

# REDONDO PACIFIC TOWERS ASSOCIATION, INC.

---

1321 BERYL STREET REDONDO BEACH, CA 90277

## Rules & Regulations

### **PREAMBLE:**

The authority to form rules and regulations is reserved to the Board of Directors under Article IV, Section 2 of the Bylaws of Redondo Pacific Towers Association, Inc. Duly adopted rules and regulations are binding upon all of the owners and their tenants, lessees and guests. The rules and regulations contained herein are not complete. Other rules and regulations are found in Exhibit "A" of the Bylaws of the Redondo Pacific Towers Association.

The intent of these rules and regulations is to maintain the serenity of our condominium community for the maximum enjoyment of all residents and their guests. By these rules, certain activities are regulated by the Board of Directors. Any activities that will infringe upon or interfere with the proper enjoyment of these facilities by all residents are not permitted.

Nonconformity of individual residents to these rules and regulations may be a source of annoyance to others and, therefore, it is the responsibility of the Board of Directors to take all reasonable and appropriate means to secure compliance.

The governing Board of Directors reserves the right to amend, repeal or add to these rules and regulations from time to time as may be deemed necessary for the safe and efficient maintenance of the condominium and for the comfort and convenience of all occupants.

Adopted on December 28, 1987

Revised on July 12, 2000

Revised on March 12, 2003

### **ARCHITECTURAL CONTROL:**

1. Any structural or architectural modification to the exterior of units, balconies or front patios of the Common Area is prohibited without the written consent of the Board of Directors.
2. Satellite dishes and/or television, radio or other antennae placed anywhere on the property must have the written consent of the Board of Directors prior to installation.
3. Requests for external modification must be submitted to the Board of Directors in writing and must be accompanied by detailed plans and/or specifications.
4. Windows may be tinted or new glass may be installed, but the color shall be gray and the Board of directors must provide written approval.
5. No owner or lessee shall install wiring for any electrical or telephone installation, or any television antenna, machines, air conditioning units, or the like on the exterior of the building or which protrudes through the walls or the roof of the building.
6. No awnings or the like shall be used except as shall have been installed or approved by the Board of Directors.
7. No signs of any kind shall be placed in or on the windows, doors, balconies, landings or other exterior surfaces of the building.

### **BALCONIES:**

1. No floor covering (such as carpet or tile) may be added to the existing balcony deck surface.
2. No items of any kind shall be placed on or secured to the balcony railing or the outer side of the balcony walls (this includes signs, banners, flags, and flowerpots; holiday lights are the only exception).
3. No part of any balcony may be modified or repaired without the written consent of the Board of Directors.
4. Excessive amounts of weight on a balcony floor must be avoided. Our structural engineer has indicated that our balconies are not designed to hold large numbers of people (he recommended no more than six at one time) or lots of heavy items.
5. Balcony inspections will be conducted annually by members of the Board of Directors and/or Riviera Management. Owners and lessees must cooperate with these inspections.

### **COMMON AREA:**

1. No part of the Common Area shall be used for storage or placement of any furniture, packages, trash items, or objects of any kind unless approved by the Board of Directors. This includes the lobby, hallways, walkways, stairwells, landings, garages, patios, and the pool area.
2. No signs shall be displayed to public view in the Common Area (this includes the lobby, mailbox area, elevator, walkways, stairwells, garages, pool area, patios, and walls) unless approved by the Board of Directors.
3. Residents and their guests are not allowed on the roof or in the building's equipment and service areas unless approved by the Board of Directors.
4. The use of skateboards and roller-skates is prohibited anywhere on the premises.
5. Bicycles must not be chained to the walkway or stairwell railings, or parked anywhere in the Common Area.

6. Climbing on the walls or railings of the building is strictly prohibited.
7. All damage to the Common Area caused by the moving or carrying of articles therein will be the responsibility of, and shall be paid for by, the owner or person in charge of such articles.

### **GARAGES AND PARKING:**

1. Residents shall be limited to parking in their assigned spaces.
2. Owners shall not nor shall they permit their families, guests, or tenants to park in the assigned parking spaces of other owners, or in such manner as to prevent ready access to the parking spaces of other owners. Improperly parked vehicles are subject to removal at their owners' expense.
3. Two guest-parking spaces are available for short-term use. Visitors shall park in these spaces for no longer than a 72-hour period. Residents will be fined in accordance with the established penalty schedule for using these parking spaces as one of their personally designated spaces.
4. Boats, campers, trailers, motor homes (RVs), or junk vehicles of any kind may not be parked or stored in the assigned parking spaces.
5. Vehicle repair or maintenance is not permitted in the garages or parking areas, other than in emergency situations.
6. The use of water hoses and/or the washing of vehicles in the garages is prohibited.
7. Playing in the garages, driveways, or parking areas is prohibited.
8. Garages shall remain free of all storage items, debris, and clutter.

### **LAUNDRY ROOM:**

1. The laundry room is to be used only between the hours of 8:00am and 10:00pm.
2. The laundry room shall not be used for personal storage of laundry soap and supplies.
3. Those who use the washer must refrain from washing heavily soiled or chemically exposed items, and from dyeing or tinting fabrics.
4. Those who use the dryer must check and clean the lint trap before and after each usage, and must refrain from drying rubber-backed rugs.
5. Clothes must be removed promptly from both the washer and the dryer, and the laundry room must be left clean after each use.
6. The trashcans in the laundry room are not to be used for the disposal of household trash.

### **PERMITTED USES OF THE BUILDING:**

1. Except as otherwise approved by the Board of Directors in writing the premises may be used for a private residence only.
2. No unit may be rented for hotel or transient purposes.
3. Owners shall not take or cause to be taken within their units any action which would jeopardize the soundness or safety of any part of the condominium property, or impair any easement or right attached thereto, or affect the Common Area without the unanimous consent of all unit owners who might be affected thereby.
4. Owners shall not permit anything to be done or kept in their units that would increase the rate of fire or liability insurance thereon or on the building as a whole.

## **PETS:**

1. Residents shall be permitted to keep domestic animals only if such animals do not disturb or annoy other residents. Pet owners must respond to any complaints from other residents concerning their pets. (For more specific info, see our CC&Rs, Article VII, Section 8).
2. Residents keeping a common household pet shall abide by municipal licensing and sanitary regulations and shall be responsible for any inconvenience or damage to the building or grounds caused by such animals.
3. Pets must be kept on a leash or carried while in any part of the Common Area.
4. Residents shall not allow their pets to relieve themselves in the public areas of the building or garage. It is the responsibility of pet owners to clean up after their pets.

## **POOL AND PATIO AREA:**

1. The pool may be used throughout the year, however it will only be heated from approximately May through October.
2. Pool hours are 9:00am to 10:00pm. Quiet use of the pool (e.g., to swim laps) may occur for an additional two hours before and one hour after the normal pool hours.
3. There is no lifeguard on duty. Therefore, all owners and residents must assume full responsibility for themselves and their guests. Specific safety regulations are clearly posted at the pool.
4. Owners, residents, and their guests may use the pool, however it is required that an owner or resident be at the pool when guests are swimming. The only exception: A houseguest (i.e., a temporary resident) may use the pool without the direct supervision of an owner or resident, however that owner or resident must be in his or her unit, and remains responsible for the safety and conduct of the houseguest.
5. Neither pets nor food and drinks are allowed in the pool.
6. The number of people using the pool at any one time must not exceed 20.
7. Children under thirteen years of age must be accompanied by an adult owner, resident, or houseguest (see #4) at all times, and this adult is responsible for the conduct, safety and control of the children he or she is supervising in the pool area.
8. The following are not permitted in the pool area: (a) smoking, (b) excessive noise, either from people or music devices, (c) running or roughhousing, (d) skateboards, roller-skates, bicycles or other wheeled devices, (e) glass containers of any kind, (f) people intoxicated by alcohol or drugs.
9. No trash or personal items of any kind may be left or stored at the pool area when not being used. This includes towels, clothing, floatation devices, beach chairs, and so on.
10. Those who use the pool must dry off as much as possible before using the stairwells or elevator to return to their units. Any water left on the stairs or in the elevator must be removed by those who caused it to be there.
11. All three gates leading to the pool area must be kept closed and latched at all times.

## **QUIET ENJOYMENT:**

1. No excessive noise is permitted in the complex at any time. This includes singing, the playing of musical instruments, and the loud playing of television, radio, or stereo equipment.
2. No obnoxious, offensive, or unlawful use shall be made of condominium property or any part thereof, and each unit owner shall, at his or her own expense, comply with all city, state, and federal laws, statutes, ordinances, regulations, orders or requirements affecting his or her unit.
3. Owners or tenants shall be held responsible for the actions of their guests, children, employees and/or tenants. Any damage to buildings, recreational facilities, equipment or any other Common Area property (including landscaping) cause by the owner, family, guests, pets, employees or tenants shall be repaired or replaced at the expense of the responsible owner.

## **STORAGE:**

1. Each owner is provided with two storage areas outside of his or her unit (a private storage closet in one of the garages and a shared storage room in the hallway to the west garage). There is no other part of the building that may be used as additional storage area for owners or residents (this includes storage areas assigned to other units, as well as open space in the garage areas, stairwells, laundry room, and so on). Items stored in undesignated areas will be subject to removal and disposal.
2. Combustible materials must not be stored in designated storage areas.
3. Owners and/or residents must be careful to turn out the lights in and lock the doors to the shared storage rooms after each use.

## **TRASH CHUTE AND ROOM:**

1. All residents shall refrain from using the trash chute between the hours of 10:00pm and 7:30am.
2. All loose items shall be placed in a tied or secured bag before being dropped in the trash chute.
3. Only those items or bags that will freely fall down the trash chute should be placed in it. All bulky items must be carried down to and placed in the bin in the trash room (located in the east garage).
4. If the trash chute appears to be obstructed or full, residents must refrain from placing more trash in it, and should call Riviera Management to have the chute cleared.
5. Household trash is not to be placed in the lobby or laundry room trashcans.
6. The trash room is not to be used for storing or discarding large items that do not fit in the trash bin itself. Nor is any part of the complex---including the alley---to be used in discarding large items such as furniture or mattresses.
7. When taking trash down to the trash bin, residents must clean up after themselves when debris is left on the walkways, in the stairwells, or in the elevator (esp. when discarding Christmas trees!).

## MISCELLANEOUS:

1. Sale or use of unlawful drugs is prohibited in any area of the condominium complex. The police will be notified of offenses.
2. Recent legislation requires that smoke detectors be installed in each unit for greater safety and protection. Please note that units are equipped with *heat* detectors rather than *smoke* detectors.
3. This is a security building only to the degree that individual responsibility is taken to provide for that security and safety. Residents should make sure that all entrances into the building and garages remain secure (esp. the gate by the pool that leads to the alley).
4. Within individual units, owners must promptly perform all maintenance and repair work that, if omitted, would affect the Common Area, or any portion of the property belonging to other owners. Each unit owner shall be responsible for all damages, plumbing expenses, damage to other units and other liabilities that any failure to maintain or repair their unit may engender.
5. Door-to-door soliciting by anyone is prohibited and the display or distribution of posters or flyers in any public area is prohibited unless approved by the Board of Directors.
6. The homeowner association cannot accept responsibility for resident's personal items, such as mail, parcel post, books, laundry, flowers, etc.
7. Smoking is prohibited in the lobby, stairwells, elevator, laundry room, recreation room, storage rooms, pool area, and garages.
8. All owners and residents must comply with building maintenance requests (e.g., providing access to units, removing cars from garages, and so on).

# Enforcement Policy and Procedures for Handling Violations

## ENFORCEMENT POLICY:

1. The rules and regulations of the Redondo Pacific Towers Association, Inc. are legal and will be enforced by the Board of Directors.
2. The Board of Directors will provide consultation, interpretation, advice and assistance to the community and the complainants.

## PROCEDURE FOR DAMAGE VIOLATIONS TO COMMON AREA:

1. The complainant/owner will report damage in writing to the Board of Directors.
2. After verifying responsibility for the damage, the Board of Directors will prepare and send a Damage Assessment Notice to the responsible party.
3. The responsible owner's account will be assessed for the full amount of the damage, plus administrative costs.
4. The responsible owner's account will additionally be assessed a penalty of \$500.00 for malicious acts of vandalism.

## PROCEDURE FOR NON-DAMAGE VIOLATIONS:

1. The preferred course of action to resolve violations of a minor nature is for the complainant to contact the violator, or in the case of a minor, the parent, in person or by phone, and to explain the violation and ask for compliance.
2. If the violation continues, or in the case of a more serious violation, the complainant should consider obtaining one or more witnesses, and then contact a member of the Board of Directors in writing with a brief explanation of the violation.
3. The Board of Directors will notify the violator and the owner of the property in writing of the complaint and instruct the violator to comply with the rules within ten (10) days.
4. If compliance is not obtained within the specific period to the satisfaction of the Board of Directors, the owner's account will be assessed a penalty according to the following schedule:

First non-compliance violation:	\$25.00
Second violation:	\$75.00
Third violation:	\$100.00

The Fine for each violation thereafter will increase by \$25.00.

5. If the violation continues and/or the fine is not paid, legal action in the form of a lien on the property, vehicle attachment or court action will be implemented by the Board of Directors.