



ARROYO OAKS HOA

House Rules - 2017



IMPORTANT INFORMATION

ARROYO OAKS HOA MANAGER

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CITY OF SOUTH PASADENA

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Police Department – non-emergency	626-403-7270
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ARROYO OAKS INFORMATION

Please check our website at:

<http://www.arroyoakshoa.com>

GENERAL INFORMATION

If you have never lived in an association before, the experience can be confusing at first. Associations are quasi-governmental in nature yet they are a corporation at the same time. The following information will help you understand how the Association works and how you can participate.

The formation of a homeowners association by a real estate developer is not uncommon. For the developer it is a mechanism to assure that the new neighborhoods are attractive and well maintained which promotes the marketability and value of the homes in the development. For the City it is a mechanism for neighborhood architectural and conduct control without the use of scarce public resources. When the development is completed there is a continuing benefit to homeowners. Attractive and well maintained units sustain and enhance property values. Arroyo Oaks enjoys these benefits.

Because of city planning requirements for high density housing, we live close to each other and the way each neighbor uses, improves, and maintains his or her property has an impact on adjoining neighbors. A good homeowners association helps keep activities around a home consistent with dense housing patterns and sustained high property values. It is to that end that this set of simplified House Rules has been adopted.

Residents of Arroyo Oaks are encouraged to become familiar with the information in this booklet and comply with the requirements. When a Bylaw or a CC&R is cited it is the Government Document version of the rule that prevails over the summary statements in this booklet.

The Arroyo Oaks Association is managed by a Board of Directors which is elected by the membership. The Board sets policy and conducts business at meetings at which a quorum (three) of the Board is present in person. Directors are accountable to the membership for the proper conduct of their duties. If a Director fails to perform those duties, he or she may be removed from the Board by the membership.

YOUR RIGHTS AND DUTIES AS A MEMBER

Voting Rights. (By-Laws: Section 2.01) In all matters submitted for a vote of the Members of the Association, any Member in good standing is entitled to vote and is encouraged to do so. In instances of multiple owners of a unit, only one vote per is permitted.

Inspection of Records. Members of the Association have a limited right to inspect the books, records and minutes of the Association.

Duty to Follow Governing Documents. (By-Laws: Section 4.03 b & f) Each Member must follow the Governing Documents of the Association and ensure that his or her family members, guests, tenants, and invitees do likewise.

Safety and Security Issues. Members should provide for their own security by taking common sense precautions such as carrying insurance against loss, keeping doors locked, refusing to open their doors to strangers, asking workmen for identification, installing a security system, reporting anyone who looks suspicious, locking their cars, etc.

Reporting Vandalism. Residents are urged to be observant and report any acts of vandalism, both witnessed and suspected, directly to the Association Manager and South Pasadena Police. We have video cameras in the garage and at the entrances to the 124 & 130 Buildings, and the pool and back entrances.

Hiring Independent Contractors. (CC&R's, Section 2.09) Members may use independent contractors to perform work inside their unit; however, each Member shall ensure that such contractors are licensed and insured, if appropriate, and the Member shall be responsible for any damage to other Units or Common Areas caused by the contractor.

Enforce Governing Documents. (By-Laws: Section 4.03f) The Association is obligated to enforce its Governing Documents. This Member Handbook provides guidelines on how the Association enforces its Documents and what Members can do to assist in the process.

The Association owns and is obligated to maintain certain recreational facilities within Arroyo Oaks including the recreation room, swimming

pool, Jacuzzi, sauna, and bathrooms. Members must not interfere with the Association's maintenance activities and must abide by the rules established to minimize maintenance costs – please abide by the posted operational hours of the facility.

INFORMATION

The Board is constantly disbursing the information it receives to the HOA Owners and would highly recommend that, if you would like to receive this information, supply the Board with an email address so that we can get this information to you in a timely manner. Please contact the current secretary to have your email address added to the email contact list.

Information is also put on the Bulletin Boards downstairs in the garage.

KEYS

ORANGE Key – For entrances to ALL outside gates, including garage entrances and the Recreation Room bathrooms and sauna areas. It can also be used for the back gate entrance to the guest parking area.

GREEN Key – Is for the pool gate and the roofs' entrances.

YELLOW Key – Is for the west storage room.

BLUE Key – Is for the bike room.

All of the above keys are purchased through the management company at \$100 each.

REMOTE Key – For car entry into and out of the garage, and the guest parking lot gate, maybe purchased from the Vice President -- price is \$65. Remote key must be programmed separately for the garage and guest parking lot.



Homeowner's Association

Rules & Regulations

August 2017

PREFACE

It is the desire of the Homeowner's Association that the residents at Arroyo Oaks live in a comfortable and undisturbed environment. In order to achieve this goal, it is necessary that all residents observe the guidelines adopted by the Board of Directors. It is imperative that all owners provide their tenants with copies of these Rules and Regulations in order to ensure that their tenants' conduct is within the established guidelines.

The observance of our Rules and Regulations can only have a positive impact on our community. We are setting the pace for high market value, continued attraction of professional individuals and the maintenance of a community of which we can all be proud.

Accordingly, these Rules and Regulations were approved by the Board of Directors of Arroyo Oaks Homeowners' Association in August 2017.

The Board of Directors

August 2017

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RULES & REGULATIONS

A. Purpose

The following Association Rules and Regulations are adopted for the purpose of promoting the health, safety, and welfare of the residents, for the preservation of the aesthetic values of the community, and for the enjoyment and benefit of the Association members and their guests.

B. Authority (CC&R's, Section 1.35)

These Association Rules and Regulations are adopted pursuant to the governing instruments of this Association and have as much force and effect as that of the Association's Declaration of Covenants, Conditions & Restrictions (CC&R's). The Rules and Regulations as herein stated are designed to supplement and/or clarify the CC&R's.

OWNER'S RESPONSIBILITIES

The homeowner assumes complete responsibility for compliance with the Declaration of Covenants, Conditions & Restrictions (CC&R's) of the Arroyo Oaks Homeowners Association as well as all Rules and Regulations adopted by the Association's Board of Directors. In addition, each homeowner is responsible for the conduct of his/her guests, invitees or tenants at all times.

No resident in any unit may cause or permit to be caused anything that becomes a nuisance or unreasonably disturbs other residents. Because what constitutes a nuisance is largely subjective, the Association will consider involvement in a nuisance complaint only if the complaint involves three or more Members who make a request in writing.

(CC&R's, 3.07 & By-Laws, 6.02) Any damage to buildings, recreational facilities or equipment or to any other common area property caused by the homeowner, his/her guests, invitees, or tenants shall be repaired or replaced at the expense of the applicable owner. Civil Code Section 1360, effective January 1, 1977 requires a homeowner when selling a home, prior to conveying title, to give the purchaser a copy of all Community Association documents. These documents can be obtained from the Property Management Company.

The Board of Directors reserves the authority to add, delete, or modify as deemed necessary the rules and regulations contained herein.

ENFORCEMENT PROCEDURES

A. General

In order that the Association's Rules and Regulations and Community Policies be effective, they must have an equitable enforcement procedure. Stated below are the procedures that

will be used once a violation has been reported.

B. Violation Reporting Procedure

All violations are to be reported in writing to the Board of Directors in care of the Property Management Company – The Emporium Management Inc. in Glendale.

C. All Rules and Regulations (except Architectural)

Fine Procedure:

1. First Offense

A letter will be sent to the homeowner discussing the nature of the violation(s), stating the corrective action(s) to be taken, and informing the homeowner that a fine will be assessed if not corrected.

2. Second Offense

Upon confirmation that a violation of the same offense has occurred within twelve (12) months of the first offense, a second letter will be mailed to the homeowner. The homeowner will be given fifteen (15) days in which to respond in writing to the alleged violation(s) and take any corrective actions required. Failure to respond will result in forfeiture of the homeowner's right to appeal. A fine of \$50, plus legal fees if applicable, will be assessed.

Subsequent Offenses

For each additional repeat of the same violation recurring within the subsequent twelve (12) month period, a fine of \$100 and up to \$500 will be assessed plus any legal fees, if applicable.

4. If any violation (first, second, or subsequent) is one of a "continuous" nature, failure to take corrective action will result in a fine of \$25 per day per occurrence until the violation has

been corrected. The fine shall commence on the sixteenth (16) day following the date of the letter of notification of the violation by the Property Management Company.

D. Architectural Rules

Fine Procedure:

1. Failure to obtain approval prior to the start of construction will result in a fine of \$100.00 per occurrence.
2. Failure to complete construction in accordance with the approved plans will result in a fine of \$50.00 per day per occurrence. Time limit for completion will be established in accordance with plans submitted.
3. Failure to clean up construction debris or to repair construction damage to Association property (Structures and landscaping) will result in a \$50.00 fine, PLUS the actual cost of the repair.
4. Failure to correct unauthorized changes will result in a \$50.00 fine per day per occurrence.
5. Failure to remove unsightly attachments to structures will result in a fine of \$50.00 per day per occurrence.

Note: Any person notified of a rules infraction has the right to a hearing by the Board of Directors if requested in writing within fifteen (15) days of the notification of the alleged offense. All fines will be assessed on the homeowner's monthly billing statement from the Property Management Company. Fines are due and payable upon receipt. Any fines not paid will result in a lien being filed against the property. All liens are subject to foreclosure.

PETS – (CC&R's, Section 8.07)

A-1 No unit may house more than two dogs or two cats, or a combination thereof, of reasonable size and weight.

A-2 Pets shall not be tethered to any object or fixture in the common area, including first floor exclusive-use areas, e.g. patios.

A-3 Pet owners must control their pets so as not to destroy or damage lawns, planted areas, trees, or any other properties. Owners are responsible for any damage caused by their pets. Dogs must be on a leash at all times.

A-4 Owners are responsible for cleaning up after their pets.

A-5 Unattended pets will be subject to pick-up by the Animal Control, and the owner will be responsible for all expenses incurred.

A-6 Animals of a general nuisance, such as continually barking dogs, will not be tolerated.

A-7 Dangerous Animals -- No animal may be kept which the Board determines to be dangerous or has been designated as dangerous by a governmental agency.

Damage by the Pet: Residents are fully responsible for any damage to the Common Areas and injury to persons or property of a Member caused by their pets or the pets of their family, guests, employees, or representatives. The cost to repair the damage will become a special assessment against the Member.

POOL FACILITIES (POOL/SPA/SAUNA)
(Preface of the House Rules)

Municipal code requires gates to the pool area remain locked at all times.

HOURS FOR USEAGE:

POOL	9 AM - 10 PM
JACUZZI	9 AM – 10 PM
RECREATION ROOM/SAUNA	9 AM – 10 PM

The pool area is primarily for the use and enjoyment of the residents. Residents may invite a maximum of four guests per unit to use the pool facilities at any one time. Residents must always accompany their guests (except house guests) in the pool area and are responsible for the conduct of their guests. Appropriate swim wear must be worn in the pool facilities.

B-1 No running, diving, pushing or horseplay is permitted in the pool/spa areas.

B-2 Anything brought into the pool area must 'be removed upon leaving. Residents are to dispose of their own litter in the provided trash cans.

B-3 Glass containers are not permitted in the pool area or metal objects.

B-4 Pool furniture may not be removed from the pool area.

B-5 Pets are not allowed in the pool area.

B-6 All hair pins, combs and barrettes must be removed before entering the pool. Such items cause damage to the pool equipment.

B-7 Temperatures for the pool and spa have been established, and homeowners shall not change settings to suit individual preferences.

B-8 Any activity creating undue noise such as yelling, loud radios, foul language, loud parties, running, pushing, fighting, or behavior endangering you or others is absolutely prohibited.

B-9 Consumption of alcoholic beverages *is* prohibited while using the pool or spa.

B-10 Members must provide adult supervision of children in their charge as well as children of guests and tenants who use the swimming pool and other recreational facilities of the Association. Members, residents, and guests must comply with posted swimming pool rules. Each guest must be accompanied by a Member. Permission to have multiple guests per Member can be granted in advance by the Association's Manager.

COMMON AREAS – (CC&R's, Section 1.13)

C-1 All security gates including guest parking and pool facilities shall be firmly closed and locked at all times.

C-2 Residents shall not leave personal possessions (e.g., furniture, appliances, bicycles, toys, etc.) within the common area. Also, no loud noise making objects are permitted in the pool area.

C-3 All grocery carts are to be returned promptly to the trash rooms.

C-4 All stairwells, steps and walkways must be clear and free from obstruction at all times.

C-5 Real estate, political or other signs shall not be displayed to the public view on any unit or any portion of the property except for 3" x 5" "For Sale" or "For Lease" signs in the space provided on the board at the front of the building.

C-6 Advertising literature, posters and handbills will not be allowed to be posted in the garage, on mailboxes, doors or any

other portion of the common area.

C-7 Newspapers and magazines must be picked up within 48 hours or they will be subject to disposal.

C-8 Common area keys may not be released except to house guests.

C-9 Additional keys will be billed at \$100 each and charged to the homeowner on their monthly billing.

C-10 Playing radios, stereos or television sets at volumes disturbing to, or interfering with the comforts, rights, or conveniences of the other residents is prohibited.

C-11 Power tools or welding equipment shall not be used in the project without written permission of the Board.

C-12 Garage or yard sales will not be permitted.

C-13 Common area, including landscaping and plants are the responsibility of the Board. Changes to the common area are to be made with written authorization by the Board only.

C-14 Cigarette butts as well as other types of debris are not to be disposed of on sidewalks, planter boxes or anywhere else in the common area.

C-15 No skateboarding, roller skating or bike riding is permitted on the property.

C-16 Any activity creating undue noise such as yelling, loud radios, foul language, loud parties, running, pushing, fighting, or behavior endangering you or others is absolutely prohibited.

C-17 All foods need to be bagged before putting into the trash bins.

C-18 Oversized items should not be put in the trash room. Items should also not be put out on the street – contact Athens

C-19 Air conditioners should be in working order to reduce noise and vibration.

C-20 All gate doors should be kept locked at ALL times. Propping of the doors is not allowed.

EXCLUSIVE-USE COMMON AREAS (PATIO/BALCONY)

D-1 Holiday lights and appropriate decorations will be allowed during holiday periods. Holiday lights and similar decorations must be removed within two (2) weeks after the conclusion of the holiday. No decorations are permitted to extend beyond the confines of the exclusive-use area. The individual shall be responsible for any damage to the common area.

D-2 External items such as flagpoles, clotheslines or other fixtures are prohibited in exclusive-use areas.

D-3 External items such as doormats, flower pots with saucer and patio furniture should be in keeping with the color scheme and overall design of the building. Any items that may be in question should be brought to the attention of the Board for a final decision. All flower pots must be elevated off the common walkway with air between the pot and the ground.

D-4 Balconies and patios must be maintained in a clean and neat condition at all times. Usage of balconies, patios or other exclusive-use common areas as storage areas is strictly prohibited. Balconies/patios are to be furnished with outdoor furniture only, and this must be in conformance with the architecture of the building. All flower pots must be placed within the confines of balcony or patio. Pots on ledges are prohibited. Hanging pots are discouraged and are subject to Board approval.

D-5 Laundry, beach towels, bathing suits, etc. are not permitted to hang from the exterior of any unit.

GARAGE/PARKING AREAS (CC&R's, Section 1.14)

E-1 Doors to the garage are to remain closed and locked at all times.

E-2 Residents shall not construct nor repair any motor vehicle within the common areas, except for emergency repairs to the extent necessary for the movement of the vehicle to a proper repair facility. Any debris resulting from such activity is to be disposed of immediately.

E-3 Each resident is responsible for cleaning up major oil leaks/spots caused by their vehicle. Cardboard and oil containers for oil leakage may not be stored in garage.

E-4 Garage may not be used to store items other than vehicles in parking spaces.

E-5 Cardboard boxes should be broken down or disassembled before disposing in trash bins. Garbage should be in tied plastic bags.

E-6 Depositing large items, e.g., mattress', doors, etc., in the trash areas is prohibited. Proper disposal service for large items is available through the City of South Pasadena. Please contact Athens Customer Service: (888) 336-6100.

E-8 It is prohibited to give outside vendors common area keys or a garage gate opener.

E-9 Blocking of spaces leading to stairwells is prohibited.

E-10 The guest parking lot is not to be used for the permanent parking of boats, cars, trucks, recreational vehicles, or non-

drivable cars. Parking by a long-term guest or an owner's extra vehicle can be arranged through the Property Management Company. The Board reserves the right to deny access to the guest parking lot to anyone. Residents using the guest parking lot are responsible for locking the gate upon leaving/entering.

E-11 Speeds in excess of 5 MPH is prohibited in the garage. Car parking is only permitted in each resident's two designated parking spaces located in the subterranean parking garage. No parking is allowed in the vehicle aisles or across the ends of your two parking spaces. Vehicles will be cited and/or towed if in violation of the vehicle code posted over the garage entrance.

E-12 Car washing is only permitted in the guest parking area.

ARCHITECTURAL CONTROL (CC&R's Article IV)

F-1 A fence, wall, obstruction, balcony, patio, improvement or structure of any kind shall not be commenced, erected, painted nor maintained upon the property, nor shall any alteration or improvement of any kind be made thereto, until the same has been approved in writing by the Board. Plans and specifications documenting all necessary information will be required, pursuant to Section 4.02 of the CC&R's.

F-2 An architecturally-attached or permanent free standing sunshade device will not be permitted on patios and balconies (this includes, but is not limited to awnings, sun screens and umbrellas). Temporary use of umbrellas will be permitted, provided they are clean and in good repair. When not in immediate use, they should be taken down and stored out of sight.

F-3 Visible interior and exterior security grills or other devices are not permitted.

F-4 It is recommended that owners conform to acceptable

window treatment standards (e.g., draperies, shutters or blinds). The portion of the window treatment visible from the exterior should reflect the exterior color scheme of the building. White, off-white and other neutral colors are recommended. The use of newspaper, cardboard, foil or other reflective materials is strictly prohibited. Owners of rental units are responsible for the maintenance of proper window coverings in their units at all times.

F-5 The visual effect of window tinting by the application of sun screen material must not alter the appearance of the original window color.

F-6 Radio and TV antennas may not be installed outside of the building nor on the roof without approval by the Board.

F-7 Exterior wiring is prohibited on the outside of any unit.

F-8 Construction work hours 8:30 AM to 6 PM

RECREATION ROOM

G-1 The recreation room is to be used on a reservation basis only -- information is on the Bulletin Board in the garage.

G-2 A security deposit of \$100.00 will be required at the time of placing a reservation. The deposit will be returned in full if the room is left in its original condition and the keys are returned promptly.

G-3 The use of the recreation room is limited to the hours of 9 A.M. to 10:00 P.M. and restricted to the posted occupancy limit. (do we have a posted occupancy???)

G-4 Reserving homeowner is responsible for turning off all appliances, heating/air conditioning, cleaning, and securing the room when leaving.

G-5 Members are accountable to other Members and the Association for the conduct of their children, and the children of guests.

G-6 Proper conduct in the clubhouse must be observed at all times. Determination of what constitutes proper conduct shall be at the sole discretion of the Board of Directors.

G-7 Any damage will be assessed to the homeowner responsibility.

G-8 The recreational facilities will be used only for family gatherings and friends.

BUSINESS IN HOME

(CC&R's, Section 8.01 & 8.09)

H-1 Residences may not be used for any purpose except as a private single-family residence. Notwithstanding the foregoing, residents may use a portion of their residence for limited business activities as long as all of the following criteria are met:

H-2 Primarily Residential. The residence continues to be used primarily for residential purposes and no external evidence of a business or commercial activity exists from the unit or on the common grounds.

H-3 Advertisement Limitations. The business activity does not involve any advertisement which includes the address or telephone number of the residence or of the Association.

H-4 No Employees, Vendors, etc. The business activity does not involve any employees, clients, customers, vendors, contractors, subcontractors, or business associates visiting the residence or the Common Areas.

H-5 No Excessive Deliveries. The business activity does not involve deliveries or pick-ups of mail or packages which in the Board's determination are in excess of a normal level of residential occupancy.

H-6 Compliance with Laws. The business activity is not illegal and does not violate any local ordinances.

SMOKING OF CIGARETTES & MARIJUANA (Municipal Code)

I-1 On July 7, 2010, the South Pasadena City Council unanimously approved an amendment to the South Pasadena Municipal Code (SPMC) Ch. 17 Art. V, adding a 25-foot smoking-prohibited buffer zone to all areas where smoking had been previously prohibited.

Smoking is now prohibited at and within a 25-foot buffer zone of the following areas including (but not limited to):

All enclosed/indoor and unenclosed/outdoor public places:

Elevators and restrooms.

Any public meeting rooms.

Pool area.

Common areas and restrooms.

INCREASING INSURANCE RATES (CC&R's, Section 8.03)

J-1 Members shall not keep in or on any Unit anything which will increase the rate of insurance, or do anything which would result in insurability for any other Unit.

J-2 Violation of any federal, state, municipal or local law, ordinance or regulation by Members or their family, tenants, and guests will be deemed a nuisance that may be abated as provided for in the Governing Documents or by law.