

RULES AND REGULATIONS

**PREPARED FOR
PACIFIC VILLAGE HOA
AMENDED AND ADOPTED BY
THE BOARD OF DIRECTORS**

DATE: 3/14/2022Revised

Effective May 1, 2022

WELCOME TO PACIFIC VILLAGE!

Living in a planned community offers many advantages to the homebuyer. In order to protect and preserve these benefits and investments, certain limitations and restrictions are placed on members of the Association. The purpose of the Association is to ensure that the common area and common facilities will be maintained in an attractive manner and will be available for the use and enjoyment of all members. The attached rules and regulations have been developed with consideration given to providing every member with the greatest enjoyment and use of the common facilities without infringing on other member's rights to peaceful living. With Cooperation and adherence to these rules everyone can enjoy the pleasures and privileges of condominium living. **Although these rules and regulations support the Association CC&Rs (Covenants, Conditions, and Restrictions) they do not cover the entirety of the document. Please refer to and read your CC&Rs carefully.**

IMPORTANT TELEPHONE NUMBERS

The association depends on you, the homeowner, to maximize the enjoyment of living in a planned community. **To report deficiencies in landscaping, repairs needed in the common areas, maintenance problems or billing disputes, contact the Management Company at the following:**

LORDON PROPERTY MANAGEMENT

1275 East Center Court Drive

Covina, CA 91724

(626) 967-7921 (ask for the Pacific Village Representative).

The Board of Directors needs your assistance in maintaining the complex and ensuring compliance with the rules, which are in place for the benefit of all residents. If you wish to contact the Board of Directors to report a rule violation or to find out more about your Association, you may do so by contacting the Management Company.

911 Police–Emergency

626-814-8585 Non-emergency

911 Fire/Paramedic/Ambulance

Hospitals:

Pomona Valley–1789 N. Garey Ave, Pomona

Inter Community–303 N. 3rd Ave, Covina

Queen of the Valley–1115 S. Sunset Blvd, West Covina

626-812-5225 Water Department

800-655-4555 Southern California Edison (Electricity)

800-843-4000 Verizon (Telephone)

800-427-2200 Southern California Gas (Natural Gas)

626-336-6100 Covina Disposal (Athens Refuse–Trash Service)

866-499-8080 Spectrum (Cable TV)

626-939-8900 Free Graffiti Removal (outside the complex) Graffiti inside the complex contact the Management Company

RULES AND REGULATIONS

These rules are designed to promote the general welfare of all residents and guests at Pacific Village and shall apply equally to all owners, residents, tenants, and guests. **Owners will be required to sign an acknowledgement as to receipt of a copy of the rules and regulations within ten (10) days after they get them.**

B. Residents shall be held liable for any violation committed by their guests and will be responsible for advising their guests of all the rules.

C. Tenants are bound by the rules, as are resident owners. Owners are required to notify the Management Company of any change in tenancy or change of address of the owner within ten (10) days.

D. Fines will be assessed against the unit owner. It will be the owner's responsibility to secure repayment from his tenant or guests. Owners bear the ultimate responsibility for any person visiting or residing in their condominium.

E Any resident or owner may report a rule violation to the Board of Directors. Loud parties and disputes between neighbors are police matters, and as such, the police should be called when necessary. The Board requests every

homeowner to report violations, without your input we cannot properly enforce the Rules that are needed to sustain your enjoyment of community living.

F. It shall be at the discretion of the Board of Directors as to whether a warning or notice of violation is to be issued.

G. If a notice of violation is issued, the Board of Directors will assess a fine in accordance with the schedule below. In most cases, if the Board feels the violation is one which every homeowner should know (due to publication in the Rules and Regulations or appropriate mail notification) no warning will be given; a fine will be imposed to force compliance with the rules and regulations. If the offense is a continuing type of violation, fines will be assessed for each violation occurring within a 12-month period from the date of the first violation.

1st - \$50.00

2nd - \$75.00

3rd - \$100.00

4th - \$150.00 for each additional violation

The Board of Directors does not enjoy assessing fines; but, in many cases it is the only way to get homeowners to obey the rules.

H. Anyone wishing to contest a letter of warning or notice of violation shall abide by the Pacific Village Association By-laws. This means you would appear in front of the Board and explain why you believe you are not in violation of our published Rules and Regulations or CC&Rs. Generally, an appeal must be made in person to the Board of Directors at their next scheduled meeting. Notification of such meeting will be furnished by mail.

KEYS

Each unit is entitled one keycard that opens the pool gates within the community. Please report lost or stolen keycards to the Management Company in writing. Replacements for stolen or lost keys can be obtained from the Management Company for a fee.

MEETINGS

The Board of Directors meets monthly on the second Monday of the month at 6:30 PM in the Clubhouse. To confirm meeting dates and times contact the Management Company. All owners and residents are invited to attend. Your attendance at the meetings keeps you informed of expenses, plans for repairs and gives you an opportunity to provide your input in how the Association is maintained and managed.

Please contact the Management Company if you have questions about billing. The Board is not in a position to check amounts owed or balances. These issues should be addressed to the management company and will not be addressed at the monthly meetings.

COMMON AREA RULES

The Common area is the area within the boundaries of Pacific Village, except the interior portion of each unit.

1. Conduct in the common areas shall be that which is appropriate and/or legal in any public residential area.
2. Maximum speed limit on all Association streets is five (5) miles per hour. Watch for children.
3. For the safety of all residents, bicycles, skateboards, roller skates, in-line skates, electric or gas-operated remote control vehicles, engine powered transportation devices and other similar forms of transportation are not permitted on interior pathways, driveways, or in the parking lot areas. Motorcycles and mopeds may be used on driveways only.
4. Park only in your garage or on a public street. Obey "No Parking" and "Guest Parking" signs. Guest parking is not to be used by owners or tenants at any time for any reason. This applies to all 27 guest parking spaces within the common area.
5. All auto repairs must be performed in garages and shall not cause damage to Association property. Residents are responsible for any damage to parking lot pavement caused by vehicle repair or vehicle fluid leaks.
6. All streets within our complex are designated as Fire Lanes. We need to keep these driveways clear for use by emergency vehicles. No vehicle shall be left unattended in any of these driveways. Violators parked in fire lanes are subject to fines as determined by the Board of Directors. (See parking rules)
7. Trailers, motor homes, and boats shall not be parked on the premises. Only passenger vehicles in operating condition legally registered may be parked in the parking areas.
8. All pets, except cats, must be kept on a leash at all times. The owner or person in control of any pet is required to clean up after it. No dogs over 55 pounds are allowed to live or be brought onto the complex without prior consent of the Board of Directors. No breeding of animals is allowed.
9. No signs shall be posted anywhere in the common area unless they regard Association business. One realtor's sign no larger than six square feet may be posted on the interior of a unit window.
10. All exterior additions to each unit and the visible window treatments (drapes, curtains) shall be white or off white in color, well kept and subject to prior written approval by the Board of Directors. For those with non conforming window treatments, a properly colored treatment can be used to shield the incorrect color from exterior view.
11. The patio area should not be used for storage and shall be harmonious in appearance and well kept. Nothing shall be hung or placed on top of the patio enclosure walls. Anything in the patio area that is visible from the common area is subject to Board regulation. This includes hanging things on your door.
12. Excessive noise and disturbing the peace shall be kept to a minimum at all times. This includes loud radios, loud car stereos, barking dogs, yelling, loud whistling, etc.
13. Residents shall not damage common area or Association property.
14. Residents and visitors may not use car horns, whistling or yelling to summon residents at any time.
15. Cables of any kind may only be visible with the Association Satellite and Cable wiring policy. (See Satellite and Cable wiring policy)
16. Any plants or tress in your patio area must be neatly trimmed and not allowed to touch any of the walls. The height must be kept so that leaves do not drop on the roofs.
17. Entry doors, security doors, and screen doors must be painted to match the overall color scheme of the property. (See lighting and door policy) Board of Directors must approve any architectural changes.
18. Any changes or additions to the exterior of the unit must be approved by the Board of Directors or the Architectural committee of the Association.
19. Owners may install security cameras as needed and may have one keypad for garage entry if desired. These should be installed in a manner that does not detract from the harmonious appearance of the complex.

POOL REGULATIONS

The pool and pool area hours are as follows:

Mon. thru Thur. 9:00 AM to 11:00 PM

Saturday or Holiday: 9:00 AM to Midnight

Friday: 7:00 AM to Midnight

1. All residents under 14 years of age must be accompanied and supervised by an adult resident at all times while using the pool facilities. Homeowners will be responsible for damages incurred by members or guests in their household.
2. Safety equipment is provided for **EMERGENCY USE ONLY! They are not toys.**
3. Gates are to be kept locked at all times. Users of the pool are not to allow anyone into the pool area that does not have a key. This keeps people out who do not live in the complex.
4. Showering is required before entering the pool or spa. The shower removes oil, lotion, sun block, etc. Showering helps keep the pool cleaner.
5. Only suits specifically manufactured for swimwear are allowed in the pool.
6. Any person having any skin disease, sore or inflamed eyes, cough, cold, nasal, or ear discharge shall not use the pool or spa.
7. Turn the spa timer off when finished.
8. Each person is responsible for removing all personal articles when leaving the pool area. Any articles lost or stolen are not the Association's responsibility.
9. All trash must be disposed of in the trash container provided for your unit.
10. Please use an ashtray while smoking in the pool area.
11. Glass objects are not permitted in the pool area.
12. Animals are not permitted in the pool or pool area.
13. Loud noises, horseplay, diving, or running are not permitted in the pool area.
Swim fins, facemasks, bobby pins, soap, gum, or any other foreign matter are not permitted in the pool.
14. Guest privileges: residents have priority of pool facility use. No more than 6 guests per unit are allowed any one time and a resident must accompany these guests at all times.
15. If you use the picnic tables, please clean them when you leave.

The Association, through its Board of Directors, reserves the right to exclude any and all non-conforming persons from the use of the pool facilities. Homeowners will be responsible for damages incurred by non-members and guests.

TRASH PICK UP

1. Trash pick-up is on Mondays, unless Monday is a legal; Holiday. Then it will be on Tuesday.
2. Trash must be in the wheeled containers furnished by the trash company. Loose trash or trash not in the wheeled containers will not be picked up. Ask to borrow your neighbor's container when needed. If you load your container higher than what the barrel accommodates, you are responsible for cleaning up any trash that spills in front of your unit.
3. From Monday night (11:59 PM) until Sunday night at sunset, containers must be stored in your garage. Putting your trash cans out early or not removing them by Monday night (11:59 PM) is a violation.
5. Arrangements for special pick-ups (large items, etc.) can be made by calling Athens Disposal at 626-336-3636. Placing items out for pick-up without calling for special pick-up is also a violation.
6. The unit owner/landlord is responsible for the special trash container just as if it was his/her property. If it is stolen, no trash can be collected from the unit until the owner purchases a new container. Take care of the container between trash days.

EXTERIOR UNIT MODIFICATIONS

IF YOU ARE NOT SURE OF ANY OF THESE RESTRICTIONS, CONTACT THE MANAGEMENT COMPANY FOR FURTHER EXPLANATIONS. ANY CHANGES NOT IN COMPLIANCE WILL REQUIRE REMOVAL AND REPLACEMENT AT UNIT OWNERS EXPENSE.

- 1) Porch lamps
 - a) Must be black in color
 - b) Must be single bulb only
 - c) Cannot exceed 60 watts
 - d) Tail cannot exceed 12 inches
- 2) Screen or Security Door
 - a) Frame on screen doors must match existing trim color of complex
 - b) Mesh on screen doors must be black
 - c) Security doors must match existing trim color of complex
- 3) Garage doors
 - a) Must be 25 gauge steel
 - b) Cannot have windows
 - c) Must be almond in color
 - d) Must have two ventilation vents
- 4) Front entry doors
 - a) If not covered by a security door must match the color of trim in complex
 - b) Can only have windows if covered by a security door.

WINDOW REPLACEMENT AND MODIFICATIONS

If a homeowner wants to replace the glass in an existing window, they may do so as long as it is clear glass.

Should a homeowner wish to replace their entire window with new framing, the following guidelines must be followed

1. The glass must be clear.
2. There can be no grids in the window.
3. If an exterior frame is required, it cannot be wider than 2 inches and must be black in color.

PARKING REGULATIONS

The adoption of these regulations is done to enhance the ability of guests to utilize guest parking when coming to visit residents of our complex.

1. As stated in our Associations CC&Rs, all guest parking is restricted to GUESTS only. Residents must park their vehicles in their garages or on streets outside of the complex. Residents may never park in Guest Parking.
2. **ALL VEHICLES IN GUEST PARKING MUST BE REGISTERED DAILY AT THE ASSOCIATION WEBSITE.** The web address is <http://pacificvillagehoa.com>. Vehicles not registered may BE TOWED without warning.
3. Homeowners should notify their tenants and guests that guest parking is for Temporary Use Only. Should a resident have guests visiting for more than 3 (three) consecutive days, they must notify the Management Company with the vehicle make, model, license number and color to gain permission to use guest parking. Such permission may be granted by our management representative for no longer than 10 consecutive days within any 12 (twelve) month period. Any extension of this time period must be approved by the Board of Directors. These guests must park in the Ocean Avenue main lot only.
4. The Association asserts it is a refutable presumption that a vehicle parked in guest parking on more than 3 (three) days within a 7 (seven) day period, is not a guest, but has taken up residency within the complex. Parking regulations will be applied to these vehicles. These vehicles may be towed at the vehicle owner's expense without warning.
5. The driveways within the community are considered fire lanes. They must be kept clear of vehicles as much as possible to enable emergency vehicles to get through without blockages. The Board of Directors understands that residents may occasionally need to park in the driveway for certain purposes and therefore has decided the following:
 - a. Vehicles may be parked in the driveways in the front of the unit garage only for the immediate loading and unloading of the vehicle.
 - b. Residents may park here for the purpose of washing the vehicle.
 - c. Residents may park here while actually in the process of cleaning the garage area.
 - d. Repair vehicles (plumbers, carpet cleaners, etc.) may park in the driveways only when reasonably necessary to accomplish the job at hand.

Any vehicles parked in this manner must have a driver present to move the vehicle if necessary.

CLUBHOUSE RENTAL AGREEMENT

1. The user will be required to sign a statement of responsibility as part of their application. A retainer/deposit fee of \$250 required. Two checks or money orders will be required. One for \$100 will be kept if the clubhouse needs to be cleaned after your use. The \$150 check or money order will be kept if the clubhouse is damaged or there is an extreme violation of the rules of use. If no cleaning, damage or rules violation are noted, both checks or money orders will be returned. Any violation of this agreement or HOA rules will result in the loss of your retainer/deposit _____ **(initial here)**.
2. The user is in charge and responsible for conduct of all persons in attendance and for damage incurred to facility or equipment during their tenure. Report any damage, missing or inoperative equipment to Lordon Management immediately at (626) 967-7921. We recommend you take pictures of any damage or unclean areas prior to clubhouse use.
3. The premises, including the bathroom, will be promptly cleaned, and restored to its original condition. The following must be completed:
 - Wipe down all counter tops and stove. Sweep and mop all floors, including the bathroom.
 - All tables, chairs, and equipment will be returned to the original position.
 - Please provide your own plastic trash bags, paper towels and toilet paper.
 - All trash must be removed and deposited in the trash bins of the homeowner.
 - Remove all decorations, including tape. Only temporary decorations are allowed. Please do not use nails or other items that will leave holes in the wall.
 - Turn off the thermostat.
 - Unplug the refrigerator and make sure the stove is turned off.
 - Make sure all water is turned off, including the bathroom.
 - Turn off all lights, including the bathroom.
 - Lock and secure the sliding glass door and the entry door.
4. Noise (including music) is not to disturb the surrounding homeowners.
5. No smoking is allowed inside the clubhouse.
6. Guests must register their vehicles at www.pacificvillagehoa.com. Unregistered vehicles will be towed at the owner's expense. _____ **(initial here)**
7. No homeowner will be allowed to store equipment in the facilities or remove equipment from the premises.
8. Keys will be available to user from the Management Company only, to whom they shall be returned after use. There is a \$50 fine for keys not returned within two (2) business days.
9. The Homeowners' Association will be the sole judge of the condition of the Clubhouse and the surrounding premises.
10. Activities must conclude by 11:00 PM on weeknights and midnight on Friday and Saturday.

I _____ fully understand and agree to the statements listed in this contract. By signing this agreement, I acknowledge that I am the user of the Club House and therefore will assume all risk of loss, damage or injury to persons or property. Further, as the user of the Club House, I acknowledge that the Pacific Village Homeowners' Association is released from all claims for such loss, damage, or injury sustained while I as the user am using the facility.

Homeowner signature

Date

Phone

Satellite Dish Installation Policy and Guidelines

The purpose of these guidelines is to inform the homeowners and tenants within the Pacific Village Homeowner Association of the requirements related to the installation of miniature satellite dishes and their associated hardware and cabling. Your cooperation and adherence with this policy will ensure a safe, aesthetically pleasing, and compliant installation.

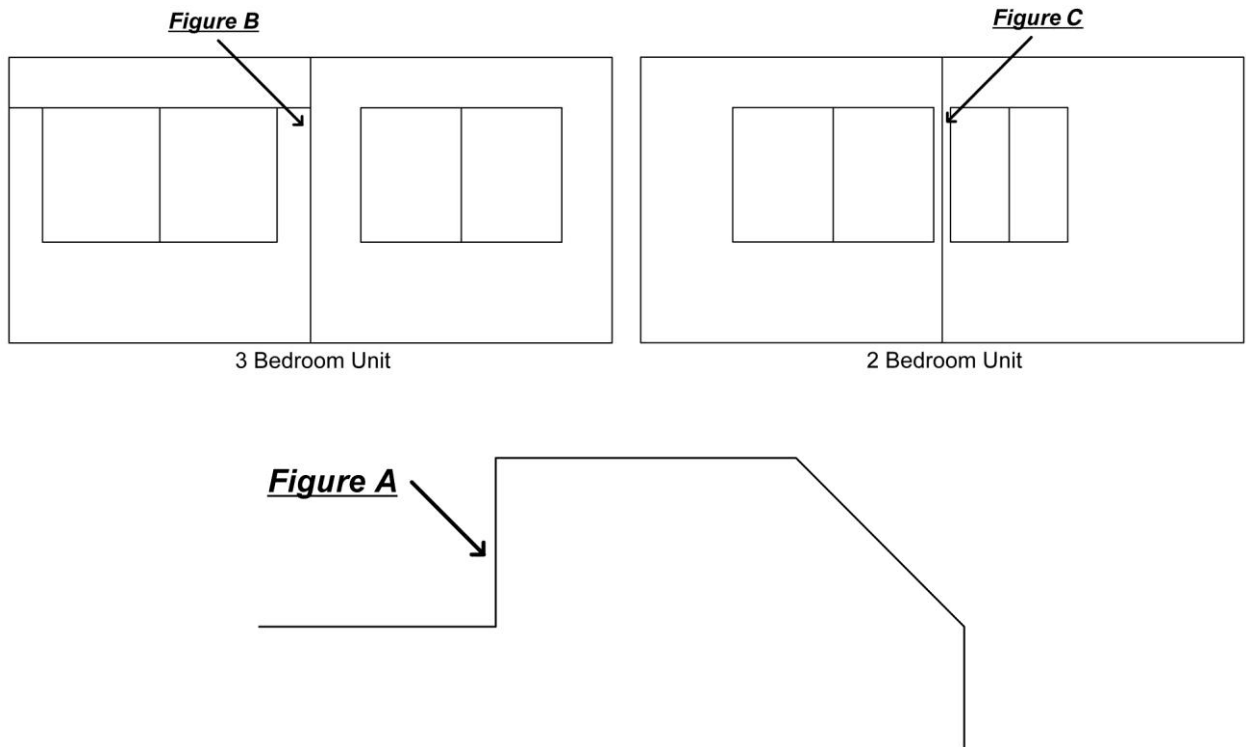
Per a Federal Communications Commission (FCC) ruling, condominium homeowner associations can allow homeowners to install satellite dishes visible from the common area. However, restrictions may be placed on the installation, and the FCC requires that associations establish a satellite dish installation policy. Action can be taken against those homeowners who do not comply with the policy. The following restrictions and installation guidelines comply with the FCC ruling, and are designed to:

1. Prevent damage to common property within the Association.
2. Prevent damage to property of individual homes.
3. Protect the safety of residents.
4. Maintain the aesthetics and property values within the community.

Following are the restrictions and guidelines:

- A. Installations must be conducted by a qualified professional.
- B. Satellite dishes greater than one meter (approximately 39 inches) are prohibited.
- C. Window screens may not be removed or altered.
- D. Satellite dishes cannot be visible from ground level.
- E. All dishes must be mounted facing the direction required for best reception.
- F. Per our CC&Rs, no wiring may be mounted on the exterior of the unit.
- G. Satellite dishes as well as all other types of antennas can only be mounted on the roof and must be placed on the rear-facing wall of each unit's front bedroom (the raised ceiling of the bedroom above the front door, see **Fig. A**). Under no circumstances will the antennae be mounted on the flat portion of the roof or the exterior walls of the units.
- H. Cable can only enter a unit at two locations.
 1. Front bedroom/living room installations: Cable can only enter at **Fig A**.
 2. Rear bedroom/dining room installations: Cable can only enter at the joint between the two rear bedrooms or the middle of the master bedroom (depending on unit layout, see **Fig. B** and **Fig C**). Cable entry points cannot be lower than 14" from the top of the roofline and must be neatly tucked and properly secured to the wall to minimize their visibility.

Beyond these two entry points, all cable must run inside the unit to other areas of the unit. This will limit the unsightliness of cables running outside the unit.



- A. Exposed cable must be white or off-white in color. Black cable is *strictly* prohibited.
- I. Any screws, bolts, nails, or other entry points to the building must be completely sealed with a clear RTV sealant to prevent water intrusion into the unit.
- J. Satellites cannot be installed on the flat roofs. Any damage to the roofs, other common areas, or holes caused from installations will be the responsibility of the homeowner to repair.
- K. Homeowners can be fined and a lien applied to the property as a result of damage to any common area. Any interior damage to a unit as a result of improper installations will be the responsibility of the homeowner to repair.
- L. Homeowners can be charged for repairs required to repair damage to any common area. Failure to voluntarily pay these charges may result in a lien being recorded against the responsible owner's property.
- M. Cables previously attached to satellite receivers or regular TV antennas which are no longer in use and not in compliance with this policy must be removed by the homeowner. Any installation in violation of these provisions will require owners to relocate dishes at the owner's expense. If this is not done, the Association is able to remove the dish and bill the owners for the cost incurred in doing so.

If you have questions about this policy, contact the management company **BEFORE** you install any cabling visible outside your unit.

REQUIREMENTS FOR BASEMENT AREA CONVERSION ARCHITECTURAL REQUIREMENTS.

This policy is adopted in an attempt to provide guidelines and requirements for those homeowners who wish to convert the fill space between the garage area and the patio area of their unit. For those of you who are not aware, there is a space between the area constructed for your washer and dryer and the area of the patio outside the front door of your unit. If it is your desire, by following the guidelines below, you may construct a room in this area that may increase the value of your unit by adding additional habitable space to your unit. These guidelines and requirements are being adopted to address what is seen as an "emergency situation." They are subject to change and revision as deemed necessary by legal representation and in order to comply with State of California provisions. At this point, the Board is unsure of exactly how these additions may impact the cost of the Association insurance and the Board reserves the right to adjust monthly dues of individual homeowners so as to recover any additional costs incurred as a result of these modifications, remodels, and additions.

1. No conversion, addition or remodeling of these spaces shall be done without the approval of the Pacific Village Homeowners Association. Homeowners are advised to contact the city of West Covina to obtain the requirements for the conversion of these areas. The size of the window shall not exceed the **minimum** size required by city code (at this time 10% of the floor area of the room). Approval may be granted by the management company representative, without Board of Directors approval, if all the following conditions are met.
2. All construction of these spaces is considered to be an addition to the unit. As such, City of West Covina building permits must be obtained for all construction, additions and remodeling of these areas. The City of West Covina will require HOA approval prior to approving any construction or alteration of these spaces. Once construction permits are issued by the city, copies must be supplied to the management representative prior to work commencing on the addition or remodeling of the space.
3. Work on converting these spaces shall be done only by licensed and insured contractors who shall meet all the normal requirements of workers and contractors normally hired by the Association. If the Homeowner desires, they may produce all required insurance coverage as required by the Association on their individual Homeowners insurance coverage. This coverage must provide the same policy limitations as required of all companies doing business with the Association as determined by the management company.

The Homeowner must provide a release of Liability statement to Pacific Village Homeowners Association indemnifying the Association from any and all liens, encumbrances, or damages due to the work being done on the unit. Proof of compliance with liability insurance, Workers Compensation Insurance, and the indemnification shall be provided to the Association prior to any work being begun on these alterations. Any damage arising to adjoining units, including but not limited to flooding, security or structural instability is the responsibility of the Homeowner requesting approval of the conversion of the crawl space.

4. Any construction debris, litter, waste, or trash shall be "swept" from the common areas of the complex at the completion of each workday. At no time shall construction debris, including but not limited to dirt, broken drywall, or dirt, be washed into the drainage system of the Association. Violation of this prohibition will subject the homeowner to **all** costs associated with cleaning out the drainage system including the catch basins and sump pumps. Owner will also be held liable for any damage to the sump pump system that is deemed to be reasonably caused by the debris.

5. Any windows located less than 18 inches above any floor, including the patio floor, shall be of tempered glass construction. This provision is added to reduce the Associations liability in the event of accidental injury to persons in the patio area of the unit. Window size shall not exceed sizes set forth by City of West Covina building code requirements.