

Cordova East Homeowners' Association Rules

INTRODUCTION

Dear Homeowners,

Welcome to Cordova East Homeowners' Association

1115 Cordova Street, Pasadena, CA 91106

Owners are encouraged to participate in the planning and management of the complex by offering suggestions for improvement. Notices of the monthly board meetings are posted prior to each scheduled meeting. Your attendance is encouraged. This meeting is usually held on the third Tuesday of every month in the recreation room located next to the pool. Please check the notice cabinet located in each lobby for the date and agenda of the next meeting. The annual meeting of all homeowners is held each fall when the board is elected and items of general interest are reviewed including the budget.

This document contains the Association Rules approved by the 1115 Cordova East Homeowners' Association. It is intended to mutually benefit all owners and residents. All members of our community are asked to cooperate so as to allow all owners and residents full enjoyment of their home. Such cooperation is necessary to keep 1115 Cordova a pleasant place to live and to prevent deterioration of property values. These rules are offered as a positive contribution toward the improvement of living conditions. These rules supplement but do not supersede or change the Covenants, Conditions, and Restrictions (CC&Rs) and Bylaws which were established by the Board in compliance with California Civil Code. These Association Rules are established and approved by the Board of 1115 Cordova East HOA and are effective 30 days from the date on the cover. Extra copies are available from the management company for a nominal charge. Electronic copies are available with a valid email address.

The management company for Cordova East HOA is:

Cornerstone R/E Management, Inc.

540 El Dorado St, Suite 101

Pasadena, CA 91101

Office: (626) 577-3060

After hours emergency phone: (626) 470-7997

Email: connieb@managedbycornerstone.com

Sincerely,

The Cordova East Board

Cordova East Homeowners' Association Rules

Governing Documents

The Cordova East Rules and Regulations (R&Rs) is an official document produced by the elected Board of Directors ("the Board") of the Cordova East Homeowners' Association, Inc. ("the Association"). It is one of several governing documents that control the Cordova East condominium project. Included in this group of legally recognized documents are:

- Declaration of Establishment of Covenants, Conditions and Restrictions for Cordova East (CC&Rs)
- By-Laws
- Cordova East Rules and Regulations (R&Rs, this document)

The CC&Rs describe the rights and obligations of the Association and each owner. The Bylaws of Cordova East Homeowners' Association describe the mechanics of Association decision making and management. The R&Rs are the rules of operation of the common areas and facilities owned or controlled by the Association. The Board is empowered by Article III- C(7) of the CC&Rs to formulate these rules. The motivation for initiating and enforcing these rules is to provide a pleasant living experience for all Association members.

These rules are offered as a positive contribution toward the improvement of living conditions. These rules supplement but do not supersede or change the Covenants, Conditions, and Restrictions (CC&Rs) and Bylaws which were established by the Board in compliance with California Civil Code. These Association Rules are established and approved by the Board of Cordova East HOA and are effective 30 days from the date on the cover. Extra copies are available from the management company for a nominal charge. Electronic copies are available with a valid email address.

Owners should receive a copy of all governing documents as part of escrow.

Owners are responsible for giving a copy of the Rules and Regulations to their lessees.

Adoption Log

January 17, 2017	Adopted – December 1, 2016 draft
December 30, 2021	Major revision to Rules, include addition of new items and restating of existing rules
February 17 th , 2022	Approved revision to Rules

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1. EMERGENCY INFORMATION

- a) Dial 911 for all medical, fire, or police emergencies. The address of the property is 1115 Cordova Street, Pasadena, California 91106. Be sure to provide your unit number and/or the location of the emergency.
- b) **Fire:** The complex is equipped with a fire alarm system. If you see a fire, locate the nearest red manual "pull" station, usually located near exits and stairwells, and pull on the handle to activate the alarm. Call 911 to notify the fire department. In the event of a fire alarm, check the corridors for smoke and fire, and proceed to the nearest exit if it is safe to do so.
- c) **Emergency Repairs:** For emergency repair services such as common area water leaks or elevator failure, call the management company. In the event that you cannot reach the management company, some phone numbers for maintenance personnel are listed below.
 - Health, Crime & Safety Emergencies: 911
 - Pasadena Police Non-emergency: (626) 744-4241
 - Fire Department Non-emergency: (626) 744-4668
 - Electricity outages: (626) 744-4673
 - Pasadena Department of Water & Power: (626) 744-4005
 - Hillcrest Towing: (626) 798-7817 (Available 24/7)

2. SAFETY AND SECURITY

- a) **Non-Emergencies:** To report non-emergency problems at the complex or if you have suggestions for improvement, please put them in writing and email to the management company. All efforts will be made to address your issues and suggestions at the following board meeting. It would be appreciated if you include your name, unit number, and contact information so that we can get additional information if needed. If you wish to remain anonymous, please indicate this on the email or letter in suggestion box.
- b) **Vigilance:** If you suspect illegal activity is occurring anywhere on or around the property, or believe that a crime has been committed, you are strongly encouraged to call the Pasadena Police Department and report it. Please retain any incident number provided by the police and follow up. You may also contact the management company to see whether any of the activity was captured by surveillance equipment. The Board will help in addressing any issues where the CC&Rs or the Association Rules are not being followed, but you must contact the police for any criminal activity. Please reference the Sample Reporting Form at the end of this document. Please keep documentation regarding any issues or reports. The Board appreciates your cooperation in helping maintain a safe and healthy environment at Cordova East.

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- c) **Surveillance:** The complex is equipped with video surveillance equipment which can digitally record and store activity around parts of the complex.
- d) **Keys:** To maintain security, all common area keys are proprietary and remain the property of the HOA. Owners, residents and guests are not permitted to make copies. Please report all lost or stolen keys to the management company. Additional common area access keys are available from the management company for a fee. Contact the management company if you need temporary keys for use by service personnel.
- e) **Lock Boxes:** All lock boxes must be secured behind the Cordova sign at the front of the property. Any key lock box used on the Property must have the name of the proprietor and contact information for said person. Lock boxes must be registered with the management company by calling and giving the identification of said lock box. If the lock box is neither identified with contact information, nor registered with the management company, or improperly placed, the lock box will be removed and disposed of.
- f) **Gates:** Access into our private community is intended to be controlled through our system of secured gates. However, uninvited guests may find their way into the community. The Association cannot guarantee every resident's personal safety or the protection of their property. Unauthorized entry into our community will be reduced if all the residents of the community make an individual, conscious effort to prevent entry by those who are not welcomed guests. Any requests for gate repair or entry repair shall be directed to the management company.
- 1) To prevent unwelcomed visitors, residents should allow entry through the security gates only to known guests or visitors. Do not use your phone to open the door unless you have confirmed the visitor's identity. Do not allow anyone, including delivery and service people, to follow you through an entry gate unless you know that person is a fellow resident. Any damage, vandalism, defacement of common areas or private property caused by persons who are allowed entry to the property by a homeowner or resident, whether the person is known or unknown to the homeowner or resident, is the responsibility of the homeowner of the unit which authorized or allowed the entry of the person(s). This includes "party" situations where several visitors may be entering the premises at once.
 - 2) Likewise, the Association reserves the right to seek legal action, cost of damages, and subsequent repair costs from any homeowner who allows an activity or gathering that results in damages to the property, structure, or facilities.
 - 3) Any attempt to disable or impair any of the entrance gates is strictly prohibited and subject to a fine and assessment for the costs of the repair. Such activities include but are not limited to:
 - Propping open pedestrian or garage gates at any time, even while moving in or out, is not allowed.
 - Intentionally leaving gates ajar
 - Disabling any gate or lock

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If a homeowner or resident is found to be responsible for such damage, they will be wholly responsible for all costs associated with any necessary repair, including those to any entry or gate repair.

- g) **Dangerous Materials:** Residents shall not store, maintain or use any toxic, flammable, combustible, or explosive fluid, material, chemical, or other dangerous substance in their residence, parking space, or storage lockers. [Health and Safety Code] This does not include common household cleaning supplies.

3. SMOKING IS PROHIBITED

- a) **Prohibited Areas:** In accordance with Pasadena City Ordinance effective January 1, 2013, smoking of any material, including e-cigarettes, is not permitted in any condominium unit or in any common areas. This includes balconies, patios, hallways, parking lots/garages, lobbies, courtyards, elevators, bathrooms, laundry rooms, garbage rooms, walkways, swimming pools, roofs, and stairways.
- b) **Rental Agreements:** Every lease or rental agreement entered into for a condominium unit must contain a reference to this ordinance and attach a copy Pasadena Municipal Code, Section 8.78.085. http://www.gaor.org/association-and-mls-forms-forms-menu/area-disclosures-forms-menu/doc_view/46-city-of-pasadena-no-smoking-policy-disclosure-form.html.
- c) **Additional Restrictions:** Smoking is permitted off the complex property as long as it is more than 20 feet away from any doorway, window, or vent that leads into an enclosed area. Pasadena Municipal Code 8.78.072.
- d) **Violations:** To report a violation of the no smoking ordinance, please call the Pasadena Public Health Department at (626) 744-6014 or fill out a form online at <http://ww5.cityofpasadena.net/citizen-service-center/submit-a-request/>. You may also notify the property management company and the Board. Smoking is a finable offence.

4. PETS

- a) **Definition:** No animals, livestock, reptiles, insects, poultry or other animals of any kind shall be kept in any unit except for the usual and ordinary domestic pets – specifically: dogs, cats, small domestic animals such as rabbits, guinea pigs, hamsters, fish, birds inside bird cages (that are kept only in the unit interior), and small reptiles that are kept in an aquarium that does not exceed 2 feet in height or length (not to exceed 15 gallon (which are kept only inside the unit). Animals that are approved by the Association may be kept as household pets within any unit provided that they are not kept, bred, or raised therein for commercial purposes, or in unreasonable conditions or quantities. As used in this rule "unreasonable quantities" shall ordinarily mean no more than two (2) pets per unit allowed; provided, however, that the Board may determine that a reasonable number in any instance may be more or less. The weight limit of any pet is 35 pounds.
- b) Pets are not allowed in the pool area. Pets are not allowed in the common areas without a leash and the leash must not exceed six feet in length. This includes common area hallways, parking lot and lobbies where pets are not allowed to roam freely.

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- c) Animals belonging to Owners, occupants or their licensees, tenants or invitees within the complex must be either kept within a unit or on a leash held by a person capable of controlling the animal.
- d) The Board may prohibit any animal which constitutes, in the opinion of the Board, a nuisance to any other Owner.
- e) **Liability:** Owners shall be liable to each and all Owners, their families, guests and invitees, for any unreasonable noises, smells, or damages to persons or property caused by any animal brought or kept on the Premises by an Owner or members of the Owner's family, tenants, or guests.
- f) **Pet Waste:** Pet owners and their keepers shall prevent the pet from defecating or urinating within any common area of the property. When prevention is not successful, it is the duty and responsibility of each such owner to clean up the pet waste and properly dispose of it. Waste should be disposed of in the trash bin in the garage. Do not leave pet waste in common area trash cans such as in the lobbies.

Owners, tenants, or guests found to be allowing pets to defecate or urinate on the premises will be responsible for cleaning fees (including public areas). In addition to the cleaning fees, a fine may also be levied against the Owner. Laws of the City of Pasadena and the State of California regarding the safety and well-being of house pets must also be respected.

- g) **Service and emotional support animals**, as defined under California statute, are exempt from the 35-pound weight restriction referenced in A). However, such animals are subject to all other provisions found in this section.

5. INSURANCE

- a) **Insurance Requirement:** The Homeowners' Association maintains a master insurance policy that covers the complex's structure and common areas. Earthquake insurance is not included. Owners are encouraged to purchase their own insurance policy to cover the interior of the unit, personal belongings, furnishings and improvements. If you have any questions, contact a professional insurance company or agent. Owners should encourage tenants to acquire Renters Insurance as their personal property is not covered by the Associations insurance policies
- b) No Owners shall permit or cause anything to be done or kept in or upon the complex which may increase the rates of insurance on units or on the property, or which will obstruct or interfere with the rights of other Owners. If, by reason of the occupancy or use of a unit by the Owner or resident occupant, the rates of insurance on the complex shall be increased, the Owner shall become personally liable for the additional insurance premiums.
- c) **Smoke Detectors:** Properly functioning smoke detectors are required in all units installed and maintained in accordance with the local and state fire codes.

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- d) **Property Damage:** All repairs and replacements from fire or water damage that begins in one unit and extends to another unit or units, or to the common area property of the Association, is the responsibility of the Owners of the unit where the fire or water leak originated.

6. WATER USAGE

Southern California is in a severe drought. Please conserve and use water wisely and sparingly. There is no car washing by hose allowed on the property. Please consult Pasadena Water and Power for more information.

<http://www.ci.pasadena.ca.us/waterandpower/SaveWater/>

7. RESIDENT PARKING AND TOWING

- a) **Assigned Parking:** Numbered resident parking is assigned (according to your property deed). Parking in a space that has not been assigned to you is not allowed unless permission is given by the owner of that assigned space. All vehicles parked on the property (except short-term guests) must be registered with the management company with the make, model, and license number of the vehicle. Please read the signs regarding towing that are posted at the vehicle entrances to the property.
- b) **Parking Space Usage:** All parking spaces are for the parking of permitted vehicles only. They are not to be used for storage except as authorized by the Board. Owners and residents are responsible for keeping their parking spaces clean of all debris and flammable items. Periodic cleaning of the parking area grounds is provided by the association.
- c) **Speed Limit:** The speed limit for all vehicles operating within the complex is 5 mph.
- d) Residents may not park in spaces designated as guest parking. Resident vehicles parked in a guest parking spot may be subject to towing.
- e) If a resident's assigned parking spot is blocked by another vehicle, it is the responsibility of the assigned owner/resident of the parking space to call the towing company. Hillcrest Towing can be reached at (626) 798-7817. This is not an association matter. Please note that California Vehicle Code Section 22658 requires that the owner of the property (parking space) be present at the time of removal.
- f) **Towing:** Signs regarding towing are posted at each vehicle entrance. The owner of the towed vehicle is responsible for all fees associated with the towing of the vehicle and any other costs associated therewith. Please contact Hillcrest Towing at (626) 798-7817. They are located at 250 N. Hill Ave. in Pasadena and are available 24 hours a day. Neither the HOA nor the Board will be responsible for costs related to towing any vehicle. Towing within homeowners' associations is governed by California Vehicle Code Section 22658.

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- g) **Permitted Vehicles:** The following vehicles are not to be kept on the property without the express advanced approval of the Board: trailers, campers, mobile homes, boats, commercial vehicles, trucks, (other than standard-sized vans, and pick-up trucks), and inoperable vehicles of any kind. Any vehicle parked on the property must have current registration exhibited on its license plate. All vehicles must fit within the painted lines designating the parking space.
- h) **Vehicle Maintenance:** No vehicle maintenance or repair of any kind is permitted on the property. Only emergency services such as tire changes and battery changes or battery charging are permitted. All prohibited on-site vehicle maintenance is subject to a fine.
- i) Overnight sleeping in a vehicle on the premises is not permitted.
- j) **Leaks/Spills:** For safety reasons, any major leaks or spills from vehicles parked in the garage must be reported to the management company immediately for cleanup. The costs for such cleanups are to be charged to the Owner of the parking space. For minor leaks, a drip pan must be placed under the car until repairs can be made, no cat litter or cardboard is to be used. Failure to report a leak or spill will result in a fine in addition to cleanup costs.
- k) **Vehicle Storage:** No motorized vehicle may be parked or stored in a stairwell, hallway, on a balcony, or anywhere else on the property except in a designated parking space.
- l) **Inoperable Vehicles:** Keeping an inoperable vehicle in any parking space is not permitted. Vehicles engines must be operable and the vehicle able to be driven.
- m) **Electric Vehicle Charging:**
- No owner is to charge any vehicle using Common Area electrical outlet
 - Owner could install vehicle charging station at their own expense subject to Board approval
 - Charger cannot be installed on common area space or throughway
 - The charger cannot impede any neighboring space including ability of adjacent space to use their space as intended
 - Requires electrician to draw plans for routing the outlet to owners' meter,
 - Plans must be approved by the HOA and City
 - Sign a covenant to attach the charger station to owner's unit
 - Owner to purchase, install and maintain the charger to meet all safety requirements

8. GUEST PARKING AND TOWING

- a) **Location:** Parking spaces for guests are marked by signs. Guests are short-term visitors of residents of the condominium complex staying with the resident. Guests may not park in any parking space that is not designated for guests, except that guests may park in their host's assigned parking space. Guests who park in a resident's space without permission may have their car towed.

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- b) **Duration:** Guests are allowed to park in a guest space for a maximum of 48 hours. After 48 hours, the vehicle is subject to towing and all fees associated therewith are the responsibility of the vehicle owner. Any guest staying at the property for more than 48 hours is required to register his or her vehicle with the management company. A vehicle parking in guest spaces over a series of consecutive days is also not permitted and is subject to towing and all fees.
- c) **Towing:** Signs regarding towing are posted at each vehicle entrance. The owner of the vehicle is responsible for all fees associated with the towing of the vehicle and any other costs associated therewith. Please contact Hillcrest Towing at (626) 798-7817. They are located at 250 N. Hill Avenue in Pasadena and are available 24 hours a day.

9. PERMIT PARKING

There are a limited number of parking spaces labeled as "Parking by Permit Only" that may be rented for a fee. The Board may, at its discretion, devise a system to lease the Parking by Permit Only spaces to Owners or residents. If the Board leases these parking spaces, any vehicle parked in these spaces that does not have a permit will be subject to towing. The Board reserves the right not to give more than one permit per unit. Any vehicle parked in these spaces must park within the designated lines of the parking space.

10. MAINTENANCE REQUESTS (NON-EMERGENCY)

The Board is not to be contacted for ordinary maintenance and repairs. Please contact Managed by Cornerstone as noted above, or place a written detailed description of the required maintenance or repair in one of the suggestion boxes located in each lobby. Be sure to indicate exactly where the problem is located. All requests for maintenance or repairs will be reviewed and addressed at the following monthly board meeting.

11. COMMON AREAS AND BUILDING APPEARANCE

- a) **Responsibility:** Owners and residents must accompany and be responsible for their guests while using common area property and facilities. The monthly HOA fees depend, in large measure, on the care and consideration by each Owner/resident and their guests.
- b) **Use:** Common area courtyards, hallways, stairwells, walkways, streets, and parking areas may not be used for recreational or sporting activities, including, but not limited to, biking, skate boarding, ball playing, and rollerblading.
- c) **Roof Access:** To prevent damage and potential accidents, climbing on or accessing the roof is prohibited except in an emergency. If access is required, contact the management company.

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12. DECORATIONS AND MAINTENANCE AUTHORITY

- a) The Board has the exclusive right to paint, decorate, repair, maintain, and alter or modify all walls, installations, and improvements in the common areas.
- b) Only plants, doormats, holiday wreathes and welcome signs may be kept in the common area immediately outside front doors. These items shall be kept neat and clean. Any other items such as bicycles, baby carriages, strollers, furniture, or toys may be removed and disposed of by the Association after a written warning is sent to the homeowner.
- c) **Water Shut Off:** In the event that water to a particular unit needs to be shut off, the shutoff should be coordinated through the management company at least 24 hours in advance, except for emergency shutoffs. Notice should be given to all other units affected by the shutoff. This coordination is necessary to prevent damage to the central hot water boilers which service all units. Water shut-off valves usually impact all three units in a column.

13. NOISE AND COURTESY

- a) **Noise:** Noise is a part of life in a condominium community. Within reason, homeowners may conduct their lives and operate appliances which can be heard beyond their walls, within reason, between the hours of 8:00 a.m. and 10:00 p.m. After 10:00 in the evening, the use of loud appliances is forbidden. Loud music, voices, or social gatherings are subject to the City of Pasadena's municipal codes regarding noise ordinances and quiet hours. We request that noise be kept to a minimum so as to not disturb neighbors between the hours of 10:00 p.m. and 8:00 a.m. Except in cases of emergency, no noisy construction shall be allowed to start by homeowners or contractors on the property earlier than 8:00 a.m. seven days a week.
- b) **Quiet Time:** Quiet time throughout the complex is defined as 10:00 p.m. to 8:00 a.m. daily.

14. COMMON AREAS USAGE

- a) **Use:** Common areas are for use by residents only, unless an exception is given by the Board. If you would like to use a common area for an event, please present a request to the Board no less than 30 days prior to the scheduled event.

Destruction, vandalism or loitering in common areas by unknown guests, trespassers, or suspicious persons will not be tolerated. Please contact the Pasadena Police Department to report these behaviors. Get an incident number from the police, and please let the management company and the Board know what you have witnessed. Include documentation if possible.

- b) **Shopping Carts:** No shopping carts are allowed in hallways, parking spaces, lobbies, stairwells, balconies, or any other common areas.

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- c) **Litter:** Any homeowner, resident, or tenant observed or proven to litter shall be issued a single warning and subsequently fined for each infraction. Littering includes but is not limited to cigarette butts.

15. USE OF PROPERTY RESTRICTIONS

- a) **Trespassers:** No trespassers or squatters are permitted anywhere within the property walls and gates. Any unauthorized entry is a trespass. Trespassers found to be on the premises will be removed by authorities and will be subject to prosecution. Any homeowner or resident found to be aiding or assisting another person in the commission of a trespass will be fined. Subsequent to the initial fine, legal action will be taken against any Owner or resident found to be aiding or assisting with or causing a trespass on the property. No person is allowed to settle in or upon property grounds without title or right.
- b) **Nuisances:** No person shall commit or permit any nuisance on the property. Each Owner shall comply with all of the requirements of the local or state health authorities and with all other government authorities with respect to the occupancy and use of a unit. Each Owner shall be responsible for all individuals residing in or visiting his or her unit and other family members or persons residing in or visiting his or her unit. Any damage to the complex, personal property of the association, or property of another Owner, caused by such individuals or other family members shall be repaired at the sole expense of the Owner of the unit where such individual or other family members or persons are residing or visiting.
- c) **Solicitations:** Residents may not engage in door-to-door solicitation.
- d) **Commercial Activities:** Units shall be used for private and single-family residential purposes. The use of a private residence for commercial purposes is subject to any applicable zoning laws and civil codes of the city of Pasadena and the state of California. Businesses operated within units must comply with local ordinances and not interfere with the peaceful enjoyment of the neighbors' property or the common areas.

16. TRASH, DUMPSTERS, AND HAZARDOUS MATERIALS

- a) **Hours:** The trash chutes are not to be used during the quiet hours of the building (10 P.M. to 8 A.M.). All residents must dispose of trash via the trash chute located on each floor or by taking their items directly to the large trash dumpsters in the garage trash room. Do not leave trash on trash room floor.
- b) **Bagging:** To prevent spilling of contents all rubbish and trash, including cat litter, must be placed in plastic bags and sealed before placement in the garbage chute. Paper bags are not allowed. This is for sanitation purposes to minimize the smell and prevent the attraction of rodents, flies, or other pests. Necessary cleaning due to unsanitary use of the trash chutes may be charged to the Owner of the unit responsible.
- c) **Boxes:** To avoid clogging of the garbage chutes do not put any box (including pizza boxes) down the garbage chute. Cardboard boxes must be broken down flat and placed

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along the inside of the dumpster. Do not leave boxes or other materials on the trash room floor. Failure to do so may result in a fine.

- d) **Dumpsters:** All trash must be placed within the dumpster, not outside or around the dumpster.
- e) **Bulk Items:** Disposing of any bulky item such as furniture, appliances, or mattresses that will not fit completely into the dumpster or could cause the dumpster to overflow is prohibited. Owners/residents are responsible for removal of these items from the complex. Arrangements to pick up bulky items can be made through the management company. Failure to properly dispose of bulky items may result in a fine as well as the cost of the removal.
- f) **Hazardous Materials:** Disposal of any hazardous waste such as automotive fluids, paint, solvents, electronics, or batteries in the dumpsters is prohibited. Owners and residents are responsible for properly removing such items from the complex premises. Consult Los Angeles County for dates and locations of hazardous waste collection events. <http://ladpw.org/general/enotifyCalendar/Calendar.aspx>

17. LAUNDRY

- a) **Hours:** Laundry room hours are from 8:00 a.m. to 10:00 p.m. The last washer laundry load should be started no later than 9:00 p.m. to ensure all machines are quiet by 10:00 p.m.
- b) **Use:** The laundry room is for use by Owners and residents only. Residents may use washers and dryers on any floor, but are encouraged to use the machines on their own floor. Please respect other Owners and residents by removing your laundry as soon as the wash cycle or drying cycle is completed. Please clean dryer lint traps after each use. Coloring or dyeing or soaking of any laundry in machines is not permitted.
- c) **Repairs:** If there is a problem with a washer or dryer, get the machine number displayed on the front of the machine, and call the machine service company number posted in the laundry room. As a courtesy to your neighbors please place an "out of order" sign on the machine that is not working properly.
- d) Washers and dryers are not permitted in individual units.
- e) The drying of laundry is permitted on balconies using a portable drying rack. The drying rack may not exceed 4 feet in height and must rest on the balcony floor. Laundry may not be placed either directly or indirectly on any part of a balcony, including balcony railings. The drying of laundry is permitted only during daylight hours and must be removed at sundown.

18. POOL AREA

- a) **Hours:** Pool hours are daily from 8:00 a.m. to 10:00 p.m.

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- b) **Health & Safety:** All persons using the pool do so at their own risk. There is no lifeguard on duty. The Homeowners' Association does not assume any liability in this regard. The Board and management company reserve the right to deny the use of the pool area to anyone at any time for the purpose of enforcing the rules regarding the use of the facilities.
- All state and local laws pertaining to the use and operation of the swimming pool will be enforced.
 - To maintain a safe environment, no running, pushing, or horseplay is allowed.
 - Gates that lead into and out of the pool area must be kept closed.
 - All children under 14 should be accompanied by an adult. California Building Code Section 3120B.4 states: "Children under the age of 14 shall not use pool without a parent or adult guardian in attendance". Swim diapers are required to be worn by all children who are not potty-trained.
 - All persons who are incontinent, having active diarrhea, or having had diarrhea within the past fourteen (14) days, including children who are not toilet trained, are not allowed in the pool.
 - No glass containers may be brought into the pool area. Consumption of alcohol while using the pool is discouraged.
 - Diving is not allowed.
- c) **Noise:** Those using the pool facilities must do so in a manner that will not disturb others. No dangerous, obnoxious or excessively loud activity will be permitted at any time. Music and/or noise devices may not be used around the pool unless with headphones or earbuds. Please respect the rights of the immediate neighbors.
- d) **Guests:** Guests must be accompanied at all times by the resident who invited them.
- e) **Pets:** No pets may be brought into the pool area.
- f) **Attire:** Proper swim attire must be worn by all persons using the pool. Street clothing is not permitted to be worn in the pool.
- g) Items of personal property must not be left in the pool area. Poolside furnishings may not be removed from the pool area at any time.
- h) **Parties:** Use of the pool area for parties is permitted with prior approval by the Board. A request must be submitted to the management company at least 30 days before the planned event specifying the date and time of the proposed party, stating that the resident accepts responsibility for the conduct of the resident's guests, and confirming the applicant's understanding that a security deposit of \$200 will be required upon approval. The deposit will be forfeited in the event that any damage occurs or in the event that the premises are not left clean.

Cordova East Homeowners' Association Rules

19. RECREATION ROOM USE

- a) **Access:** The south door of the Rec Room is equipped with a keyless entry system. The access code can be obtained from the Management Company. The Board reserves the right to periodically modify the access code and all homeowners will be informed of the new access code which can be obtained from the management company. When the room has been reserved, a notice with date and time of usage will be posted on the Rec Room door and in lobby bulletin boards. Each user is responsible for locking the doors and closing all the windows before leaving the Rec Room.
- b) **Furniture:** no furniture, appliances or games may be removed from the room.
- c) **Use:** The Rec Room use is for homeowners and their guest only. However, any homeowner may delegate their right of enjoyment of the recreation room to their tenants who reside on the property.
- d) **Responsibility:** A homeowner and/or a tenant are responsible for the conduct of his/her guests and proper behavior to prevent damage and excessive noise. Owners and Residents and/or their guests will be held financially responsible for any damage to furniture and/or equipment resulting from misuse.
- e) **Children:** Children under the age of 14 must be accompanied by a parent, guardian, or an adult at all times.
- f) **Smoking:** Smoking and/or use of an illegal substance is not allowed at any time in the room.
- g) **Hours:** Hours of use are 8:00 am to 10:00 pm weekdays and weekends.
- h) **Animals:** Animals (pets) are not allowed in the rec room at any time other than Service Animals.
- i) **Number of occupants:** The maximum number of occupants in the room is 40 persons.
- j) **Cooking:** No cook stove or open flames are allowed. Use of electrical appliances such as coffee pot, microwave oven, slow cooker, etc. is allowed.
- k) **Bathing suits:** Wet bathing suits are not permitted in the room.
- l) Use by political and/or religious organizations is permitted if a homeowner or tenant is a member of the organization and is present.
- m) Failure to comply with these Rules and Regulations is a fineable offense.

Cordova East Homeowners' Association Rules

20. RECREATION ROOM RESERVATIONS

- a) **Reservations:** Reservations can only be made by someone 21 years of age or older and may be made up to a maximum of six (6) months in advance. The rental agreement provided in addendum must be submitted to the management company upon making a reservation.
- b) **Security Deposit:** At least 7 days before renting the party room for an event, a \$200 cashier's check or money order for a refundable security deposit, the check should be made payable to the Cordova East HOA. The security deposit may be retained by the association as part payment of any expense for cleaning, damage and/or loss to the association property. If the deposit is not sufficient to cover the fair value of such cleaning and property, then the homeowner/tenant will be responsible to reimburse the association for any additional expense as determined by the board. The Security Deposit is refunded when the following occurs:
 - The Rec Room is inspected for damage or loss by a Cordova East HOA Board member and found in acceptable condition.
 - The Rec Room reservation agreement is signed (again) acknowledging if any damage or loss to the association property or personal injury has occurred.
 - The homeowner/tenant is responsible for clean-up of room immediately after the event.
- c) All party activities should be confined to the Rec Room with the exception of use of the pool, BBQ area and bathrooms that are outside the room.
- d) **Responsibility:** Cordova East HOA will assume NO responsibility for the actions or safety of party guests. The host of the party assumes all liability themselves and for the actions of their guests while on Association property. The host is responsible for all Rec Room furnishings and fixtures. The Owner reserving the facility will pay for any damage to the premises. Cordova East HOA is not responsible for any personal articles left in the building after the party.
- e) The Cordova East HOA Board of Directors or the management company reserves the right to refuse rental and use of the room to anyone not agreeing to these Rules and Terms
- f) **Alcohol:** Alcohol is allowed in the recreation room. At no time will alcoholic beverages be sold at a function and no one under the legal drinking age will be served alcohol.
- g) **Trash:** All garbage must be removed from the room and deposited in a proper garbage dumpster located in the parking areas in the East and West Buildings.
- h) **Children:** Parties, gatherings or meetings where there are children under the age of 14 present, must be accompanied by a parent, guardian or an adult.

Cordova East Homeowners' Association Rules

21. BALCONIES

- a) **Appearance:** Balconies and patios are spaces that are visible to all homeowners or the community. Care must be taken to create a pleasant, non-offensive and neatly-kept appearance. Residents are responsible for keeping balconies and patio areas free from debris, litter, trash bags, and/or any unsightly collection of personal property as determined by the Board.
1. Should owners desire to put temporary tiles on their balconies, they may do so, provided they are ONLY the type that have a rubber bottom, wood on top, and clip together, which are easily removable. Any owners seeking examples of which are approved tile types may ask the Board.
 2. Should owners desire to have a privacy screen on their balcony railings, they may purchase and affix them with ZIP TIES only, and they must be solid black and the height of which is not greater than the height of the railing. Owners who wish to have a more colorful pattern may put a screen up on the side facing their unit, provided there is a black privacy screen facing outward, to keep the appearance of the building consistent. The Board will provide examples of which privacy screens are allowed.
- b. **Use:** Balconies and patios may contain only patio furniture designed for outdoor use, and plants. They may not be used for storage. Shelving is not permitted. Potted plants are permitted as long as they are kept in saucers (underneath the pots) to prevent water damage to balconies and patios or to the structure.
- c. **View:** No items on balconies may intrude upon, endanger, block or inhibit the view of other homeowners. Violations should be reported to the management company so that a course of action can be determined by the Board.
- d. **Lighting:** Lighting on balconies or patios is to be conservative and subdued, and must be installed in such a way that light is not directed towards other homeowners' windows, or towards public spaces.
- e. **Compliance:** Any resident's complaint about a balcony's appearance is to be submitted in writing to the management company, or to the Board via the suggestion boxes provided in the lobbies. With the exception of hazardous circumstances that are an imminent danger to a resident or homeowner, all complaints will be reviewed by the Board at the next Board meeting, and a response will be noted in the minutes of the Association.
- f. Any repair or maintenance of balconies is the responsibility of the homeowner. Any damage from misuse, excessive weight, water damage, or other reasons caused by a homeowner directly or indirectly (including neglect) is the sole responsibility of the homeowner.

Cordova East Homeowners' Association Rules

22. BARBECUE GRILLS

Personal barbecue grills of any kind, or any other fire producing device, such as fire pits, are not permitted anywhere on the property grounds. This includes balconies, patios, stairwells, hallways, parking areas, and decks. However, the Association maintains gas barbecues, located in the common area sun deck next to the pool, for the use and enjoyment of all residents. Please use all safety precautions to ensure fire prevention while making use of these barbecues. No debris, plants, litter or trash are to be in contact or near the grill. A minimum of 1 foot shall be given on all sides from walls and other deck objects.

23. PROTRUSIONS / ANTENNAS / SATELLITE DISHES

- a) No amateur "ham" radio, CB, short wave, radio or other non-television signal antennas are allowed to be affixed to any common area structure or to the exterior of any unit, including balconies. No security alarm devices, poles, wires, machines, equipment, or unsightly objects of any kind shall be allowed on the exterior of any unit.
- b) **Satellite Dishes:** Installation of satellite dishes is governed by the FCC rules for Over-the-Air-Reception Devices.
 - 1) No satellite dishes shall be installed in any common area, or affixed to any common area structures including fences, exterior or interior building walls, piping, roofing, or railings, including balcony railings.
 - 2) Satellite dish installation on the penthouse rooftops may be permitted. Owners wishing dish installation on the penthouse roofs must submit a request in writing to the HOA. All dish installation must be performed by qualified vendors and meet with industry standards. Any and all costs associated with installation are the responsibility of the homeowner.
 - 3) No dishes larger than 40 inches in diameter are allowed anywhere on the property.
 - 4) All dishes must be safely and securely fastened and positioned in such a manner as to be the least obtrusive and the least visible from common areas and neighbors. Wires may not penetrate any roof, foundation, exterior walls, or common area interior walls unless approved by the HOA Board. All wiring, conduit and access points are to be installed and maintained by a professional dish company employee.
 - 5) Wires must be run through existing or sanctioned conduit or shielding to maintain the visual integrity of the building exterior. Conduit must be painted to match the existing background color.
 - 6) Any damages to common areas caused, in whole or in part, by dish installation will be billed directly to the responsible homeowner.
 - 7) Any satellite dish currently existing upon the common areas of the property is subject to removal or relocation if the Board decides it impedes the view, obstructs the visual

Cordova East Homeowners' Association Rules

field of other homeowners, or is a hazard. All costs associated with removal or relocation of a dish is the responsibility of the homeowner.

24. STORAGE LOCKERS

- a. The HOA maintains a limited number of storage lockers that are attached to walls located in parking areas. These storage lockers are the property of the HOA and may not be sold, transferred, or rented by a unit Owner or resident.
- b. Storage lockers are assigned to units by the Board. Each unit may have only one storage locker, unless otherwise permitted by the Board. Owners may request a storage locker by contacting the management company. Although every effort will be made to assign a storage unit in front of an Owner's parking space, it is impossible to do so in every case. Unauthorized use of a storage locker may result in the contents being removed and discarded.
- c. Owners of parking spaces that have a raised concrete platform in the front of the space can install a plastic store-bought storage locker of a gray or tan color, of up to 35 cubic feet, so long as it doesn't intrude on another parking space or impede access to vehicles, doors, walking paths, or common areas. If uncertain, check with the management company who will consult with the Board.
- d. Residents who have wall mounted storage lockers in their parking spaces are encouraged to park their cars so as not to block easy access to the storage lockers.
- e. Hazardous materials such as automotive fluids, oil paint, or solvents may not be stored in any locker. The HOA is not responsible for the contents of storage lockers.

25. SALE OF A UNIT

- a) **Notification:** When an Owner lists a unit for sale, the management company should be notified of the name and address of the realtor. The realtor should be given a copy of this section of the Association Rules for Cordova East.
- b) **Open House:** Open houses are allowed, but prospective buyers should be discouraged from wandering around the common areas unaccompanied. When entering escrow, Owners must notify the management company of the name and address of the escrow company and the escrow officer's name.
- c) **Signage:** Signs noting the sale or lease of a unit may be placed only on the eyehooks located on the underside of the "Cordova East" sign on Cordova Street. No signs may be placed on the lawn, or any landscaped areas around the property or on balconies. Any improperly placed sign will be removed at the cost of the homeowner.
- d) **Notice to Potential Home Buyers:** Every Association member should note that a member has a legal obligation to disclose to any prospective buyer that the legal description of a unit does not include the common area improvements. The Association

Cordova East Homeowners' Association Rules

will assume no duty and has no responsibility to inform potential buyers of common or public improvement to their units.

26. NEW OWNERS AND RESIDENTS

- a) **Move-in/move-out fee:** There is a move-in & move-out fee of \$100. The fee applies to tenants and Owners moving in/out. Failure to report a move-in/out is a fineable offense.
- b) **Move-in/move out:** Owners and tenants moving in/out are financially responsible for the damage they may cause to the property in the process of moving-in/out. Damage must be reported to the management company within 48 hours. Furthermore, it is forbidden to move-in/move out during the quiet hours of the building (10 P.M. to 8 A.M.).

Dispose of all unwanted items, and trash appropriately. Larger, irregular shaped items such as lamps, vacuums, coffee pots, stools, etc. must be disposed of directly in the large trash bin and not the trash chute. Owners needing to dispose of large, bulky items such as mattresses, furniture, tv stands, etc. must contact Management Company to request a bulky item pick up from the City of Pasadena. Any additional cost for this service will be charged to the owner.

Do not leave any items in the lobbies, outside the building, or in the garage for others to dispose of. Residents who leave items in the lobbies or in front of the building will be responsible for the cost of removal and owners will be charged a fine for this violation.

- c) **Moving truck:** Moving trucks cannot be parked in the parking lot overnight, and moving trucks cannot be parked in a way that prevents other vehicles from entering or leaving the property.
- d) **Phone Number:** New Owners or residents, including tenants, should provide the management company with a telephone number to be used to "buzz" guests in at the front entrance gate. Up to two phone numbers per unit can be programmed in the entry-gate system
- e) **Vehicle Registration:** New Owners or residents, including tenants, must register their vehicles with the property manager. Information to be included is the same as what is requested on the "Application for Parking" at the end of this document.
- f) **Emergency Information:** New Owners or residents, including tenants, must supply the management company with emergency contact information.
- g) Owners must supply their tenant with the most current copy of the Association Rules.

27. ARCHITECTURAL RULES/STRUCTURAL CHANGES

- a) **Remodel Instructions and Board Approval:** No Owner or resident shall make structural alterations or modifications to any common area or to the exterior of the unit

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without the prior written consent of the Board. Penalties for unauthorized alterations either past or present will include the cost of restoration to original condition.

1. Any repairs that impact the common areas as discussed above must be approved in writing by the Board of Directors. You will need to provide your contractor's information including contact/scope of work, license, and insurance along with any required City permits for Board approval prior to starting the repairs.
2. Contractors: Structural changes are to be conducted only by bonded, insured contractors and experts in their field. Proof of bond and insurance as well as contractor license may be required and must be provided at the discretion of the Board. If contractors are found not to be licensed, bonded or insured work may be ordered to stop until the Owner replaces the contractor.
3. All walls must remain intact; do not move or remove any walls without prior written approval.
4. Do not alter or disturb the plumbing or electrical components that are inside the walls, or any portion of the exterior of the unit (balcony, windows, etc.) without the prior written approval of the Board of Directors.
5. The unit begins with the interior surface of the finished wall, ceiling or floor. Owners are responsible for the plumbing valves and drains/traps relating to showers or bathtubs, which may be inside walls or under the tub. However, you must receive prior approval to access and repair/change these.
6. A 72-hour notice must be given to units above and/or below yours, as well as Cornerstone's office, before any water is shut off. You will need to post the information on the doors of the units above and/or below yours giving the date and time period of the shut off, limiting the shut off period to 2 hours or less. Please make sure to properly turn the water back on after completion of work.
7. All contractors must be respectful of the Premises and residents and shall adhere to quiet hours of 10 p.m. to 8 a.m., as well as show consideration for any dust, fumes, vibration or disruption of the quality of the life of the residents. Only emergency work should be completed on Sundays. Those who do not respect the Association Rules of the Premises will not be allowed to conduct business on the property.
8. Owners, residents, or guests who allow unauthorized, unsanctioned structural alterations or uninsured or unlicensed contractors are subject to full liability, restoration costs, and legal ramifications pursuant to Board discretion, when applicable, and to the laws of the state of California.

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- b) **Notification:** Owners must notify the Board of work to be done in their unit prior to any work being started. The Board and HOA can be made aware of any workers on premises and to assist with any additional needs for access, trash, etc. For those projects requiring permits, owners must follow city process and obtain permits and use licensed contractors. This includes but is not limited to plumbing, electrical, removal of popcorn ceilings due to asbestos requirements, installation of new windows, etc. The City of Pasadena requires permits if kitchen remodel includes removal of sinks, faucets and vent hoods as there are certain restrictions.
- c) **Penalties:** Violations of these rules will result in a Notice of Architectural Violation requesting compliance by a certain date. Failure to comply may result in a penalty and a per diem fine, plus any costs (legal or otherwise), until compliance is confirmed. At the Board's discretion, unapproved alterations, including alterations where the integrity or safety of the unit or building may be affected, may be removed or restored to the original appearance at full cost to the Owner. The HOA will assume no duty or responsibility to notify potential buyers of any improvement or modification to any unit.
- d) **Windows & Doors:** Owners and residents may not install replacement windows, or exterior doors (leading outdoors or into a hallway, corridor or lobby), without the approval of the Board. Written requests for window or door replacement should be made to the Board at least 45 days prior to the planned installation of the new windows or doors, and should include pictures or samples of the replacements as well as dimensions of the outside trim. All windows or doors are to be replaced with matching or similar windows and doors as determined by the Board. Replacing windows or exterior doors without the approval of the Board may require the Owner to remove or restore the alteration.
1. No window unit air conditioners, cardboard, paper or aluminum foil is permitted on windows.
 2. Windows, screens, front doors and exterior lighting must be well maintained and in a state of good repair. All windows must have screens.
- e) **Flooring:** All units will have properly installed interior flooring: wooden, tile, carpet, marble, linoleum or laminate with appropriate underlay for sound resistance. Flooring is not a structural modification that requires Board approval, as long as the weight of the flooring does not provide a hazard to the complex's structure or to other units. Installation or alteration of flooring is to be done in accordance with all other listed association rules regarding contracted labor, quiet hours, and safety.
- Flooring material changes must consider sound transfer to any unit(s) below. If you are considering a change from carpet to hard surface flooring, please make sure that the product you use has an underlayment system that provides a sound transmission class rating of 52 or higher.
- f) **Ceiling Lighting and Heating:** Each individual unit was originally built with its own electric ceiling radiant heating system controlled from within the unit. Lighting changes or alterations which require work within ceilings require an electrician who is licensed, bonded, and insured. Electric coils contained within the ceilings may prohibit certain specific lighting alterations. Any questions about lighting and electrical alterations in the ceilings should be directed to the management company. The radiant heating system belongs to the individual unit and is the Owner's responsibility.

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- g) **Balconies:** Owners and residents may not enclose, or partially enclose, any balcony without the written approval from the Board. Detailed requests for enclosures shall be made in writing to the Board. Refer to Balcony Rules section 21 a) for allowed balcony improvements.
- h) **Debris:** No debris from a major unit remodel should be placed in the Building's common trash bin. Contractors may also not place any hazardous materials such as full paint cans or other items in the Building's trash dumpster. Contractors should remove all debris and make sure common areas are clean from any work-related debris each day.

Demolition trash and construction debris must be hauled away by your vendor. Do not place remodeling trash in the HOA dumpsters! Cardboard shipping boxes must be broken down before being placed in the dumpster. Do not place them in the trash chutes.

Common areas must be kept clean from dirt and debris. This includes the hallways, stairwells, elevators, trash area, and common area walkways of the property. Please inform your vendors that they are responsible to protect these areas.

- i) **Grandfathered:** In the event the current Board has not begun enforcement actions against an unpermitted exterior or structural alteration (which includes windows, patios, balconies, enclosures, doors, fencing or other undetermined changes) within 5 years of the alteration, it is precluded from requiring restoration unless the alteration is proven to be a hazard to residents, Owners, or the building structure. In the case of hazardous alteration, there shall be no limitation and restoration shall be required at any time and at any cost to the Owner. Such restoration shall be required to restore the alteration to its approved state, subject to the Board approval.
- j) **Obtaining City Permits:** It is unlawful (see Section 4760 of the Civil Code) to perform any alterations to your unit that impact the structural integrity of the building. You must obtain permits from the City of Pasadena and submit copies of them to the Board prior to any such work. For more information see:
<http://www.ci.pasadena.ca.us/permitcenter/codereg/homecode.asp>

The City of Pasadena Permit Office
175 North Garfield Avenue
Pasadena, CA
Phone: (626) 744-3979

- k) **Notification of Main Water Shutoff:** You must notify the Management Company at least 72 hours prior to any work being done that requires the main water valve to be shut off. Depending on the plumbing work being done, it is possible to shut off a single stack of units, thus affecting less of the building.
- l) **Access to Roof and Utility Controls:** Management Company must supervise all access to the building's roof and utility controls, such as electrical circuit breakers. You must arrange a time with Management Company to supervise vendor access to these

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areas. The roof area is not to be used for installation of antennae or dish satellites for personal use.

- m) **Plumbing:** Association's Responsibility includes all common areas, and damage caused by common area pipes, including common area washers and dryers.

Owner Responsibility: Water damage and mold contamination caused by non-common area pipes such as plumbing under sinks, tub shower heads, overflow valves and drains, dishwashers, behind refrigerators, kitchen cabinets, and all other areas within the owner's special exclusive use such as balconies. REPORT ALL LEAKS TO THE MANAGEMENT COMPANY IMMEDIATELY.

Many of the pipes in the building are old and cannot handle the additional waste of "flushable" wipes being flushed down toilets. Owners are not to discard "flushable" wipes, feminine hygiene pads, paper towels, cat litter, or other bulkier "paper" products down the toilets. This is important to help avoid a major plumbing issue including backed up sewage into the lobbies, garage or lower units.

28. RULE ENFORCEMENT PROCEDURE

- a) In order to enforce the CC&Rs, Bylaws, Articles of Incorporation, and these Association Rules, the Board may, at its discretion, levy, assess, and collect reasonable fines and costs as established by the Board. The fines will be assessed against the Owner for violations by the Owner, members of his or her family, invitees, licensees, tenants or lessees of such Owners.
- b) **Reporting Violations:** Every resident has the right and responsibility to report any rule violation. A violation of any rule or regulation may be reported to the management company by phone, email, or letter, or can be placed in one of the suggestion boxes (the boxes are checked only once a month). The report should include the date, time, and location of the violation, the nature of the violation, the identity of the person or persons, and any photos or documentation of the event. Please be sure to include your name, unit number and telephone number when reporting a violation. If you do not wish your name to be made public, please indicate your wishes on the letter or note, and you will remain anonymous.
- c) Violations of the Association Rules, Bylaws, or CC&Rs are processed and addressed by the Cordova East Board. When a violation of these rules occurs, a warning notice may be sent or a fine may be imposed depending on the type of violation. The notice specifies the rule(s) violated, approximate time(s), and/or date(s) of the violation. If a warning notice has been mailed, the Owner has 30 days from the date of the letter to address or correct the violation. If a fine has been imposed, the Owner may request a hearing with the Board.

29. VIOLATION NOTICE AND HEARINGS

- a) **Notice and Hearing Procedures.** Hearing Procedure, Enforcement and Fine Policy (this "Policy") will be followed whenever the Board meets to consider an alleged governing document violation which could result in disciplinary action against an owner.

Cordova East Homeowners' Association Rules

- b) **Notice of violation.** Upon report of a violation of the Association's governing documents to the Board, the violating Member shall be given a written Notice of Violation. The Notice of Violation shall contain, at a minimum, the following: (i) a description of the violation; (ii) notice that the violation may result in a hearing and possibly a fine or other enforcement measures; and (iii) instructions for the Owner to dispute the report of violation (record of which, if and when received by the Association, shall be attached to the Notice of Violation and made a part thereof).
- c) Any violation that requires the Board's immediate corrective action does not require notice to the Owner. These violations include but are not limited to issues of health, safety, security, or any emergency situation. Any and all expenses incurred in taking the corrective action along with the fine will be levied against the Owner.
- d) **Notice of Hearing.** Should the Board determine to hold a disciplinary hearing regarding the violation described in the Notice of Violation, a written Notice of Hearing will be sent to the Owner at least ten (10) days prior to the hearing and will be given either by personal delivery, first-class mail or any other method permitted by California law to the Owner's most recent address shown in the Association's records. The Notice of Hearing shall contain, at a minimum, the following: (i) the date, time, and place of the hearing; (ii) the nature of the alleged violation for which the Owner may be disciplined; and (iii) a statement that the Owner has a right to attend and may address the Board at the hearing.
- e) **Opportunity to Be Heard.** The Owner shall have the right to send a letter, send a representative, or appear in person to present evidence as to why he/she should not be disciplined and/or did not commit the alleged violation. The Owner shall also have the right to bring an attorney with him/her to advise him/her or to speak on his/her behalf. The hearing will be held during an open session meeting of the Board, unless the Owner requests in writing to the Board prior to the hearing that the hearing be held in executive session.
- f) **Rescheduled Meetings.** In the event the Owner fails to appear for a hearing, the Board will review the evidence presented to date and make its decision accordingly. Upon timely, written request and for worthy cause, the accused Owner may be granted a continuance to a new hearing date. The Board is under no obligation to reschedule a hearing to accommodate an Owner's schedule.
- g) **Correction of Violation.** In the event the violation is corrected prior to the hearing date, the Board may, if appropriate and in its sole discretion, discontinue the disciplinary proceedings.
- h) **Notice of Decision.** Within fifteen (15) days after the hearing, the Owner will be given written notice by personal delivery or first-class mail of the Board's decision whether to impose disciplinary measures against the Owner, and, if so, what disciplinary measures will be imposed, when, and, if applicable, for how long.
- i) **Record of Decision.** A copy of the Notice of Hearing, along with a statement of the date and manner of delivery of the Notice of Hearing entered by the Association

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representative delivering the Notice of Hearing, along with the Notice of Decision, shall be filed with the minutes of the hearing.

- j) **Conflicts of Interest.** If a member of the Board has a conflict of interest in a disciplinary matter (e.g., the Board member filed the complaint, or the complaint was filed against the Board member), that Board member may not deliberate or vote on the Board's decision whether to impose disciplinary measures with respect to that matter.
- k) **Remedies for Enforcement.** To enforce the Association's governing documents, the Board may impose one (1) or more of the remedies described below, as the Board deems appropriate and in its sole discretion. The selection of one (1) of the following remedies does not preclude the Association from pursuing other remedies permitted under this Policy, the Association's governing documents, at law and/or in equity.
- Possible Remedies / Disciplinary Measures:
 - Warning letters
 - Monetary penalties
 - Suspension of the right to use common area recreational facilities and amenities
 - Imposition of a special assessment for (i) damage to the common area or (ii) costs incurred by the Association to bring the owner and his or her separate interest or exclusive use common area into compliance
 - Internal dispute resolution ("IDR") or alternative dispute resolution ("ADR")
 - Litigation
- l) Suspension of membership privileges, as may be applicable, may be imposed for a period of up to thirty (30) days for a single non-continuing violation. Membership privileges may be suspended for so long as a continuing violation exists and remains uncured. In addition to suspension of membership privileges; the Board could suspend the right to vote, record a notice of non-compliance against a unit, levy a special assessment, or commence judicial proceedings in accordance with the CC&Rs.
- m) Failure by an Owner to pay any monetary penalty or reimbursement assessment imposed within thirty (30) days of the due date thereof may result in legal action against the Owner by the Association to collect such amount. If the Association is forced to retain an attorney to ensure compliance, or collect a monetary penalty or a special/reimbursement assessment, the Owner shall be liable for those attorney fees and costs and all related expenses, in addition to the amount of the monetary penalty or reimbursement assessment.

30. SCHEDULE OF FINES AND PENALTIES

Fine Schedule. Violation of the Association's governing documents may result in the imposition of a monetary penalty, as the Board may determine to be appropriate to the situation and as provided for in the fine schedule below. In addition to or instead of imposing monetary penalties, the Board may pursue other remedies for enforcement described in this Policy.

Cordova East Homeowners' Association Rules

- **1st violation:** warning or a fine up to \$100
- **2nd violation,** same offense: fine up to \$300
- **3rd violation,** same offense: fine up to \$500
- **Additional violations,** same offense: fine up to \$500
- **Health and safety violations:** fine up to \$1,000
- **Continuing violations:** fines up to \$500 per day may accrue until the violation is cured

The Board reserves the right to levy a fine in a larger amount if warranted by the nature of the violation.

Selection of Remedies. The Association may pursue one (1) or more enforcement remedies simultaneously. The selection of one (1) enforcement remedy does not preclude the Association's right to pursue any other remedies.

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INCIDENT REPORT FORM

Please include the following information for any reports of noncompliance of our CC&Rs or Association Rules. If you see something illegal happening, please call the Pasadena Police Department immediately to report it. Please be sure to get an incident number for follow up.

(1) Name	(2) Unit #	(3) Phone and email address
(4) Date and time of incident		
(5) Precise location of incident		
(6) Name or describe the people involved in the incident		
(7) Describe the incident in as much detail as possible		
(8) Please attach any photos or other documents of the incident		
(9) Do you wish to have your name withheld during the meeting?	Yes	No

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RECREATION ROOM RENTAL AGREEMENT

I agree to abide by the Rules and Regulations set forth herein, and assume all responsibility for personal injury and property damage or loss suffered by me, my family and my guests in connection with the use of the Rec Room at Cordova East. I hereby hold harmless and indemnify the Cordova East HOA, its owners, Management, Employees and Agents from any loss, claims, or liabilities of any kind or nature whatsoever arising from personal injury or property damage incurred, or loss suffered by me, my family, or my guests in connection with the use of any of the Rec Room.

Owner: _____

Accepted this _____ day of _____, 20_____

Reservation Date: _____

Hours of Intended Use (Set-Up and Clean-Up: _____

Room Fee Paid: _____

Security Deposit Accepted: _____

Refund of Deposit: YES NO

If "NO", Why: _____

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APPLICATION FOR A PARKING PERMIT IN PERMIT ONLY PARKING SPACES

Cordova East Homeowners' Association, 1115 Cordova Street, Pasadena, CA 91106

Submit completed application to Cornerstone Management Company

A permit to park in one of the unassigned "Parking by Permit Only" parking spaces is based on availability at the discretion of the Board. You will not be assigned a specific spot. The Board will not distribute more permits than there are spaces. The Board reserves the right to limit the number of permits available to any single unit. All vehicles must adhere to the CC&Rs and the Association Rules.

The Board will review your application and Cornerstone Management Company will contact you of decision.

1. Full name, address, and telephone number:

2. Make, model, color, and license plate number of vehicle:

3. Photocopy of valid driver's license and valid registration.

4. Reason you are requesting parking on the premises.

5. Provide the unit number you are associated with if different from your address above.