

TERRACE VIEW
HOMEOWNERS ASSOCIATION

Homeowner's Guide

Effective 10/90

TERRACE VIEW

Rules, Regulations, Procedures

Terrace View is a condominium complex and, unlike at an apartment building, there is no single owner to oversee its operation, take responsibility for its maintenance and enforce rules and regulations. Neither do we have an on-site manager to provide these services.

As a shared-ownership project, Terrace View is the responsibility of the board of directors and all other homeowners. Our complex can only run smoothly and be maintained properly if everyone is aware of their obligations as homeowners, observes the rules and regulations, and takes an active role in the association.

The association's By-Laws and C C & Rs provide specific details about rules governing the association and your rights and responsibilities as homeowners.

However, this package outlines the rules and regulations of Terrace View and provides basic information about how the complex operates. It is designed to help new owners and to serve as a reference to all those living in the complex.

The board of directors has the authority to create and enforce these rules and regulations, and may fine individuals who do not comply with them. (See page 20 for an explanation of the fine process.)

NOTE: Owners who rent/lease their units are responsible for passing this information along to their tenants, who are subject to the same rules and regulations as other residents.

Notice

*To: All Residents at 1517 E.
Garfield, Glendale*

*Subect: Storage In Balconies
And Carports*

*Per Rules and Regulations
(over) Balconies and Carports
May Not Be Used For Storage
Please Remove All Stored Items
Immediately. These Items Cause
Visual Offense to Others and
Negatively Impact Our Property
Value. Thank You for Your
Cooperation!*

The Management

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BALCONIES

1. Balconies are for patio furniture, plants and barbecues only!
2. Do not hang towels or laundry.
3. Do not keep brooms, trash, storage chests or tools on your balcony.
4. Household and storage items should be kept in your unit or carport storage locker, not on your balcony.
5. Do not store household furniture or drape brightly colored plastic over items on your patio.
6. Gymnasium set ups are not allowed on balconies.
7. Bicycles are allowed; don't clutter your balcony with bicycle and auto parts.
8. Balcony sunshades can only be the roll-up variety, in natural or tan-colored bamboo or plastic.

CARPORTS

1. All carports are to be kept free of oil and gas.
2. Auto repairs can only be done in your parking space.
3. Do not do repairs in the common parking area, or the visitors' parking area, and do not litter the carport area with parts.
4. You must use your locker for storage, and not the carport area.

Please cooperate with these guidelines! It is to everyone's advantage that Terrace View look attractive.

BOARD MEETINGS, FUNCTIONS

1. Board Meetings are held each month in the Recreation Room and all homeowners are encouraged to attend. The date and time of the meetings are posted in each building's lobby.

Although minutes of the board meetings are mailed to homeowners, attending the meetings is the best way for owners to remain informed about the issues facing the association and how they are handled, and to express their concerns.

The first half hour of each board meeting is an open forum, during which owners can ask questions and raise issues of concern to them. Following the forum, the board proceeds to association business. Owners are invited, and encouraged, to stay, but may not participate in or interrupt the proceedings.

2. Board members are elected to the board by popular vote and elections are held annually in November, the anniversary of Terrace View's first association meeting.
3. Check your C C & Rs and By-Laws for an exact definition of the duties and responsibilities of the board.
4. The board encourages homeowners to serve on committees and to assist them in various capacities. Committees are needed in a number of areas, including: overseeing use of the recreation room and pool/spa area; budget preparation; architecture and grounds maintenance.

Devoting a small amount of your time in this way is a tremendous help to the board and can make a big difference in the overall appearance, operation and maintenance of the complex. As a part of your responsibility as a Terrace View homeowner, please consider serving the association in this way.

LAUNDRY ROOMS

Terrace View has only two laundry rooms - located in B and D buildings. Observing these rules is imperative since they are used by all residents.

1. Smoking is not allowed in the laundry room.
2. As a courtesy to your neighbors, time your laundry so that you are present when you load's cycle is finished. (The washing machines' cycle is about 20 minutes, the dryers' about one hour.) So that machines are not tied up, your clothes can be removed from a machine, when the cycle is completed, by another resident. Do not remove clothes from a machine before a cycle is completed.
3. Laundry rooms are for the use of residents only.
4. Clean up any spilled soap, and be sure to clean the washer and dryer lint filters after each use.
5. Laundry room trash cans are for laundry debris only, not for food or garbage that may attract insects and cause odors.
6. Leave laundry room lights ON while machines are operating; this is important for the ventilation of the room and saves light bulbs.

MOVING

On a number of occasions, serious damage has been done by large moving vans to the building, decks and security gates. Movers have also been careless when they transport furniture in the elevators and homeowners have been inconvenienced by having their cars blocked.

Please observe the following:

1. Moving vans are not allowed to enter the Windsor gate or use the Windsor carport area.
2. Moving vans may only enter through the Garfield gate and may only load and unload beyond the dumpsters opposite C Building.
3. Terrace View has very narrow driveways and carports, and few turn-around areas. Moving personnel should be aware of this before they arrive; large trucks should not be brought into the complex.
4. Report to the management company any damage done by those in the process of moving. Report the unit number, the name of the moving company, the damage that occurred and the date.
5. Do not tamper with security gates when moving and attempt to keep them open. This has repeatedly caused them to break down and jeopardizes our security!

Please take care when moving; it is the homeowner's responsibility to see that our property is protected against this destruction.

PARKING

1. Numbered parking spaces are for residents' use only. All units have an assigned parking space(s), and visitors parking is located behind D Building.

Visitor parking is limited to 72 hours Monday - Thursday and 24 hours Friday - Sunday.

2. No auto repairs are allowed on the visitors parking deck.
3. A car parked illegally in a unit's parking spot is the responsibility of the unit owner. You may call the police and have the car ticketed or call a towing company and have the car towed, at the car owner's expense. You may also have a car towed if it is parked in the driveway and is blocking your car (see "Who to Call").
4. Any car parked in a posted, common-area "No Parking, Tow-Away Zone" will be towed at the car owner's expense.
5. There are temporary loading/unloading zones at the entrance to each building. Any car left there longer than 5 minutes will be towed at the owner's expense.
6. The vendors parking area, located next to the visitors parking ramp, is for service and emergency vehicles such as the police and fire department. Unauthorized vehicles will be towed at the owner's expense. Parking in this area endangers the entire complex and puts all residents at risk. Emergency and service vehicles must be able to enter the complex, park and turn around at all times.

PEST CONTROL

The association contracts with a pest control company for regular inspection of the common areas and treatment for pests.

Homeowners are responsible for treatment of pests (roaches, ants) in their units, including their balconies. You must treat these problems as soon as they occur, to keep them from spreading to other units and common areas.

You may have any pest problems treated in your units at a reduced rate during the monthly visits by the company that controls common-area problems for the association. Call the management company if you wish to do this.

The complex was treated for termites in July, 1990, and we have a two-year guarantee from Tallon that covers any new problem or re-infestations. If you think you have termites or see them in the complex, please notify the management company immediately.

POOL AND SPA USE

The following rules are meant to ensure the safety and enjoyment of all tenants, and to protect the association from liability issues. It is the responsibility of all homeowners and tenants to comply with these rules and report any violations to the management company.

1. Pool and Spa Hours: 10:00 a.m. to 10:00 p.m.
2. Children under 14 years old must be accompanied by a resident adult (18 years +) when using the pool. (This is a California state law.)
3. No floats are allowed, except for small water-wings for children.
4. No excessive noise around the pool and spa areas. If you play music, turn it to a level that will not disturb others.
5. No horse play or diving in the shallow end of the pool. Diving is only allowed from the pool edge, not from lounge chairs, tables or the pool railing.
6. No running on the pool or spa decks, or throwing objects (such as balls) around the pool area. Remember, this is a pool area, not a playground!
7. Glass bottles and beverage containers are not permitted.
8. Smokers are requested to bring an ashtray to the pool area. Do not throw butts on the carpet, in the gardens or on the grounds.
9. Each unit is limited to no more than 5 guests at the pool/spa area at one time; guests must be accompanied by a resident adult (18 years +).
10. Residents must stay with their guests at all times. Residents' children cannot assume responsibility for guests.
11. No pets are allowed on the pool/spa deck or garden areas.
12. Children under 14 years are not allowed to use the spa, for health and safety reasons.
13. It is critical to the operation of the pool and the spa to shower off tanning oils prior to using them.

POOL/SPA USE (Continued):

14. When leaving the spa, you are responsible for turning off the timer switches.
15. Clean up your area and discard any garbage/cans or other trash before leaving the pool/spa area. Trash receptacles are there expressly for that purpose; we do not pay our maintenance company to clean up after tenants who have no regard for cleanliness!

All persons using the pool and spa do so at their own risk. The association is not responsible for injuries or accidents.

RECREATION ROOM FACILITIES

The Recreation Room may only be used with the written approval of the Board. The Recreation Room is currently only regularly utilized for association meetings. If you use the Recreation Room without permission of the Board you will be subject to fines and other disciplinary procedures. The Board generally does not allow residents to use the Recreation Room because of security and liability issues.

The Recreation Room facility also contains a shower, two (2) saunas and restroom facilities which may be used by homeowners and tenants pursuant to the following rules:

1. For health and safety reasons, do not use the sauna by yourself.
2. Turn off the sauna and the lights when done.
3. Children (under 18 years) are not allowed to use the sauna under any circumstances.
4. Do not track water from the pool/spa area into the Recreation Room facility. Dry off before entering.
5. Turn off the restroom and entry way lights when leaving. Wasted energy costs you and your neighbors money and squanders resources!
6. Close the Recreation Room outside door behind you when you leave.

SECURITY GATES AND THE GARFIELD INTERCOM SYSTEM

1. Terrace View is entered through security gates at the Garfield and Windsor entrances. The two drive-thru gates are opened from outside the complex by use of a small, hand-held transmitter, operated from your car, that is set to a certain code. The Garfield and Windsor entrance walk-in gates can only be opened with a key. Both drive-thru gates open automatically for cars leaving the complex.

For the safety and security of everyone at Terrace View, do not give gate keys or transmitters to non-residents. This defeats the purpose of having a security system and puts you and your neighbors at risk.

The gate-opening transmitters and gate keys are the responsibility of homeowners. The management company can tell you where to purchase the transmitters and provides you with the code and instructions for setting them. The gate key should be given to you by the person who sells or rents your unit to you.

In the past, transmitters have been stolen from cars parked in the complex. Since everyone's property is endangered when this happens, please do not leave your gate opener in your car. Report to the management company immediately any breakage of the security gates.

2. The Garfield gate intercom system enables you to open the drive-thru gate from your unit for guests. Your phone number must be programmed into the system; notify the management company upon moving in or if your phone number changes.

Guests dial your unit's code by following posted instructions, and their call rings through on your phone like any other phone call. Push 9 on your phone's number pad to open the gate.

Some units still contain the old intercom system's wall fixture. These are obsolete and can be removed.

SELLING/RENTING YOUR UNIT

1. If you sell your unit, you are responsible for passing on copies of the By-Laws, C C & Rs and Rules and Regulations of the **Terrace View** Homeowners Association to the new owner. You must also, within five (5) days of the sale, notify the management company, in writing, of the sale.
2. According to the C C & Rs, any lease or rental agreement between an owner and a lessee/renter is subject in all respects to the C C & Rs, By-Laws, and Rules and Regulations of the Association. Owners are fully liable for any failure by a lessee or sublessee to comply with the terms of the Association's governing documents. Owners can be fined or otherwise disciplined for the failures or infractions of their lessees or sublessees. Any damages caused by an owner's lessee or sublessee, or their families, guests and assigns, shall be chargeable directly to the owner in question.
3. Owners are required to pass on copies of the Association's C C & Rs, By-Laws and Rules and Regulations to their lessees/renters.
4. Owners who rent or lease their unit must provide the management company with a copy of a written rental/leasing agreement. This agreement must contain the following information: the tenant's name, the tenant's work and home phone numbers, the tenant's vehicle make, model and license plate number and the parking space(s) assigned to the tenant.
5. Real estate and "For Sale/Rent" signs may only be posted on the T-Bar provided outside the Garfield gate. Signs may not exceed 8" x 18".

SMOKE DETECTORS

According to a Glendale City Ordinance, units in condominium complexes such as Terrace View must have smoke detectors that are hard-wired to the building's electrical system. Battery-powered smoke detectors are insufficient and do not meet legal requirements.

The details of this ordinance are shown on the following pages.

VIOLATIONS, FINES

Residents who fail to comply with the C C & Rs, By-Laws and Rules and Regulations of the Terrace View Homeowners Association are subject to fines pursuant to the C C & Rs.

Prior to the Board fining you, a warning letter will be issued, if appropriate. For instance, if you are maintaining a pet which is in violation of the C C & Rs or Rules and Regulations a warning letter will be issued which orders you to remove the offending animal from the premises. If, on the other hand, the violation in question is a single occurrence, such as maliciously causing a fire in the common area or a serious violation of the Association's pool or other safety rules, a hearing may be directly noticed, without a warning, which could result in a fine or other discipline pursuant to the C C & Rs and By-Laws.

If the Board intends to fine you, you will be notified that a hearing will take place. At the hearing you will be able to present any evidence and testimony which you believe supports you. In addition, you may bring an attorney or other representative if you feel it will be helpful. At the hearing, the Board will decide whether or not to impose a fine against you. The fine in question can be up to one hundred dollars (\$100.00) for each violation. If you continue to violate the C C & Rs, By-Laws or Rules and Regulations after you have been found in violation at a hearing, the Board may impose a continuing fine against you without any further notice or hearing. For example, if you are told to remove a dangerous or otherwise unauthorized animal from the premises and fail to do so you may be subject to a recurring fine, not in excess of one hundred dollars (\$100.00) per week, in relation to such violation, until the violation is corrected.

Remember that fines represent penalties. The imposition of a fine in no way effects the Association's ability to force individuals to indemnify the Association for actual damage which they may have caused to common-area property or the personal property of the association.

As previously noted, you are responsible for the behavior of your tenants, families, guests, employees, contractors and invitees. You should be particularly aware of the behavior of your tenants since they may commit acts in your absence which could lead to fines being imposed against you.

Residents are asked to report any violation of the C C & Rs, By-Laws and Rules and Regulations to the management company.

WATER SHUT-OFFS/PLUMBING REPAIRS

Plumbing repairs that involve turning off the water in an individual building affect everyone. Please observe the following:

1. You must notify the management company 72 hours in advance if your repairs require that the building's water be turned off. Signs will then be posted notifying everyone in your building of the date and time of the shut-off.
2. Except in emergencies, and to avoid inconveniencing others, water may not be turned off on Saturdays and Sundays.
3. Because of the type of water heaters in Terrace View, you must do the following before the building's water is shut off, in order to avoid having your water heater's heating element burn out:
 - A. Close the valve that lets water into your water heater.

or

- B. Turn off the power to your water heater, which can be done by switching off the circuit breaker on your electrical panel (which is usually the breaker at the top of the panel).

or

- C. To protect your water heater from possible damage in the event of a plumbing emergency, plumbers recommend installation of a check valve on the inlet side of your water heater.

The Terrace View Homeowners Association will not accept responsibility for damages to your water heater resulting from an officially posted water shut-off.

4. Owners are responsible for any plumbing problems inside their unit. Report immediately to the management company any leaks in common-area pipes.

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