

AUM MANOR

HOMEOWNERS' ASSOCIATION

5670 West Olympic Blvd. Los Angeles CA 90036

2023 House Rules & Regulations

The Board of Directors may update or amend these rules in accordance with the CC&R'S and By-Laws of AUM MANOR Homeowners' Association

Note: The term "Resident" refers to homeowners who are living in their prospective units; "Tenant" refers to those who are leasing from a homeowner, or "Owner".

BUILDING SAFETY AND SECURITY

- Residents and Tenants are responsible for the conduct of their children and guests.
- Please refrain from using the public walkways and courtyard / lobby area as play areas for children.
- Residents and Tenants should not grant access to common areas to any unknown person(s).
- Doors and Gates to common areas entrances must be kept closed at all times.
- Condominium unit main entrance doors are to remain closed at all times.
- No resident is to use any device or items to prop open any public common doorway.
- Lockboxes for keys are not permitted in common areas or at any gate of our premises.
- AUM Manor is equipped with video surveillance cameras within the common areas and fitness center of the building, the cameras are not to be tampered with by blocking covering the lens or moving video equipment.
- Disturbances in common areas that are threatening or violate the safety of other residents and tenants are a violation of nuisance rules and will be fined immediately without exception. (See Fines policy).
- In the event the security and/or safety of the building, including common areas or individual units, is compromised due to the negligence of any resident, the offending individual will be responsible for any and all expenses incurred in order to restore building security and/or safety (see fines policy).

DELIVERIES

- The Butterfly MX intercom system is equipped with the option of having your delivery company name listed on the delivery directory with its own pin code. You can obtain a pin code number and listing from the management.
- The building is not responsible for deliveries or packages left in the lobby.
- You must make arrangements for newspaper deliveries.
- Residents should not allow entry of delivery service employees unless expecting package(s). Only allowing into building deliveries you can validate as not doing so may lead to mail theft or be a safety violation.
- Items such as large furniture or appliances can only be moved-in through the front lobby entrance or east side gate entrances. Entry through garage, or balconies is strictly prohibited and poses a safety threat.

QUIET HOURS

- **Quiet hours: 9:00 PM – 6:00 AM**
- As a courtesy to all Residents and Tenants, please observe quiet hours throughout the common areas. Please refrain from noisy, hazardous, noxious, illegal or offensive activity that may become an annoyance, disturbance, nuisance, or safety hazard to other residents, which shall unreasonably interfere with the quiet enjoyment of other residents.

FITNESS ROOM HOURS AND REGULATIONS

- Hours 7-10 PM.

PETS

- A nonrefundable one-time pet deposit of **\$100.00** per pet is required for all pets upon move-in, or when a new pet is acquired.
- Two pets per unit quota.
- All pets are to be Board-approved and from nonviolent breeds per CDC guidelines that are up to 75 pounds maximum. List provided by management upon request.
- We require that all pets be licensed with a current immunization certificate with a copy given to management.
- Please control your pets from excessive noise/barking as this violates nuisance rules.
- Please be considerate of others if your dog has an aggressive or boisterous manner.
- Los Angeles Municipal Code requires dog feces to be immediately removed by the owner of the animal ([Los Angeles Municipal Code SEC. 53.49](#)).
- Do **not** allow pets to urinate or defecate on patios as this is unsanitary and a nuisance.
- All dogs must be on a leash in the common areas, no exception ([Los Angeles Municipal Code SEC. 53.06](#)).
- The courtyard, common areas, and patios are **not** to be used as a relief area for your pets. Please take them to areas outside of the building such as grassy areas in front of the property, and dispose of any feces properly per the city codes ([Los Angeles Municipal Code SEC. 53.49](#)).

TRASH

- Residents and guests must keep all common areas in and around the building clean and void of trash. Please refrain from throwing, spitting, gum, or disposing of cigarettes on common area grounds or within landscape areas.
- All trash receptacles in the building are intended for the disposal of normal household garbage.
- When placing trash in the chute please make sure that all **garbage is bagged and tied**. Please refrain from leaving any garbage in trash chute rooms or deposited in the chutes without being properly bagged and tied as it creates odor and attracts pests and vermin.
- Refrain from throwing long handled brooms /mops or wide pieces into the trash chute.
- Do not use the main dumpster for discarding large or bulk items (i.e., furniture, mattresses, appliances, etc.) (see Bulk Item Pick-up for disposal requirements).

BULK ITEM PICK-UP

- It is the resident's responsibility to arrange for the pick-up and removal of any bulk items.
- Large furniture or bulk item pick-up arrangements can be made through:
Bureau of Sanitation website: LACITY.ORG
Bureau of Sanitation phone: 800 773-2489
- All bulk items for city pick-up (pre-arranged) are to be placed on the eastern side of the grass curbside on Olympic Blvd, the evening of the City of LA pick-up only.
- The building can accept bulk item pick-up through our sanitation company for an additional fee of \$125.00 billed directly to residents.

RECYCLE BINS

- The blue recycle bin is located in the garage trash room.
- All large cardboard boxes must be flattened and placed within the recycle bins.
- All bottles and plastic must be bagged before placing them in the bin.
- No diapers or food items of any kind are to be placed in recycle bins.
- For a detailed list of approved recyclable items, please go to:
<https://pw.lacounty.gov/epd/rethinkla/recycle/recycle-bins-blue-what-goes-in.aspx>

PATIOS /BALCONY

- Please keep the patio / balcony in a clean and sanitary condition, any pooling of water must be swept into the drainage area to avoid damage to the surface area.
- Please refrain from any excessive noise on the patio / balcony.
- Refrain from using patios / balconies as storage or hanging of laundry.
- Potted Plants must be placed in containers with saucers to collect water.
- **California fire code, section 308.3.1: regarding BBQ.** Open flame cooking devices shall not be operated on a combustible patio.
- No open fire pits of any kind are allowed, the burning of wood or charcoal is prohibited.
- Please refrain from power washing of your patio /balcony as damage to the structure and surface can occur and use mop to wipe clean.
- Please regard your neighbors if you decide to smoke within the patio/balcony.
(Secondhand smoke complaints will fall under nuisance rulings)

SMOKING

- Smoking is prohibited throughout the common areas of the building (civil code 4775).
- CC&R'S nuisance law will be applied to all secondhand smoking issues (secondhand smoke complaints will be case by case)
- Please refrain from tossing cigarettes within the common areas and front landscape.

GARAGE PARKING

- Residents, Tenants, and guests are required to park in assigned and designated areas only. Parking other than in assigned parking spots or interfering with another Tenant's ability to park in their assigned spots will result in towing at the owner's expense.
- Parking spaces are to be used for the parking of passenger vehicles only.

- Commercial trucks, recreation vehicles, campers, trailers, boats or any such vehicles are not allowed.
- **All vehicles** must be registered with the management.
- Any vehicle, bike or motorcycle left abandoned or inoperable is considered a liability / fire hazard to the building and must be removed or will be towed at the owner's expense.
([California Law 22658, SEC 315](#))
- **Idling of vehicles:** Due to noxious odors and health hazard concerns within the garage area the idling of vehicles is limited to a maximum of three minutes only. No vehicle can be left unattended while idling.
- Aum Manor HOA assumes no responsibility for any lost or stolen items within the garage area.
- All parking spots must be cleared of items in front of the parking stall. The HOA has approved the installation of certain storage cabinets in front of each unit's parking space (see management for further details).
- Please refrain from washing automobiles or other items in the garage or south side common areas.

CABLE /SATELLITE

- All cable lines and satellite dishes must be approved by the association prior to installation.
- Damage and non-compliance will be at the Owner's expense and be subject to a fine of **\$250.00** plus cost of damage or removal of cable/ satellite dish within one-week notice.
- Cables/phone lines cannot be stapled or nailed into the roof surface subject. Management has approved a set of plans for placement of all dishes and cable lines. (Please see management for details)
- All units installing cable / internet and telephones that require access to locked utility panels must notify Management 48 hours in advance.

LEASING

- Leasing terms: No subletting allowed.
- Copy of Lease: A signed copy of the lease must be given to the HOA, including a signed copy of the House Rules, and Tenant contact information
- Occupancy per Unit: As per California occupancy law, no more than three non- family members per unit are allowed.
- Penalty and/or Eviction: All Tenants not in compliance with the CC&R'S and House Rules of AUM Manor HOA will be subject to penalties and/or eviction of Tenant non-compliance.
- Renter insurance is required for all leased units with a copy given to management.

MOVE-IN/MOVE-OUT

- Move-in/out date and time must be given to HOA, 3 days prior to move-in/out notices will be posted in the common area.
- Move In/Move-Out: A one-time move-in/move-out fee of **\$250.00** per person over the age of 18 (no exceptions) is required to defray the cost of Management setup up fee, damage to the common area and the disposing of packing materials.
- All moves will take place on Olympic Blvd, front lobby, and or the east side entrance.
- Moving Pads are required and must be used in the elevator please see management for pads.

- Residents will be responsible for any damages during move-in/move-out.
- **Hours for Moving:** Street parking hours are posted.
Monday - Friday: 9:00 AM – 5:00 PM
Saturdays: 9:00 AM – 4:00 PM

NO SUNDAY MOVES ARE ALLOWED

SALE OF UNITS

- Owners must inform the HOA of plans to sell units with contact information of the selling agent. Agents must comply with all CC&R'S and House Rules and Regulations.
- Real Estate/Leasing signage must be approved by Board Members.
- Agent cannot use the unit as a selling office.

INSURANCE

- **Homeowners insurance:** Owners are required to purchase a condominium unit owners policy or (H-06 policy) with additional EQ loss assessment coverage.
- **Earthquake insurance:** The HOA has purchased earthquake insurance protection for the building with a 15% deductible rate. It is the responsibility of each owner to cover this deductible amount if the building were to sustain any type of earthquake damage. Please ask your insurance agent regarding the addition of earthquake loss assessment coverage avoiding any additional out of pocket expense to you.
- Renter's Insurance is required for all leased units or a signed agreement by the Owner(s) accepting all responsibility of damage done by Tenant(s).

BUILDING APPEARANCE AND RENOVATIONS

- All major condo renovations must be Board-approved. Please see management for the architectural renovation form that must be filled out prior to renovation. HOA requires companies to have licenses and insurance.
- **Hours for service crew:**
 - Monday thru Friday: 9 AM – 5 PM
 - Saturday: 9 AM – 4 PM
 - Sunday: No renovation work is permitted throughout the building
- All flooring installation requires noise reduction underlayment:
 - Carpet minimum ½ inch dense padding.
 - Hardwood /tile, underlayment can be foam fiber, cork or rubber no less than 0.5 inch thick
- All trash related to the renovation must be collected and hauled away at the owner's expense. If trash is placed in the building dumpster, the owner will be charged for all fees incurred due to the increase in trash pick-up.
- All plumbing work that requires the main water line to be shut off must be approved by the board and completed by a HOA-approved, licensed plumber.
- All in-wall plumbing and electrical must be HOA approved.
- Window covering / blinds are to be made of professional grade material only. Please refrain from using draped sheets or paper on windows.
- Items should not be left in the hallways, including carts, furniture, or packages.

COMMON AREAS SURROUNDING THE PROPERTY

- No alteration to the interior/exterior landscaping, doors or windows, is allowed without prior approval from the HOA. Non-compliant residents will be fined plus the cost of replacement and repair.

KEYS AND GARAGE GATE REMOTES

- Additional/replacement keys can be obtained by request through the Board at the following rates (prices are per key):
- Primary building doors: \$35.00
- Elevator key: \$15.00
- Garage remotes: \$50.00
- Mailbox locks and keys are the responsibility of each owner as management does not retain copies of mailbox keys.

HOA DUES & FEES (OWNERS)

- Monthly maintenance homeowner's assessment's (HOA DUES) are due on the 1st of each month with a 10-day grace period due by the 10th of the month. A 10% late fee will be applied if received after the grace period.
- ONLINE PAYMENTS: (owners only) Monthly dues assessment can be made using the AppFolio payment portal app. Bank fees rates will be applied when using a Credit or debit card. Charges will be applied once payment is made through the AppFolio payment app. No charges will be applied when using your checking account (ACH), transactions are completed by Wells Fargo NA Bank, standard transaction bank rate fees are as follows:
 - **Credit Card:** 2.99% of the total amount per transaction (with a minimum fee of \$3.50)
 - **Debit Card:** \$9.99 flat fee per transaction
 - **E Check:** Free (transaction fee waived at time of payment)
- Insufficient Funds (NSF) (online ACH returned check fee AppFolio): \$30.00
- NSF (returned check fee One west Bank): \$30.00
- There are no fees for physical checks or money orders mailed

ENFORCEMENT OF RULES AND REGULATIONS

In order to enforce the CC&R'S, Bylaws, Articles of Incorporation and House Rules and Regulations, the Board of Directors may levy, assess, and collect reasonable fines and costs as established by the Board of Directors. The fines will be assessed against the Homeowner for violations by the Homeowner, members of his or her family, invitees, licensee, tenants, or lessees of such Owners.

STANDARD FINES TO BE LEVIED IN THE CASE OF VIOLATIONS ARE AS FOLLOWS:

- A. First Offense: Warning letter emailed or mailed to ensure that owner/residents are familiar with the rules.
- B. Second Offense: A warning letter email or mailed citing the problem and requesting correction within a specified time frame.
- C. Third Offense: Hearing Called by Board of Directors to correct the violation plus Fine of \$100.00.
- D. Reoccurring Offenses: Enforcement in accordance with the determination of the Board at a scheduled hearing. Fine of \$100.00 (per offense) or larger will be imposed until the problem is rectified. All legal fees or costs incurred by the Association to enforce violations or collect fines will be the responsibility of the homeowner.
- E. Violations that require police intervention or lead to building or common area damage and safety violation: A fine of \$200.00 plus the cost for repairs, replacement, and any punitive damages immediately upon each incident without multiple warnings.
- F. Unauthorized individual intervention in common areas and/or common area surrounding the property (including all curbside landscaping) will be fined for cost of repair, replacement, and any punitive damages.

HARASSING OR ABUSIVE BEHAVIOR IS PROHIBITED.

Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at management, its agents, its employees, or vendors.

BOARD OF DIRECTORS 2022-2023

Marina Mesin Zagar

Simona Ghirlanda

James An

Emily Depauw

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RESIDENT COMPLIANCE AGREEMENT

leasing

I/We, homeowner(s) of unit _____ <i>Unit #</i>	at 5670 West Olympic Blvd Los Angeles CA 90036	
1		
2		
3		
4		
have entered into a Lease/Rental Agreement with: <i>(Print names of all approved Tenants.)</i>		
for the period of _____	to	_____ .
<i>Beginning date of Lease Agreement</i>		<i>Ending Date of Lease Agreement</i>

I/We have provided the tenant(s)/ homeowners with copies of the House Rules and Regulations. I/We will do everything possible to enforce the CC&R'S and Rules and Regulations with the Tenant(s) and understand that any fines levied or a request for personal reimbursement or the imposition of some other monetary sanction resulting from my/our Tenant's violation of the CC&R'S or Rules and Regulations may be added to the monthly dues statement and may be collected pursuant to the Association's Assessment Collection Policy to the degree allowed by California Civil Code.

Accepted and agreed on:	
<i>Date</i>	
Signed:	Signed:
<i>Homeowner's Signature</i>	<i>Homeowner's Signature</i>
<i>Homeowner's Printed Name</i>	<i>Homeowner's Printed Name</i>

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I/We, the Tenant(s)/ homeowner's, referenced above have received copies of the Association's House Rules and Regulations and agree to abide by them.

(Please sign in the same order as printed above.) UNIT #

Accepted and agreed on:	
<i>Date</i>	
Signed:	Signed
<i>Tenant #1</i>	<i>Tenant #2</i>
Signed:	Signed:
<i>Tenant #3</i>	<i>Tenant #4</i>

Please provide a copy of this executed form along with the other documents requested in Section IV of the Rules and Regulations to the Association in care of The Standard Management Services prior to the tenant's occupancy of the unit.

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Emergency contact information

In case of an emergency, we need as much of the following information as possible. Any information provided will be kept CONFIDENTIAL; the information is available only to your Board, the management company, and its designees for Association business only, unless otherwise distributed by your Association. Please return your completed form to The Management Services as soon as possible. Should any of the information change while you own the unit, particularly if you have a tenant, please notify us immediately. Thank you for your cooperation!

Homeowner information (*If applicable, telephone connected to the entry system):

Name Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>		Name <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.	
If other than above, mail should be sent in care of %			
Mailing address, if other than unit			
City, State, ZIP Code			
Best Telephone # to be reached at		Home Work Mobil e	Email
Home Telephone (Connected to the entry system)		Other Telephone	Home Work Mobile <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lease start date (mo. /yr.)	Lease end date (mo./yr.)		Total # of occupants

Additional Resident or Tenant Information (please continue listing additional Residents on the back):

Resident's name Ms. Mr.		Resident's name Ms. Mr.	
Primary telephone	Other telephone	Home telephone	Other telephone
Other telephone	Email	Other telephone	Email

Parking Information (please list any vehicles that may regularly park in the space(s) assigned or leased to the unit):

Parking Space # Single Tandem	Parking Space # Single Tandem	Assigned Leased	Parking Space # Single Tandem	Assigned Leased
Make/Model	Make/Model		Make/Model	
Year/Color	Year/Color		Year/Color	

Emergency Contact Person (if you want to list an additional Emergency Contact Person please do so):

Name Ms. Mr.	Relationship		
telephone	Other telephone	Other telephone	