



THE TERRACES HOMEOWNERS ASSOCIATION  
100 Cypress Way, Rolling Hills Estates, CA 90274  
Phone: 310-541-5292 | Fax: 310-541-9766  
[office@terraceshoa.pvcoxmail.com](mailto:office@terraceshoa.pvcoxmail.com)

## GUIDELINES FOR REAL ESTATE AGENTS IN THE TERRACES

- **Homeowners**, not real estate agents must be in contact with the Homeowners Association Business Office for request forms, approvals and all other required paperwork. Only the homeowner may fill out and sign the request for approval paperwork and submit deposit checks; or designate their agent to do so. Authorization must be in writing, signed by the homeowner and submitted to the Homeowners Association Business Office.
- **For Sale/For Lease Signs** are placed as close to the building as possible. One only (18" x 24") and not to exceed 4' in height while property is listed. Upon close of escrow and/or leased, sign is to be removed.
- **Brokers Open House:** 11:00 am to 2:00 pm, Tuesdays and Thursdays only.  
No public open houses.
- **NO street or curbside parking.**
- **Gate Entry Vehicle Barcodes** are not issued to real estate agents.
- **Moving Van** sizes are limited to 2 axle trucks at 41' maximum length.
- **Governing Documents:** Become familiar with all Rules & Regulations, CC&R's including the 2<sup>nd</sup> Amendment which states no homeowner may rent a Lot to another person unless such homeowner has personally owned such Lot for at least thirty-six (36) months following such homeowner's acquisition of title to the Lot.
- **Homeowner Registration:** The homeowner must register in the Homeowners Association Business Office upon close of escrow. Do not send real estate agent to do so. Copies of the closing paperwork are required and must be provided to the Homeowners Association Business Office by the new homeowner.
- **Individual Lot Review**, if applicable, must be submitted to the Homeowners Association Business Office.
- **Request Forms** for approvals are located in the Homeowners Association Business Office for homeowners. They are to be completed in full and include all backup documentation. *Avoid delays and frustration! DO NOT wait until the last minute to submit your request.*

Homeowners who have obtained approval must be sure to submit completed paperwork well in advance. If this process is not followed, contractors will be refused entry and denied permission to work until all required paperwork is complete, submitted and approved. *Please allow 7-10 business days.*

Homeowners must notify the Gate House (310-541-0251) when their contractor is expected. This will allow for a smooth entry into The Terraces.

- **General Information:** The Homeowners Association does not re-key units or possess "master keys"; repair, replace or re-program garage door openers or their remote controls; make your move-in arrangements; take photographs, or hold packages and deliveries.