

**RULES & REGULATIONS
FOR
555 ESPLANADE HOMEOWNERS ASSOCIATION**

I. GENERAL

1. Welcome to Casa Bahia, the 535/555 Esplanade building. The Board of Directors has prepared this document to assist you in becoming part of our community. Living in a condominium is not the same as living in a single family home. The close proximity of your neighbors requires a high level of consideration so that we all can enjoy our homes. History has shown that noise, pets and water leaks are the top three areas of conflict. Please be a considerate resident.

2. These Rules & Regulations are derived from the rather lengthy building Covenants, Conditions, & Restrictions (CC&Rs). These Rules & Regulations do not include all the CC&Rs. We have selected subjects to be included in the Rules & Regulations based on the most common resident questions and concerns. Article II, Number 2a, of the CC&Rs empowers the Association to adopt Association Rules & Regulations for our building and living environment.

II. RESPONSIBILITIES

1. As a resident, you have responsibilities for both your individual unit and for the common areas.
 - a. Unit Responsibilities. Your unit responsibilities extend to the outer four walls of the unit and include: doors, windows, individual patio decks and balconies, balcony lights, railings, fixtures/appliances and plumbing within the unit to the point it connects to a common building pipe (usually 6" beyond the outer unit wall). **Before you make any structural, electrical, or plumbing changes to your unit, parking, or storage areas you must get approval from the Board of Directors and may also need a City Permit.** Gas changes are not permitted. Please check with our Management Company or Board of Directors before starting any project.

 - b. Common Area Responsibilities. The common area includes the lobbies, hallways, stairwells, trash rooms, garages, third floor patio area, Jacuzzi, landscaping, gym, fences, and elevators. Our joint responsibility for the common areas is to keep them clean. Do not leave trash, junk mail or grocery carts in the entryway, lobbies or hallways. Report any common area problems to the management company. The Board of Directors contracts with a management company to provide day to day supervision of the maintenance and repair of the common areas and insure conformity to the CC&Rs and Rules & Regulations. The management company's phone number is provided to all owners and residents and is posted in the glass cases in both lobbies

II. RESPONSIBILITIES - CONTINUED

The management company is on call 24 hours to resolve any building emergencies or security problems.

- c. Landlord Responsibilities. Our environment is made up of a family oriented, owner occupied majority. We encourage homeowners to occupy their units; however, homeowners may elect to rent their unit. The rental must be long term, one year or longer, and made to a private party, not a commercial business or corporation. Homeowners should screen their prospective tenants and select tenants that they themselves would want as neighbors. Owners are responsible for the conduct of their tenants and guests and their adherence to the CC&Rs and Rules & Regulations. Failure of tenants and/or guests to follow these policies will result in fines to the owners. A fine of \$25.00 will be levied for each infraction and multiple infractions will result in multiple fines. Landlords are required to keep the management company informed of all the names of their tenants and must inform the management company of tenant changes before they occur.
- d. Financial Responsibilities.
 - 1) When problems occur in your unit such as a pipe leaking, the first priority is to prevent or limit the property damage. Notify the management company for assistance in quickly getting a qualified contractor to help solve the immediate problem. The homeowner will initially be financially responsible for paying all contractor bills for service rendered in the unit to resolve the problem.
 - 2) The Board will review the work done, determine the source of the problem and make a determination as to whether the homeowner or the Association is responsible for the repairs. If it is an Association responsibility, the homeowner will be reimbursed for the costs. In some cases there will be a shared responsibility and, therefore, a shared cost.
 - 3) The management company will do its best to provide information to tenants to help solve non property threatening problems in their units; however, it is the tenant's responsibility to hire their own contractors and pay for services in their unit. Because of legal restrictions, the Association and the management company can only respond to homeowner requests. Therefore, tenants should work directly with their homeowner to resolve unit/building problems.

III. MOVING IN AND OUT.

1. The homeowner must accomplish the following actions before the homeowner/resident can move in:
 - a. Provide the management company with the name of the individual who is moving in or out and the date of the move at least 72 hours prior to the planned move.

III. MOVING IN AND OUT - CONTINUED

- b. Complete the owner/resident questionnaire and provide it to the management company.
 - c. Have the resident meet with a representative of the Board to receive the orientation package.
 - d. Pay a \$200.00 move in/out fee to the Association which is due prior to the time the new tenant moves in. Any change of occupancy is charged \$200.00 as a combined move in/move out fee for that tenant to defray the wear and tear on the building associated with the move. Any additional damage caused by the movers will be billed to the homeowner.
 - e. Make arrangement with the management company to have the garage gate disabled during the time of the move if items are to be continuously brought in/out of the garage.
 - f. Provide the resident with a copy of the Rules and Regulations.
2. After the above actions have been accomplished, the building entry system will be programmed so that the unit phone will ring when the unit is buzzed from the front door. You may then let guests in by pushing #9 on your phone.
 3. The homeowner is responsible for providing insurance for his/her personal property and improvements within the unit.
 4. When you sell your unit, you must provide the Association, through the management company, the date of the sale and the name of the new owner.
 5. Move in/move out activities must be accomplished between the hours of 9 a.m. and 5 p.m., Monday through Saturday.
 6. Moving trucks must park within the two yellow lines in the middle of Esplanade. Do not let them park in the red curb zone in front of the building as residents exiting the building cannot see the oncoming traffic.
 7. If a building door is propped open or the garage gate is disabled, then they must be monitored continuously so the building security can be maintained. Failure to do so will result in a \$100.00 fine.
 8. If the elevator is used to move furniture and other items, please be considerate of other residents and do not monopolize the elevator.

IV. UNIT MODIFICATIONS

1. Interior

- a. All unit interior modifications require Board approval and may require a city permit, with the exception of like-kind, one-for-one replacements, such as bathroom/kitchen fixtures, stoves, dishwashers, etc. City permits must be obtained if any structural changes are planned or changes made to the water, or electrical systems in the unit. Call City of Redondo Beach, Building Permits, for information about permits - 372-1172x2248. The management company must also be informed of the modification schedule at least one week before the work is to commence.
- b. No modifications are permitted to the unit natural gas system. No gas appliances are permitted other than the standard decorative gas fireplace (less than 15,000 BTU/hr.).
- c. Work may be performed within the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The homeowner is responsible to insure that the common areas are kept neat and clean on a daily basis during the modifications. Any damage to the common areas will be billed to the homeowner. Workmen are not to dump building materials, used appliances, etc. in the trash rooms. All remodeling debris must be removed from the premises daily by the contractor.

2. Exterior

- a. No exterior alterations are permitted. This includes drilling or screwing anything into or onto the building walls, railings, decks or roofs. One-for-one, like-kind replacement of windows, doors and lighting fixtures are permitted with Board approval.
- b. Exterior antennas, sound equipment, permanent awnings, etc. are not permitted on decks and patios. Homeowners must request Board approval to install small satellite dishes on their balconies or patios. The dishes may not be attached to the building by any means that penetrates the building structure or causes damage to any exterior or common wall or to a balcony railing. Once the building DirecTV system is installed and available to all residents, new individual satellite dishes will not be permitted and existing dishes must be removed within a year.
- c. The interior coverings visible through the glass doors and windows of your unit (i.e., draperies, shutters, curtains, shades, etc.) shall be white or cream color. Prints or patterns are not permitted. Windows shall not be painted or covered by foil, cardboard, or other similar materials. No dark color or reflective tinting of windows is permitted. Drapes and other window coverings shall be kept in good condition. Leading, frosting, or other similar decorations are not permitted.

V. SECURITY

1. Building security is everybody's business. Please do your part to protect our families and property.

- a. For security reasons, all our building keys are numbered and a log is kept as to who has been issued keys. Each homeowner was initially issued two keys. Additional may be purchased from the management company for \$100. each, which is refundable. Garage gate remotes may also be purchased from the management company.
- b. Do not leave any door ajar, even for brief periods of time. Ensure all outside doors are closed and locked.
- c. Do not admit strangers to the building.
- d. Challenge and/or immediately report any suspicious individuals or behavior to the police or management company.
- e. If a building door fails to lock or close or the garage gate malfunctions, report it immediately to the management company.
- f. For safety reasons, only one car at a time is permitted through the garage gate. Do not immediately follow another car in. When driving in the gate, stop and let the gate close to prevent nonresident entry into the building.
- g. It is recommended that you not leave your garage gate remote in your car. But if you do, please make sure it is not visible and an invitation for theft.
- h. The gate codes and building keys are changed periodically.
- i. If you are the victim of a crime, file a police report and contact the management company.
- j. If you see someone vandalizing the building or committing a crime report it immediately to the police and the management company.

VI. PLUMBING

1. A continuing problem in condominiums is water leaks. The most frequent source of these leaks is from dried/cracked grouting around tubs and drains and from washing machine and

VI. PLUMBING - CONTINUED

dishwasher hoses and connections. Owners are responsible for these leaks and are liable for the damage they cause to other units or the common area.

2. The homeowner is responsible for the maintenance, repair, and replacement of all the plumbing lines and fixtures inside the unit up to and including the outgoing connection to the common area pipe. The Association is responsible for the common area vertical sewer lines. However, the homeowner may be responsible for backups/clogs in the vertical line if the plumbing expert determines that the resident caused the backup/clog.

3. Since there are few individual unit water turn off valves, residents must request authorization to turn off the main building water supply to accomplish unit repairs and or modifications. The resident must obtain "Casa Bahia Policies and Procedures No. 5, Subject: Building Water Shutoff Procedure" from the management company which explains the homeowner's responsibilities. This must be obtained in time to post notices 48 hours before the planned water turnoff. Some owners have installed shut off valves for shut off valves for sinks and toilets, which can facilitate repairs and changing of fixtures.

VII. NOISE CONTROL

1. Noise control requires continuing vigilance because of the closeness of our units to each other. Every unit has at least one common wall which transmits sound. The close proximity of our unit balconies and patios to each other and the fact that many of our living and sleeping areas are adjacent to common area gates and doors make it essential that we all practice noise control. Please be considerate of your neighbors.

2. Controlling noise in your unit means keeping your stereo, radio or television and conversations at a reasonable level so that you will not annoy or disturb your neighbors, especially at night.

3. While outside on your deck or balcony, be aware that sound can be amplified by the surrounding structure, particularly at night. Since your balcony/patio may be only several feet away from your neighbor's bedroom, extra care is needed in keeping the noise/conversation level down to a minimum. It is recommended that you take guests inside after 10 p.m.

4. Please be aware the Jacuzzi area is surrounded by individual units. Noise from the Jacuzzi area is magnified by the building structure, so please be considerate of your neighbors and refrain from yelling or shouting.

VIII. PETS

1. A total number of two (2) pets per unit are permitted, provided that they do not disturb other residents in the building. Pets that are permitted are small dogs (30 pounds or less), cats and birds. Large dogs living in the building as of the date of these Rules and Regulations are exempt from the 30 pound limit.

VIII. PETS - CONTINUED

2. Noise from pets must not disturb other residents. Dogs which have access to a balcony and/or patio have been a particular problem when they react to other dogs passing by. Please insure your dog does not become a noise problem. Redondo Beach has an ordinance against noisy pets which includes fines and criminal charges for repeat offenders.
3. Pet owners may lose the right to keep their pet in their unit if multiple complaints are received about their pet from other residents.
4. Owners are responsible for their pets and are liable for any damage they do. Owners must clean up after their pets. All pets must be held or kept on a leash while in the building. Pets are not allowed on the common area decks or in the building landscaping at any time.
5. Guests of residents may not bring a pet onto the property.

IX. SUN DECK AND JACUZZI

1. The sun deck and Jacuzzi may only be used between the hours of 8 a.m. and 10 p.m. daily.
2. Residents are not permitted to use hoses on the third floor deck.
3. Noise must be kept to a minimum. No loud radios/sound equipment. No boisterous, loud playing or talking. No ball playing, running, jumping, big wheels, skates or skateboards.
4. No glassware or breakable dishes are allowed. No barbecues or preparation of hot foods.
5. Appropriate swim wear is required in the Jacuzzi. No wet suits, cut off, shorts, etc.
6. No one under eighteen (18) years of age is permitted to use the Jacuzzi unless in the company of an adult resident. Children must be potty trained.
7. Sanitary conditions are expected to be observed by users of the Jacuzzi for the safety and health of all residents.
8. To operate the Jacuzzi, rotate the time knob which is located on the south side of the ventilation structure adjacent to the Jacuzzi.
9. Residents may hold private gatherings on the sun deck provided the following conditions are met:
 - a. Board approval is required for gatherings of six (6) or more.
 - b. Must be held between the hours of 10 a.m. and 7 p.m.

IX. SUN DECK AND JACUZZI - CONTINUED

- c. Must be held on the west end of the deck between the Jacuzzi and the beach side railing.
- d. Area must be cleaned and cleared within 30 minutes after the end of the gathering.

X. GARAGE

1. Each owner has two assigned parking spaces (one car per parking space) and storage lockers. Your vehicle must be within the lines of your assigned spaces and not protruding into the access lane. Parking spaces are solely for the use of the unit owners, members of the families, their guests or lessees of a unit. No unit owner/ tenant shall infringe upon the parking spaces of another unit owner/tenant nor block or partially block building doors, aisles or exits. Maintenance of each stall and storage lockers is the responsibility of the owner/tenant. Keep your parking spaces clean of oil stains or fluid puddles. If your car drips oil, use an oil pan.
2. Only enclosed existing storage lockers or additional storage cabinets constructed with Board approval may be used to store items. Parking spaces may not be used for storage of any items.
3. Parking in areas other than your two assigned spaces or the two fifteen minute loading zones on G-1 is forbidden. Only registered vehicles will be parked in the assigned spaces unless prior approval of the Board of Directors is obtained (i.e., trailers, boats, etc.). Do not park in fire zones marked with diagonal yellow lines. Violators will be fined and cars will be towed away at the owner's expense.
4. There are two 15 minute parking loading/unloading zones located on the lobby garage level (G-1) of the building. The zones are clearly marked. Violators will be fined and/or their vehicle towed.
5. Working on automobiles is limited to minor maintenance. Parts discarded must be removed by the resident. Prolonged running of the engine is not permitted. Disposal of oil on the garage floor or down the drains is not permitted. Oil containers, batteries, etc. must be immediately removed.
6. Modifications to the garage storage cabinets may be approved if plans are submitted in advance to the Board and the plans are consistent with the existing modified cabinets.
7. Skating and skateboarding are strictly forbidden in the garage or on the property.

XI. TRASH ROOMS

1. The trash rooms are located in the garage on G-1 adjacent to the lobbies. Please bag and tie your trash and place it in the bins. Recycle bins and instructions are available. Please follow the disposal instructions.

XI. TRASH ROOMS - CONTINUED

2. Trash bins, recycle barrels and trash rooms cannot handle debris and leftover containers from remodeling and moving in. Residents must make their own arrangements to remove this material. It is not permitted to place these items in bins, barrels or trash rooms.
3. Please ensure that the trash room doors are closed when you leave.

XII. BICYCLES AND BICYCLE STORAGE AREAS

1. At least one locked bike storage area is provided on each garage level for the storage of bicycles, small motorcycles and mopeds. A key may be obtained from the management company. All bikes stored in the bicycle storage areas must have a bike permit decal placed on the left handlebar of the bike. Bike permits can be obtained from the management company at no charge. Any bicycle without a permit will be removed without notice.
2. Storage of other items in the bike storage areas is not permitted. Unauthorized items will be removed.
3. Bikes are not permitted in the inner building lobby, hallways, elevators, or Jacuzzi area. They may track oil, grease, and could damage the carpets, interior walls, doorways and elevators.
4. Bikes are not permitted on unit balconies or decks.

XIII. GYM

1. A small gym is located off the stairwell at the first floor on the 555 building side. The hours of operation are from 8 a.m. through 10 p.m. daily. No one under the age of eighteen (18) may use the gym without adult supervision.
2. Care must be exercised during the use of the equipment to prevent damage and minimize the transmission of sound to adjoining units. Equipment is used at you own risk.

XIV. HALLWAYS, BALCONIES, PATIOS AND DECKS

1. Homeowners are responsible for the upkeep and repair of their own decks and balconies. The color of the decks and balconies as well as the exterior of the building are controlled by the Board and may not be changed.
2. Balconies, patios and decks shall not be used for storage of any items such as bikes, surfboards, kayaks, boxes, brooms, etc.
3. Balconies, patios and common area fences shall not be used for airing clothes, bedding for drying laundry and/or beach towels and swimsuits.

XIV. HALLWAYS, PATIOS, BALCONIES AND DECKS - CONTINUED

4. Do not shake or clean mops, brooms, rugs, etc. from any balcony or window.
5. Hosing of balconies is prohibited as is over watering of plants which causes water to drip down onto other units and/or the common area.
6. Plants in containers of suitable appearance will be permitted on unit balconies, patios, and decks provided they are maintained and do not obstruct the views or passageways. No plants will be permitted to be attached to balcony railings or placed on balcony ledges because they may fall or be accidentally tipped off the edge and injure someone.
7. Do not leave shopping carts, trash bags or other items in the hallways.

XV. SMOKE FREE ENVIRONMENT

1. This is a nonsmoking building. Smoking is prohibited in all the common areas which includes the third floor sun deck.
2. Smoking is also not permitted on unit balconies and patios where the smoke may drift into an adjacent unit and cause health problems or discomfort to your neighbors.

XVI. SIGNS /PICTURES/ARTWORK

1. No signs, posters, displays or other advertising devices of any character shall be displayed from the residences or common areas.
2. All signs listing units for sale or lease must be 8" x 24" with a brown background and white lettering and are to be hung from the Casa Bahia sign in front of the building.
3. No pictures or artwork may be affixed to the exterior walls of the building or to the interior walls of the halls or any common area.
4. It is recommended that you not place mats in the hall outside your door. It interferes with the cleaning of the hallways and the continuity of the interior decoration.

XVII. COLLECTION/DELINQUENCIES

1. Collection Policy

- a. If a payment is not received within 15 days of the due date, a \$15.00 late charge will be applied to the homeowner's account, plus a \$5.00 administration fee.
- b. If the account becomes 30 days delinquent, a "Notice of Delinquent Assessment" letter will be sent to the homeowner. There is a \$50 charge for this letter which will be added to the homeowner's account.

XVII. COLLECTION/DELINQUENCIES- CONTINUED

- c. At 60 days delinquent, a “Notice of Intent to Lien” letter will be sent. There will be a \$50 charge for this letter.
- d. At 90 days delinquent, a “Notice of Assignment to Attorney” letter will be sent. There is a \$50 charge for this letter.
- e. If the account is not brought current within the time specified on the letter a lien and “Notice of Default” will be filed and foreclosure action will commence. There is a \$100 charge at this step. All costs, interest and attorney’s fees incurred in the collection procedure will be charged to the delinquent owner and must be paid in full to have the lien released.

XVIII. FIRE SAFETY

1. The building is equipped with “rate of rise” sensors which are a part the sprinkler system in your ceiling. They will set off the building alarm system should the temperature rise very rapidly. This system does not summon the Fire Department. Should you hear the alarm bell:
 - a. Call the Fire Department (911).
 - b. Exit the building from the stairwell furthest the fire.
 - c. Do not use the elevator.
2. To maintain building security, the exits to floors 1 through 6 from the stairwells near the elevators are kept locked. The G-4 level is unlocked. To exit the building from these two stairwells without a key, proceed to the first level and exit the building through the emergency side door.
3. It is recommended that a smoke detector be installed outside every sleeping area.
4. Do not hang glass objects in your windows or doorways. The sun can reflect off them and start a fire.
5. When barbecuing on your deck or patio, be alert to fire hazards and excess smoke.
6. When using your fireplace, keep the screen closed.
7. Clean your dryer vent at least twice a year.

XIX. OTHER

1. When to Call the Management Company

- a. Call immediately to report any threat to building property, building security or common area problems. There is a 24 hour voice mail system which is monitored by the management company for you to leave a message.

XIX. OTHER - CONTINUED

2. Power Outages

- a. If the power in your unit goes out, you will need to determine if it's only in your unit or in the entire building. If it is the entire building, call the management company and report the outage. If it is your unit only, check the circuit breaker in your unit first and then the circuit breaker/master switch for your unit which is located by your electrical meter in the garage.
- b. The building is equipped with a battery operated emergency lighting system. The hallways, stairways and the garage area have emergency lighting which will last for approximately four (4) hours.
- c. During a local area power outage;
 - 1) There will be no power to your unit. You should have flashlights handy.
 - 2) The elevator, entry system and garage gate will not work. The gate will be manually opened, as soon as possible by a contractor or a Board member, so you can get your car in and out.

3. Elevator Safety

- a. If the elevator should stop between floors, do not panic. There is a phone in the elevator which connects you to the elevator maintenance company. They have 24 hour emergency service and should respond in less than an hour.

4. Emergency Entry

- a. The Board has the right, in your absence, to access your unit on an emergency basis. However, it is strongly recommended that you leave a key with a neighbor, so that any emergency in your unit, such as a broken water hose, can be handled by the Board expeditiously. This will minimize your liability for any damage and eliminate the need to bill you for a locksmith. .
- b. Please inform the management company as to who has your emergency key.

5. Dryer Vent Cleaning

- a. Clothes dryers expel more than just hot, moist air. They also spew out lint and dust, much of which gets stuck inside the ductwork. Over time, a thick layer of debris can build up and create a fire hazard. To help reduce the chance of fire, use a shop vacuum to clean out the dryer duct at least twice a year.
 - 1) Start by disconnecting the flexible duct from the rear of the dryer. Insert the vacuum wand into the duct as far as possible. Then disconnect the other end of the duct and repeat the process.

XIX. OTHER - CONTINUED

- 2) Vacuum out the port on the rear of the dryer.
- 3) Insert the vacuum hose into the building vent pipe as far as possible. It is also a good idea to use a vent pipe brush which is a brush on a flexible wand several feet long to remove the debris in the vent pipe.
- 4) You may also remove the louvered vent on the outside of the building and insert the vacuum hose or brush to clear out any remaining dust and lint. However, the unit owner is responsible for any damage or repairs to the building which may be incurred as a result of the dryer vent cleaning.

6. Termite control.

- a. If you find indications of termites in your unit, or in the common areas, please contact the management company to coordinate the treatment. In this area, termites swarm twice a year, in the spring and fall, so it is not uncommon to see evidence of termites. Local treatment, as soon as termites are discovered, has proven to be effective in eradicating them. Depending on the source of the termites, the Association may pay for the treatment. However, the management company must be contacted prior to the treatment.

7. Building Insurance Policy

- a. Our building insurance policy covers the replacement of the building due to most causes, including earthquake. This coverage is extremely expensive. The Board policy is to submit only major damage claims against the building policy so our rate can be maintained at the lowest possible level.

8. Board of Directors Meetings.

- a. You are encouraged to participate in the management of Casa Bahia. The Board of Directors meets once a month. All residents and owners are invited to attend and volunteer their talents to improve our home. Consult the bulletin boards in the lobbies for date and time.