY COMMON AREA, (INCLUDES ROOFS, EXTERIOR WALLS, PATIO OR BALCONY FLOORS) AND MAY NOT EXTEND INTO COMMON AREA AIR SPACE OR PROTRUDE BEYOND THE EDGE OF THE PRIVATE USE BALCONY OR PATIO.**
- 3) Please check with the On-Site Manager for satellite and cable options **BEFORE** you install a satellite dish. You will incur additional expenses to re-locate it if it does not meet Association standards or is improperly located or affixed.

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**12. SECURITY AND EMERGENCY PROCEDURES**

**A.** The Village C.O.A. is not a full security complex; however, we are trying to enhance security wherever possible. You can help by:

- 1) Closing all doors behind you.
- 2) Not letting anyone in with your key or gate opener unless you know he/she is entitled to enter.
- 3) Offering to direct anyone who appears to be lost or does not belong.
- 4) Calling the Police if anyone appears suspicious.
- 5) Making sure you have 1-inch dead bolts on your doors and safety catches on your sliding glass doors.

**B. Manually raising the gate arm at the Garnet Street entrance will damage the mechanism.** Anyone observed doing this should be reported to the On-Site Manager or Horizon Management Company. Likewise, anyone observed breaking off the wooden gate arm should be reported. **Violations are subject to a fine of \$100 plus all damage costs.**

**C.** Emergencies during business hours should first be directed to the On-Site Manager. If unavailable, contact Horizon Management Company. After business hours, Horizon Management Company has a 24-hour emergency message system that will page the on-call managing agent for emergencies. Contact phone numbers are located in the building lobbies.

**For life-threatening emergencies, contact the Redondo Beach Police Department or call 911 immediately. Please do not utilize the after hours emergency page for non-emergencies.**

**D.** If the security gate in the Building 660 garage is inoperable, first call the On-Site Manager. If unavailable, contact Horizon Management Company's emergency service or call the fire department. Instructions for opening the electric Building 660 garage door are located in the laundry room.

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**13. MISCELLANEOUS RULES**

- A. Children are not permitted to play in any of the common areas. This includes the building hallways, garages, outdoor gardens, streams and pool area.
- B. No skateboarding or bike riding in garages, driveways or other common areas.
- C. DO NOT PROP OPEN elevator doors when moving items in and out. The door is delicately balanced and this causes them to malfunction, resulting in costly repairs.
- D. No part of the complex shall be used in any way, directly or indirectly, for any business, commercial manufacturing, mercantile, storing, vending or other such nonresidential purposes. See CC&R Article VI, See 6.3. This includes such use of any amenities.
- E. No commercial solicitation will be permitted door to door.
- F. Dated notices and handbills may be posted on the bulletin board in the laundry room. Such notices and handbills in any other area will be removed. Notices one month old will be removed on the 1<sup>st</sup> of each month.
- G. Laundry bleaches and detergents must be carried in plastic bags in hallways and elevators. Many solvents will discolor and bleach the carpeting if spilled.
- H. The Association is not responsible for unattended laundry.
- I. Fire regulations prohibit storage of any items in the stairwells or garages.
- J. Changing of oil or performing major vehicle repairs on The Village C.O.A. property is prohibited. Excessive oil/vehicle fluid leaks must be promptly cleaned up by the Homeowner.
- K. Old carpeting, mattresses, appliances, furniture, etc. is not to be discarded in The Village C.O.A. trash containers, but is to be hauled away by the Owner. Anything too large to go down trash chutes is to be placed directly in trash bins. Large cardboard cartons must be broken down prior to disposal.
- L. Two (2) Village C.O.A. Condominium I.D. tags were provided to each unit. Replacements can be obtained from the On-Site Manager for a cost of \$100.00 per I.D. tag and \$100 for lost key replacement.
- M. One (1) Ocean Club Apartment Pool I.D. pass/key was provided to each unit. Replacements can be obtained through the Manager of The Ocean Club Apartments for a cost of \$150 per set, which includes one I.D. and one key.
- N. Each Homeowner is permitted to purchase two (2) of each type (common area and pool keys) and two (2) gate openers. Keys and gate openers can be purchased by money order or check from the On-Site Manager between the hours of 8:30 AM and 4:00 PM, Monday through Friday.

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**14. REAL ESTATE AGENT POLICY**

- A. There is a limit of one sign advertising condominium units for sale, lease or rent, either per Realtor or per Owner. The sign must be given to the On-Site Manager for posting in the front between buildings 650 and 660 on the real estate signpost. All signs must meet The Village C.O.A. color specifications – white background with blue lettering. Size, color and design specifications can be obtained from The Village C.O.A. On-Site Manager.
- B. Each Realtor must be aware of The Village C.O.A. rules, By-laws and restrictions. **The Realtor must have, on file with the On-Site Manager, a signed form stating they have read and will comply with The Village C.O.A. rules and procedures.**
- C. Signs will only be posted upon presentation of a listing agreement and may remain posted for a maximum of sixty (60) days. Presentation of a listing extension or renewed listing agreement may extend the posting for a 60-day period.
- D. “Open House” signs or other similar attention-getting devices not larger than 18” x 24” may be displayed if taken down immediately after the open house is over. Any such sign or device remaining after 6:00 PM will be subject to removal by Management. Doors and security gates should NOT BE PROPPED OR TAPED OPEN **at any time.**
- E. No taped, tacked or stapled signs on any surfaces, doors, hallways, windows or exterior surfaces.
- F. No lock boxes on individual units. They are a threat to The Village C.O.A security. Lock boxes will be removed and returned to the appropriate Real Estate Association. Lock boxes can only be placed on the bar provided at the building entrances. Lock boxes not date stamped will be removed by the On-Site Manager after 90 days.

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**15. PLUMBING POLICY**

This policy was prepared and approved by the Board of Directors to define guidelines regarding the Homeowner and Association's responsibility for the maintenance, repair and replacement of the plumbing at The Village C.O.A..

- A. Water Lines (Incoming Pipes)** The Association is responsible for the incoming water lines including the shut-off valve (sinks, toilets, and dishwasher) up to and including the shut-off valve in the interior of an individual condominium. The Association is responsible for the tub (or shower) pipes up to the point the line meets the tub (or shower) shut-off valve or shower hook-up. The Association is not responsible for pipes connecting the shut-off valve to the faucet water spigots, shower hookups, etc. Sinks, toilets and dishwashers must have shut-off valves prior to the hookup of the appliance or faucet.

The sinks, toilets and dishwashers must all have shut-off valves prior to the hookup to the appliance.

The individual Homeowner is responsible from the shut-off valve inward. This responsibility includes repair, replacement, and maintenance of the lines and all appliances, fixtures, etc. inside the condominium unit. The Homeowner is responsible for the pipes connecting the shut-off valve to the faucets, water spigots, shower hookup, etc.

- B. Drain / Sewer Lines (Outgoing Lines)** These cover both unit interior drain lines and common area main sewer lines.

**1) Homeowner Lines (outgoing)**

The Homeowner is responsible for the maintenance, repair, and replacement of the outgoing lines from the fixture to the point it meets the wall / floor / common area pipe. The Homeowner is responsible for the actual connection to the common area pipe. The Homeowner is responsible for the "P-Trap" under the tub or shower, the tub overflow drain, and the seals for these devices. Generally, the material the Homeowner is responsible for is made of brass, copper; or PVC, while the piping the Association is responsible for is made of cast iron or galvanized steel.

**2) Main Sewer Lines**

The Association is responsible for the maintenance, repair, and replacement of the main sewer lines (horizontal lines running under the garages and/or ground to the city sewer line).

**3) Vertical Lines**

Vertical lines connect the Homeowner plumbing to the sewer main. The Association is responsible for normal repairs and replacements of the vertical lines, which are beyond the Homeowner's control. In some cases, the Homeowner may be responsible for the repair of backups / clogs in the vertical lines.

**Case 1: A backup occurs in any line and can be attributed to the actions, either willful or negligent (see section 6 below), of a single resident. The Homeowner is responsible for the repair.**

**Case 2: A backup occurs in a line shared by two or more Homeowners and is due to the action of a Homeowner, but it cannot be determined which is responsible. Those Homeowner(s) sharing the lateral line will be equally responsible for repairs.**

- 4) Maintenance and repairs includes freeing the lines of backups and clogs.**

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**C. Sewer / Drain Line Backup & Water Leak Procedure**

- 1) In the event of a water leak, backup, or clog, the Homeowner shall proceed as follows:

**NORMAL BUSINESS HOURS** (8:30 AM – 4:00 PM) **MONDAY THROUGH FRIDAY**

Notify: ON-SITE MANAGER (Tel: 310 – 379 – 0198)

**ALL OFF-HOURS EMERGENCY**

Notify: Horizon Management Company

Horizon Management Company will then arrange, on behalf of the Association, for service and bill back the Homeowner should it be determined that the repair is the responsibility of the Homeowner.

- 2) The Association will rely on the guidelines of this policy as well as the written opinion of a licensed plumber regarding the nature and location of the backup or water leak. The written opinion must accompany any bill submitted to the Association. It is customary to clear a line through to the main; therefore, the Homeowner may still be responsible for the service.
- 3) If the Homeowner doesn't follow these guidelines, the Homeowner shall bear any and all costs involved for repair and damages within his unit, surrounding units, and the common area.

**D. Water Damage**

The Homeowner is responsible for any and all water damage, including damage to the common areas or other condominiums, caused by any plumbing for which the Homeowner has the responsibility to repair or maintain. This includes, but is not limited to, damage arising from leaking faucets, drains, dishwashers, etc.

The Association is responsible for water damage caused by plumbing for which the Association has the responsibility to maintain.

**E. Unauthorized Modifications**

- 1) Homeowners are **NOT** permitted to modify the common area plumbing without obtaining the **PRIOR** approval of the Board of Directors and obtaining the necessary City permits. Any change to the common area plumbing is considered an "Architectural Change". The Homeowner is responsible for **ANY** and **ALL** repairs resulting from unauthorized modifications to the common area plumbing. The Homeowner may also be responsible to return any unauthorized plumbing to its original condition.
- 2) Washers, dryers and spas / Jacuzzi are **NOT ALLOWED** to be hooked up in any unit.

**F. Damage to Common Area Plumbing**

The Homeowners are responsible for any and all damage caused to the common areas by the Homeowner or the Homeowner's guests, Tenants, family members, hired workers, etc.

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**G. Recommended Maintenance for the Homeowner**

The following is suggested maintenance for the Homeowner. It is not the only maintenance required. Following these recommendations does not relieve the Homeowner of any responsibilities defined above.

- 1) Replace toilet flapper every two years
- 2) Check the toilet ball cocks every six months. When in doubt, replace them.
- 3) Check gaskets in drain lines under sinks every six months. Also look for pin-holes in pipes.
- 4) Check valves annually. Be sure you can open and close valves by hand.
- 5) Correct leaky faucets as needed to help save water.
- 6) Any time plumbing work is done in the bathroom, be sure to check the tub drain for tightness. Leaks will not be visible until the unit below shows water stains on the ceiling. Also tighten the bolts holding down the toilet to ensure the wax seal is tight.

**16. COMMON AREAS**

- A. The main areas outside of each individual unit are generally referred to as the "common area". Specific definition of the common area is found in the CC & Rs. These areas generally include, but are not limited to, the landscaped grounds, pool area, visitor lot, walkways, driveways, fencing, building exteriors, hallways, stairways, garages, and streams.
- B. One of the primary responsibilities of the Board is the coordination of scheduled maintenance and other improvements to the common areas. Homeowners who have suggestions for improving the common areas are encouraged to submit them to the Board for consideration. Homeowners who wish to take a more active role may join one of the committees, such as the Architectural or Landscaping committee.
- C. Tenants are not permitted to make modifications to the common area. This includes, but is not limited to, painting of common area walls, trimming or working on the landscape, modifying the balcony railing system, mounting of external antennas, building or placing of storage units.
- D. **Homeowners may be assessed a fine in addition to the additional cost required to restore the common area that was damaged or modified.**

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**17. ENTRAGUARD ACCESS CONTROL**

The Village C.O.A. is equipped with an ENTRAGUARD telephonic access control security system. This system allows you to control the locked entrance to your building using your telephone.

Here is how it works:

- A. Your residence has been assigned a Calling Code Number. This Calling Code Number is listed beside your name on a directory outside your building.
- B. Your telephone number will be stored in the memory of the ENTRAGUARD system by the On-Site Manager and remains confidential.
- C. When someone comes to visit you, they will find your Calling Code Number on the directory.
- D. Your visitor will dial the Calling Code Number on the ENTRAGUARD system. (The ENTRAGUARD will then ring your telephone.)
- E. When you answer your telephone, you will hear gentle “beeps” as well as your visitor’s voice.
- F. You can unlock the entrance to admit your visitor by dialing “9” on your touch tone telephone and then hanging up. If you do not wish to let the visitor in, just hang up.

**IMPORTANT NOTES:**

- DO NOT ALLOW access into the building to a stranger or someone posing as a delivery person unless you are expecting that person.
- Tell your visitor your unit number. Your Calling Code Number has NO relationship to your unit number.
- If you are on the telephone when a visitor tries to call you, he will receive a busy signal. Therefore, if you are expecting company, be brief on your telephone calls.