



CONDOMINIUM RULES AND REGULATIONS

**LOS FELIZ IMPERIAL
HOMEOWNER'S ASSOCIATION
4614 Finley Avenue
Los Angeles, CA 90027**

May 24, 2022

INDEX

For New Owners & Renters	p. 2 – 3
SECTION A: Board Members & Resident Queries	p. 4
SECTION B: Purpose of Rules & Regulations	p. 5
SECTION C: Security and Safety	p. 6 - 7
1. Methods of Building Entry	
a. Master Building Key	
b. Remote Control Garage	
c. Remote Front Gate Access	
2. Secured Entry Areas	p. 7
3. Security Protocols	p. 7 – 10
a. Admitting Visitors	
b. Keys and Garage Remotes	
c. Packages and Deliveries	
d. Situational Awareness	
e. Building Alarm System	
f. Prohibited Items and Activities	
SECTION D: Living in your Unit	
1. Monthly Dues	p. 10
2. Insurance Policies	p. 10
3. Individual Units	
a. Doors	p. 11
b. Windows	p. 11
c. Patios, Balconies, Backyards, Gardens	p. 12
d. Replacement Flooring	p. 13
e. Hanging Items	p. 13
f. Washers/Dryers	p. 13
g. Interior Plumbing	p. 13 - 14
h. Smoke Detectors	p. 14
i. Range Hoods and Stoves	p. 14 - 15
j. Refrigerators	p. 15
k. Air conditioning	p. 15

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- l. Electrical Panel & Electric Cords p. 15
- m. Cable TV p. 16
- 4. Pets p. 16 – 17
- 5. Guests p. 17
- 6. Garage / Deeded Parking Spaces p. 17 – 18

SECTION E: Building Common Areas

- 1. Building Modifications & Displays p. 19
- 2. Courtyards, Walkways, Entryways, Frontage Sides, Garage p. 19 – 20
- 3. Mailbox and Bulletin Boards p. 20
- 4. Laundry Room p. 20 – 21
- 5. Trash p. 21 – 22
- 6. Recycling p. 22 – 23
- 7. Noise & Disturbances p. 23 – 24

SECTION F: Sales and Rentals p. 24 – 25

SECTION G: Important Contact Information p. 25 – 27

Welcome to 4614 Finley

For New Owners and Renters

Hello, neighbor! This informational packet has been compiled to serve as an adjunct to our Association By-Laws, and the Covenants, Conditions and Restrictions (CC&Rs).

These Rules and Regulations serve as a guide to the necessary rules and best practices residents adhere with so we can all live our best lives together as safe and happy neighbors.

PLEASE READ this carefully in its entirety. It will have answers to common questions and help facilitate a successful move into the building.

Here are your first steps:

1. **Register your information by completely sending the following information to Alex Karamian, the Community Manager via email.**

Mr. Alex Karamian

Ph: 818.407.6620 ext 229

Email: Alex@fidelitymngt.com

- Full Names of Unit Residents, list each if there are several
 - Home Address, if you prefer to receive mail elsewhere please indicate that
 - Contact phone numbers
 - For Remote Keypad Access, please advise names and numbers for programming.
 - Emergency Contact Name and Phone Address, from whom spare keys may also be obtained
2. Once your registration is complete, your information will be programmed on the Front Gate Remote Access Keypad and listed in the Resident Directory.
 3. Front Gate Remote Access: This allows your visitor to dial your assigned access code to ring a phone number of your choosing (cell or land) after which you can remotely let them in. (See Security and Safety Section for more details). Always verify visitors and do

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

not let strangers or solicitors in.

New owner occupants are not charged for this programming. Rental units are charged \$85 per programming incidence. Up to two names can be programmed at one time.

4. Master Building Keys which allow access to all common areas can be purchased from the Board of Directors. (See Security and Safety Section for more details). Sellers and Landlords are responsible for furnishing the initial set.
5. Garage Gate Remote keys must be purchased on your own and programmed with the code. (See Security and Safety Section for more details)
6. Storage Unit padlocks are also occupants' responsibility to purchase.
7. For more details, please read through the relevant sections of the Rules and Regulations. Additional details can also be found on the Covenants, Conditions and Restrictions (CC&R's) and condominium By-Laws. You can also contact the community manager listed above.

Questions? Read on! You can search the topics linked on the following index.

The Board of Directors

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

SECTION A: BOARD MEMBERS AND RESIDENT QUERIES

1. Board members

Board members are homeowner-elected and unpaid volunteers who oversee the complex' management and maintenance, in coordination with the property management company. While Board Members work on projects, improvements and building issues they are not rental unit managers or building concierges.

2. Resident Queries and Issues:

The following issues must be directly reported to the current Property Management Service.

a. Building-related issues, for example:

Communal facilities not working such as the garage gate, the elevator etc.

You may copy board members, but they should not be the first point of contact for building-related issues.

Laundry washer and dryer issues must be reported directly to Inglewood Appliance at 310.515.1360 / if there are any changes to this service provider any new contact information will be posted in the laundry room.

b. Building violations must be reported via email, phone or in writing.

Report any of the above to the Community Manager shown below:

Mr. Alex Karamian

Ph: 818.407.6620 ext 229

Email: Alex@fidelitymngt.com

Mail: Fidelity Management Services, Inc.
9310 Topanga Canyon Blvd. Suite 220-A
Chatsworth CA 91311

Should there be any change in the Property Management Service, you will be advised.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

SECTION B: THE PURPOSE OF RULES AND REGULATIONS

Condominium living requires common sense, courtesy and consideration for others. With 24 units in our building, everyone needs to do their share in keeping 4614 Finley the home we all know and love.

The Rules and Regulations (R&R) is a summary of rules adopted by the Board of Directors with references to the CC&Rs, specifically to:

- Provide for the equitable enjoyment of **COMMON AREAS** by all residents, including preserving, protecting and maintaining said areas.
- Keeping property values as high as possible by maintaining an attractive, pleasant and livable complex.
- Preserving the quality of life expected by Homeowners and Residents.

All owners must read and be familiar with the CC&R's, By-Laws and Rules and Regulations of the Homeowner's Association. PDF versions of all three documents are provided, or you may request a copy from the Community Manager if you haven't received one.

1. These Rules are authorized by, and in addition to, the CC&R's and By-Laws of the Los Feliz Homeowner's Imperial Association (LFHIA). These Rules may be changed, modified or revised at any time by the Board of Directors in accordance with state statutes and the governing documents (any change or addition must meet the procedural requirements with the membership).
2. These Rules were adopted because of State, County, City and Insurance Liability regulations, or based on historical management and governance operational experiences of the membership and the Board of Directors.
3. **ALL Rules and Regulations will be STRICTLY ENFORCED, in accordance with your Governing Documents.**
4. For further clarification or other information consult the Rules and Regulations; Covenants, Conditions and Restrictions (CC&R's) and condominium By-Laws or contact Fidelity Management Services at 818.407.6620 ext 229 for Alex Karamian.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

SECTION C: SECURITY AND SAFETY

1. **METHODS OF BUILDING ENTRY:** The building may be entered using any of the following three ways:

- a. **Master Building Key:**

This is a common area key used for three secured areas of entry, namely the front gate, the side gates and the elevator, and communal areas such as the Laundry and Storage rooms.

To obtain a Master Building Key:

- a.1 **Send a \$50 payment through to the Fidelity Management Payment Portal.** Checks or cash are discouraged.

Online: Pay on <https://seabreeze.formstack.com/forms/Fidelity>
Make sure to contact Alex Karamian at Fidelity to notify the Board of your payment.

Other: Payments by check or cash are not preferred. But if you must pay by check, make the check to Los Feliz Imperial Homeowner's Association and send it to Alex Karamian at Fidelity.
See Section D.1 for payment address information.

- a.2 **Once your payment is verified,** the Community Manager will send a confirmation email to the Board Members who will then release the key/s to you. We cannot release keys without payment verification.

- a.3 **For Rental Unit Owners:** You are responsible for advising your renter regards this and arranging their payment to you. The Board will only release master building keys once written documentation of payment has been sent.

- b. **Remote Control for Garage:** Remote controls are not provided by the HOA and residents must privately purchase their own RC units. Please check with a board member regards programming. Rental Unit owners, you are responsible for providing this to your tenants.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- c. **Remote Front Gate Access via the Entraguard Keypad Entry:** Residents may have their phone numbers programmed so visitors can key their unit's access code which will then ring through to the phone number of their choice.

For example: #0001 is Unit 1

The Front Gate phone number ringing through will show as (323) 661-9853. Make sure to save this number as a contact on your phone for easier recognition.

Once you receive a call from this number, **visitors must verify their identity over the intercom.** You may allow entry by pressing #9 on your phone, this will conclude the call and open the Front Gate.

Owner occupants are not charged for remote entry programming.

Rental Unit Owners are charged \$85 per change of tenant, or programming incidence, as when another name is added to the programming as is the case if the tenant later has a new roommate. Rental Unit Owners are responsible for arranging this for their tenants.

Up to 2 names may be programmed at one time.

2. SECURED ENTRY AREAS IN THE BUILDING

With exception of the garage, all areas below are accessed by the Master Building Key:

- a. FRONT GATE: Keyed pedestrian gate or via Keypad Entry.
- b. GARAGE: Accessible via garage remote.
- c. SIDE EXIT DOORS: Keyed pedestrian gates
- d. ELEVATOR: Keyed access from garage to upper levels.

The building has security cameras installed in all the secured entries.

3. SECURITY PROTOCOLS:

Our shared security is only good as each individual resident's security habits and cooperation. The following safety protocols must always be followed:

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

a. ADMITTING VISITORS / GUESTS / SERVICE PERSONS:

- a.1 **Residents are responsible for admitting their visitors.** For visitors requesting entry via remote access, make sure you verify their identity. If you do not have a scheduled delivery, or do not recognize the name/voice/request, do not admit this person. US Mail carriers have access and will not request this of you.
- a.2 **DO NOT allow strangers or solicitors** to enter the building. **SOLICITING is prohibited and trespassers will be reported to the police.**
- a.3 **For Guests:** Owners and residents are responsible for the conduct of their guests who must obey the Rules and Regulations of the Association. CC&R's section 6.17.

b. KEYS and GARAGE REMOTES:

- b.1 **Master Building Keys and Garage remotes must be protected**, do not lend or give either to visitors or others who are not owners, principal lessees, or residents.
- b.2 **Non-residents:** All non-residents must request entry using the Front Gate Keypad.
- b.3 **Moving In or Out:** If you are moving in or out, do not leave the Front Gate propped open unless there is actual loading and unloading. If movers are elsewhere in the building, all the gates must remain shut.
- b.4 **Service Providers:** If you have dogwalkers or service providers who need regular access, do not leave keys in plants or areas where other persons may steal it.
- b.5 **Keeping Keys Secure:** Do not leave keys or transmitters where they can easily be stolen such as inside your parked car.
- b.6 **Lost or Stolen Master Building Keys and Garage Remotes:**
Immediately report this via email to a Board Member and the Management Company Community Manager.

c. PACKAGES AND DELIVERIES

- c.1 Newspapers delivered in common areas will be discarded 24 hours after delivery.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

c.2 **Packages and Deliveries:** Make sure to include correct instructions for packages and deliveries. The building is not responsible for lost packages and cannot monitor deliveries for residents. Deliveries may be made between 7AM to 10PM within 200 ft of residence.

d. SITUATIONAL AWARENESS

d.1 Close and Lock Gates:

Intruders have been known to slip through open doors and gates. When entering or leaving the building, whether via the Front Gate, Garage or any of the Side Gates, **make sure the gates close and lock behind you.** For instance, before pulling into your parking space, check to see that the gate has shut completely to ensure your personal safety.

d.2 The Homeless:

Itinerant individuals have been known to loiter in the lobby or front of the building. This is not allowed, please contact the LAPD non-emergency line to request assistance for these persons. Do not attempt to move them yourself as they may need care for medical or mental health issues.

Use the NON-EMERGENCY INFORMATION LINE: 1-877-275-5273

d.3 Safety within the Building:

Be aware of your surroundings when you come home late at night or leave very early in the morning. If you see anyone suspicious or out of place loitering in the common areas, please report it to the Board or if there appears to be a possibility of danger, contact the police immediately.

If you encounter anyone suspicious in the garage or the side gates, do not attempt to confront them. Drive away from the building and contact the police.

e. BUILDING ALARM SYSTEM

Follow directions when alarms go off. Do not use the elevator during fires. Take the stairs, exit signs are posted.

f. PROHIBITED ITEMS and ACTIVITIES

f.1 FIREARMS

The open display or maintenance of firearms or other controlled weapons is forbidden, except as may be necessary to transport them to or from a resident's unit.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

f.2 FLAMMABLE ITEMS / GRILLS

Absolutely no flammable or combustible materials shall be stored in the storage bins, parking garage, parking areas, on patios, balconies or in gardens. This includes barbecue grills, smokers and fire pits.

f.3 SHOPPING CARTS FROM GROCERY STORES

Grocery store shopping carts are not to be brought into the building or the garage.

f.4 SMOKING: There is no smoking in the common areas.

f.5 AUCTIONS OR GARAGE SALES

These are not permitted immediately outside or anywhere within the complex.

SECTION D: LIVING IN YOUR UNIT

1. MONTHLY DUES

Monthly Association Dues are due on the 1st of every month. See payment methods:

Online: Register to schedule a recurring payment on the link below, you will need your Fidelity Management Services Account Number which is listed on the coupon book you received
<https://seabreeze.formstack.com/forms/Fidelity>

By Check: Mail your checks with the payment coupon to
Los Feliz Imperial Homeowner's Association
P.O. Box 513880, Los Angeles, CA, 90051-3880.

By Debit: Make arrangements with your bank to pay by debit, your account will be charged every 10th of the month. CC&R's sections 5.01, 5.06 & 5.07.
Make sure to indicate your Fidelity Services Account Number and use the address noted above

By Credit: You can also set up a one time or recurring payment by credit card using the link below, this is a third party service who charges a convenience fee.
https://payments.gozego.com/guest_payment/pm/19751121?vpw=1920

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

2. INSURANCE POLICIES

HOA Insurance Policy: This policy covers the building and the common areas, not the contents of individual units or personal homeowner's liability.

Homeowner's Personal Condo Policy: The Board highly recommends that all owners carry a condominium policy on their units. This type of policy may cover such things as personal property, loss assessment, personal liability, etc.

Keep records of furnishings and personal property, listing the purchase price and dates purchased. This is good for insurance purposes, in case of fire, theft or earthquake, manufacturer's guarantees or servicing, when moving or in relation to estates.

3. INDIVIDUAL UNITS

a. DOORS

- a.1 **Entryway door handles and locks**, if replaced must be gold-colored brass (not black, brown or any other colors) and must conform to the other front door handles.
- a.2 **Patio Glass and Screen doors** are the responsibility of the unit owner, including cleaning, maintenance, and repairs. Both must be kept in good working order, and if replaced, must be an approved model, type and color. CC&R's section 1.21, 4.03, 4.05, 11.03.

b. WINDOWS

- b.1 **Written Requests to replace windows** must be made to the Board and approvals received before any work commences. All replacement windows must meet the Association requirements. Sections 6.23 & 10.02 CC&R's Architectural Control.
- b.2 **Window Coverings for Courtyard Facing Windows** such as drapes, blinds and shutters must be WHITE, OFF-WHITE or Board approved, and must be clean, neat and in good repair at all times. Drapes or curtains of any other color, **MUST remain covered by WHITE or OFF-WHITE Blinds or Shutters** to be kept shut so any colored draperies are not visible from the courtyard and common areas.
- b.3 **Window glass must NOT be covered by aluminum foil or similar coverings.** Section 6.11 of the CC&Rs.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- b.4 **Pictures, posters, signage or any kind of displays are not permitted** on any windows, whether courtyard facing or external.
- b.5 **No heating, air conditioning or ventilation devices** (fans) are to be placed in windows.
- b.6 **Cleaning, maintenance, and repairs of Unit screens, windows and window covering is the owner's responsibility.** CC&R's section 1.21, 4.03, 4.05, 11.03. Violations may be subject to hearings, monetary fines, suspension of privileges.
- b.7 Windows and screens can be cleaned and oiled regularly to keep them in good working order. Applying WD-40 on door hinges and sliding tracks on windows and patio doors will make opening and closing easier and less noisy.
- c. **PATIOS, BALCONIES, BACKYARDS, GARDENS**
 - c.1 **These are Exclusive Use Common Areas only for the unit resident's use.**
 - c.2 **Homeowners are responsible for the care and maintenance of these areas,** regularly inspecting the condition of their balcony decks, backyard wrought iron and drainage and performing necessary repairs.
 - c.3 **Any landscaping must be regularly maintained** so as not to damage the common area nor impede the living enjoyment of any resident. **These areas must be kept neat and clean** to avoid attracting insects and rodents, and so as not to pose health hazards. CC&R's section 6.14.
 - c.5 **No invasive vines or plantings** are allowed on balconies, or units with gardens. No vegetation should be allowed to grow uncontrollably so as to get tangled with overhead electrical and telephone wires. Overgrowth should be trimmed and planted trees or shrubs in units with back gardens cannot be taller than the chain linked fence.
 - c.6 **The following items are not allowed on patios, balconies, backyards and gardens:**
 - Nothing is to be hung over patios or railings.
 - No umbrellas or sunshades are permitted.
 - No tiki torches, fire pits or open flames are permitted.
 - Nothing may be permanently attached to the railing interior or exterior without HOA approval. Holiday decorations are permitted only during the holidays.
 - No storage is allowed on this area and nothing unsightly is to be visible.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- c.7 **No one may sweep, throw or dump anything over the railing** onto the Common Area or into the patio of another resident.
- c.8 **Use of these areas as a dog run, or to store an animal pen is prohibited.**
- c.9 For units with adjacent gardens, the chain link gates between must remain unlocked for unobstructed easy access. Specifically, Units #3 and #5 gates leading to the east and west sides of the building must remain unlocked for access from inside the building.
- d. **REPLACEMENT FLOORING**
Tile, Wood or other hard surface flooring shall not be installed in units in or above the second floor without prior written approval of the Board. This is to ensure installations have sufficient sound dampening to avoid noise disturbances for lower unit occupants. Section 6.25 of CC&R's
- e. **HANGING ITEMS**
No items of a hazardous or unsightly nature shall be *hung* from windows, balcony, patio, or yard or *placed upon* the windowsill or patio fencing or *stored* within the storage bin or patio area of any unit. Nor shall any tablecloth, clothing, towel, curtains or rugs be *shaken, beaten, or hung* from any window, door, balcony, patio or backyard of any unit. CC&R's section 6.19. Violations may be subject to hearings, monetary fines, suspension of privileges.
- f. **WASHERS AND DRYERS**
Both are prohibited from being installed in any unit. Building units were not designed to accommodate washers/dryers which have resulted in water damage and excessive water fees paid for by the HOA. The communal laundry room is intended to avoid this.
- g. **INTERIOR PLUMBING**
 - g.1 **Interior Plumbing Repairs are the responsibility of the unit owner.** Rental Unit tenants must inform their Unit Owner (Landlord) of any issues but also follow the guidelines below.
 - g.2 **In case of backups:** Before contacting a plumber, Unit Owners must first contact the neighbor directly above and below to check if all units within the stack are having problems.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

Once a plumber is in attendance, and if all unit owners within a stack are home, it would be ideal for the plumber to snake each unit.

If other residents of units within the stack are not home, the attending plumber may be able to snake the drain from the highest floor to the lowest unit below without entering certain units.

g.3 **Only Board Approved Plumbers may shut off water to the building with 24-hour advance notice (true emergencies excepted).** All affected residents must be notified. See Notice of Plumbing Repairs.

g.4 **Garbage Disposal:** The building's pipes are too old to handle any food in the disposals because of the tendency to clog drains. Therefore, before putting dishes into the dishwasher, all food must be scraped into the trash instead of into the disposal. When operating, run water before and after using.

g.5 **Strainer Use is Recommended:** Use strainers in the kitchen sink, bathroom basin(s), bathtub(s) and shower stall(s) to trap food particles and debris. This will help keep the drains clean and free of clogs.

g.6 **Inconsistencies in Water Temperatures:** These can commonly occur due to issues with the bath or shower pressure balancing valve, it may not immediately be building related. Check with neighbors if they're experiencing similar issues.

If needing to shut water off in the Bathtub and shower, locate the shut offs beneath the handles of the faucet. Remove the round metal disc, which clips on the fixture. The screw inside regulates turning the water on and off.

g.7 **Periodically check** under your sinks for leaks in pipes and the caulking around tubs and showers. Undetectable leaks can cause long-term water buildup and eventually water damage to owner's unit, personal property, surrounding units and common areas.

g.8 **Plumbing Fixtures:** Some Moen fixtures may cause cross mixing of the hot and cold water (i.e. hot water coming out of the cold water tap and vice versa). The installation of Moen fixtures, therefore, is not recommended.

g.9 **Water Usage:** The HOA pays for water usage so use water wisely. We are in a drought zone therefore, the installation of aerators and flow-control devices is highly recommended. If there is **air in the lines** open all faucets and run water until the air is removed (i.e. no more whistling or vibrating noise is heard).

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

h. SMOKE DETECTORS

It is a Fire Department regulation that residents must test their smoke detectors every six months. The start and end of daylight savings time is a good reminder.

Testing is to be documented on the "Smoke Detector Testing Documentation Form" included with these Rules and Regulations.

i. RANGE HOODS AND STOVES

Interior Range venting hoods that become inoperative must be replaced with another range venting hood as per Fire and Building and Safety regulatory codes. CC&R's section 6.04.

To keep your home fire safe, clean and maintain stoves according to the owner's manual.

j. REFRIGERATORS

To prevent refrigerator malfunctions which may lead to water leaks and unit damage, keep the refrigerator maintained with the back and undercarriage free from dust and dirt accumulation.

k. AIR CONDITIONING UNITS

AC Units may leak or get noisy over time; these must be promptly repaired. Keep these maintained, free of dust, dirt and lint. Using a cover may be useful during cooler months to keep the unit dry and clean. CC&R's section 6.15

l. ELECTRICAL PANEL & ELECTRICAL CORDS

Electrical Panels / Control Box located in your units should have the circuits inside the cover or door of box marked to identify which areas are served by the various circuits.

In cases of overloading of a circuit, a breaker will switch off. Flipping the switch should restore service provided no further overloading or short circuits occur.

Electrical cords with frayed ends are a possible cause for serious home fires and personal injuries. Inspect cords regularly to replace damaged ones.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

m. CABLE TVs

None of the units are wired for TV Antenna or Cable. If you would like Cable TV, you must call the appropriate cable company and order it.

4. PETS

a. **Number of Pets Allowed:**

Per Unit, up to 2 (two) cats and/or 1 (one) domestic dog with a maximum adult weight of 35 pounds are allowed. Due to noise only one dog per residence is permitted, even if the pet is of a lower weight. Section 6.03 of CC&R's

b. **OWNERS MUST CLEAN UP AFTER THEIR PETS.** This is a City Ordinance. Any "accidents" that happen inside the complex must be cleaned up immediately by the owner. Owners are financially responsible for any damages to the Common Area caused by their pets.

Violations may be subject to hearings, monetary fines, suspension of privileges. CC&R's section 4.03, 6.17, 6.17.

c. Pets are not to be "walked" anywhere in the Common Area. Only outside of the complex.

d. Pets are not allowed to roam the Common Area and must be leashed at all times when entering or exiting the property.

e. Pets are not to urinate or defecate in the Common Area, including patios, balconies and gardens.

5. GUESTS

a. **NO UNITS may be used as short-term AIRBNB rentals.** For the safety and security of residents, this is not allowed.

b. **Residents are responsible for their guests' behavior** and for any damages caused by their guests. Violations may be subject to hearings, monetary fines, suspension of privileges. CC&R's section 6.17

c. **Guests are allowed to park in the owner's parking space only with the owner's prior permission.** Guests are not allowed to park in non-designated areas in the garage.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- d. **Guests are not allowed to bring pets** to the complex.
- e. **Guests should walk through Common Areas in a quiet and courteous manner.** Loud talking, running or playing of loud music is not allowed.

6. GARAGE/DEEDED PARKING SPACES

- a. **Use ONLY the deeded parking space assigned to your unit,** otherwise you may be towed at your expense. If you are renting out your unit, you must inform your tenants to respect assigned parking spaces and advise any visitors they may have regards this rule. Violations may be subject to hearings, monetary fines, suspension of privileges. CC&R's section 6.26.
- b. **Only automobiles, motorcycles, mopeds and bicycles are allowed in the garage.** All vehicles are to be currently registered and fully operable or you will be asked to remove them from the property or be **FINED**.
- c. No **MOTORCYCLE** shall be started or revved in the garage.
- d. **VEHICLES WITH FLUID LEAKS such as oil, gas, brake or lubricants must be repaired.** Owners are responsible for cleaning their own spaces and may be fined. Oil deposits are a hazard and may be subject to Fire Department citations. Oil pan use is allowed for a maximum of 30 days. When cleaning up spills, use only absorbent materials to soak up spills and dry the area for a maximum of 15 days. **DO NOT USE KITTY LITTER.**
Violations may be subject to hearings, monetary fines, suspension of privileges, as per the CC&Rs.
- e. **No repairs or maintenance is to be made to vehicles in the parking garage or parking spaces except in an emergency.** Violations may be subject to hearings, monetary fines, suspension of privileges. CC&R's section 6.10, 6.26
- f. **No washing of vehicles on the property.** Violations may be subject to hearings, monetary fines, suspension of privileges. CC&R's section 6.05
- g. Parking spaces shall only be used for storage of vehicles, vehicle-related items, bicycles, or small grocery carts. **No storage units of any kind may be placed on parking spaces.** CC&R's section 6.07
- h. Renting of parking space amongst unit residents requires prior written approval from the Board. **Renting to non-condominium residents/owners is forbidden.**

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- i. The empty space in front of the trash bin is **NOT** a parking space. Cars that are parked there will be towed at the owner's expense.
- j. **Garage speed limit is 5 miles per hour.** Entering vehicles should yield the right of way to exiting vehicles. Enter with care and courtesy, turn radios off when entering and exiting.
- k. **No biking, skateboarding, roller-skating, ball-playing or other activity of this type is allowed.** The parking garage is not a playground.

SECTION E: BUILDING COMMON AREAS

7. BUILDING MODIFICATIONS AND DISPLAYS

- a. **No addition, modification, alteration or exterior painting** of any structural element, including patios, balconies, yards, shall be made without prior written permission from the Board of Directors.
CC&R's sections 6.14, 6.23, 10.02, 10.03. Violations may be subject to hearings, monetary fines, suspension of privileges.

- b. **Signage, pictures, posters** or displays of any kind are prohibited from be posted from any unit or common area, except when advertising units "For Sale" or "For Lease".

Only one sign at a time may be posted in the front of the building and it must not be larger than 15 by 18 inches.

For exceptions such as the American Flag, refer to CC&R's section 6.02. Violations may be subject to hearings, monetary fines, suspension of privileges.

8. COURTYARDS, WALKWAYS, ENTRYWAYS, FRONTAGE, SIDES, GARAGE

- a. **Common areas are NOT PLAYGROUNDS** and may not be used as such. No bike riding, skateboarding, roller-skating, ball-playing, use of any toys, recreational equipment or games are not allowed in these areas.

Due to the noise it creates, the entryways, courtyards and garage are not a place to congregate as it will cause disturbances to neighbors.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- b. **No one may tamper with sprinklers, lights, motors, or other common area fixtures.** Report any broken or malfunctioning fixtures such as overhead lights to the Board of Directors or the management company.
- c. **Nothing may be stored or left in any common area at any time,** including plants, containers, appliances, personal items and trash. These areas include the grounds, roof, laundry room, storage room, stairways, walkways and entryways.
- d. **Nothing may be hung over or left on railings.**
- e. **Residents are responsible for keeping their unit front door landing, and entryways clean and free of debris** such as trash, boxes, water bottles or any other items that could obstruct the path.
- f. **Satellite Dish Installation:** Please contact the Community Manager.
- g. **Elevator Malfunctions:** If the elevator has an issue, please contact Alex or a Board Member and be patient. The elevator is the same age as the building. Keep in mind that while we have service calls during set hours of the weekdays covered as part of our maintenance plan, calling for service on the weekends usually means triple the normal service fee. As a matter of prudence, repairs may be scheduled for the week to conserve communal HOA funds.

9. MAILBOX AREA AND BULLETIN BOARDS

- a. Unit mailboxes are the responsibility of owners who must keep these closed, locked, and in good repair at all times.
- b. There are bulletin boards posted in the garage, the elevator and next to the mailboxes. Check the bulletin boards for HOA Notices.

10. LAUNDRY ROOM

- a. **The communal laundry room is for the exclusive use of residents.** It is not a public facility for use by friends, relatives or for monetary gain by residents operating a laundry service.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- b. **Use is on a first come/first serve basis.** Do not expect a monopoly on the schedule. Be mindful of busy times and wait your turn respectfully.
- c. **Washers and Dryers are now available for coinless use.** For coinless access, download the Greenwald Pay app for your Iphone or Android.

Iphone: <https://apps.apple.com/us/app/greenwaldpay/id1371455857>

Android: https://play.google.com/store/apps/details?id=com.greenwald.pay&hl=en_US&gl=US

Washers operate for 35 to 37 minutes. Dryers operate for a minimum of 45 minutes to much longer depending on the length of time chosen. Use the Greenwald app to monitor your wash/dry times, always remove your clothes in a timely manner so others do not handle your items.

If someone is doing laundry, allow for 15 minutes before removing their laundry. If forced to remove laundry, be considerate about soiling items.

Any clothes left in the laundry room for over 48 hours will be discarded.

- d. **DO NOT WASH RUGS, DOG BEDS or HEAVY ITEMS in the washer.** It is not designed to handle large items. Pet items with hair may cause allergies if some remain in the washer.
- e. **REMOVE LINT from the dryers after each cycle and keep the room clean.** If you spill anything on the floor, clean it up to prevent slip and falls. Place any debris and empty containers in the trash can.
- f. **Both washers and driers are operated by quarter coins which may be obtained at local banks.** If during the operation of either machines, you lose coins promptly leave a message with the Laundry Repair Service noted on the bulletin board so they may reimburse you.
- g. **Report out-of-order machines promptly to the Management Company.** Put a note on the machine so others do not use it until it's repaired.
- h. To conserve energy, shut lights off if your laundry is in progress and you're not there. **Once done with the laundry, always CLOSE and LOCK the room.**
- i. **NO SMOKING AND NO PETS in the laundry room.**

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

11. TRASH

- a. DUMPSTER PICK UP DAYS: Tuesday and Friday AM, Between 6AM to 9PM
- b. These items are trash:



- c. **TRASH must be placed in the dumpster. DO NOT LITTER OR LEAVE** trash, papers, cigarette butts or matches on walkways, outside your front door, common areas, balconies, backyards or next to the dumpster.
- d. **If the dumpsters are outside, go outside and place your trash in it.** Due to the pandemic, it is UNSAFE for others to handle your trash. You will be fined if violations continue to occur.
- e. **Before placing into the dumpster, all trash must be bagged and tied** in a plastic trash bag to prevent the spread of germs and foul odors, or in the case of food items, prevent attracting insects or rodents.

LARGE ITEMS must be broken down and BOXES FLATTENED to fit into the dumpster.

- f. **DO NOT PLACE THESE IN OR AROUND THE TRASH DUMPSTER:**
 - Furniture, Appliances or Electronics
 - Lamps, Mirrors or Large breakable items
 - **CONSTRUCTION debris must be taken by contractors.** Building dumpsters are allotted for residential trash only.
- g. It is your responsibility to call the LA Bureau of Sanitation Services at 1-800-773-2489 to remove large, bulky &/or toxic items

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

12. RECYCLING / BLUE BINS

- a. RECYCLING PICK UP DAY: Friday AM
- b. DO NOT PUT LARGE BOXES into the recycle bins to prevent overflow. Boxes must be cut up, flattened and placed on the side or behind the recycling bin.
- c. ALL SHREDDED PAPER, packing pellets or popcorn must be bagged and tied securely to avoid littering the area.
- d. DO NOT PLACE THESE ITEMS IN THE RECYCLING BINS (see links for disposal)
 - Batteries <https://www.calrecycle.ca.gov/ReduceWaste/Batteries/>
 - Clothes
 - Electronics & Electrical Cords <https://www2.calrecycle.ca.gov/Electronics/eRecycle/>
 - Fluorescent lights <https://www.calrecycle.ca.gov/ReduceWaste/FluoresLamps/>
 - Food
 - Furniture and Mirrors
 - Garbage
 - Household Hazardous Waste (flammables, toxic, caustic) <https://www.glendaleca.gov/government/departments/fire-department/fire-prevention/environmental-management-center/household-hazardous-waste>
 - Mattresses <https://byebyemattress.com/>
 - Needles <https://www.calrecycle.ca.gov/homehazwaste/sharps/>
 - Paint & Toxic Chemicals (see Household Hazardous waste)
 - Styrofoam (food containers and packing)
 - Window glass or ceramics
 - Wood or construction materials
- e. A recycling guide is posted next to the bins for guidance. Typical items you can recycle are:



LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- f. It is your responsibility to call the LA Bureau of Sanitation Services at 1-800-773-2489 to remove large, bulky &/or toxic items.

13. NOISE AND DISTURBANCES

- a. **QUIET HOURS:** 10 PM to 8:30 AM
- b. **CONSTRUCTION HOURS:** 8 AM to 5 PM, Mon – Fri / 9 AM to 4 PM, Saturday
NONE on SUNDAY
- c. **Be considerate of your neighbors, this is an old building with thin walls and ceilings where noise travels easily.** Upper floor residents should use rugs with padding to dampen noise for residents below, and walk mindfully, as footsteps can reverberate loudly on hard floors.
- d. **Be mindful that noises made are NOT excessive, annoying and/or unnecessary, and are made within reasonable hours.** Excessive, annoying and unnecessary noises such as playing LOUD music, loud parties, loud TVs, loud voices, or other noise disturbances. If installing sound systems, do not rigidly attach these to walls, ceilings, shelves or cabinets where loud vibrations may travel through.

IMPORTANT: If you plan to file a noise complaint against a neighbor, YOU MUST SHOW DOCUMENTED and DATED PROOF OF NOISE before launching an allegation.

It is not the Board's responsibility to substantiate your claim for you and the Board cannot assist you with unproven allegations.

- e. **Be understanding of neighbors and circumstances** (pets, kids, odd work hours) and communicate with neighbors respectfully. Not every noise instance deserves a complaint.
- f. **If returning home, leaving early or getting up during quiet hours (10 PM to 8:30 AM), please be mindful of noises and be quiet.** Do not use loud alarms or use high-volume settings on TVs, or radios as alarms.

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- g. **DO NOT USE** dishwashers, vacuum cleaners, garbage disposals or other loud vibrating motors during quiet hours (10:00 AM to 8:30 AM).
- h. **DO NOT slam doors, or run on the walkways or stairways** (unless in an emergency)
- i. **DURING PARTIES, Doors and windows that face the courtyard** should be kept closed. Parties may not spill onto decks or into courtyard, or spill on to balconies where noise may disturb neighbors.
- j. **Excessive dog barking is a nuisance.** Dogs are not to be left alone on patios at any time. Violations may be subject to hearings, monetary fines, suspension of privileges. CC&R's section 6.03
- k. **Air conditioning units with excessive noise must be promptly repaired.** Violations may be subject to hearings, monetary fines, suspension of privileges. CC&R's section 6.15
- l. **Reducing Furniture and Fixture Noise:**
Use ball type casters and/or felt adhesive pads on furniture or fixtures to reduce strain and muffle noise when these need to be moved. For office chairs in the home, a floor pad is recommended.

SECTION F: SALES AND RENTALS

1. **THE INTENT TO SELL, OR LEASE OUT** *must be reported* to the Property Management Company. CC&R's section 12.12. Copies of these Rules, CC&R's and condominium By-Laws **MUST** be provided to all new occupants.

2. **All leases and rental agreements must state**

"THIS AGREEMENT SHALL BE SUBJECT IN ALL RESPECTS TO THE PROVISIONS OF THE CC&R'S, BY-LAWS AND RULES AND REGULATIONS OF THE LOS FELIZ IMPERIAL ASSOCIATION AND FAILURE OF THE LESSEE TO COMPLY WITH ANY TERM OF THESE DOCUMENTS SHALL CONSTITUTE A DEFAULT UNDER THIS AGREEMENT."

3. **NUMBER OF RENTAL UNITS ALLOWED:** A maximum of eight (8) condo units may be leased out at one time. Leasing out is not an option for new owners who must occupy their units for at least one (1) year after purchase. Contact the Community Manager for more information. CC&R's section 6.24

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

4. **WAITING LIST TO LEASE OUT:** If there are already eight units leased out in the building, owners wishing to lease out their units must go on a waiting list, with the owner waiting the longest having priority. If the option to lease becomes available, the owner first in line will have two (2) weeks from notice of availability to lease to accept or decline.

If the owner chooses to use the option to lease out, they have sixty (60) days to lease out the unit unless an extension is applied for.

If no one is on the Waiting List then all eligible owners will be advised that an option to lease out is available.

5. **CURRENT UNITS LEASED OUT:** Unit owners already leasing their units out maintain the right to lease until the unit is sold, or the Owner or their immediate family member occupies the unit, or if the Unit remains vacant for sixty (60) days. Unless any of the above conditions are met, the next owner on the lease out waiting list will be notified.
6. **REAL ESTATE LOCK BOXES** may **only** be placed on the front gate or the railing in front of the building, and once the sale or rental is concluded, must be removed by the agent or realtor.
7. **LEASED UNIT LANDLORDS AND THEIR AGENTS:** Unit owners or their chosen property management company servicing the leased unit are responsible for all landlord duties, including and not limited to providing tenants with keys, information and instruction about the complex' rules and regulations.
8. **AirBNBs and Rentals of a Similar Nature are NOT ALLOWED** for the safety and security of the building and its residents.

SECTION G: IMPORTANT CONTACT INFORMATION

1. COMMUNITY MANAGER - FIDELITY PROPERTY MANAGEMENT

Mr. Alex Karamian

Ph: 818.407.6620 ext 229

Email: Alex@fidelitymngt.com

Mail: Fidelity Management Services, Inc.
9310 Topanga Canyon Blvd. Suite 220-A
Chatsworth CA 91311

(Please use the PO box address in Section D1 to mail payments)

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

2. DISPOSAL SERVICES (LINKS)
 - Batteries <https://www.calrecycle.ca.gov/ReduceWaste/Batteries/>
 - Electronics & Electrical Cords <https://www2.calrecycle.ca.gov/Electronics/eRecycle/>
 - Fluorescent lights <https://www.calrecycle.ca.gov/ReduceWaste/FluoresLamps/>
 - Household Hazardous Waste (flammables, toxic, caustic)
<https://www.glendaleca.gov/government/departments/fire-department/fire-prevention/environmental-management-center/household-hazardous-waste>
 - Mattresses <https://byebyemattress.com/>
 - Needles <https://www.calrecycle.ca.gov/homehazwaste/sharps/>

 - LA BUREAU SANITATION SERVICES 1.800.773.2489
Removal of large, bulky and toxic items

3. ELEVATOR SERVICE ISSUES: Report to Alex or Board

4. FRONT GATE 323.661.9853

5. GAS LEAF BLOWER NOISE, Bureau of Street Services 213.847.6000

6. HEALTH DEPARTMENT, LA COUNTY

ENVIRONMENTAL HEALTH COMPLAINTS 1.888.700.9995
<https://ehservices.publichealth.lacounty.gov/servlet/guest?service=0&formId=4&saveAction=5>

CONTACT THE ABOVE FOR
COVID-19 issues
Accumulated trash or debris
Illegal food vendors
Lead exposure hazards
Mosquito breeding, insect infestations
No Water
Rental properties, unmaintained, mold issues
Restaurant or food market issues
Rodent problems
Sewage or wastewater discharge

FOODBORNE ILLNESS REPORTING LINE (M-F) 213.240.7821
<https://iris.ph.lacounty.gov/WorldCarePublicPortal/pages/foodborneillness/reportincident.aspx>

GREATER LA COUNTY VECTOR CONTROL DISTRICT 562.944.9656 /
Contact for Animal or Insect Transmitted Diseases 818.364.9589

LOS FELIZ IMPERIAL HOMEOWNER'S ASSOCIATION [LFIHOA]

- 7. LOS ANGELES COUNTY POLICE DEPARTMENT
 - Emergencies: 911
 - Non-Emergency: 1.877.275.5273
- 8. LAPD HELICOPTER NOISE, Air Support Division 213.485.2600
- 9. MOVIE SET NOISE, Film LA 213.977.8600
- 10. NOISE ENFORCEMENT TEAM 213.996.1250
 - For noises from early/late construction, early/late deliveries, early/late trash pick-up, music from nightclubs
- 11. WASHER / DRYER SERVICE: INGLEWOOD APPLIANCE 310.515.1360
- 12. PLUMBERS:
 - Enterprise Plumbing **J&I** (contracted by HOA) **818.908.0090**

 - Enterprise Plumbing **& Rooter** (not contracted by the building, not the same as above, but a good option) 818.355.8055