Uptown Villas West

3983-3993 Normal Street

San Diego, CA 92103



Rules and guidelines established by the Declaration of Covenants, Conditions, & Restrictions and the Association of Homeowners

Updated 4/7/2026

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Living in a condominium complex is different from living in a community of individually owned homes. Sharing and maintaining commonly owned areas with neighbors requires cooperation and compromise as well as respect for others' rights. It is with these values in mind that this booklet is provided to each member of Uptown Villas West. Use it as a reference and reminder of the various obligations we all have toward each other and toward enhancement and preservation of our association.

The legal documents that govern the affairs of Uptown Villas West Homeowner Association are the Covenants, Conditions and Restrictions (CC&R's) and By-Laws. These documents are the source of rules contained in this booklet and reference to specific provisions contained in these documents are cited herein, the exceptions being rules dictated by common courtesy and adopted by the Board.

All homeowners should have copies of the CC&R's and By-Laws of the Association. You are urged to read those documents since they set forth in complete detail the rights, responsibilities, duties, and obligations of each homeowner. *Where a homeowner rents or leases their unit to others, it is that homeowner's responsibility to acquaint the renter/lessee with the contents of those documents. A Renter/lessee not in possession of those documents is encouraged to request a copy from the Board of Directors.*

The By-Laws of the Association confer upon the Board powers to manage the affairs of the Association (Act IV of the By-Laws) and to establish and to enforce rules (Art. IV of the CC&R's). Questions, concerns, suggestions, as well as violations of these rules should be directed, preferably in writing, to the Board.

It is important to recognize that our Association is comprised of all homeowners in the Uptown Villas West complex and that members of the Board of Directors of the Association, elected by a majority vote of homeowners, volunteer their time to serve. Additionally, other homeowners donate their time to serve on various committees. By working together, our complex will be maintained and will flourish. It is in this spirit that the Board of Directors encourages each owner, tenant, and guest, to cooperate in making Uptown Villas West complex a pleasant place in which to live. Communication with the HOA Board can be done via e-mail, phone, or in writing.

Important Note: It is the homeowner's responsibility to ensure that everyone, including family members, tenants and guests, understand these rules. The Board requests that each occupant have this booklet available for reference.

Definitions

Homeowner/Owner
Anyone who owns a unit in Uptown Villas West, whether living in it or not.

Resident/Occupant
Anyone currently living in Uptown Villas West, whether owner or tenant.

Tenant
Any non-owner individual currently living in Uptown Villas West.

Guest/Visitor
Anyone visiting a resident/occupant in Uptown Villas West.

Common Area
All portions of the condominium project not located within a living unit, including but not inclusive of the driveways, garage doors, decks, front landings, landscape, & sidewalks. The heating and air conditioning units are not considered common area.

CC&R's
Declaration of Covenants, Conditions, and Restrictions; the legal document under which our Uptown Villas West Homeowners Association is governed.

The Association
Uptown Villas West Homeowners Association; its membership includes all Uptown Villas West homeowners.

The Board:
The three-member Uptown Villas West Board of Directors; volunteers elected by the Association to run the affairs of the Association.

The Management Co.:
The paid management company hired by the Board of Directors to carry out the business of the Association as specified by the Board. To contact the management company, phone or write:

BAM Property Management

General Information

- It is the responsibility of all homeowners and residents to review and frequently refer to the most current rules and regulations approved by the Uptown Villas West Board of Directors.

- Any suggestions, concerns or complaints are best submitted in writing or e-mail, together with your name and date, to any member of the Board.

- It is the right and duty of each resident to report in writing any violations of the rules and regulations to the Board.

- A homeowner who sells, leases, rents or approves of another individual(s) living in their unit must notify the Board in writing prior to the change in occupancy or ownership. Additionally, if a homeowner does not reside at their unit, the homeowner must also notify the Board. In either case, a completed Owner's Information Form (copy provided at the back of this booklet) or from the Board of Directors. The original form will be signed and kept on record by Property Management Consultants. The homeowner must provide the current resident with a copy of the Rules and Regulation Booklet.

- Homeowners must pay for any damage to the common area caused by themselves, their tenants, or their guests.

- Vendors employed by either the Association or the Management Company cannot perform unscheduled services.

- Please be considerate of neighbors. Noise should be kept at a reasonable level. Remember that we live in a community; think about your neighbors and how they may be affected by the loud noise of conversations, music, parties, children's play, doors slamming, impact of hardwood or tile floors (upper units), pets, etc. (7/2007).

- Exclusive use balconies must be kept clean and not used in any manner that would disturb neighbors.

- Outdoor cooking is limited to electric appliances only, such as an electric grill. No open flame, natural gas, propane, charcoal, or pellet grills or smokers are allowed within 10 feet of the buildings based on California Fire Code and recommendations from our insurance carrier.

- Mailbox and house keys are the responsibility of the owner/tenant. If you lose your key(s), you will need to contact a locksmith. The Board does not have access to units or mailboxes; it is suggested that the homeowner have spare keys made for emergencies.

- Homeowners will receive a fourteen day notice of any open meeting. Emergency meetings may be held without a notice. (2/2003)

- The BOD will decide which part of the meeting the homeowners can speak. (2/2003)

- Meetings for personal discussions are not open (2/2003)
    - Discipline of HOA members
    - Violations

- Emergency meetings do not require a fourteen day notice (2/2003)

- Do not use fireplace logs that are designed to clean the chimney as they have a history of starting fires. (7/2003)

- Everyone is encouraged to notify neighbors and the BOD if they are to be away from home, and if anyone will be getting their mail or gaining access to their unit. (7/2003)

- Dryer vents are exhaust to the outside and will need to be located so they can be cleaned on a regular basis. (7/2003 & 1/2002)

- If any pests (ants, termites, rodents, etc.) are found, notify a member of the BOD and appropriate extermination will be done. (7/2003)

- Should a moisture problem be found in your unit (example: roof leak or broken water pipe), immediately notify the Board of Directors and/or the property management company to start repairs and minimize expenses (mold grows in a matter of days (7/2007).

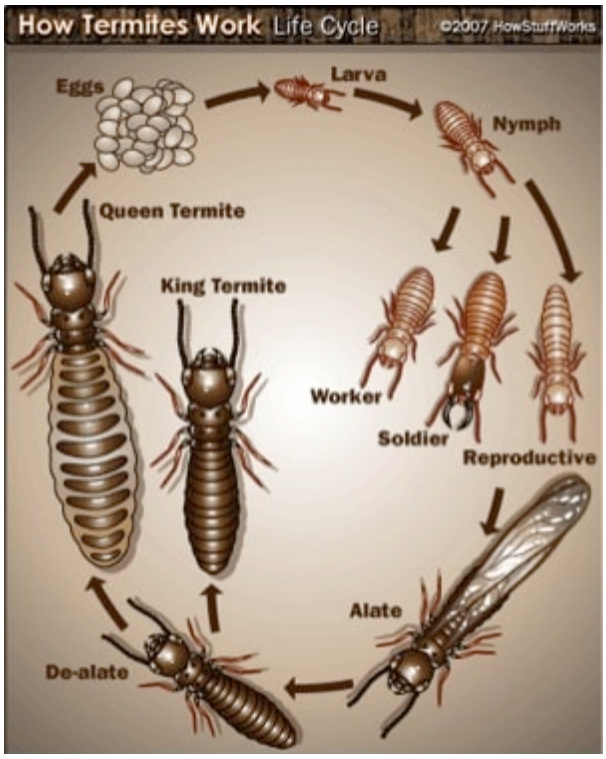
- Garage doors are occasionally left open. If found, please close the door if the resident is not available. (7/2003)

- Everyone is encouraged to minimize noise after 11 p.m. (7/2003)

- Occupants may paint their front door as needed with Behr, Semi-Gloss Enamel, Ultra Pure White paint (#5050) from Home Depot, or similar product of same color.

- If termites are seen or suspected, please notify the property management company. Signs of termites include

    - A swarm of reproductive termites emerging from small holes in wood
    - Blistering of wood surfaces where termites have tunneled close to the surface
    - Kick-out holes in wood where termites kick out their excrement from tunnels

- Pellet-like droppings that accumulate in dependent areas outside the kick-out holes
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Common Area Information

- There will be no alterations to the common area without *prior* written approval of the Board of Directors. Verbal approval is insufficient (7/2007). This includes tiling balcony floors, which has been allowed with maintenance stipulations (See "Balcony Maintenance Responsibilities")

- Homeowners are liable for damage caused to the common area that results from work done to their unit.

- No sign (except as provided in Sec. 712 of the civil code) shall be displayed to the public view on or from any condominium without the prior written approval of the Board of Directors.

- "For Sale" and "For Rent" signs may be installed temporarily when approved by the Board.
    - "For Rent" & "For Sale" signs may be displayed in the windows of the involved unit. (7/2003)
    - One large "For Sale" sign may be placed at the corner of Lincoln and Normal Streets. (7/2003)
    - The written request must contain the type of sign and anticipated length of time the sign will be installed.
    - Homeowners are responsible for ensuring that the ground and landscape are returned to their original condition after removal of the sign.
    - If an owner places an unapproved sign, it can be removed and should be given to the owner to return to the vendor. (7/2003)

- Do not hang towels, clothing, etc. over balcony or landing ledges. Maintain a clean and aesthetically pleasing space as viewed from the common areas. In order to avoid a cluttered or unpleasant view, no miscellaneous equipment or materials may be visible from the common area. Tasteful umbrellas, patio furniture, plants, etc., are acceptable and encouraged.

- Mailbox cluster
  The mailbox cluster should not be altered in any way. The mail carrier will put oversized packages in one of the general use lockers and put the corresponding key in your mailbox. Upon unlocking the locker, the key remains in the lock.

- All garbage is to be placed inside the dumpster. Do not place any garbage outside or around the dumpster. Do not place large items in or around the dumpster. Large items

require special pickups arranged by the owner/renter. Keep the dumpster locked (8/2010).

- On site recycling is available. Please follow EDCO recycling rules by putting only glass, paper, cardboard (broken down), steel and aluminum cans, and types 1 through 7 plastics in the bins. Full details can be found at http://www.edcodisposal.com/recycling/index.html. Keep the bins locked, but for utmost privacy, fully destroy or shred personal information before discarding in the bins (8/2010).

- Organic Waste is to be placed in the green recycle cart at the corner of Lincoln Ave and the alley.
    - Recyclable Organics include
        - Grass clippings
        - Brush
        - Weeds
        - Hedge Trimmings
        - Branches
        - Leaves
        - Ice Plant (in small amount due to weight)
        - Ivy
        - Floral decorations
        - Halloween Pumpkins
        - Christmas Trees (if completely contained in the cart and are not flocked)
        - Untreated and non-lead based painted wood
        - Food scraps
        - Food-soiled paper
    - Place recyclable organics directly into your designated green cart. **Do not use any kind of plastic bags** (including certified compostable or biodegradable bags) for any type of green waste, food waste, or other organics collection or disposal, as they contaminate the Anaerobic Digester! All organic material must be placed loosely inside the green cart for collection. Paper bags are acceptable.

- The driveway in the garage entry to Uptown Villas West is owned by the Association and controlled by the Board of Directors.

- No moving vans, trucks, large commercial vehicles, etc., shall be driven down the driveway (8/2010) or alley off Lincoln Ave that could impact the overhanging balconies. Any resulting damage to the balconies, building, stucco, or other property, is the homeowner/occupant's responsibility and they will be held liable.

- Heating and air conditioning units are not the responsibility of the HOA, but are that of the homeowner (2/2003).

- The Abandoned Vehicle Abatement Unit is responsible for the removal of wrecked, dismantled and inoperative vehicles on both public and private property. In the City of San Diego, it is illegal to leave an operable or inoperable vehicle parked for more than 72 consecutive hours without being driven at least 1/10th of a mile on a public street. It is also illegal to park any abandoned, wrecked, dismantled or inoperable vehicle on private property in public view. If you would like to report a vehicle that appears to be abandoned, use the San Diego "Get it Done" app.

- "Get it Done" app serves as a reporting system for the following categories:
  - Street lights & Traffic signals
  - Streets and sidewalks
  - Storm water
  - Trash recycling
  - Bicycle and vehicle issues
  - ADA Services
  - Dead animals
  - Homeless outreach/Encampment
  - Illegal dumping
  - Other

  - Fire extinguishers are located on each building for emergency use. Please locate the nearest fire extinguisher and notify a Board member upon discharging.

  - Occupants may place plants on their individual steps, so long as the pot size is a maximum of 10". This is to ensure safety (8/2010).

  - ***No*** item should be placed on any ledge to include deck, patio, and entry areas that could fall and cause bodily or property damage (7/11/1999). Moisture from plants damages the stucco surface through discoloration, leaching out salts from the stucco, blistering, mold and mildew growth, and deterioration from exposure of stucco to alkali from the soil.
  - Occupants should not place plants on entry landings, balconies, or steps, without a water collection container. All containers also need to be raised off the landing to assure no moisture is accumulating under them. In such cases, repairs for water damage will be the responsibility of the homeowner (7/11/1999).

- Do not park in the common driveway or alley and leave vehicles unattended. If a vendor needs to park in front of a garage, please coordinate with the garage owner regarding time and date and any measures to lessen the inconvenience. It may be appropriate to notify a board member or Property Management Company of the time and date so appropriate notices can be distributed to occupants prior to the event.

- Security Service Provided by the Greater Hillcrest Clean and Safe Program and Citiguard
  - A daily foot patrol in the Hillcrest Clean and Safe Zone from 9 a.m. to 4 p.m. Guards will walk the patrol area (supported by a patrol car) confronting people causing problems for the business community and relocating them outside the Clean and Safe Zone.
  - A security hotline to call during the foot patrol hours for security issues and people causing problems
    - ON-DUTY HOTLINE: (619) 666-4061
  - An after-hours on-call service (response between 15 and 25 min) outside the patrol time to address people causing problems on a case by case basis.
    - DISPATCH OUTSIDE FOOT PATROL HOURS: (800S) 613-5903
    - IN CASE OF EMERGENCY: 911

Architectural Information

- *Prior*, written approval for alterations or improvements inside the units must be obtained from the Board of Directors. Homeowners must submit an Architectural Committee Approval Application to the Board of Directors. The original form will be signed and kept on record. The homeowner will receive written notification of the Board of Directors' decision. If denied, the Board of Directors will provide a description of why the proposal was disapproved and the process for seeking reconsideration (Assembly Bill 2376).

- All interior improvements are the responsibility of the owner. It is the responsibility of the owner to obtain a valid building permit from the City of San Diego in addition to all other requirements.

- Any deviation from submitted and approved plans can be subject to removal at the owner's expense.

- Hot tubs, spas, & Cold Plunges are not permitted on the exclusive use balconies.

- Potted plants and planter boxes must not be affixed to the patio walls.

- No awning, screens, roll-up blinds or other structures or devices shall be constructed on, or attached to, building exteriors unless approved by the Board of Directors.

- No laundry lines should be attached to the patio, or deck walls

- Do not attach items, such as decorations, lights, & wind chimes, to the outside walls and balcony ceilings because it damages the integrity of the stucco (2/2003). Door bells that are cordless and adhere to the stucco, without damaging its integrity, are approved. (7/2003)

- Hot water heaters can be installed in the <u>interior</u> of the unit only; both tankless and standard hot water heaters are allowed. Association does not permit installation of external tankless water heaters or standard water heaters on patios. (9/2012)

- White Clarion Security Screen doors with black screen from Christian Company are approved and can be purchased, installed, and maintained at the cost of the homeowner. (7/2003) The doors need to be cleaned with furniture polish, such as Misty Furniture Polish by AMREP, Inc., to protect the finish.

- To maintain a neat appearance around the association, screen doors should be not be left open. They should be closed and latched when not in use (8/2010).

- White or off-white plantation shutters and horizontal blinds are approved. (?DATE)

- Dual-paned windows can be purchased, installed, and maintained at the cost of the homeowner. Windows manufactured by Thermoview Industries (platinum or gold line) were specifically approved with the following features: white frames, sliding windows, and no panes. Some latitude for the surrounding trim is allowed, but the primary consideration is that any windows being replaced look substantially similar to existing windows. (11/2005) Dual pane windows must be submitted on an Architectural Request Form and reviewed and approved by the Board of Directors prior to any work being started.



Sample of Approved Dual Pane Windows

- Installation of satellite dishes of 36" or less [one per unit] shall be allowed in areas defined and approved by the HOA board after a written request is made on an Architectural Request Form. Dish shall be placed in safe areas (high voltage powerlines, interference with drivers, adequate securing, height restrictions, etc.) and yet allow for receptability. Color will need to be in keeping with the surrounding areas. Appropriate coverage of the dish may be required when visible from the common areas or when in view of other owners. Installers must indemnify or reimburse the HOA for loss or damage caused by the installation, maintenance, and removal of the device. (1/1999) The satellite dish itself shall not be attached to the building or balconies (8/2010).

- Hardwood floors are generally permitted, but if you live in an upstairs unit, the installation should be floated and have a cushion to minimize noise problems. Prior to installation, please complete an Architectural Request Form and review it with your Board members.

- Gutter guards are in place to prevent debris from accumulating in the gutters. Do not disrupt the gutters or gutter guards in any way to maintain their integrity and functionality. This includes hanging anything from the gutters.

- Vents on the undersurface of balconies need to be maintained. These vents can be removed periodically for balcony inspection and are intended for ventilation of the structure. Please do not hang anything from these vents (Example: lights, decorations, wind chimes), which could potentially erode the painted surface and lead to deterioration.

- Balcony Maintenance Responsibilities:
  This information is a reminder regarding our responsibilities for balcony maintenance at Uptown Villas West to ensure the longevity and functionality of the structure.
  1. Owner Responsibility for Modified Surfaces
     If you have installed permanent hard surface material, such as tile, over the original balcony surface, you have assumed responsibility for the maintenance of the balcony surface and any structural damage resulting from this installation in the future. Regular inspections should be performed, and these materials mush be properly sealed to maintain the waterproofing.
  2. Prohibited items
     Outdoor rugs, turf, or similar materials on any deck surface is not permitted. These items can trap moisture, which may lead to the premature failure of the deck's waterproofing system. Small breathable doormats are acceptable.
  3. Proper Drainage
     Residents are required to keep scuppers clear of debris to allow for proper drainage and to prevent potential water damage
  4. Association Maintenance
     The Association will continue to maintain balconies that retain their original waterproofing surface. However, for balconies with tile or other materials installed, the maintenance and care of these surfaces fall under the responsibility of the owner. Should any owner return their balcony to the original waterproofing surface, please notify management so that an inspection can be arranged.

Pets

- There is a limit of two common household pets per unit. Common household pets are limited to dogs, cats, birds, hamsters and the like. Any creature which in its natural state produces venom, toxin or a noxious odor is excluded from household pets, whether or not such creatures are rendered impossible from producing same.

Animals may not exceed the weight of 20 pounds each. All pets must be registered through an Owner's Information Form, which is signed and kept on record.

- Dogs must be on a leash at all times when being walked through the common areas. Cats must not be allowed to roam free throughout the project and must not be allowed to create a nuisance to other residents or tenants.

- Pet owners will be held responsible and liable for any personal injury or property damage caused by their pet(s).

- Pet owners are responsible for the immediate removal and disposal of pet waste deposited by pets in the common areas. This rule is governed by the Civil Code and common courtesy.

- Pets shall not be tethered or left unattended in the common area.

- Pet owners are responsible for maintaining their balconies and exclusive use areas in a sanitary condition.

- All pet owners are responsible for controlling the noise of their pets.

- Residents or tenants who are disturbed by an animal are urged to first contact the pet owner. If the situation is unresolved, contact the Board of Directors. If there is no resolution call the Animal Control Department at 619-236-4250. Continued infraction of pet rules will result in removal of the pet and a possible fine in accordance with Board policy.

Fines and Sanctions

- Notice for violations and fines are ten days with a cease and desist, or face a fine. The second warning must have a hearing with the BOD. See previous minutes for the fine schedule. (2/2003)

Recommended Service Providers

For emergency services, contact the appropriate authorites listed below AND notify BAM Property Management of the event. Other service providers are listed for your convenience.

Animal Control	619-236-4250	
Cable		
Cox Communications	619-262-1122	
AT&T	www.att.com	
Direct TV	www.directTV.com	
Fire Department		
Non-emergency	619-533-4300	
Garbage Collection		
EDCO Disposal	619-287-7555	
Plumbing		
Bill Howe Plumbing	billhowe.com,	24/7: 858-256-5482
Police		
Non-emergency	619-531-2000	
Power & Gas		
SDG&E	800-411-7343	
Screen Doors		
Christian Company	619-295-2462	
Water		
San Diego City Water Dept.	https://customerportal.sandiego.gov/portal/	

Forms

- Information Form
  - Vehicle Information
  - Pet Registration
  - Occupant Information
  - Emergency Information
- Application for Approval of Exterior Modifications