

RULES & REGULATIONS FOR

Elm Plaza Homeowners Association

Elm Plaza Homeowners Association

Welcome Package

Welcome to Elm Plaza Condominiums. We hope this package will explain in detail all of the rules and regulations of our building as are adopted by the Homeowners Association (HOA) Board of Directors.

We do not have a building manager. All business is conducted by the HOA, principally by the elected Board of Directors and other homeowner volunteers. While the board members will always be willing to help you with any problem, remember that these are all working people with busy lives who are “volunteering” their time.

MAIL BOXES / PARKING SPACES / STORAGE AREAS

If someone else is using your parking space or if you still have trouble locating your parking space or mail box, please refer to the attached charts or contact a board member.

Storage of bicycles should be on your balcony in your condo.

If your condo has a storage unit in your parking stall it will be the homeowners responsibility to keep it locked at all times, neatly and appropriately painted white and in good general repair.

Please see penalties section for more details.

KEYS

The previous owner (or your landlord if you are renting) should have given you two complete sets of keys. If you need replacements:

- a) The HOA has nothing to do with keys to individual units.
- b) The HOA has nothing to do with keys to individual mail boxes.
- c) The HOA issues keys for building access and floor access doors.
- d) The HOA Board of Directors has a key for the recreation room.

You may be required to sign a receipt for the building keys and/or may be asked to place a deposit on file for building keys. Deposit may be \$75 per key. Replacement keys will be at the rate of \$100 per set.

Keys are never lent out for the recreation room, the room is available by requesting it's use a minimum of two weeks in advance and placing a \$150 deposit on file until after you have finished your use of the area and it has been inspected by a board member.

GARAGE DOOR OPENERS

Garage door openers are your property; the HOA only decides what the switch setting will be. We use a common with 10 code switches inside. If you need another opener, you can buy one at Buyers & Butler or many other locations.

UTILITIES

You are responsible for your own gas, electric and telephone service. The HOA pays for your basic general property electric, water, hot water and trash disposal. (Renters should work out arrangements for utilities with their landlords).

Companies providing utility service are: GTE, Southern California Edison, City of Long Beach and CVI Cable Company.

ENTRY PHONE/PHONE LIST

Contact one of the board members when your phone has been connected. We need your name(s), unit number, phone number and work phone number, so we can:

- Program your number into the entry phone by front door.
- Add your name to the directory next to the entry phone.
- Add your name to the next edition of the phone list.

The phone list is distributed to board members only to be used in case of emergency.

RULES

The attached list of rules and fines is designed to keep 29 households living as harmoniously as possible in a small space. The rules are mostly common sense, and should not be a big problem for anyone. While the Board of Directors has no desire to act as police, especially in disputes between individual residents, they can and will assess fines when necessary. If the board assesses a fine against a rented unit, the owner is responsible.

SECURITY

We are proud of our building, but unfortunately our neighborhood has its share of crime.

- When moving in or out, never leave the front door, garage door, or your car or truck open without someone to watch.
- Never leave your garage door opener in the car in the garage, it's the first thing burglars take.
- The garage door code is changed periodically, watch for notices.
- Wait for the garage door to open completely before exiting or entering, then make sure the door closes behind you before parking and/or leaving.
- The buzzer on the front door dials individual units, so when buzzing someone into the building only allow those you personally know. All others you should go down to the entrance and let them in after ID has been seen (i.e. Telephone, Cable, Gas, Electric). Do not allow a visitor in for another unit, this is very dangerous and violates the safety of the other tenants.
- Report any lost or stolen garage door opener to a board member immediately.

INSURANCE

We have insurance to cover common areas, but homeowners and/or renters should obtain their own condo owners or renter's insurance policy to cover belongings inside your individual unit. Check with your insurance agent about your coverage for items in your car while parked in the garage.

Other HOA Business things to know

- Notices are posted on the bulletin board near front entrance.
- Really important notices are left on everyone's doorstep or mailed.
- Board of Directors meetings are held once a month; notices of time and place are posted a few days in advance. Homeowners are welcome to attend, but should not interfere with the proceedings, and should only speak when called on. Renters may attend with permission.
- The annual meeting of homeowners is usually held in early April. The primary business of this meeting is to elect board members for the next year. (If you are a homeowner, you should consider volunteering to run for the board).
- Dues payments and other items addressed to the HOA may be dropped in the suggestion box mounted on the wall below the mail boxes in the main entry way.
- If you are an owner, the previous owner was legally responsible for passing on to you a copy of the CC&R. If you did not get a copy, please contact a board member. **READ YOUR CC&R!** Additional copies may be purchased at \$50 per set.
- In general the HOA does not deal directly with renters on official business; the HOA deals with the homeowner, who in turn deals with the renter.

Again, welcome to the building. We look forward to having you as a new neighbor.

Elm Plaza Homeowners Association

Rules and Regulations Package

Adopted by the Elm Plaza Homeowners Association Board of Directors on January 23, 1996.

ABOUT THIS DOCUMENT

These rules and regulations have been adopted to supplement those existing in the Elm Plaza CC&R. Formulating and adopting of these rules and regulations such as this is defined as a duty of the Elm Plaza Homeowners Association Board of Directors.

This list of rules and regulations should be passed on to the new owners along with the CC&R when a unit is sold, and a copy of this list should be given to tenants when a unit is rented.

RULES AND REGULATIONS

I COMMON AREA WALKWAYS

- A) Keep free of all personal items
- B) If you have made a mess on a walkway, please clean it up.
- C) Do not unnecessarily disturb residents by talking loud or running.
- D) Please do not allow entry doors to “slam” closed.
- E) DO NOT ALLOW CHILDREN TO USE AS A PLAY AREA.
- F) Pick up debris created when remodeling your condo unit.
- G) No rollerblading, Skateboarding or bicycle riding in allowed in any common area.
- H) Return shopping carts to storage area located in the garage.

II PLANTS

- A) Plants in your unit’s entryway may not extend into the common area walkway.

Recommendations:

- Be considerate of those below you when watering your plants
- Pick up debris shed by your plants and dispose of properly

III MAIN ENTRANCE

- A) Keep front door closed and locked at all times.
- B) Do not allow entrance by anyone other than your own guests.
- C) Do not allow door to “slam” closed.

IV GARAGE

- A) DO NOT USE FOR STORAGE OF ANY KIND.
- B) Do not allow children to play in garage.
- C) Park your vehicle in your designated parking slot.

- D) Garage parking is to be used only by homeowners and those tenants renting a condo within the building.
- E) Visitors are not permitted to park in Garage.
- F) Do not enter or exit garage door without first waiting for the door to close behind you before proceeding on.
- G) No auto repairs are to be made in garage at any time.
- H) Do not drop debris, cigarette butts, etc. on floor.
- I) Homeowners/Renters are responsible for removing oil/transmission fluid leaks from garage floor.

V STORAGE AREAS

- A) Do not store anything in the area between the elevator and storage units.
- B) Do not store flammable, explosive, corrosive or any potentially dangerous items in the storage areas.
- C) Store your belongings only in your assigned place.
- D) Carts used to transport groceries and other materials must immediately be returned to garage area.

Recommendations:

- Keep your stored items neat and orderly.
- Allow room for access by others to their items.

VI TRASH DISPOSAL

- A) Do not park in front of dumpster storage room.
- B) All trash should be dropped in trash chute at the rear end of the building in the trash chute located in stairwell.
- C) All trash should be placed in plastic trash bags and sealed prior to dumping in trash chute.
- D) Kitty litter must be double bagged prior to dumping.
- E) Pick up all debris dropped while placing trash in chute or dropped enroute to trash chutes.
- F) Break down all boxes prior to dropping in trash chute.

VII GUEST PARKING AREA

- A) Guest parking is restricted to those individuals who are NOT owners or residents of the building. A guest may park in guest parking for three (3) days out of a one month period. Parking passes may be obtained from a board member from the HOA. A warning notice will be placed on the vehicle stating that if the vehicle is not moved out of the guest parking the vehicle parked without permission of the HOA will be towed away at the vehicle owners expense. The Board of Directors has been empowered to enforce this regulation.
- B) Parking permit must be displayed on dashboard.
- C) Report violations to one of the Board members.

- D) Board members are authorized to have vehicles towed, at the owner's expense.
- E) No auto repairs are to be made at any time.
- F) Do not drop debris, cigarette butts, etc. on ground.

VIII STAIRWELLS

- A) Keep gates and outside doors closed and locked at all times (outside doors have locks).
- B) Do not allow children to use as a play area.
- C) Do not allow stairwell entry/exit doors to be propped open.
- D) Do not drop matches and/or cigarette butts in stairwells.

IX PETS

- A) Do not allow your pets to run loose in any of the common areas; when outside, pets must be attended at all times.
- B) Clean up after your pet – the gardeners, cleaning crew, or other owners should not have to do this for you (City Pooper Scooper Ordinance).
- C) You must be outside your unit, in close proximity to your pet.
- D) You must be in control of your pet (City Leash Ordinance).
- E) If your dog barks when you are not home you would be in violation of the CC&R.

Recommendations:

- Do not allow your pets to urinate on Elm Plaza plants, flowers or shrubbery - this kills plant life and costs money to replace the plants.

X BALCONY/WALKWAYS

- A) Do not use for storage of any items, including sporting equipment.
- B) Items stored on balconies shall not protrude above or be visible to the common area.

Recommendations:

- Keep neat and attractively furnished.
- Be considerate of those living below you when washing off.

XI ELEVATOR

- A) **NO SMOKING** - use ashtrays outside the elevator to extinguish all smoking materials.
- B) Joy riding in the elevator is prohibited.
- C) Elevators may not be used to haul trash, Christmas Trees or other items that will cause damage to the lobby or elevator.
- D) Spills on elevator floor or common areas shall be cleaned up immediately by responsible owner or resident causing such spills.

- E) Carts used to transport groceries and other materials to and from the garage must be immediately returned to the garage area.

Recommendations:

- Be careful when moving large furniture items to prevent damage to the doors and inside panels.

XII ASHTRAYS

- A) Do not use as trash container – use only for extinguishing smoking materials.

XIII ALLEYS

- A) NO PARKING – vehicles will be towed away at owners expense, or ticketed by Long Beach Police and/or both.

XIV WINDOW COVERINGS

- A) No towels, sheets, or other materials not specifically designed for use as window coverings may be used on unit windows or sliding glass doors.
- B) Do not put holiday decorations in exterior windows, please see CC&R's.

XV RECREATION ROOM

- A) Each owner assumes total responsibility for the conduct of themselves and/or renters and guests using the recreation room.
- B) Owners/renter must place a \$150.00 cleaning deposit in cash with a responsible Board member which shall be refunded after a complete inspection of the recreation room and all common areas surrounding the recreation room has been inspected for possible damage.
- C) Owners are responsible for any damage to facilities, and compliance with all rules and safety regulations.

XVI SELLING/REFINANCING OF UNITS

- A) Notify your Realtor that lock boxes for storing keys are to be attached to the steel bars on the left hand front side of building.
- B) Notify your Realtor that large individual signs are not permitted, either outside the building or hanging from an individual unit's balcony. A post has been provided next to the front entrance from which Realtor signs (or "For Sale by Owner" signs) of appropriate size may be hung.
- C) "Open House" signs may be put up at the corner of 7th and Elm and next to the front door while Realtor is actually present in the building. (If an owner is selling her/his unit herself/himself, the owner may put up "Open House" signs for a comparable period).
- D) A \$150 fee to cover paperwork and to cover a portion of the fidelity bond rider to the Elm Plaza Homeowners Association insurance policy is assessed by the

Association whenever an owner refinances or sells her/his unit.

XVII DUES

The annual assessment for each unit is broken up into twelve equal monthly payments, commonly referred to as “dues”. The following describes the current policies regarding payment of dues (Please refer to your copy of the CC&R for a full discussion of assessments).

- A) HOA dues are due on the first day of each month, and are considered delinquent if not received by the 15th, at which time a 10% late fee is assessed. **THIS WILL BE STRICTLY ENFORCED.**
- B) If dues are still not paid after ninety (90) days, legal action will be taken to place a lien on the unit in question. Any legal fees incurred by the Association will also be assessed against the unit in question. Warning notices are normally sent after thirty (30) and after sixty (60) days, but the Homeowner is responsible for payment whether or not the notices are received.
- C) A charge of \$10 will be assessed for any check which is not honored by the bank due to insufficient funds or any other reason. This fee is in addition to any late charges which may be assessed for payments received after the 15th of the month.

XVIII OWNERS RENTING/LEASING

- A) Each owner who rents/leases his unit is required to pay to the Elm Plaza Homeowners Association a \$150.00 refundable deposit to cover the cost of tenant inflicted damage to the common areas. The deposit will be secured in a bank account and will be returned to the owner upon the tenant’s departure, provided said tenant(s) have not damaged any common areas.
- B) The Association requires that owners notify the Secretary of the Association in writing whenever there occurs a transfer of ownership or change in address of a non-resident owner.
- C) Owners renting or leasing their unit should notify the Secretary of the Association in writing of the names of all tenants in their unit. Owners are also reminded that they are liable for any violations of the Rules and Regulations by tenants.

XX NOISE & CONDUCT

- A) Residence shall not make or allow any disturbing noises in the unit by Resident, family or guests, nor not permit anything by such persons which will interfere with the rights, comforts or conveniences of other persons.
- B) All musical instruments, television sets, stereos, radios, etc., are to be played at a volume which will not disturb other persons.
- C) The activities and conduct of resident and resident’s guests outside of the unit on the common grounds, parking areas, or any recreation facilities must be reasonable at all times and not annoy or disturb other persons.
- D) No lounging, visiting or loud talking that may be disturbing to other residents will be allowed in common areas.

- E) No resident shall keep, maintain or allow to remain on the premises for a period in excess of seven (7) days, any non-working, inoperable or non-functioning vehicle of any kind. The parties agree that the presence of any such vehicle on the premises for a period in excess of seven (7) days shall constitute a nuisance within the provisions of California Civil Code, Section 3479 and may, at the Board of Director's option to have said vehicle removed by towing at owners expense.

XXI CLEANLINESS AND TRASH

- A) The owner/renter is responsible for keeping their unit sanitary and free from objectionable odors.
- B) No littering of papers, cigarette butts or trash is allowed.
- C) No trash or other materials may be accumulated which will cause a hazard or be in violation of any health, fire or safety ordinance or regulation.
- D) Garbage is to be placed inside plastic bags, sealed and placed in trash receptacles located in rear stairwells. Items too large to be placed in trash shoot must be broken down so as to not cause a jam of trash in the trash shoot. Garbage should not be allowed to accumulate outside trash shoot.
- E) Furniture must be kept inside the unit. Unsightly items must be kept out of vision.
- F) Articles are not to be left in the hallways or other common areas.
- G) Clothing, curtains, rugs, etc., shall not be shaken or hung outside of any window, ledge, or balcony.

XXII SAFETY

- A) The use or storage of gasoline, cleaning solvent or other combustibles in the unit is prohibited.
- B) The use of charcoal barbecues is prohibited.
- C) No personal belongings, including bicycles, play equipment or other items may be placed in the halls, stairways or about the building.
- D) When leaving for an extended period of time, please notify a board member.

XXIII MAINTENANCE, REPAIRS AND ALTERATIONS

- A) If the unit is supplied with smoke detection device(s) upon occupancy it shall be the responsibility of the resident to regularly test the detector(s) to ensure that the device(s) is in operable condition. Owner is responsible to replace and/or repair detectors.
- B) Notification to a Board of Directors member shall be made of any repair which needs to be done in common areas.
- C) Owner/Renter will be liable for any repairs necessary during or after residency to restore common area premises to the original condition.

XXIV NOTIFICATION OF RULES & REGULATIONS TO RENTERS

- A) Each homeowner is responsible for giving a copy of the rules and regulations to each renter upon moving into the Elm Plaza Building.
- B) Each homeowner must provide a statement to the renter which must be signed upon

receipt of the Rules & Regulations and turned into the Elm Plaza Board of Directors to be maintained on file.

XXV NOTIFICATION OF CHANGE OF ADDRESS OR CONTACT PHONE NUMBER

- A) Each homeowner/renter must provide correct information on new mailing addresses and/or home phone numbers immediately upon change.

XXVI FINES / PENALTIES

- A) See schedule A.

XXVII ASSIGNED PARKING SPACES

- A) See schedule B.

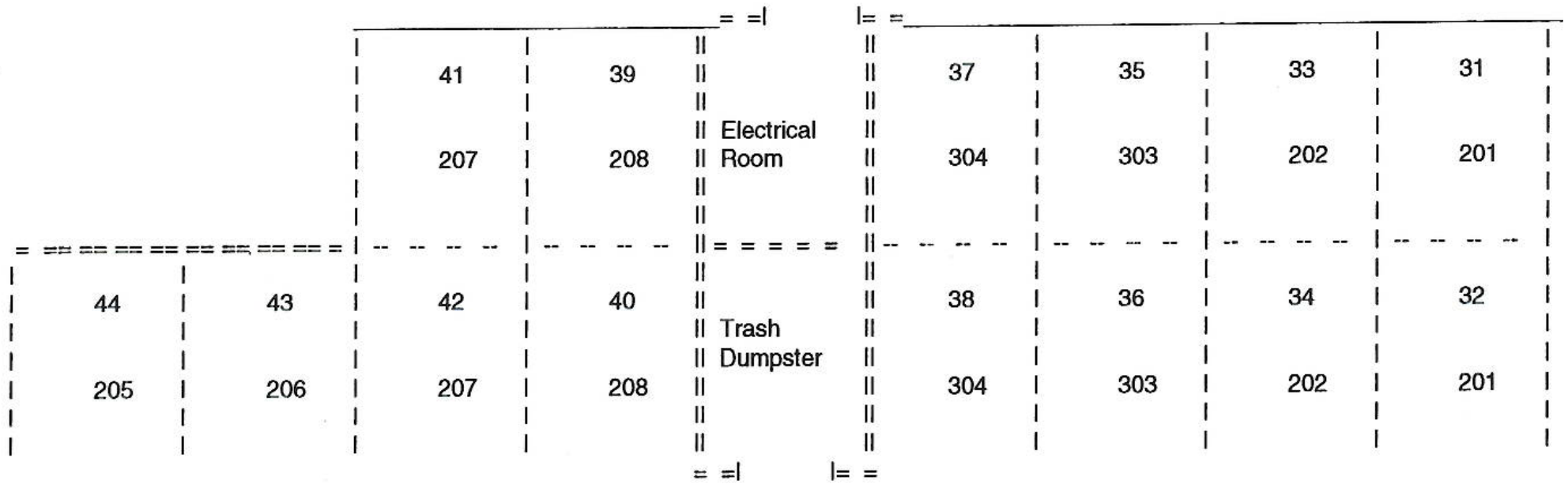
XXVIII ASSIGNED MAIL BOXES

- A) See schedule C.

XXIX FIRE ALARM EMERGENCY STATIONS / FIRE EXTINGUISHERS

- A) Emergency fire alarm pull switches are located on each floor near the exit doors.
- B) Fire extinguishers are located in the garage.

SCHEDULE B-2
REAR GARAGE MAP



SCHEDULE B

2	4	6	8	Main Lobby		12	14	16
101	406	405	404			403	402	401
1	3	5	7	9	10	11	13	15
101	406	405	404	107	108	403	402	401

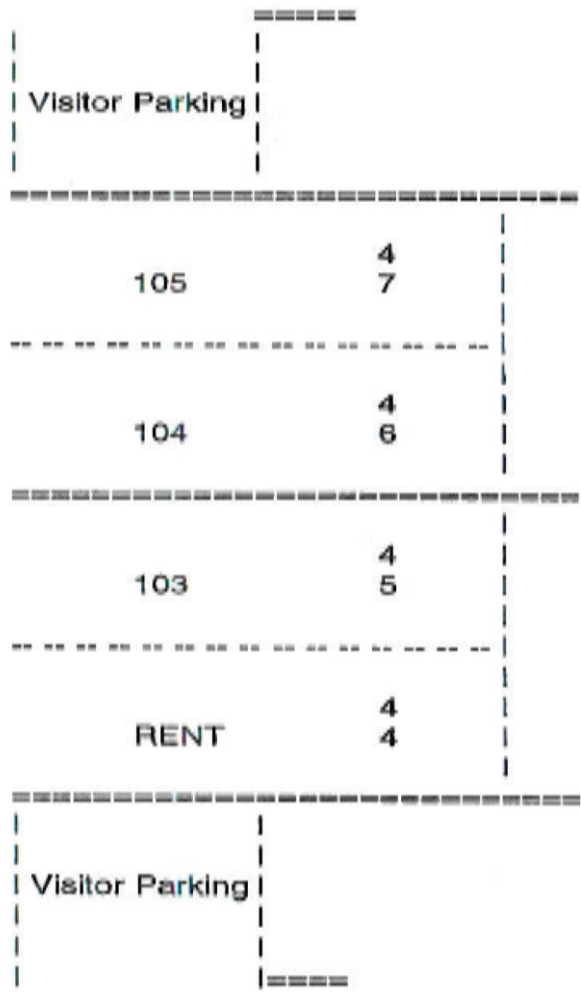
Main Garage

305	306	307	308	204	203	302	301	102
30	29	27	25	24	23	21	19	17
		307	308	Elevator		302	301	102
		28	26			22	20	18

SCHEDULE B-1
SIDE GARAGE MAP



Main Garage Entrance ⇒ ⇒ ⇒



SCHEDULE A

FINES / PENALTIES

1)	First time offense	\$50
2)	Second time offense	\$50
3)	Third time offense	\$50
4)	Fourth time offense	\$50
5)	Fifth time offense	\$50

NOTE: Fines for 2nd, 3rd, 4th, 5th time offenses are for the exact offense. Each different offense is fined accordingly.

SPECIAL PENALTIES

1)	Setting False Fire Alarm	\$150
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(Plus fine issued by either Police and/or Fire Department and from alarm monitoring service.)

NOTE: All fines must be paid within thirty (30) days from date of receipt.

A late charge of 10% will be charge for all fines not paid within thirty (30) days.

All homeowners have the right to one appeal to the Board of Directors.

All appeals must be filed with the Board of Directors within ten (10) days from date of receipt of penalty notice.

Elm Plaza Homeowners Association

**726 Elm Avenue #106
Long Beach, CA 90813**

Recreation Room Rules

- 1) Room is provided clean and free from debris, it shall be returned in the same condition.
- 2) If room is not returned in same condition, cleaning deposit will not be refunded.
- 3) Room occupancy will be no more than 50 adults and 10 children.
- 4) Music and voice sound level should be maintained at a level acceptable by all residents so as not to bother them.
- 5) All party attendees must stay in recreation room and/or on balcony.
- 6) Any damage caused by occupants is the sole responsibility of the renter and/or landlord. Said damage will be paid by the renter of the recreation room.
- 7) Recreation room renter shall provide a detailed guest list with phone numbers should an emergency or disaster occur.
- 8) Recreation room hours are Sunday-Thursday from 9:00 AM-10:00 PM and Friday-Saturday 10:00 AM-12:00 Midnight.
- 9) It is advised that the renter start thanking his/her guests approximately 1 hour prior to closing time to allow their departure without causing a disturbance to the other residents.

Recreation Room Renters Signature