

WARNER WEST HOMEOWNER'S ASSOCIATION
RULES & REGULATIONS (Revised 09/96)

RECREATION AND EXERCISE ROOMS

1. Hours: 09:00am-10:00pm Sunday through Thursday
 09:00am-12:00am Friday and Saturday
2. Excessive noise is not permitted at any time (see "NOISE" below).
3. No children under the age of fourteen (14) are to use the recreation room without the direct supervision and attendance of an adult. Children under the age of fourteen (14) are not permitted on the exercise equipment.
4. There is NO smoking in either the recreation room or exercise room at any time.
5. Guests are permitted to use the recreation room, exercise room or paddle tennis/basketball court only with a Warner West resident in attendance.
6. Posted occupancy limits are to be observed at all times.
7. All facilities (bathrooms, saunas, showers) must be left clean after use.
8. Care must be used with all equipment and furniture. Furniture is not to be removed from the recreation room under any circumstances. Damage which can be attributed to a particular resident or guest will be billed to the unit owner, and all rights of collection will be exercised.
9. No wet bathing attire is permitted in the recreation room or exercise room. Residents should towel off completely prior to entering.
10. As a courtesy, a time limit of 20 minutes on the exercise equipment and 45 minutes at the billiard table or tennis/basketball court should be observed when other residents are waiting.
11. No black-soled shoes are allowed on the paddle tennis/basketball court.
12. Recreation room, exercise room or tennis/basketball court lights should be turned off when those areas are not in use.
13. Residents wishing to reserve the recreation room for a private function may do so by contacting Westcom Property Management at (818) 713-8700. A security deposit is required, and tenants must secure the signature of their units' owner on the reservation form. Reserving the recreation room does NOT include use of the swimming pool or spa facilities (see "POOL and SPA AREAS" below).

NOISE

1. Radios, stereos, TVs, musical instruments, party activities, etc. are to be restricted at all times to a level that is not disturbing to other residents. Loud noise of any kind is not permitted after 10:00pm Sunday through Thursday, or after 12:00 midnight on Friday and Saturday.

2. Excessive noise made by any pet, whether residents' or visitors', is not permitted at any time in either the common area or in any unit.
3. Obnoxious or offensive activity which disrupts tranquility or disturbs other residents is not permitted at any time.
4. Residents should lower vehicle radio volumes when entering or exiting the complex parking areas.

BALCONIES/PATIOS

1. No storage of any item is permitted at any time. Inappropriate items would include, but are not limited to: Boxes, tarps, plastic bags, exercise equipment (weight benches, stair climbers, etc.) or furniture intended for indoor use (bookshelves, recliners, etc.). The only exceptions are as follows:
 - a. House plants which are properly maintained
 - b. Furniture which would be commonly regarded as patio-type, specifically intended for outdoor use.
 - c. Bicycles in good repair.
 - d. Children's outdoor play equipment
 - e. Receptacles specifically intended for the storage of recyclables, provided they are kept clean, and are emptied regularly to prevent attracting pests or rodents.
 - f. Barbecues, provided extreme care is exercised in their use, and coals are disposed of with care (see "WASTE DISPOSAL" below). Propane grills are strongly encouraged as an alternative to charcoal.
2. No object of any kind, including clothes, towels, rugs, etc., may be hung over any rail at any time for any reason. No clothes line, either permanent or temporary, may be installed at any time on any balcony/patio.
3. No modifications, alterations or additions to balconies or patios, such as, but not limited to, awnings, shades, tiles, pavers, carpet, lattice, shade cloth, netting or lighting/lighting fixtures are permitted without the prior approval and express written consent of the HOA Board of Directors or the HOA's Architectural Control Committee.
4. Excessive watering of house plants and the use of bird feeders are strongly discouraged. Plants should always be kept in containers designed to capture any run-off of water, thereby preventing staining of the building stucco. If either items become a nuisance, the Association and its Board of Directors will retain authority to require their removal.
5. Throwing or dropping items from balconies is not permitted at any time.

WASTE DISPOSAL

1. All trash is to be deposited by use of the trash chutes located in the various "Trash" rooms throughout the complex.
2. No household trash/garbage will be allowed to be placed in the common area trash receptacles. These containers are intended for "casual" trash only.
3. All trash is to be put in plastic bags and tied closed before disposal. If paper bags are used, it is encouraged that they be folded or taped closed. Boxes should be flattened before being disposed. If items are too large to easily be placed in the trash chutes, they should be placed outside the roll-up trash door on the first floor.
4. Special arrangements must be made to dispose of large furniture, appliances, etc. Under no circumstances should they be left in the common areas. Contact Westcom Property Management for further details.
5. Paint, flammable liquids or BBQ coals are never to be placed in trash chutes or receptacles.
6. Trash/garbage should be disposed of immediately by the methods described above. It is never to be left in hallways, on balconies or in the common areas.
7. Any trash spilled on the floor around the trash chutes should be immediately picked up and put down the chute. Spilled liquids should be wiped up immediately.

PARKING

1. The speed limit in all parking areas shall be 10 MPH or less at all times.
2. Owner/tenant parking is permitted in each owners' designated spaces only. Parking decals/hangers indicating space allocation will be distributed to owners and become the property of the unit to which the parking space is designated. Parking in a space without a corresponding decal/hanger displayed will be grounds for towing and impound at the vehicle owners' expense.
3. The guest parking lots are designated as the off-street parking spaces outside the keyed parking gates. Guest parking is for guests of owners/tenants only, and will not exceed five (5) days. Should the guest lots be full at any time, additional guest parking is available on Burbank Boulevard.
4. The parking area is to be used for parking only. It is part of the common area, and all said rules apply. No storage of any kind is allowed in any of the parking areas, nor are any modifications or additions to be made to existing parking spaces.
5. The regular parking of campers, trailers, motorhomes or boats is strictly prohibited, nor shall broken down or inoperative vehicles be allowed in the complex or in the common areas, including parking facilities, at any time.
6. No vehicle overhaul, maintenance work, car washing or oil change shall be permitted at any time in any area.
7. Each owner/tenant shall keep their designated parking space(s) free of debris and excessive oil. Any parking space will oil and/or grease spots will be cleaned by the on-site maintenance staff and the owner will be charged for said cleaning.

8. No children shall be permitted to play (bike riding, skateboarding, ball throwing, tag, basketball playing, kickball, soccer, and any other such children's games) in the parking area, or to climb on, or damage, any of the vehicles in the parking area. Children will also not be permitted to leave any toys and/or bikes unattended in any of the common areas, including the parking areas.
9. Vehicles, particularly moving vans and delivery vehicles, with a GVW in excess of 4000 lbs. are NEVER, under any circumstances, permitted on the upper level of the parking structure.

LAUNDRY ROOMS

1. The permissible laundry room hours are: All reasonable hours.
2. The use of dyes or flammable materials is NOT permitted in the washing machines or dryers, including the drying of rubber-backed rugs.
3. The dryer lint filters must be cleaned after each use. Also, any and all spills must be cleaned up immediately.
4. Washer time is approximately 30 minutes; dryer time is approximately 1 hour. No washing or drying is to be left abandoned in the laundry room facilities. You are responsible for removing your clothes and linens from the machines in a timely manner.
5. Children are not to play in the laundry room, nor is a child under the age of 14 years allowed to use the equipment unless an adult is present.
6. The laundry rooms are leased to an outside vendor, and the machines are the property and responsibility of said vendor. Should you require a refund due to a machine malfunction, or should a machine require service, please follow the instructions in the laundry room for contacting the vendor.
7. Laundry room lights should be turned off when the room is not in use. Also, laundry room windows should be secured at all times.

ANIMALS/PETS

1. Pets shall be on a leash at all times in the common areas.
2. All household pets must be licensed and vaccinated, yearly, according to the laws of the State of California and the City of Los Angeles.
3. No household pets are to "eliminate" anywhere within the common area. However, should an accident occur, it is the pet's owner's responsibility to immediately clean up same. This is a Department of Health regulation.
4. Visiting animals are subject to all of the rules of the Association.
5. Pets must not be left outside on balcony/patio areas when owners are away. They must be secured inside unit so as not to become a general nuisance.
6. Food is not to be left out for animals in the common areas (ie. hallways).
7. Pets are NOT permitted in the pool, spas, recreation or exercise rooms at any time.

8. The Association's adopted pet policy (15 October 1992) is a formal addendum to the CC&R's. It is strongly encouraged that all owners review said document in its entirety.

POOL AND SPA AREAS

1. Children under the age of fourteen (14) are not permitted without the direct supervision and attendance of an adult. For safety and health reasons, children under fourteen (14) are NOT permitted in the spas/jacuzzi/saunas at any time.
2. Proper swim attire (ie. NO street clothes) is required in the pool and spas at all times. Children in diapers are NOT permitted in the pool, spas or saunas.
3. Persons using suntan lotion must wipe off excess lotion before entering the water.
4. Persons having a skin disease, sore or inflamed eyes, nasal or ear discharges, or any communicable disease may not enter the pool or spas.
5. No animals are permitted in either the pool or spas at any time.
6. There will be no diving into the pool, jumping into the jacuzzi/spas or running in the pool areas.
7. Only non-alcoholic drinks in unbreakable containers will be allowed in the pool or spa areas. NO GLASS CONTAINERS OF ANY KIND ARE PERMITTED IN THE POOL OR SPA AREAS.
8. No loud activity is permitted in the pool/spa areas before 9:00am and after 10:00pm daily.
9. A maximum of four (4) guests per unit are permitted in the pool/spa areas, and then only with the unit resident in attendance.
10. Smokers using the pool or spa areas are required to provide appropriate ash receptacles.

MOVING IN AND OUT

1. All moves must be made between the hours of 8:00am and 10:00pm.
2. Cartons and moving items must be broken down and removed by residents, and put properly into trash areas.
3. Any damage to the common areas caused by moving in or out will be repaired by the Association and charged to the unit. Owners will be held responsible for any damage caused by their tenants. The Board of Directors retains the right to levy fines in addition to repair costs, and will pursue all rights of collection.
4. Moving vehicles with a GVW in excess of 4000 lbs. are NEVER permitted on the upper level of the parking structure.

STORAGE UNITS

1. Storage units located in both the storage and trash rooms are assigned as specified in Exhibit "D" of the Association's CC&Rs. They are to be maintained and secured at the owner's expense. Utilizing other than the storage unit corresponding to your unit of residence is prohibited. The Association reserves the right to remove and dispose of items stored in improper units. If you have a question regarding which storage unit is assigned to you, please contact Westcom Property Management to avoid confusion and the possible loss of your belongings.

COMMON AREAS

1. There is to be no littering of the common areas at any time. This includes mail items intended for the trash containers.
2. No personal property is to be stored or left anywhere within the condominium complex at any time. This would include pool toys, floats and bicycles.
3. Removal of any items from the common areas, such as patio or recreation room furniture, exercise equipment, trash containers, bushes, shrubs, etc., is not permitted.
4. Bicycles, skateboards, or rollerblades are to be walked/carried (not ridden) in the common areas. A storage area with bicycle racks is available under the parking structure ramp. Bicycles are not to be chained to any common area tree, post or fence.
5. Any owner/tenant or their agent, vendor or guest who causes damage to any portion of the condominium complex, willful or otherwise, will be held financially responsible for the repairs of such damage.
6. Children ten (10) years old or younger are NEVER to be left unsupervised in the common areas.
7. Door mats are to be manufactured specifically for use as such, and shall be of an appearance complementary to the buildings' decor. Carpet remnants are not appropriate door mats.
8. Supermarket baskets are not to be abandoned in the common areas. Additionally, it is a misdemeanor offense to remove baskets from the supermarket property without written permission from the owner.

ARCHITECTURAL CONTROL

1. Willfully changing the appearance of any portion of the condominium complex, other than inside your own unit, is strictly prohibited without the express written permission of the Association's Board of Directors.
2. For purposes of Architectural Control, unit balconies and parking spaces are considered areas which require the permission of the Board of Directors prior to any modification.
3. Any modifications to the interior of a unit which would, by general construction guidelines, be considered 'structural' in nature are strictly prohibited.
4. The Board of Directors may, at any time, restrict the use of any window treatments which are contrary to the visual continuity of the complex.

5. No signs will be permitted (such as "FOR SALE" or "FOR RENT") in other than the following specified locations:
 - a) The Real Estate Listing Board located in front of the complex on Burbank Boulevard
 - b) Bulletin Boards located in the laundry rooms and mailbox lobby

From time to time, the Association's Board of Directors may grant permission to specific owners who demonstrate just cause to post signs in exception to the above stated restrictions.

Copies of all postings should be sent to Westcom Property Management for approval. The Association's Board of Directors reserves the right to deny posting of materials deemed offensive, vulgar, or disruptive to the community.

6. No antenna, transmitter or receiving device may be installed exterior to any condominium unit.
7. The powers of Architectural Control held by the Association and its' Board of Directors are extensive. To avoid any misunderstandings, fines or penalties, please refer to your CC&Rs or contact Westcom Property Management in writing regarding any planned modifications, alterations or changes. Additionally, it is strongly recommended that you review the CC&Rs, Article VII, Secs. 3, 7 and 12.

SECURITY

1. All security gates/doors within the condominium complex are to be kept locked at all times. Obstructing the proper operation of any security gate/door is prohibited.
2. Keys to any of the security gates /doors are NOT to be distributed to any person(s) not currently living in the condominium complex.
3. Residents are strongly advised NOT to admit anyone to the complex via the Sentex phone system who is not an expected visitor.
4. Security keys are not to be duplicated. If you require additional copies, they can be obtained from Westcom Property Management at nominal charge.
5. All residents and their vehicles, whether owner or tenant, must be registered with the Association/Management Company. Registration forms may be obtained from Westcom Property Management.
6. A lessor shall notify the Board of Directors and the Management Company, in writing, of the full legal names of all lessees and/or renters occupying the lessor's unit within 15 days from the day of occupancy.
7. No illegal activities are permitted within the condominium complex at any time.
8. Soliciting within the complex is NOT permitted at any time. Please report any business soliciting door-to-door or leaving door tags/flyers to the Management Company.

9. It is strongly recommended that you leave your condominium units' front door secured and locked at all times. Additionally, it is suggested that all windows and sliding glass doors be secured when the residence is unoccupied.
10. Residents are urged NOT to leave any belongings or valuables in their vehicles. This applies particularly to cellular phones and personal electronics, briefcases and tools.

UTILITIES

1. If you require roof access to service your unit's HVAC, or require the shut-off or resumption of water or electricity for plumbing repairs or service, please contact Westcom Property Management as far in advance as reasonably possible. It is important that your service personnel and Warner West's maintenance staff work together to schedule shut-offs so as to minimize the inconvenience to your neighbors and prevent possible damage to common area utility lines, pumps, boilers, or related equipment. Such service should be scheduled with the utility company between the hours of 7:30am and 4:30pm so that a Warner West maintenance representative with access keys can be made available.

EMERGENCIES/EVACUATIONS

1. In the event of a fire, earthquake or other natural disaster, it is important that all residents remain calm and evacuate the structure in an orderly fashion. Every resident should thoroughly review and understand the adopted evacuation plan. Disaster drills are held annually.
2. Tampering with or disabling fire prevention equipment, including but not limited to: smoke detectors, fire doors, extinguishers, hose lines, bells or pull stations is strictly prohibited. Falsely activating the fire alarm system is a serious offense; violators will be prosecuted by city and local government.

FINE AND PENALTY POLICY

1. The Warner West HOA has a detailed enforcement, fine and penalty policy adopted 27 October 1992. It is important that all residents understand and respect the rights of enforcement possessed by the Association, and the HOA Board therefore recommends that all owners and tenants review the policy thoroughly. Copies can be obtained by contacting Westcom Property Management. Additionally, copies will be provided along with notifications of rules violations and infractions.
2. A summary of the Association's enforcement, fine and penalty policy is outlined below:
 - a. Notices will be sent by mail to the unit owner advising them of rules infractions. The owner will have ten (10) days to rectify the problem.
 - b. In the event the problem has not been taken care of within the ten (10) day period, and a second letter is required, a \$25 penalty will be imposed.
 - c. Ten (10) days from receipt of the second letter, if the problem remains unresolved, and a third letter is required, a \$100 fine will be levied.

- d. Ten days from receipt of the third letter, if the infraction has not been taken care of, the fine imposed will be raised to \$500.

- e. The Owner being penalized shall be given an opportunity to be heard in writing no fewer than five (5) days before the effective penalty. Any written communication shall be to the attention of the Association's Board, addressed to the current address of Westcom Property Management. Any decision of the Board shall be final and binding upon the owner, and the timetable detailed above shall resume effect.

WESTCOM PROPERTY SERVICES, INC.
20631 Ventura Boulevard / Suite 202 / Woodland Hills, CA. 91364
Fax Number (818) 713-0723
(818) 587-9500 / (310) 276-1987 / (805) 529-1400

August 5, 2011

Warner West
22100 Burbank Blvd
Woodland Hills, Ca. 91367

Dear Owners,

The Board has adopted a proposed rule change at the Board meeting held July 27, 2011 to levy a \$150 move in/out fee per occurrence, after consideration of Association members. Please send your comments to the address above within 30 days from the date on this notice. This charge will be included in escrow and in the honor system with landlords. Owners will be required to notify the management company when their tenants will be moving in/out of the building. The Board feels this rule change is necessary due to the turn around of tenants and cost involved in wear and tear of the building. Actual damage to the common area will still be the responsibility of the owner.

The Board has also hired O'Linn security to do random property inspections and to insure that the pool/Jacuzzi area is closed by 11:00pm.

Enclosed for your files is a copy of the rules and regulations and fine schedule.

If you have any questions please contact me at the numbers above.

Cordially,

Diana Love
Asst. Managing Agent for
The Board of Directors
Warner West HOA