

# **THE GALAXY**

## **RULES AND REGULATIONS**

### **THE GALAXY**

#### **RULES AND REGULATIONS WERE**

**Adopted April 23, 1998  
Revised October 1, 2005  
Revised December 1, 2005  
Revised October 25, 2007  
Revised January 22, 2008  
Revised April 24, 2008  
Revised February 28, 2013  
Revised October 21, 2015  
Revised February 16, 2017  
Revised March 21, 2023**

**The Galaxy is a condominium, governed by a Homeowner's Association according to Declaration of Covenants, Conditions and Restrictions, amended and restated in 1996. Many of the rules and regulations stated here, are excerpted from those CC&R's, and re-stated in edited form along with additional rules passed by the Board of Directors of the Association having to do with the Common Areas of the building.**

**The following excerpt from the CC & R's (Article VII section 23) outlines the authority by which all of the rules are enforced. Please read it carefully in order to have a clear understanding of your responsibilities with respect to the Galaxy:**

**"Each Owner of a Unit, the members of his family and his tenants, guests, employees, servants, licensees, agents, representatives, and invitees shall abide by the uniform rules and regulations pertaining to the Project (Galaxy) and the use of the Common Area adopted by the Association, as the same may from time to time be amended. Such rules and regulations shall be binding upon each and every Owner and the members of his family and his tenants, guests, employees,**

**servants, licensees, representatives, agents and invitees and said rules shall have the same force and effect as if they were set forth in this Declaration (CC & R's)"**

**The Board may amend the Rules regarding the Common Area at any time.**

**A signed receipt for these rules is required from all residents and owners.**

**These receipts are maintained in the office for future reference.**

**Your suggestions and comments are always welcome.**

**Galaxy Board of Directors**

## **I - SECURITY**

- 1. All exterior entryways (including the garage gate) are protected by a keyless entry system. The system has a 24-hour backup battery in case of an electrical outage. The manager, board members, janitor/maintenance, and the Fire Department also have traditional keys in case of an electrical emergency.**
- 2. Only owners, residents and/or their designees, will have free access to the building.**
- 3. Each unit is assigned two free keyless door openers. You may purchase additional openers for \$50.00 each. You are responsible for keeping track of who you give each opener assigned to you. Immediately report the loss of any opener assigned to you regardless of who loses it. (Lost openers will be cancelled preventing unauthorized entry.) Return all openers assigned to you upon ending residency at the Galaxy.**
- 4. If you are planning to let others live in your unit for more than 3 days, you must notify the Office.**
- 5. Do not follow any car into the subterranean garage. Wait and use your own key.**
- 6. Do not admit anyone you do not know into the front lobby. Do not buzz anyone into the building unless you are positive of his or her identity. If they are having trouble reaching their party, have them call the on-site Manager.**
- 7. Report any suspicious activities to the Long Beach Police Dept., and to the manager.**
- 8. If you have anyone working for you who needs entry to the building when you are not at home, you can obtain a temporary door opener from the office that will be coded to allow entry only at times you specify. Do not give or loan your opener to anyone not a resident of the building.**
- 9. Do not prop any security door open when you are not physically present to prevent unauthorized entry.**

## **II-PETS**

**The Galaxy is a pet-friendly building.**

- 1. An Owner shall be allowed to maintain up to a maximum of two (2) pets, such as cats and/or dogs. This maximum does not include pets such as fish or birds that are restricted to the unit.**
- 2. Animals must be restrained at all times when in the building or in the Common Area except when in the owner's unit or balcony/patio.**
- 3. No animal may be allowed on a balcony or patio when the owner or other person is not at home.**
- 5. Wild animals are not permitted in the building unless they are fish or caged birds, or amphibians confined in an aquarium. In such a case, the main office must be notified of their existence. The prevention of the escape of such animals from a unit is the responsibility of the unit owner. Rodents, snakes, insects, or any other animals that could escape into the walls of the building are not allowed. No poisonous animals are allowed in the building.**
- 6. All animals must be taken off the Common Area when walked and are not allowed to defecate/urinate in the Common Area. Owners must immediately remove all waste left by their pet anywhere in the Common Area whether inside or outside the building. The mess should not be left for the maintenance staff to clean up.**
- 7. Pets may not disturb the well-being of residents in other units. Other residents should not be subjected to the noises, odors, and other annoyances produced by pets. Infractions should be reported to the office. Owners are also encouraged to report pet nuisances to the City of Long Beach. Pets that pose a health hazard to residents must be removed from the Galaxy premises after 20 days' written notice from the Association.**
- 8. Pets that display signs of aggression towards residents or visitors to the Galaxy should immediately be reported to the building office. Aggressive pets may be required to wear muzzles, be enclosed in cages when moved through the Common Area or removed from the Galaxy premises after 20 days' written notice from the Association.**

### **III -PARKING**

**The numbered parking spaces in the underground garage and alley garage are not assigned by the Association. They are apportioned to individual owners on the deeds of ownership. The remaining portions of both garages are Common Area and subject to the Rules adopted by the Association.**

- 1. Owners (and their designees or renters) shall park only non-commercial vehicles in their assigned and deeded Exclusive Use garage space. Owners (and their designees) must park their vehicles in a manner, which does not unreasonably impair the ability of the owner of an adjoining space to the full use and enjoyment of such space.**
- 2. Oversized cars, trucks and limousines and other vehicles which do not fit completely within an Owner's parking space may not be parked in the underground garage spaces.**
- 3. No storage is allowed within exclusive use parking spaces nor is anyone allowed to repair or wash a car in an exclusive use parking space.**
- 4. Storage in garages is limited to the individually assigned storage cabinets in the alley garages.**
- 5. Temporary parking is allowed in front of the Galaxy for loading and unloading of passengers and luggage, etc. The USPS mail truck is allowed to park in the red zone and the driver may leave the vehicle unattended while delivering Galaxy mail. Owners and residents may also park there and leave the car unattended for up to 15 minutes if the spot is not in use. There is a white section of the curb for easy unloading.**
- 6. Parking is not allowed in the front driveway of the Galaxy for workmen, tractors, and other service vehicles.**
- 7. There is no visitor parking at the Galaxy.**
- 8. Unloading of cars and small delivery vehicles is allowed in the back of the Galaxy for the period of time required to deliver items through the back doors provided the vehicle is not left unattended, blocking or impairing an owner's garage door.**
- 9. Consult the Building Manager for acceptable parking areas if you have a special temporary need, such as workmen bringing vehicles to the building or moving vans arriving. Your own numbered parking space may always be used for workmen's commercial vehicles on a temporary basis without Association approval.**
- 10. Drip pans are required under any vehicle leaking oil or vehicle other fluids onto common area surfaces. Care should be taken not to spread such oil into**

the driving lanes of the garage. Unit Owner and/or Resident are responsible for the maintenance of clean, oil-free parking spaces.

#### **IV - BICYCLES**

- 1. Parking is provided for bicycles on the Common Area in the underground garage. Spaces will be assigned. Bicycles must be marked with a unit number and registered in the office.**
- 2. Bicycles may not be parked in parking spaces or along the common garage area.**
- 3. Pending the availability of space, bicycles storage spaces can be rented for a nominal annual/monthly fee to full-time resident homeowners of the Galaxy Towers. The fee shall be set by the board in an amount to cover the administrative costs of the program and maintenance of the bike storage racks.**
- 4. Due to limited space a maximum of two (2) spaces per unit that is the full-time residence of an Owner and only a maximum of two (2) spaces per Owner (regardless of number of units owned) shall be assigned. For example: owners, including co-owners, occupying multiple units shall only be allowed a maximum of two (2) spaces.**
- 5. All stored bicycles must be registered with the front office and each bicycle shall be clearly labeled with the owner's unit number.**
- 6. Only registered bicycles may be stored in the bicycle storage racks.**
- 7. Bicycles shall be stored in their assigned space securely fastened to the bike rack and/or in accordance with existing Rules and Regulations which relate to the storage of bicycles. For example:**

**Waiting List:**

- If no spaces are available, full-time resident homeowners may add their name to be put on a bicycle storage space waitlist.**
- The homeowner may add their name by filling out a waitlist form and returning it to property management.**
- Homeowners on the waiting list shall be awarded space based upon the date of receipt of the waitlist form.**
- Should two or more owners both have the same date of addition to the waitlist the space shall be awarded by lottery.**
- After a homeowner is notified, they shall have fifteen (15) days in which to respond and register their bicycle(s). If the homeowner fails to respond, the**

next homeowner on the list shall be given the opportunity to accept the storage space.

#### **Removal of Bicycles:**

- **A bicycle is subject to immediate removal whenever a bicycle:**
  - **Has not been registered or has failed to pay storage fees.**
  - **Is not labeled with a unit number.**
- **Blocks or otherwise impedes the normal movement of persons with disabilities and other pedestrians or equipment on exits, entrances, sidewalks, or patios.**
- **Is stored, chained, or otherwise left unattended in the building that is not the designated storage space.**
  - **Is stored in violation of any section within this policy or other governing documents.**
  - **Appears to be abandoned as evidenced by signs of disuse or neglect.**
  - **Has been reported as stolen to any law enforcement agency.**
- **When a bicycle is removed, the Association may, at its sole discretion, impound a bicycle for a reasonable period to allow the owner of the bicycle to claim their bike.**

**Limited liability:** The basement is used and accessed by many residents. The Galaxy Towers is not responsible for stored bicycles that are lost, stolen, or damaged. Resident members may wish to consider purchasing property insurance to cover the potential loss or damage of a bicycle. The Galaxy Towers and its agents are authorized to move, relocate, or immobilize any bicycle. The Galaxy Towers is authorized to impound bicycles by removing the securing mechanism using whatever reasonable measures are necessary. The Galaxy Towers is authorized to dispose of unclaimed bicycles or those in violation of the bike storage policy. The Galaxy Towers is not liable for the cost or repair, replacement of the securing device or for the damage or loss of bicycle due to their enforcement rights of the bicycle storage policy.

## **V - LAUNDRY ROOM**

The laundry room is for the exclusive use of the building residents and is restricted to personal laundry. After use, please leave the machines clean and ready for use by your neighbors. This includes the cleaning of the lint filters in the dryers and the washers wiped clean.

- 1. Remove laundry from the machines as soon as possible after use.**
- 2. Do not leave machines unattended except for a short time.**

3. If abandoned laundry is found in the washers or dryers, it is appropriate to remove and place on the table by any person waiting to use the machines.
4. When the laundry room is not occupied the door must remain closed.

## **VI - STORAGE, TRASH AND PERSONAL USE OF COMMON AREA**

1. No storage is allowed on the common area, except in the exclusive use storage rooms on each floor, adjacent to units, and in the cabinets provided for storage in the alley garages. Safe storage of inflammables, food items and noxious materials is required. Be thoughtful and aware of fire hazard conditions in your unit. Help prevent fires, odors and vermin in the building.
2. The placement of decorative items, plants and appropriate furniture is currently permitted on the balconies, in public view. Installation of items or storage of items, other than the above, is subject to review and approval by the Board.
3. Plants and bird feeders must not overhang the perimeter of the balcony.
4. No storage or furniture is allowed in common area on any floor. A decorative wall hanging is permitted near the unit doors.
5. A trash chute is provided for bagged and/or otherwise sanitary trash and garbage small enough to drop freely to the dumpster. Large items should be carried down to the dumpster. Boxes should be broken down and placed in the recycling bin in the dumpster. Other clean items may be left in the trash room baskets. Do not leave items in the room that might attract vermin or insects.
6. Trash, rubbish and garbage will not be allowed to accumulate in the individual units or in the common areas. This is a Fire and Health hazard.
7. Trash room doors must remain closed upon departure.

## **VII - MISCELLANEOUS RULES**

1. Smoking is not allowed in or on the Common Area, including stairwells.
2. Nothing shall be done or allowed done, or objects kept, on the entire premises that will increase the rate of insurance or result in the cancellation of any insurance or cause the Galaxy to be rendered uninsurable for loss by fire or peril.
3. Nothing shall be allowed which will obstruct or interfere with the rights of other owners, their families, guests, tenants, servants, and invitees, nor

- annoy them by unreasonable noises, smells, or otherwise interfere with the quiet enjoyment by each owner or resident of his or her condominium.
4. Do not throw anything from your balcony.
  5. The elevators are for everyone's use and for transport only. Do not hold the elevator on any floor for any reason, with the exception of move-ins and move-outs which need to be booked through the management office at least five business days prior.
  6. Shopping carts are provided by the Association for short-term resident use. They are not to be used for any construction debris and or equipment. Carts must be returned to the cart area promptly, for the use of other neighbors. Do not leave them in the elevator.
  7. Homeowners are responsible to coordinate all move-in and move-out of their unit through the office staff or Management Team. So, each new homeowner must sign to signify responsibility to adhere to this moving policy presented to them before moving in. Costs of moving or construction (for example, but not limited to damage to property) incurred on the HOA may be billed to the homeowner new or old.
  8. Elevator reservation requires a 5-day notice to the office.
  9. No furniture, furnishings, large cartons, appliances, carpet, construction material or dollies may be stored in the common area.
  10. All move-in, move-out, large, and substantial deliveries and major items must enter or exit through the East alleyway.
  11. No Parking is allowed in the front driveway and back driveway.
  12. No work will be done before 8:00 AM. or after 4:30 PM. There is no work on holidays, Saturdays, and Sundays by outside workers.
  13. Contractors must vacate the building by 5:00 p.m.
  14. Modification of units should not exceed more than 6 months. Additional time will require approval by the Board of Directors.
  15. Floor coverings from the affected unit to the elevator must be in place prior to removal or delivery of construction material.
  16. In the event of damage to the common area, the owner must report it to the office immediately, so that appropriate remediation may be taken.
  17. Electrical outlets in the common area shall not be used for resident contractor purposes unless authorized by the building manager.
  18. Construction repairs, etc. must be made within the unit and not in the common area. Unless authorized by the building manager.
  19. Construction activity is prohibited on balconies due to safety concerns. Unless authorized by the building manager.

## **VIII - REDECORATION AND REMODELING AND USE OF UNIT AREAS VISIBLE TO OTHERS IN AND OUT OF THE GALAXY**

The Association has the sole right to redecorate and remodel in the common area and the exterior of the building. The CC & R's define these areas as "visible from adjoining units, the Common Area or streets." The Association's Architectural Committee reviews and makes recommendations to the Board regarding redecoration and remodeling of the Common Area. The Board makes the final decision with regard to all architectural matters. The committee is available to assist unit owners who may have questions about unit remodeling that are not specifically answered in the CC&R's.

1. The use and the covering of the interior surfaces of the glass doors and windows of any unit whether by draperies, shades or other items visible from the exterior of the building shall be subject to these rules and regulations provided, however, that the exterior lining or surface of the draperies, shades or other covering items visible from the exterior, under day and night lighted conditions, shall be white or other neutral color approved by the board and shall be maintained in good repair.
2. No television, radio, or other signal device antenna or antennae not regulated by the federal Over the Air Reception Devices (OTARD), and no rotors, banners, bunting, poles, wires, machines, equipment or similar objects or unsightly objects of any kind shall be allowed on any part of the balconies, roof or protruding from the walls. An exception to this rule is the flying of flags if approved in writing by the Board of Directors. As to antenna covered by the federal OTARD, antennae in excess of one (1) meter in diameter are prohibited in the Project. Antennae one (1) meter or less in diameter may be installed in a Unit or other exclusive use area provided the installation does not involve the piercing of the common area walls, ceilings or floors or attachment to the railings. Installation of antenna in the common area requires the prior approval of the Board. . We are all cable; there are no more roof top antennae.
3. Flags must be tethered to the rail to keep them from falling.
4. No laundry, sheets, blankets, rugs or other articles shall be hung out or exposed on any part of the Common Area or any balconies or patios visible to any other unit or from the Common Area.
5. No Owner of a Condominium is permitted to do, or have done, work to replace, redecorate, repair, maintain, or modify any of the following items or

areas as these are designated GHOA responsibility i.e.: gardens; balcony/patio ceilings; balcony/patio railings or walls; balcony/patio deck structure; assigned outside and garage parking spaces; exterior garage doors; garage door openers; assigned storage spaces; halls; stair-wells and lobby. Additionally, the Association is solely responsible for cleaning and striping all parking spaces, both subterranean and exterior.

6. No sign of any kind may be displayed from/in the common area without the prior written consent of the Board. No commercial signs, posters, flags or banners may be posted or displayed from a Unit. Non-commercial signs, posters, flags or banners are prohibited from being displayed from a unit except as required to be allowed as provided for by law.
7. No barbecues or burning of combustible materials are allowed on the balconies or in the patios. A BBQ is available in the west garden area on a first come first served basis. If you plan to entertain guests in the side yard, check with the office to make sure the area is available on your planned date.
8. No owner of a condominium may make any structural changes to his unit without first reviewing the changes with the Architectural Committee and getting prior written approval from the Board Owners must submit copies of the proposed changes to the office. The appropriate city departments and governmental agencies must approve all plans and permits. The HOA requires contractor information and insurance information. Any plumbing, HVAC, electrical or structural changes that will affect any other unit are not allowed.
9. The Homeowner will be responsible for paying a Remodel Fee to the Galaxy Homeowner's Association in the amount of \$500.00 in the event of changes in which plumbing, electrical systems, walls and floors, and ceilings are changed or modified to the extent that a City permit is required. Owner will still be responsible for any and all common area damages as specified in the CC&R's.
10. The Board may allow an owner to paint the outside of a unit door, alter the hardware and replace unit numbers. These exceptions must be granted in writing and noted in the minutes for the record.
11. As outlined in the CC & R's and Architectural Standard, all remodeling of units is subject to the prior written approval of the Galaxy board of Directors.
12. The Building Manager must be apprised of all work.
13. No work will be done before 8:00 AM. or after 4:30 PM. Monday through Friday. There is no work on the weekends or holidays by outside workers.
14. Vibrations and Noise. Owners shall not attach to floor, walls or ceilings of any unit fixtures or equipment which will cause vibrations or noise or unreasonable annoyance and or damage to Owners units or to the common area.

15. Any changes to the ceiling of a unit must be reported to the Air Quality Management District (AQMD) if asbestos is involved, and all requirements must be followed for the removal of said asbestos material to be sure there is no contamination to the common areas of the building. Confirmation of Compliance should be given to the Building Manager and the Architectural Committee.
16. Any ceiling changes must be mindful of the electrical heating units in the ceiling.
17. Nothing shall be done in any unit or in, on or to the Common area which will impair the structural integrity of the building. Nothing shall be altered or constructed in or removed from the Common area, except upon prior written consent of the Board.
18. No equipment, trash cans, storage piles, clotheslines or machinery shall be placed on or near a unit wall within any Exclusive Use Common area, in a location visible from adjoining units, the Common area or streets.

**IX - RULE ENFORCEMENT  
FINES AND PENALTIES FOR VIOLATIONS  
(BYLAWS: ARTICLE IX, SECTION 1)**

The following procedure will apply to all violations and infractions of the governing documents and rules and regulations. Owners may report violations to the management company or Board of Directors by submitting a written notice describing the violation. At the time a violation is noted or reported, action will be taken as follows:

1. **Warning; First Violation.** The Board shall give written notice to the owner. The notice will identify the violation, and, if appropriate, a time frame for correcting the violation. Notwithstanding the foregoing, under circumstances involving conduct that constitutes (a) an immediate and unreasonable infringement of, or threat to, the safety or quiet enjoyment of neighboring owners; (b) a traffic or fire hazard, or (c) a threat of material damage to, or destruction of, the Common Area (collectively, a "Safety Violation"), the Board may forego a warning letter, and proceed immediately with corrective or enforcement action.
2. **Repeat Violation.** If the same violation is repeated (as such term is defined below) within a twelve-month period or in the event of a Safety Violation, the

Board shall give the owner a written notice of the violation personally or by mail sent by first class or registered mail, return receipt requested, at least 10 days before the proposed hearing on said violation. Said notice shall contain (a) an explanation in clear and concise terms of the nature of the alleged violation; (b) reference to the provisions of the Association's governing documents the member is alleged to have violated, (c) the proposed discipline (e.g. imposition of a monetary penalty and/or suspension of privileges) and (d) the date, time and location of the hearing concerning such alleged violation.

The hearing shall be conducted by the Board, in executive session, affording the member a reasonable opportunity to be heard and enabling the Board to evaluate the evidence concerning the alleged violation. In the event that a Homeowner chooses to be accompanied by a Lawyer, the Association will need to be notified, as their Lawyer will need to be present. At the hearing, the Board shall allow the owner to present oral or written evidence concerning the alleged violation. If the Board concludes that the alleged violation occurred, the Board may impose monetary penalties, temporarily suspend common area privileges for a period not to exceed thirty (30) days or take any other disciplinary action permitted by the Governing Documents. However, no such penalty imposed by the Board shall take effect sooner than five days after the date of the hearing. The Board will provide the owner notice of the disciplinary action taken against him within 15 days after the Board's decision. The Board's notice of decision shall provide a written explanation of the suspension, fine or conditions, if any, imposed by the Board.

For the purposes of this Fine Schedule, a "repeated violation" shall be one which is assessed to a single lot within a twelve-month period. However, should a twelve-month period pass without any violations, a first notice to correct the violation must be sent by the Association prior to imposing any fines.

Fines for repeated violations may be increased in \$100.00 increments for each repeat violation.

**3. On-Going Violation.** If a violation is not corrected within the time frame referenced in the warning letter or in the event of a Safety Violation, the Board shall give the owner written notice of the violation personally or by mail sent by first class or registered mail, return receipt requested, at least 10 days before the proposed hearing on said violation. Said notice shall contain (a) an explanation in clear and concise terms of the nature of the alleged violation; (b) reference to

the provisions of the Association's governing documents the member is alleged to have violated, (c) the proposed discipline (e.g. imposition of a monetary penalty and/or suspension of privileges) and (d) and the date, time and location of the hearing concerning such alleged violation.

The hearing shall be conducted by the Board, in executive session, affording the member a reasonable opportunity to be heard and enabling the Board to evaluate the evidence concerning the alleged violation. In the event that a Homeowner chooses to be accompanied by a Lawyer, the Association will need to be notified, as their Lawyer will need to be present.

At the hearing, the Board shall allow the owner to present oral or written evidence concerning the alleged violation. If the Board concludes that the alleged violation occurred, the Board may impose monetary penalties, temporarily suspend common area privileges for a period not to exceed thirty (30) days or take any other disciplinary action permitted by the Governing Documents. However, no such penalty imposed by the Board shall take effect sooner than five days after the date of the hearing. The Board will provide the owner notice of the disciplinary action taken against him within 15 days after the Board's decision. The Board's notice of decision shall provide a written explanation of the suspension, fine or conditions, if any, imposed by the Board.

If the violation continues past the hearing and first fine stage, additional fines may be assessed on a daily basis (at the initial rate for the violation) without further hearing until the violation is abated by the owner. For the purposes of this Fine Schedule, "continuing violations" shall refer to violations that remain unchanged and ongoing until abated by the owner.

6. Legal Counsel; Alternative Dispute Resolution. At any time, the Board may refer a matter to the Association's legal counsel for enforcement. Additionally, if required by Civil Code Section 5925 et seq., mediation or arbitration will be offered. If a lawsuit is filed, the homeowner may be liable for the Association's legal costs and fees.

#### Fine Amounts

\$100 per violation

# **ADDITIONAL INFORMATION FOR ALL RESIDENTS**

**1. When making repairs to plumbing, and other utilities connecting your unit with the Common Area, you should have a repairman or contractor familiar with this or similar buildings. The contractor must be licensed.**

**2. Each new resident is given a sheet of information about Elevator Emergencies and Water Emergencies, including instructions regarding shut off valves, etc. Keep this handy and obtain a replacement list if you have misplaced yours. Additional information about Emergency Preparedness will be updated from time to time. A signed receipt for these documents will be maintained in the office**

**A telephone list of all residents is in the office. Copies are distributed regularly. You may have your number removed from the distributed list by request.**

**1. A list of EMERGENCY TELEPHONE NUMBERS is also published and distributed by the Association on a regular basis. You may also obtain copies of this in the Association Office.**

**2. Elevator floors and lobby carpets are vacuumed regularly but not on weekends. If you should litter or spill any items in these places, please you must clean up such spills and litter, immediately.**

**3. Always consult the Office Manager prior to a move in or out to reserve a date.**

**4. All owners are invited to attend Association Board Meetings where homeowner input and participation on committees is welcomed and encouraged. Suggestions regarding these rules and/or any other Association matter, including items for the agenda, can be directed to a Board member or to the office. The minutes of Board Meetings and all other Association documents are available to owners in the office. Copies of the minutes are also available on request.**

**5. Only members of the Association are eligible to be Board members.**

**6. It is not the policy of the Association to hire or contract with any homeowner or resident for any work or service.**

## GALAXY HOA POLICY FOR USE OF ELECTRIC CHARGING STATIONS

**Galaxy HOA Electricity.** No homeowner or any other person can at any time use the Galaxy HOA electricity available in any common area or adjacent to any exclusive use common area (a parking space) for the purpose of charging any vehicle or any component of the vehicle that requires electric charging.

**Owner Requirements.** If a homeowner wants to install an EV charging station in his exclusive use common area (his parking space), he must obtain the Galaxy HOA's prior approval.

In addition, homeowner must agree in writing (by executing the Declaration of Restrictions) to the following ([Civ. Code §4745\(f\)\(1\)](#)):

- **Insurance.** Within 14 days of approval, provide a certificate of insurance that names the common interest development as an additional insured under the homeowner's insurance policy.
- **Utility Costs.** Pay for electricity usage associated with the station.

**Duties & Liability.** The homeowner and each successive homeowner of the EV charging station shall be responsible for all of the following ([Civ. Code §4745\(f\)\(2\)](#)):

- **Damage.** Damage to the station, common areas, exclusive common areas, or adjacent units resulting from the installation, maintenance, repair, removal, or replacement of the station.
- **Maintenance.** Maintenance, removal, repair, and replacement of the electric vehicle charging station until it has been removed from the common area or exclusive use common area.
- **Electricity.** Electricity associated with the station.
- **Disclosure.** Disclosing the EV charging station to buyers and the related responsibilities of the homeowner.
- **Insurance.** Maintain an umbrella liability coverage policy in the amount of three million dollars (\$3,000,000) covering owner's obligations and naming the Galaxy HOA as an additional insured under the policy with a right to notice of cancellation. ([Civ. Code §4745\(f\)\(3\)](#).)

## **REALTOR OPEN HOUSES**

- 1. No open houses are allowed for the purpose of showing a unit for sale. Prospective buyers must be accompanied by the unit owner or selected realtor on an individual basis.**
- 2. One main lock box for realtors is allowed on premises for entry into building. Individual unit lock boxes are located at individual unit.**

## **MOVE IN AND MOVE OUT INFORMATION**

- 1. The date of the move must be scheduled with the Galaxy Office. Hours are limited to weekdays ONLY from 8 a.m. to 4 p. m. No weekends or holidays unless approved by the Galaxy office.**
- 2. Moves require that the elevator be padded, and the lobby floor protected. This is done by the Galaxy staff.**
- 3. Prior to move-in, and move out, a move-in/out, a nonrefundable fee of \$500 must be paid to the Galaxy office in advance.**
- 4. Keyless Door Openers - Each unit is assigned two free openers. Leased units require a deposit of \$50.00. Additional openers may be purchased for \$50.00.**
- 5. The moving truck must park on public streets. Access to the garages must not be blocked. Movers must use the back entryway and must not prop open the doors.**
- 7. The manager will inspect the path of the move before and after to check for any damage to walls, exit lights, elevators lighting, panels, etc. with the moving company's representative.**
- 8. On move-ins, the company providing electricity will see that power is available before the resident takes possession.**
- 9. New resident should notify the office of the telephone number they would like associated with the entry callbox.**
- 10. At the earliest opportunity, all new residents are to meet with the Office Manager in the Association office for an orientation covering such issues as security, parking, rubbish disposal, laundry, newspaper delivery, mail, fire safety, guests, and pets. They will be presented with a packet, including these rules and other important documents. They will be required to sign a receipt for each of the documents provided before being granted full use of the common area.**

## **WATER EMERGENCIES**

Cold water shut off valve to kitchen and wet bar fixtures is located in the kitchen on rear wall cabinet area to the right of the sink in towers 10 & 30 as shown on SK-B and to the left of the sink in towers 20 & 40 as shown on SK-C between the second and third shelves about 5 ½ feet from the kitchen floor. The wheel on the valve is about 2 ½ inches in diameter and should be turned clockwise for shut off.

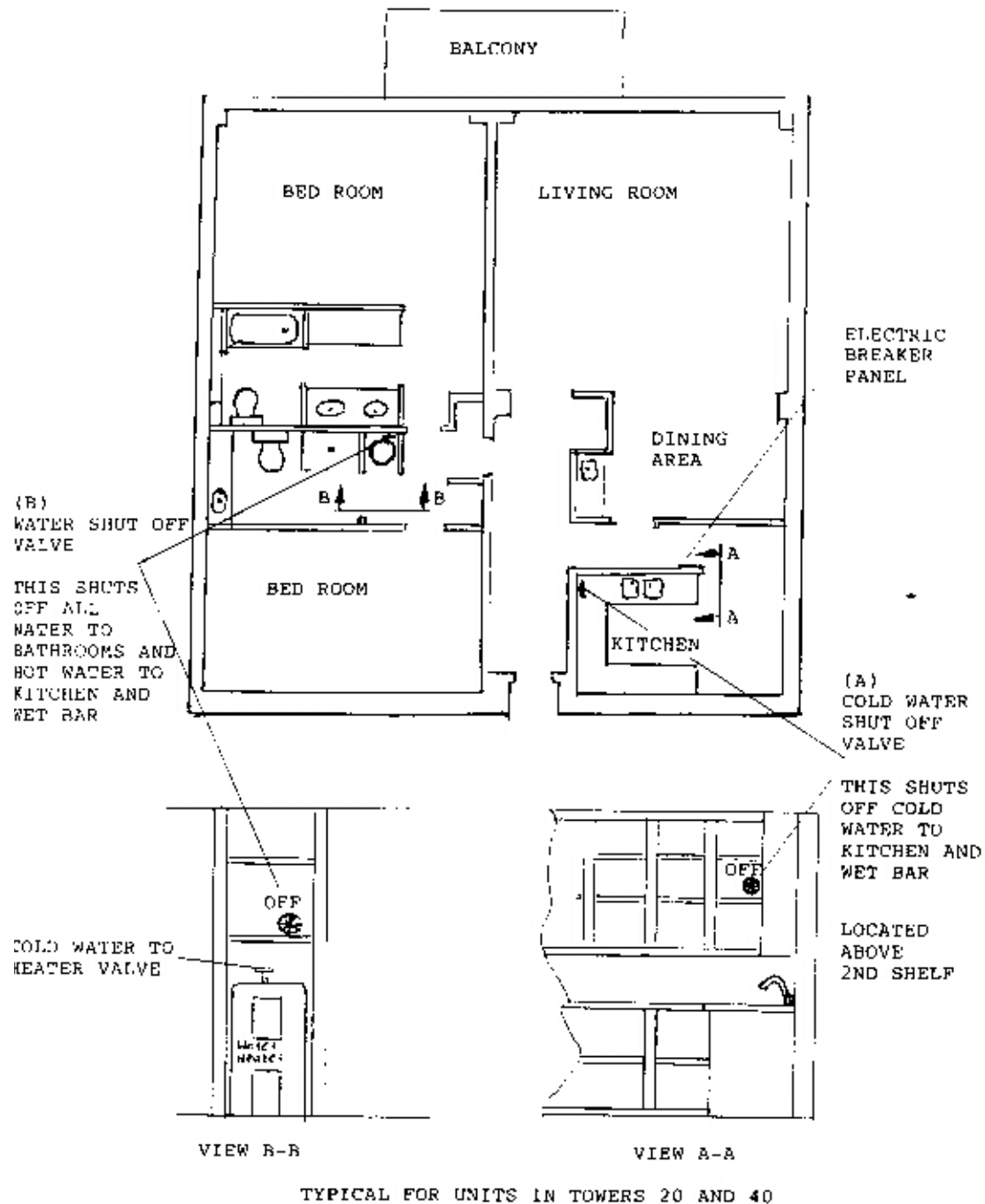
All hot water and cold water to both bathrooms is shut off by a valve located on the back wall of the water heater cabinet, between first and second shelves. **TURN CLOCKWISE TO SHUT OFF.** In addition, a hot water shut off valve is located on top of the hot water heater. When turned clockwise, it will shut off hot water only.

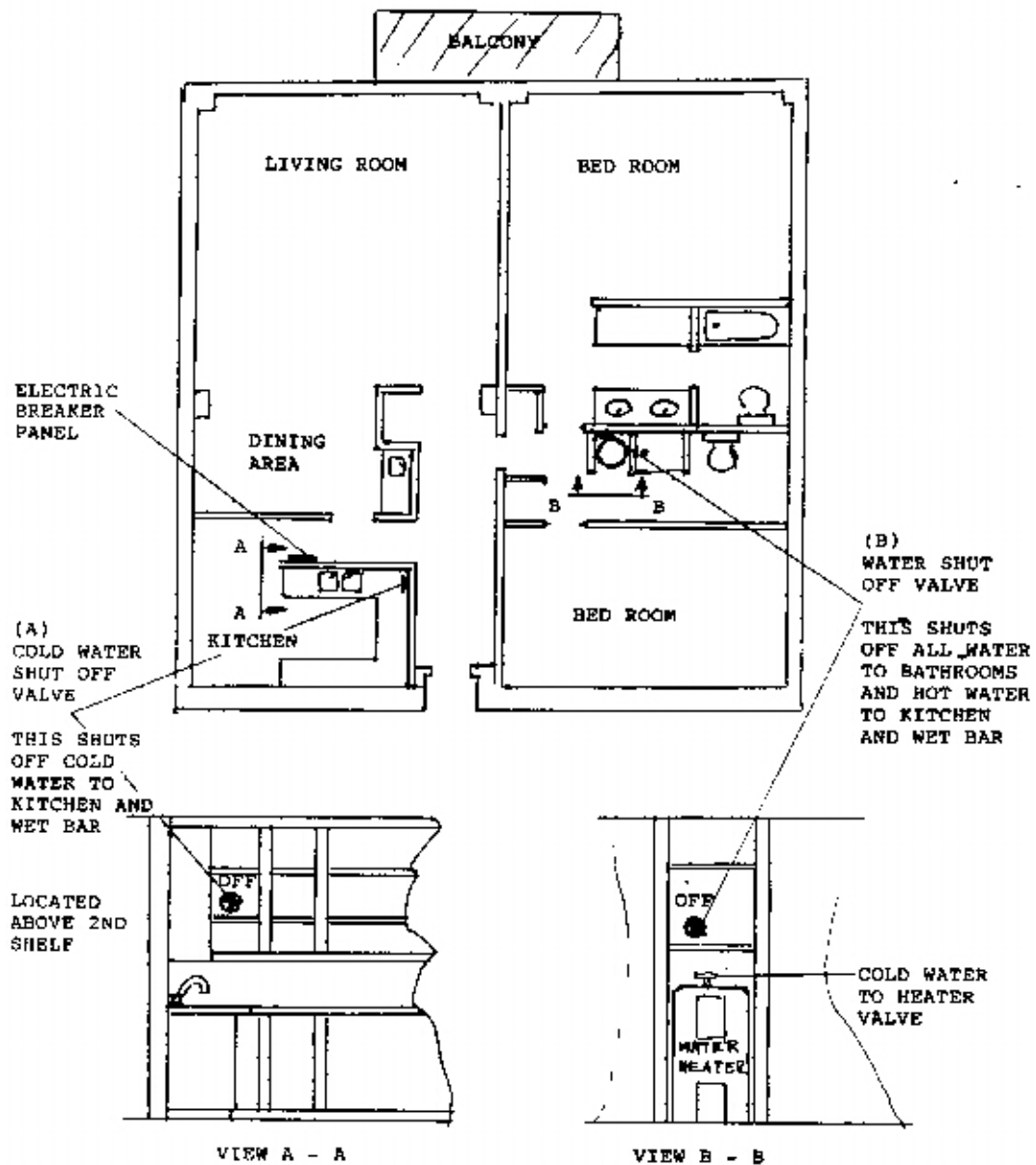
When you shut off either hot water valve, the electric current must be shut off to the electric circuits in the circuit box located on the kitchen breaker panel. They should be numbered 22 & 24. This is to avoid damage to the heater. See diagrams on pages 17 and 18.

## **PROCEDURES FOR OPENING FRONT ENTRY DOORS**

Each unit is assigned a three-digit phone code. The intercom is programmed with the resident's phone number and a phone code. (Note: a cell phone can be used) A list of residents' last name, first name is displayed in the window of the intercom unit. When you find the person's name press the 'CALL' button and the system will dial the unit. The resident's phone will ring as a regular incoming phone call, with the exception that the intercom system limits the call to 40 seconds. The resident may let the guest in by pressing '9' on their phone pad to release/unlock the door.

Please inform your guests that they will hear a click when the door unlocks. After approximately 10 seconds the door will automatically lock again with a click.





TYPICAL FOR UNITS IN TOWERS 10 AND 30

## **EMERGENCY TELEPHONE NUMBERS**

**POLICE - FIRE - PARAMEDICS**

**911**

**THE GALAXY OFFICE**

**(562) 433-7791**

**If the office is closed, the answering service will try to connect you with the manager. If the manager is not at home, the answering service will connect you with a member of the Board of Directors.**

**ELEVATOR COMPANY**

**1-877-276-8691**

**LAUNDRY ROOM PHONE**

**562-433-9302**

**SO. CALIFORNIA EDISON CO.**

**1-800-611-1911**

**PROPERTY MANAGEMENT PROFESSIONALS.**

**310-694-0600**

**(A COPY OF THIS LIST – WITH CURRENT BOARD MEMBERS' PHONE NUMBERS AND EMAILS IS AVAILABLE IN THE HOA ASSOCIATION OFFICE.)**