



Homeowner's Association

House Rules and Regulations

Pursuant to Section 6.D of the CC&R's the Board of Directors has adopted the attached House Rules for all homeowners and their tenants.

These rules have been developed to protect and preserve property values, as well as to assure maximum comfort, safety and the well being of all residents of La Casita.

When purchasing a unit the CC&R's, House Rules and the "Confidential Information Sheet" are a part of the escrow proceedings.

When renting a unit it is required that the unit owner provide a copy of the House Rules to all residents/tenants prior to moving in at La Casita. The unit owner is required to submit a completed "Confidential Information Sheet" for all tenants occupying the unit.

NOTE: Unit owners, not rental or real estate agencies, have the responsibility to ensure that these rules are in the hands of the tenants **BEFORE OCCUPANCY.**

Knowledge of and adherence to these rules by everyone will ensure a pleasant, cooperative living environment for every resident at La Casita.

November 2003

**La Casita
Homeowners Association**

RULES AND REGULATIONS

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LA CASITA HOUSE RULES

November 2003

COMMON AREAS

1. Use of trash chutes is prohibited between the hours of 11:00 p.m. and 8:00 a.m. Due to health hazards, trash may not be left in the trash chute area. If the trash chute is jammed for any reason, it is the resident's responsibility to place trash in external bins and the management company should be informed of the condition of the chute. Recycling bins in the garage are for recycling use only, not for trash.
2. Use of bicycles, roller skates, roller blades, scooters and skateboards is prohibited within the confines of the building, including the garage, elevator, lobby, and guest parking area. Bicycles are not allowed in the South elevator or in the lobby area.
3. Vehicle washing and changing of oil or major auto repair is not permitted anywhere on the premises.
4. Remodeling which entails mixing paint, cutting tile, mixing mortar, sawing or painting, etc. is not permitted in the common areas. Cleaning containers and dumping contents in common areas is expressly forbidden. Dumping partially filled paint cans or excessively large items into trash bins is not allowed. Cost for repair of damages will be borne by the owner of the unit in violation of this rule. **DUMPING OF HAZARDOUS WASTE IS EXPRESSLY PROHIBITED IN ANY AREA BY STATE LAW.**
5. No loud talking, unnecessary noises or boisterous conduct is permitted at any time. This includes television sets, stereos, and musical instruments.
6. Residents must ensure that all outside gates and doors are completely locked when entering or exiting the building. Gates and doors are never to be "propped" open. Security violations observed by residents should be reported to the Redondo Beach Police Department, and the management company should be notified. Residents are responsible to see that these rules are enforced by workmen, movers, or any person hired by them. Costs of repairs for damage caused by violation of this rule will be assessed to the unit owner. Fines will be levied if the above rules are violated.
7. No one is allowed on the roof except by express prior permission of the Board. Cost of repairs for damage caused to the roof will be assessed to any owner in violation of this rule.

8. Residents are cautioned to not give access on the entry system to a business solicitor or any persons representing themselves as “a friend of another resident.”
9. Disturbances of the peace or loitering problems should be dealt with by either direct contact with the offending party or directing your complaint to the Redondo Beach Police Department.
10. In accordance with California State law, smoking is prohibited in elevators, and all common areas of the building, including the lobby and gymnasium/spa area.
11. Association Dues/Maintenance payments are due on or before the first day of every month. Checks are to be made payable to La Casita Homeowners Association. A late charge of 10% of the amount due will be assessed for payments received after the tenth of the month. Payments over 30 days past due are also subject to interest charges.
12. Replacement keys and transmitters are available to OWNERS only at a fee established by the Board of Directors. Contact the management company for information.
13. Dumping of trash in the trash chutes or directly into the trash bin is allowed only between 8:00 a.m. and 11:00 p.m. Large items may not be left outside the trash bin. Boxes must be “broken down” before being placed in the trash chute or bin.
14. The recycling bin in the garage is not for household trash. Boxes, etc. must be “broken down” before being placed in the recycle bin.
15. Young children (under the age of 14) must be accompanied and supervised by an adult in the common areas. Children may not use roller skates, roller blades, bicycles, tricycles, skateboards, scooters or any other sporting goods/toys in the common areas.

GARAGE

1. Motor driven devices may only be stored in the designated parking areas, and not in any individual unit.
2. No items, except bicycles, may be stored in the garage area. Bicycles **must be kept within the individual's parking space**. Items other than bicycles must be stored within the assigned storage locker.

3. Only **ONE** motor vehicle is allowed in each parking space, unless approved by the Board of Directors. Motor vehicle is defined as an auto, truck, motorcycle, motor driven bicycle or golf cart.
4. Vehicles with oil leaks must have a metal drip pan installed underneath the vehicle in an effective manner as a temporary measure until the vehicle can be repaired. Cat litter on the floor of the garage is not acceptable. It is the responsibility of the resident to keep the pans emptied and in a safe condition. If oil leaks on the floor of the garage, it is the responsibility of the resident to clean the area. If, after requested by the Board, the resident fails to clean the area, the owner may be fined. Should the situation require further attention, and it becomes necessary for the Board to have the area cleaned and/or the numbers replaced, the unit owner will be billed for the expense incurred.
5. All vehicles, including motorcycles shall be driven in a cautious manner entering and leaving the garage area, not exceeding 5 miles per hour. No loud revving of engine, or vehicles in need of muffler repairs will be permitted. Repairs of vehicles of any type will not be permitted anywhere on premises.
6. No flammable articles may be stored on the premises. This includes within the units and in the storage bins.
7. Vehicle washing, and changing of oil or major auto repair is not permitted anywhere on the premises.
8. Garage spaces which are not occupied by a unit owner or tenant may be rented to another resident within the complex. Rental of garage spaces to a non-resident of La Casita is expressly prohibited.

GUEST PARKING

These rules apply to the use of the twelve (12) guest parking spaces available at La Casita.

1. No permanent resident may use the guest parking spaces from 4:00 p.m. to 10:00 p.m. Monday through Thursday, and from 4:00 p.m. Friday to 10:00 p.m. Sunday and during holidays. Violators will be towed at the owner's expense.
2. Guest vehicles using the parking area during the resident restricted hours noted above **MUST** display a "Guest Parking Pass." Guest parking passes with unit number may be obtained from the managing agent. New passes are issued annually, and only the current year passes are allowed.

3. A limit of 10 days is placed on any one guest's parking privileges in any one twelve (12) month period. After this time, guests fall under resident restriction parking rules. Permits for metered parking on the public streets can be obtained from the Redondo Beach Parking Authority.
4. Residents are requested to provide their guests with the pass assigned to your unit and instruct them to place the pass on the dashboard inside their vehicle in such a manner that it will be easily visible. Replacement passes are available to owners only at a fee established by the Board (see item #7).
5. In an effort to provide space for legitimate La Casita guests, a vehicle NOT displaying a "Guest Parking Pass" during the restricted hours will be towed at the owner's expense.
6. Resident violators, including renters, of the guest parking rules may be fined as outlined in the Rules Violation section of this document.
7. Two passes per unit will be issued. Each year up to two (2) replacement passes for lost passes will be issued at a cost of \$10.00 each. Parking passes beyond two will only be issued with the Board's approval at a fee of \$25.00.
8. A resident/owner who uses a "Guest Pass" for other than a legitimate guest on location will be subject to immediate tow away without warning and a fine of \$50.00 levied against the unit owner.

GYM/JACUZZI/SAUNA

1. Children 14 years of age and under must be accompanied and **supervised** by an adult resident 18 years of age or older when in the areas of, or using, the Jacuzzi, gym or sauna facilities.
2. All visitors regardless of age must be accompanied by a resident when they are using the Jacuzzi, gym or sauna facilities.
3. Food and/or beverages are prohibited in Jacuzzi, gym, and sauna areas except by special permission from the Board of Directors.

INDIVIDUAL UNIT

1. Nothing deemed by the Board of Directors as detracting from the overall appearance of La Casita is to be placed on the fences or balconies (such as beach towels or swim suits) or attached to windows or doors. All trash cans,

bottles, brooms, etc. are to be kept inside units and out of view. Commercial water bottles may be left outside a unit only on the day of delivery.

2. No storage of beach chairs, footwear, containers, bicycles, or any other item is permitted on the walkways adjacent to front doors of units. Only potted plants are allowed, in moderation. Planters must have "saucers" under them to prevent any water drainage. Plants must not disrupt direct access to any units, and must be well maintained, and healthy. Plants not in compliance are to be removed promptly.
3. Prior to installation of water beds or water furniture in units, a letter of approval must be obtained from a licensed architect or civil engineer verifying that the weight is acceptable. Said letter and a policy of liability insurance with La Casita Homeowners Association named as "additional insured" must be presented to the Board for approval. Water may not be drained into the garden area bordering the building.
4. No structural changes of any nature may be made to a unit without approval of the Board of Directors. Construction work is allowed only between 8 a.m. and 6 p.m. Construction materials may not be moved through the south (lobby) elevator. When construction work of any type is being done, it is the responsibility of the unit owner to notify adjoining units and carry out the work with as little disruption as possible to other units and to keep the adjacent common area clean at all times. Any damage to the common area during construction within a unit will be repaired at the unit owner's expense.
5. Plumbing shut-offs require 24-hour notice to the adjoining affected units.
6. It is the responsibility of each individual unit owner to maintain the integrity and water proofing of their individual balcony and 4th floor sundeck and enclosures. Use of running water to clean these surfaces is strongly discouraged. If residents use running water, they must notify the units below, and owners of cars below the unit before doing so.
7. It is the responsibility of each individual unit owner to maintain lighted balconies on the 1st, 2nd and 3rd floors. Bulbs can be obtained from the custodians on site. There is a sign up sheet to receive light bulbs in the garage near the mailboxes.
8. Flammable articles must not be permanently stored on the premises. This includes within units and in garage storage bins.
9. Unit owners must provide renters a copy of the rules and regulations. If the Board has to provide a copy of the rules to the renter, the unit owner will be charged \$25.00. Owners should arrange for a walk-thru of the premises with their tenants to acquaint them where to dispose of trash, recycling, mail, etc.

10. Noise making appliances that could cause annoyance to neighbors, such as clothes washers, dryers, dishwashers, vacuum cleaners, etc. should not be used between the hours of 10:00 p.m. and 8:00 a.m. Residents should strive to be good neighbors.
11. Maintenance and replacement of the front entry door to each unit is the responsibility of the owner. Replacement doors that deviate from the original design, color or finish must be approved by the Board of Directors prior to installation.
12. Likewise, screen/security doors at the entrance to units are the responsibility of the unit owners and must be bright white in color. When an existing non-white screen/security door is repainted or replaced, the finish must be bright white. Screen/security doors are to be kept closed at all times.
13. Subject to any overriding provision of federal or state law, an outside satellite dish may be installed only within the confines of the unit, balcony or sunroof. It may not be attached in any way to the floor surface of the balcony or sunroof or the roof. Wiring must not be visible from the outside.

MOVING

1. When a unit is listed for sale, for lease or for rent, the agent of record must contact the management company about placement of signage on the La Casita real estate listing sign. All signs must be 9" by 20" with dark gray lettering on white background.
2. When a unit is purchased it is the responsibility of the purchaser (new owner) to notify the Board of Directors, through the management company, of the purchase. Notification must be made within 5 business days after the close of escrow and in writing. Specify:
 1. Name of new owner.
 2. Unit number purchased.
 3. New owner's mailing address.
 4. Date of purchase (close of escrow).
3. Elevator protector pads must be used for move-in and move-out. A \$50.00 deposit will be required and refunded once move-in is completed and the elevator pads are returned. To arrange for use of the elevator pads management company must be notified 48 hours before move-in and move-out.

4. A move-in fee of \$200.00 is due and payable to the La Casita Homeowners Association prior to any anticipated move-in to the La Casita community. The fee must be received by the management company with a completed "Confidential Information Questionnaire" form before a new resident's name is added to the building directory and security entry system.
5. Only the North elevator may be used for move-in and move-out.
6. Moving should be accomplished between the hours of 8:00 a.m. and 6:00 p.m. Every effort should be made not to disrupt the normal routine of other residents with activities such as locking up the elevators for extended periods of time, or blocking common area walkways, etc.
7. Household furniture and appliances may be moved in and out of the building though the guest parking gate only. Moving large appliances and furniture through the lobby or garage is absolutely prohibited. Propping open the gate is expressly prohibited.
8. Boxes and packing material must not be stored outside units, even temporarily, and boxes must be broken down and deposited in the large trash bins located outside the building or in the recycling bin in the garage. Large objects must not be dumped through the chute or left in the chute areas.

PETS

1. Pets are to be kept on a leash or held by the pet owner at all times when on the premises outside of units.
2. Pets must use stairs and be on a leash or carried in the arms of the owner when entering or leaving the building via the elevator and carpeted area.
3. Pets are not allowed in the Jacuzzi, gym, or sauna area at any time.
4. Litter from litter boxes must be put in tightly closed plastic bags being deposited in the trash chute.
5. Pet is not to relieve itself on the premises at any time. If an accident occurs, the pet owner is responsible for thorough clean-up.
6. Dogs that bark, or pets that disturb other residents may be permanently removed from the premises.
7. Pets must not be left on patios or balconies when owner is away from home. Pets must be securely locked inside the unit.

8. Pets must be kept free of fleas and parasites to avoid infestation of the common areas.
9. The Redondo Beach City Ordinance that controls the number of pets per unit shall be followed.
10. Owners of pets that relieve themselves on balconies shall be responsible for promptly and thoroughly cleaning their balconies. Pet waste shall not be washed or swept off the balcony. Pet waste must be put in tightly closed plastic bags for deposit in the trash chute or bin. The balcony surface must be regularly "wet mopped", not "hosed" off.

PLUMBING RESPONSIBILITY AND WATER DAMAGE

It is the Association's policy that plumbing problems resulting from pipes or fixtures that exclusively serve one unit are the responsibility of the unit owner. The Association is responsible for those lines that lead up to the units, or waste lines coming away from the units. In order to help define the difference, listed below are the components that fall into the two responsibility categories. This list is subject to addition and revision:

UNIT OWNER	ASSOCIATION
Sinks and drain lines under the sink until they connect in the wall to the main line.	Main waste lines up to the inlet from the unit.
Fresh water lines from the shut off valve at the unit (such as under the sink or behind the toilet), including the shut off valve itself.	Fresh water lines up to the outlet of the unit.
Tub and shower drain lines including the tub trap and tub overflow, and the tub and shower pans themselves. Tub, shower and sink fixtures, including tub and shower mix valves.	Leaking pipes in the walls which service more than one unit.
Toilets, toilet tanks, toilet stoppages prior to connection to the main line. A point of reference is if the stoppage is cleared through the use of a hand auger, the stoppage is in the toilet, not in the main.	Stoppages in the sewer mains after the outlet from the unit.
Gas valves or outlets within the unit.	Gas lines up to the outlets in the unit.

If you experience a plumbing problem, please contact the management staff if you are not sure of responsibility. Bali Management (24-hour emergency service) can be reached at (310) 373-8600. If it appears the item is an Association responsibility item, the Manager will contact the Association plumber or rooting service. If it ultimately turns out to be an individual homeowner responsibility item, the homeowner will be billed for the service.

IN ALL CASES, IT IS THE RESPONSIBILITY OF THE HOMEOWNER OR RESIDENT TO IMMEDIATELY CORRECT &/OR REPORT TO MANAGEMENT ANY PROBLEMS THAT CAUSE OR MAY RESULT IN ANY TYPE OF WATER DAMAGE.

Along with responsibility to maintain or repair the plumbing components as outlined, each Homeowner is responsible for limiting water damage both within their own unit as well as in adjacent units and in common areas.

Whenever water damage becomes evident in a unit, **NO MATTER WHAT THE APPARENT SOURCE**, it is the sole responsibility for the Homeowner to promptly address the problem. The problem should be addressed by having it immediately repaired either by calling the management staff or calling their own plumber.

The Association and its insurance carrier do not assume responsibility for any claims related to water, mold or fungi, or any property damage (carpet, drywall, ceiling, flooring, cabinets, appliances, fixtures, etc.) caused by water regardless of the source. Furthermore, the Association and its insurance carrier do not assume responsibility for storage, moving expenses, hotel or other relocation expenses (restaurants, lost time from work, etc.), which may occur in a water-related loss rendering a unit uninhabitable.

If the source of water damage is related to a plumbing component that is the Association's responsibility, the Association will make repairs to the component and will restore to "paint-ready" condition any walls in an individual unit which have been opened to make these repairs. Any other resultant damage is the responsibility of the homeowner in whose unit it occurs.

If the source of water damage is related to a plumbing component that is an individual unit owner's responsibility and the damage is to the common area or another unit owner's property, then the individual unit owner responsible for the component is responsible for the repairs as well as all damage in the common area or other unit(s).

Should a claim be made to the Association's insurance carrier, the homeowner is responsible for paying the deductible amount (\$25,000).

Homeowners who rent their units to others have primary responsibility for any problems arising in their units. It is therefore suggested that homeowners who

are landlords periodically inspect their units to confirm that no water damage has occurred in the unit.

The Board of Directors strongly advises every Homeowner to carry their own condominium owner's insurance policy, and we further suggest that landlords require their tenants to carry a renter's policy.

RESIDENT PARKING

1. Residents may not park in the guest parking areas between 4:00 p.m. and 10:00 p.m. on Monday through Thursday and on Fridays after 4:00 p.m. until Sunday at 10:00 p.m. Also, residents are not to park in the guest parking areas on holidays.
2. It is not the responsibility of the Board to remove cars illegally parked in homeowner's assigned parking spaces. The resident may either locate the owner by consulting the parking space assignment diagram posted in the garage, or have the car towed by calling any local towing service.
3. Parking in "undesignated" garage areas (common areas) is prohibited except as authorized by the Board of Directors. Any vehicles parking in such spaces shall be subject to immediate towing by the Board.
4. Garage parking spaces are to be used exclusively for parking motor vehicles. Storing of trailers, inoperable vehicles, boats, or boxes is prohibited.
5. Autos should be locked at all times and the garage opener stored out of sight.
6. Replacement keys and transmitters are available to OWNERS only at a fee established by the Board. Please contact the management agent for information.
7. A resident/owner who uses a "Guest Pass" for other than a legitimate guest on location, will be subject to immediate tow-away without warning and a fine of \$50.00 levied against the owner.

SECURITY

1. Residents must ensure that all outside gates and doors are completely locked when entering or exiting the building. Gates and doors are never to be "propped" open. Security violations observed by residents should be reported to the Redondo Beach Police Department, and the management company should be notified. Residents are responsible to see that these rules are

enforced by workmen, movers, or any person hired by them. Costs of repairs for damage caused by violation of this rule will be assessed to the unit owner.

2. Do not give access to the building on the intercom system to any business solicitor or any persons posing as "a friend of another resident."
3. Disturbances of the peace or loitering should be dealt with by either direct contact with the offending party, or directing your complaint to the Redondo Beach Police Department.
4. Autos should be locked at all times and the garage opener should be stored out of sight.
5. Vandalism or theft in the garage or guest parking area should be immediately reported to the Redondo Beach Police Department and the management company.

RULES VIOLATIONS AND FINES

Violations of any section of these rules shall be dealt with in the following manner:

Courtesy Reminder Notice

If the management company, Board member or any member of the association notices or is informed of a violation, a written report/complaint should be submitted to the Board. The Board will only review written complaints/allegations in light of the CC&R's, Bylaws and Rules and Regulations. If a violation is found, a courtesy reminder letter will be sent to the homeowner with a request to correct the rule infraction within fifteen (15) days. The homeowner has the right to request an appeal before the Board or in writing. If the homeowner does not resolve the rule infraction the Board will proceed with a Violation Notice procedure, which officially commences the disciplinary proceedings.

Violation Notice

If the management company, Board member or any member of the association notices is informed of a violation, a written report/complaint should be submitted to the Board. The Board will only review written complaints/allegations in light of the CC&R's, Bylaws, and Rules and Regulations and, if a violation is found, a notice will be sent to the homeowner with a request to attend a hearing before the Board on the alleged violation complaint. Homeowners will be given not less than fifteen (15) days notice prior to the scheduled hearing date.

Owners are strongly encouraged to attend the hearing or submit an appeal in writing. The Board of Directors will review the alleged violation and will make a determination as to the imposition of any disciplinary action. Written notification of any disciplinary action taken following the hearing will be mailed to the Homeowner within ten (10) days of the hearing. As a guideline, a \$50.00 minimum fine may be levied. In case of parking violations the car may be immediately towed as authorized by the California Vehicle Code without prior notice.

Fines levied for the same offense will be cumulative. Homeowners are responsible for any infractions of rules committed by a tenant or guest(s) and will be held liable accordingly. Homeowners have the right to present an appeal prior to imposition of a fine and are strongly encouraged to attend any scheduled violation hearing.

Failure of an owner to remedy serious ongoing infractions may result in the Board taking further legal action.

Fines or penalty assessments shall be levied according to the following schedule:

First violation	\$50.00 to \$250.00
Second violation	\$100.00 to \$250.00
Third violation	\$250.00 and/or other remedies as deemed appropriate by the Board following the required hearing process.