

CATALINA TERRACE HOMEOWNERS ASSOCIATION

SMOKING RULES POLICY

These rules have been adopted by the Board of Directors on the 14th day of June, 2017, effective immediately.

The Association has adopted the following smoking rules policy, which shall be binding upon all owners, tenants, and visitors.

The intent of this rule is to allow the HOA to mediate in disputes between homeowners. **Owners should seek to mediate the issue between themselves, but if the dispute continues then the HOA Board may elect to mediate the issue subject to the Catalina Terrace Homeowner Association's dispute resolution.** The HOA may not be able to resolve all matters and owners may have to seek alternative solutions on their own. Disciplinary action, if applicable, shall be in accordance with the Catalina Terrace Homeowner Association board disciplinary proceedings and fines as outlined in the Catalina Terrace rules and regulations. Fines levied for smoking violations shall not exceed the amount of \$400.00 per calendar month.

Rule #1: Smoking is not permitted in any Catalina Terrace building common area or within 50ft of the Catalina Terrace condominium building itself. Smoking is defined as the burning/smoking of any tobacco, marijuana, crack cocaine, vaporized tobacco, vaporized marijuana, hookahs, water pipes, bongs, or similar smoking methods and or devices that emit smoke. Common areas affected by this rule include hallways, entryways, elevators, elevator lobbies, common area bathrooms, pool, recreation room, stairways leading to building, building stairwells, building roof, building walkways and building driveway. This rule also applies to limited use common areas including personal patios and personal balconies. Fines levied for smoking violations shall not exceed the amount of \$400.00 per calendar month.

Rule #2: Reports of smoke emanating from one condominium unit that travels into nearby or adjoining units and common areas will be investigated by the HOA board. Upon receiving a complaint relating to smoking, the HOA board may recommend that the HOA board serve as mediator for the affected parties. If mediation is unsuccessful, the HOA board may consider and levy disciplinary action upon finding the subject smoking to be a nuisance.

Smoking is defined as the burning/smoking of any tobacco, marijuana, crack cocaine, vaporized tobacco, vaporized marijuana, hookahs, water pipes, bongs, or similar smoking methods and or devices that emit smoke. Smoke that emanates from one condominium unit and travels into nearby or adjoining units leading to a negative impact on use and quiet enjoyment and/or increased health risks for unit owners and/or occupants will be viewed as a nuisance to the community. Fines levied for smoking violations shall not exceed the amount of \$400.00 per calendar month.

CATALINA TERRACE

HOMEOWNERS ASSOCIATION

RULES AND REGULATIONS

Revised February 2006

CATALINA TERRACE HOMEOWNERS ASSOCIATION
RULES AND REGULATIONS

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I. PREAMBLE

These rules and regulations are presented so we will enjoy living in a pleasant environment with friendly neighbors and be able to maintain our property values.

These policies complement, are in accordance with and in addition to the association's covenants, conditions and restrictions, as set forth in that certain declaration of covenants, conditions and restrictions for Catalina Terrace Homeowner's Association, a California nonprofit corporation, recorded on July 19, 1983, as instrument no. 1206362, Los Angeles county records ("hereinafter referred to as CC&Rs").

Your cooperation and understanding is respectfully solicited. Please place this booklet in a conspicuous place so that it may also be used as a handy reference for guests or tenants.

II. GOVERNING DOCUMENTS

Each owner has received a copy of the CC&Rs, By-Laws, and Articles of Incorporation during escrow. These are the governing documents along with the Rules and Regulations periodically approved and distributed by your Board of Directors. Please become completely familiar with these publications. If there is any conflict, the provisions of the CC&Rs will prevail. The Rules and Regulations are intended as a guide to the conduct and activities of all members, tenants and residents of Catalina Terrace and their guests, to the end that everyone living in and using the facilities will enjoy the maximum pleasure without annoyance or interference from others.

The Board of Directors requests strict adherence and observance.

III. RULES AND REGULATIONS INCORPORATED INTO RENTAL AGREEMENT

It is the responsibility of the Catalina Terrace owner(s) to abide by and enforce the Rules and Regulations incorporated herein. If a unit is rented or leased, it is further the responsibility of the owner to see that the tenant(s) adhere to the Rules and Regulations set forth from time to time by the Board of Directors. It is strongly recommended that these Rules and Regulations be referred to in any rental agreement entered into by Unit owner and their tenant. If a tenant disregards the Rules and Regulations set forth by the Board of Directors, the owner is responsible for any fines imposed.

IV. OWNER VOTING RIGHTS

Owners renting their units retain their voting rights in Catalina Terrace Homeowner Association, but assign the use of all facilities of the Condominium to the tenant. The tenant assumes the privileges and responsibilities of the owner but does not have a voting right. Non-resident owners are not permitted to use any facility when so assigned to a tenant except as a guest of a resident or his tenant.

V. CHANGES IN RULES AND REGULATIONS

The Board of Directors may, in accordance with the By-Laws, alter, amend, revoke, or add to these Rules and Regulations for the preservation of safety and order therein, for its care and cleanliness, or for the protection of the reputation thereof. When notice of any such alteration, amendment, revocation, or addition is given to any resident, it shall have the same force and effect as if originally made a part of the Rules and Regulations.

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VI. GENERAL RULES

- A. No resident shall make or permit any unreasonable disturbances in his/her home caused by him/her, family, agents, visitors, and licensees, nor permit anything by such person that will interfere with the rights, comforts, or conveniences of other residents.
- B. Quiet hours shall be observed from 10:00 PM to 8:00 AM seven days a week.
- C. Storage Rooms are specifically assigned to each unit and individual storage space is indicated within each room. It is necessary to keep these rooms neat and free from flammable material. Each assigned unit must keep its storage within the designated boundaries.
- D. Anyone storing items in the Storage Room or Individual storage space does so at their own risk. The Association takes no responsibility for items damaged, lost or stolen.
- E. No charcoal grills, lighter fluid or open flames are allowed in common areas, exclusive-use common areas or inside units.
- F. Barbequing is only allowed on terraces, balconies and decks and is limited to electric or gas grills.
- G. Residents must exercise great caution when cooking, if smoke is present and it is **not an emergency** you are prohibited from opening the front door of the unit. For ventilation turn on a fan and open the windows or slider door. This is to prevent the setting off the building's main fire alarm system and dispatching the Fire department.
- H. Residents must exercise great caution when barbecuing on balconies and decks in order to reduce the danger of fire and of smoke setting off the building's main fire alarm system and dispatching the Fire Department.
- I. Residents are reminded to ensure that entrance doors are securely closed after use and to be prudent when keeping doors propped open during deliveries and moving. Do not "buzz" anyone into the building unless you are sure that they are expected.
- J. Residents are reminded not to leave automatic garage door opener controls in parked car(s).
- K. Owners are responsible for the maintenance of the surface of the terraces, balconies and decks associated with their unit.
- L. Owners are responsible for the maintenance of the heating and air conditioners associated with their unit.
- M. Owners are responsible for the maintenance of fireplace chimneys and dryer exhausts associated with their unit.
- N. The owner is responsible for informing their tenants of the by-laws, CC&Rs and the Rules and Regulations of Catalina Terrace.
- O. Owners must participate in the annual smoke alarm testing or provide written conformation from an approved contractor that all smoke alarms within their unit are functioning correctly. Written conformation must be filed within 30 days of the annual smoke alarm testing with the association management agent.
- P. Access to the roof is restricted. If access is needed, please notify the association's management agent. This notification will be given no less than three (3) business days in advance.
- Q. It is prohibited to sell or offer to sell items, whether by garage or lawn sales or otherwise, in the common areas, exclusive-use common areas or inside units.

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- R. It is prohibited to walk through planted areas, pick flowers, uproot plants, trim trees or otherwise alter the landscape in the common areas.
- S. It is prohibited to climb or jump over fences.

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VII. MOVING POLICY

- A. Homeowner shall provide the management company with names of occupants, phone number, emergency contact information and vehicle make model & license plate number. The Emergency Information Sheet must be completed and sent to the management company prior to being programmed into the intercom. In the event of a tenant change a new form is required.
- B. Homeowners shall pay a non-refundable \$100.00 move-in fee or \$100.00 move-out fee whenever a homeowner or tenant moves in or out of a unit.
- C. Owners who rent or lease their units must provide the management agent with an emergency information sheet. No one will be allowed entrance for the purpose of moving in without this information.
- D. Entrance doors are to remain securely closed after each use. These doors are not to be propped open during moving.
- E. Owners are responsible for collecting common area keys, storage room keys and automatic garage door opener controls from their tenant(s) upon move out.

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VIII. POOL & SPA

- A. Anyone using the Pool and Spa does so at their own risk, as there is no lifeguard on duty.
- B. The Pool and Spa area is locked and must be entered by the use of the Common Area Key. Keys are distributed to Homeowners only; Residents and Guests must obtain a key from the unit owner.
- C. The Pool and Spa area is closed from 10:00 PM to 8:00 AM seven days a week.
- D. An adult resident must accompany children under the age of 18.
- E. No children under the age of 18 are permitted in the Spa at any time.
- F. No diving or jumping is permitted in the Pool or Spa.
- G. No glass containers are to be brought into or used within the Pool and Spa area.
- H. The Pool and Spa are primarily for the use of the residents. Residents may invite a maximum of two (2) guests per unit to use the area. Residents must always accompany their guests and are responsible for their conduct.
- I. No one except a person specifically designated by the Board of Directors is to operate the Pool and Spa maintenance equipment, adjust any valves or settings or enter the maintenance area.
- J. Lounge chairs, tables and umbrellas shall remain within the Pool and Spa area. All beverage, food and/or sun care product spills should be cleaned up.
- K. No charcoal grills, lighter fluid or open flames are allowed in common areas, exclusive-use common areas or inside units.
- L. No pet is allowed in the Pool and Spa area.
- M. It is prohibited to throw rocks, debris or trash of any kind into the Pool or Spa.
- N. No boisterous activity likely to disturb residents shall be permitted in the Pool or Spa or in the surrounding areas. Please be aware that voices echo off the hillside and carry easily.
- O. No horseplay shall be permitted in the Pool or Spa or in the surrounding areas.
- P. Users of the Pool and Spa are responsible for the removal of all articles brought to the pool. All garbage and trash is to be put in the waste receptacles before leaving the area.
- F. There shall be no activities by a group that would restrict use by others.
- G. Users of Pool and Spa must use the resident's restroom facilities when necessary (not bushes or the pool)
- H. Barbecuing is only allowed on terraces, balconies and decks and is limited to electric or gas grills.

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IX. PETS

- A. Potentially dangerous or vicious animals are not permitted in the complex. This includes, but is not limited to, attack dogs.
- B. Owners are permitted no more than two (2) domestic type pets per household.
- C. If a pet is taken into the Common Area, it is to be controlled by a competent person through the use of a chain or leash of not more than six (6) feet in length.
- D. All dogs must be licensed by the Department of Animal Regulation of the City of Los Angeles and must wear official tags securely fastened to a collar or harness.
- E. The owner shall remove pet droppings and clean the offense immediately. If the owner does not attempt to clean up the offense, the owner shall be fined \$200.00 for each witnessed infraction.
- F. Pets shall not be allowed into the gardens of the Common Areas.
- G. Pets shall not be tethered to any object in the Common Areas.
- H. No pet shall be allowed in the Pool and Spa area.
- I. No pet may be kept, bred or maintained for any commercial purpose.
- J. No pet shall be left on terraces, balconies and/or decks during quiet hours or at any time when there is no one present in the unit.
- K. Excessive noise by any pet is prohibited.

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X. GARAGE AND DRIVEWAY

- A. Residents shall only park in stalls that are assigned to their unit and within the lines so as not to infringe upon adjacent spaces.
- B. Guest parking spaces are for guests only. Residents parking in guest parking spaces are subject to tow-away and/or a corrective assessment of \$100.00 per day.
- C. Residents parking in the Handicapped parking space are subject to tow-away and/or a corrective assessment of \$200.00 per day.
- D. Drive slowly at all times while entering or leaving the garage.
- E. Turn on your headlights while driving in and out of the garage.
- F. Residents are responsible for informing their guests about parking restrictions and shall be held accountable for their guests who park illegally.
- G. Guests who are visiting on more than two (2) days in a seven (7) day period must obtain a parking permit from the Board of Directors through its management agent. Written requests from the hosting resident stating the guest's name, car make and model, license number and duration of stay must be received prior to the issuance of the permit.
- H. It is prohibited to park vehicles within the circular driveway.
- I. It is prohibited to park in front of the lobby entrances and trash room doors.
- J. It is prohibited to wash vehicles inside the subterranean garage or within the circular driveway.
- K. It is prohibited to store anything other than cars, motorcycles and bicycles in assigned parking stalls.
- L. All bicycles must be stored on approved racks in the assigned parking stalls.
- M. No vehicle repairs are permitted in garages or outside except for emergencies, and then only to be moved to a repair facility.
- N. Residents shall keep their assigned parking spaces clean and free of debris, including oil spots.
- O. No commercial vehicles are to be parked overnight inside the subterranean garage.

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XI. SATELLITE DISHES

- A. The Homeowners Association has installed a master satellite dish on the roof to provide all tenants with access to satellite television. If you are interested in subscribing to the master satellite television, please contact the management agent for detailed information.
- B. If you do not wish to take advantage of the master satellite dish and wish to use a different satellite television provider, a written application for permission to install a satellite dish (of no greater than 24" in diameter) must be made to the Catalina Terrace Board of Directors through our management agent.

The written application must contain the following:

- 1. Technical specifications for the installation.
 - 2. Location of installation, which may not be visible from the street or any other Common Area.
 - 3. The name and qualifications of a bonded, licensed installer who is contracted by the resident to install the satellite equipment.
- C. Any outside cabling must match the building paint color.
- D. Cabling clips must be used every 18".
- E. Installers must affix the cable in the "least visible manner," i.e., run cable under balconies, in corners, etc.
- F. It is prohibited to attach or facet a satellite dish to any part of the building, common area or exclusive-use common area.
- G. The location for satellite dish installation shall be on the buildings flat roof with the dish affixed to plywood atop a cement block so that the waterproof surface of the roof is not compromised in any way.
- H. Any damage to the property, common area or exclusive-use common area of Catalina Terrace resulting from the installation of a Satellite Dish by a homeowner will be the liability of the homeowner. The Catalina Terrace Homeowners Association will make appropriate repairs without consultation and notification and charge them to the homeowner accordingly.
- I. Any homeowner installing a satellite dish on site will, by virtue of the acceptance of the application, indemnify the Catalina Terrace Homeowners Association.
- J. Failure of a homeowner to make application and be granted permission for the installation of a satellite dish will constitute a violation of the Rules and Regulations and will subject the owner to the removal of said dish by the Catalina Terrace Homeowners Association at the expense of the homeowner. The Catalina Terrace Board of directors will provide no notification to the homeowner in the event of the removal of a satellite dish that has not been approved for installation.

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XII. WASTE DISPOSAL

- A. No waste should be left on any floor of the garbage chute rooms or garbage rooms in the subterranean garage.
- B. No bulky items shall be placed or left in exclusive-use common area or common areas.
- C. Please bag and deposit all non-recyclable garbage into the trash chute.
- D. All recyclable waste must be placed in the garbage room in the subterranean garage in the blue bins marked recycling.
- E. Furniture and bulky item pick-up is Monday. Items are to be left at the curb late Sunday with a note indicating that pick-up has been arranged. Do not abandon items in the trash rooms and common areas, or the cost for removal will be billed to your account.
- F. Articles of such size or shape as to likely cause a trash chute to become obstructed must not be placed in trash chutes. It is the Owner's responsibility to notify the workmen of this rule.
- G. A food waste disposal should only be used to remove food waste that was stopped by the sink strainer. Rice, coffee grounds, eggshells, grease or other substances likely to clog pipes shall not be disposed of down drains, waste disposal or toilets. These items shall be tightly bagged and disposed of down trash chutes.

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XIII. ARCHITECTURAL

The purpose of this section is to preserve the appearance of the complex regarding the exterior of a unit, common area or exclusive-use common area.

- A. No person shall build, construct or modify common areas or exclusive-use common areas. Residents making unauthorized changes will be liable for the costs of restoring said changes to the original as-built state within a specified time period.
- B. Any changes made to a unit must conform to the City of Los Angeles building codes, ordinances, and regulations. The homeowner is responsible for obtaining all approvals and building permits from the City or County of Los Angeles before changes are made. All approvals and documentation must be filed with the Management agent before any changes are started.
- C. All floor covering must be installed to meet the most current professional standards using the best available technologies to reduce noise.
- D. It is prohibited to cover the bedroom floors of units on the second and third floors with any other flooring than carpet with padding, so as to reduce noise. A unit owner not in compliance with this rule may be required to remove the hard surface flooring and install appropriate carpet and padding if a noise nuisance should arise.
- E. It is prohibited to hang clothing, towels, rags, rugs, etc. from the windows, railings or facades of the building.
- F. It is prohibited to hang clotheslines or to keep storage boxes on the terraces, balconies and decks.
- G. It is prohibited to cover windows with tinfoil, newspaper, cardboard, sheets, blankets or paper.
- H. It is prohibited to have plants or other objects resting on railings of the terraces, balconies and decks.
- I. It is prohibited to use any other furniture other than outdoor patio furniture on terraces, balconies and decks.
- J. No more than one (1) umbrella or freestanding gazebo shall be placed on any terrace, balcony or deck.
- K. No enclosures of any kind shall be permitted on terraces, balconies and decks.
- L. It is prohibited to use or hang any wind chimes or noise-making devices on terraces, balconies and decks.
- M. It is prohibited to use or hang antennas or satellite dishes on terraces, balconies and decks.
- N. Seasonal decorations are limited to 30 days before and 10 days after each holiday.
- O. For Sale signs, For Rent signs and real estate lock boxes can only be placed or displayed on the real estate posting board. The real estate posting board is located outside of the West Lobby. All real estate related items must be removed within 10 days of the sale.
- P. Owners are responsible for the replacement of their Unit's front door.
- Q. Unit front doors must conform to the architectural design approved by the Board of Directors.

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- R. Owners must maintain the surface of the patios and balconies. Check that drains and spouts are clear, the surface membrane is intact and that water does not pool on the deck.
- S. If an owner fails to maintain and repair the terraces, balconies and decks from water damage, the association may make the needed repairs and bill the owner's account.
- T. No obstructive substance shall be thrown in any plumbing fixture. The unit owner will be responsible and shall pay for any damage resulting from waste in the plumbing pipes as a result of misuse or neglect. Stoppages between basins, toilets, etc. and the main line are the responsibility of the individual unit owner. A main line stoppage, involving 2 or more units, is the responsibility of the Homeowner's Association.
- U. Any resident performing plumbing work, renovations or water shut-off must notify all units that may be disturbed by such work including but not limited to units above, below and to each side of said work. This notification will be given no less than three (3) business days in advance.

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XIV. COMPLIANCE POLICY

First Violation: A warning letter/notice will be sent to the member with a request for immediate compliance. In certain situations a verbal warning may be given. A fine not exceeding \$200 may be levied for the first violation after a hearing as set forth below.

Second Violation: If the infraction continues or occurs again, a second letter/notice will be sent. A fine not exceeding \$300 may be levied for the second violation.

Third and Subsequent Violations: In the event that the infraction continues, further letters/notices will be sent. A fine not exceeding \$400.00 may be levied for the third and each subsequent violation.

The Association may also retain an attorney to obtain compliance with the governing documents by issuance of a court order/injunction. If an attorney is retained, the member causing the infraction will be responsible for all attorney fees incurred to enforce the governing documents.

XV. SUMMARY OF MONETARY PENALTIES

First Violation: 0 - \$200

Second Violation: 0 - \$300

Third Violation: 0 - \$400

Subsequent Violations: 0 - \$400

XVI. HEARING PROCEDURE

Prior to imposing a fine or discipline, member will be notified of a hearing. At least 15 days' notice will be given of the hearing. The member needs to confirm the hearing time with the management agent at least 10 days prior to the hearing date in order to be afforded an opportunity to be heard. If there is no response/appearance by the member at the hearing, the Board may still impose the fine. The member will be notified within 10 days of the hearing of the amount of the fine, if any.

XVII. SUSPENSION OF VOTING RIGHTS OR COMMON AREA PRIVILEGES

The same hearing procedures may apply with respect to actions to suspend voting rights or suspend common area privileges.