

of U.S. 1/20/02  
for 3001

**ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION  
125 NORTH ALLEN AVENUE  
PASADENA, CALIFORNIA 91106**

July 2002

**PREAMBLE**

**THESE RULES AND REGULATIONS ARE PRESENTED SO WE WILL ENJOY LIVING IN A PLEASANT ENVIRONMENT WITH FRIENDLY NEIGHBORS AND BE ABLE TO MAINTAIN OUR PROPERTY VALUES.**

**THESE POLICIES ARE IN ACCORDANCE WITH, AND COMPLIMENT THE ASSOCIATION'S COVENANTS, CONDITIONS AND RESTRICTIONS, AND BY-LAWS (HEREINAFTER REFERRED TO AS "CC&R'S & BY-LAWS") FOR ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION, A CALIFORNIA NON PROFIT CORPORATION, RECORDED FEBRUARY 23, 1978, AS INSTRUMENT NO. 78-201437, LOS ANGELES COUNTY RECORDS.**

~~YOUR COOPERATION AND UNDERSTANDING IS RESPECTFULLY SOLICITED. PLEASE PLACE THIS BOOKLET IN A CONSPICUOUS PLACE SO THAT IT MAY ALSO BE USED AS A HANDY REFERENCE FOR TENANTS OR GUESTS.~~

**GOVERNING DOCUMENTS**

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

Your Board of Directors requests strict adherence and observance.

**RULES AND REGULATIONS INCORPORATED  
INTO RENTAL AGREEMENT**

It is the responsibility of the owner of a unit in Allen Avenue Square North to abide by and enforce the Rules and Regulations incorporated herein. It is further the responsibility of the owner if his/her unit is rented or leased, to see that his/her tenant, renter or lessee (hereinafter referred to as resident) adheres to the Rules and Regulations set forth by the Board of Directors. It is strongly recommended that these Rules and Regulations be referred to in any rental agreement entered into by Unit owner and his/her tenant, renter or lessee. If a resident disregards the Rules and Regulations set forth by the Board of Directors, the owner is responsible for any fines imposed.

# ALLEN AVENUE SQUARE NORTH HOMEOWNERS ASSOCIATION RULES AND REGULATIONS

July 2002

## Article 100.0 - Common Areas

Except for those areas designated as Exclusive Use Common Area for the benefit of a particular unit and which the owner is responsible to maintain, the common areas are the areas outside of your unit, which include the lawns, landscaping, hallways, recreation rooms, elevators, driveways, perimeter walls, walkways and garage areas. The foregoing described areas will be maintained by the Association, and shall be considered as common area. These areas and facilities are for the exclusive use of the residents and their guests. Residents are defined as all people residing within the complex. Guests are subject to all of the same Rules and Regulations as are the homeowners.

## Article 100.1 - Common Area Access

Any person who cannot demonstrate that he or she has rightful access to the common areas and facilities will be asked to leave the area. If such party fails to leave the area, the local authorities will be summoned to remove the individual(s). Open containers are not allowed in the hallways. ~~SMOKING IS NOT ALLOWED IN THE ELEVATORS OR ANY COMMON AREA~~

## Article 100.2 - Infractions

Infractions of the Rules and Regulations should be reported to the Association Management Company and/or the person committing the infraction. Serious and/or repeated violations should be brought to the attention of the Board of Directors in writing.

## Article 100.3 - Damage

The Board of Directors has the right to hold a homeowner liable for damage to the common area property including buildings, equipment and furnishings as a result of negligence, carelessness, misuse, or violation of the Rules and Regulations through his/her actions or those of his/her tenants or guests.

## Article 100.4 - Responsibility

If you are aware of items requiring attention which come under the maintenance and repair of the Homeowners Association such as common area lighting, sprinklers, landscaping, elevator, security gates, garage area, etc., you should notify the Association Management Company. Obviously, any items of a serious nature, such as a burglary or fire, should be reported immediately to the local authorities by telephoning 911.

## Article 100.5 - Littering of Common Area

All residents are responsible for keeping the common areas clean and free from litter. Personal items, garbage, toys, bicycles, miscellaneous items etc., are not be left on or around common areas. No bicycles, skates, or skateboards will be ridden in common areas. No balls will be thrown within complex common areas. This infraction will result in a first time warning and citation. The second and subsequent offense(s) may result in a fine up to \$50 and/or Board Action. ~~No shopping carts are allowed on association property.~~

## Article 100.6 - Fines

A fine of not more than \$50 plus administrative costs and cost of repairing damage to the common area or the Exclusive Use Common Area will be levied on any unit owner if he/she or his/her resident is determined to have committed an act of vandalism in the common area.

A reward of \$25 will be offered to anyone contributing information on acts of vandalism, which leads to the apprehension of such persons committing the acts. ~~The identity of the person reporting such acts of vandalism will remain confidential.~~

## OWNERS-RESIDENT NAME REGISTRATION

### Article 200.0 - Name Responsibility

It is the responsibility of all owners to keep on file with the Association Management Company their names and current mailing address, phone numbers especially so we can reach you in an emergency, parking space number(s) and storage locker.

Owners renting their units must register with the Association Management Company the resident's name, unit and telephone number. In addition, the owner is responsible for informing the resident of the CC&R'S, By-laws, and the Rules and Regulations and the necessity that the resident abide by them.

### Article 200.1 - Sale of Condominium

If an owner sells his/her interest in a Condominium, that fact must be communicated to the Association Management Company. In addition, the selling owner is responsible for delivery to the buyer copies of the following documents: CC&R'S, By-Laws and these Rules and Regulations and returning parking stickers to management company.

## MOVING IN/OUT

### Article 300.0 - Damage

Care must be taken when moving in or out of your unit so no damage is caused to the hallway carpeting, elevator, walls or stairs. The lobby elevator is for passenger use only. No pets or furniture or heavy items are allowed on the lobby elevator.

Owners/residents are responsible for payment of all costs incurred for repair of damage done to the common area property during moving activities.

### Article 300.1 - Cardboard Box Disposal

All cardboard boxes used in moving must be broken down or cut up and placed in the trash bins in the garage. ~~DO NOT PUT ANY CARTONS INTO THE TRASH CHUTES.~~

### Article 300.2 - Move In/Out

Move in and move out hours are limited to 8:00 A.M. to 9:00 P.M. There will be a fine of up to \$250 for a violation of these hours.

A Move In Fee will be charged at the time of moving in to any unit. The Fee is \$50.

---

## BALCONIES/PATIOS

### Article 400.0 - Balconies/Patios

Balconies/Patios are not to be used for such purposes as drying laundry, miscellaneous storage, etc. Balconies/Patios shall be considered an aesthetic addition to the building and utilized in good taste so as to be generally attractive and not offensive to other residents. No exterior antennas are allowed such as TV, Radio, CB, etc. No barbecuing is allowed by order of Pasadena Fire Department. Plants and patio equipment are sole items to be displayed. No lattices, which are of a color other than the color of the building, are allowed.

### Article 400.1 - Removal of Items

If a warning is given to remove unsightly items from the balcony/patio or Exclusive Use Common Area the owner or resident has seven (7) days from the date of notice to cause all items to be removed. A fine of up to \$25/month can be levied for unsightly items not removed.

## **Article 400.2 - 15 Day Notice**

After 15 days a second notice for non-compliance may result in a fine of up to \$50 plus costs being charged to the owner of a unit. A third notice will result in a \$75 fine plus costs.

## **Article 400.3 - Enclosures**

No Enclosures of any kind shall be permitted around balcony/patio railing without Association approval.

## **Article 400.4 - General Description**

In general, with the exception of plants and patio furniture, items kept on balcony/patios are not to extend above the top of the balcony/patio rail. Absolutely no items are to be hung from the underneath side of the balconies, with the exception of hanging plants. Wall mounted plaques, pictures, thermometer, wall mounts, flower planters are allowed on any exterior walls. Any additional items must receive architectural approval from the Board of Directors before being allowed.

The balcony appurtenant to your unit is your Exclusive Use Common Area. This means that your unit has complete right to use and enjoy the balcony/patio consistent with the CC&R'S, By-laws and these Rules and Regulations.

## **ARCHITECTURAL**

---

### **Article 500.0 - Architectural Approval**

Any change, addition, or alteration to the exterior of any unit or any other structure requires the approval of the Board of Directors of the Association before such modification be made. The Board of Directors will assure a continuity of design, which will help to maintain the general appearance of Allen Avenue Square North, and continue to enhance property values.

Any change and/or addition must also conform to the City of Pasadena building codes, ordinances, and regulations. The homeowner is responsible for obtaining all additional approvals and building permits once approval for the change has been received from the Board of Directors.

Failure to obtain the necessary approval may constitute a violation of these Rules & Regulations. Residents making unauthorized changes will be liable for the costs of restoring said changes to the original as-built state within a specified time period. Any unauthorized change to a home may create a "cloud" on its title, making it impossible to sell the unit until the violation has been corrected.

## Article 500.1 - Procedure

The homeowner must obtain from the Association Management Company, two copies of the Architectural Approval Application which must be completed and submitted for approval along with scale drawings in duplicate, a brief description of the proposed change, and a list of materials to be used. These forms are submitted to the Board of Directors at a regularly scheduled meeting for approval or denial. If approved the homeowner may then obtain the required permits and proceed with the modification.

## LAUNDRY ROOMS

### Article 600.0 - Laundry Rooms

Please keep the doors to the laundry rooms closed at all times. This should keep noise to a minimum. Please keep the laundry room clean. Wipe up spilled soap and clean the lint screen on the dryer after each use.

Please remove completed laundry promptly from machines. Please turn lights off when not in use.

**Laundry Room Hours:**  
6am to 11pm

## PETS

### Article 700.0 - Pets

~~SUBJECT TO THE PROVISIONS OF THE CC&R'S ARTICLE 3, SECTION 6, PETS APPROVED FOR RESIDENCE IN THE COMPLEX WILL BE DOMESTIC TYPE ONLY, I.E., DOGS, CATS, FISH AND BIRDS (in cages).~~

**PIT BULL TERRIERS ARE CONSIDERED A POTENTIALLY DANGEROUS DOG.  
PIT BULL TERRIERS ARE NOT PERMITTED IN THE COMPLEX.**

### Article 700.1 - Control Requirements

PETS, OUTSIDE THE INDIVIDUAL UNITS, MUST BE ON A LEASH AND THE LEASH MUST BE ATTACHED TO AND CONTROLLED BY AN ADULT. Pets not on a leash are in violation of the Pasadena Municipal Code Section 6.12.010, and may be removed to the Pasadena Humane Society (626) 792-7151. Residents must exercise care when transporting their pet within the building common areas in order to protect the property of everyone in the common area. Residents are responsible and liable for all personal injury or property soiling/damage caused by their pets. NO pets are allowed in the recreation rooms or at the pool at any time. Owners/Residents with pets may only use the south elevator or the stairways. Failure to properly control pets may result in a fine up to \$75 plus costs for clean up of soiling or damage.

## **Article 700.2 - Pets Unattended**

Owners/Residents are not to leave pets outside their unit UNATTENDED. Anyone doing this will be subject to a fine up to \$75. However, pets may be left in those exclusive use common areas directly appurtenant to the pet owners unit, i.e., patio's and balconies, provided that pets are well contained and do not create a nuisance.

## **Article 700.3 - Pet Clean-up**

Owners/Residents are responsible for ensuring that their pets do not soil hallways and other common areas with droppings. **OWNERS/RESIDENTS ARE RESPONSIBLE FOR CLEANING UP AFTER THEIR PETS.** Pasadena has a pooper-scooper law that requires droppings to be picked up. The Municipal Code is 53.49. Fines up to \$75 will be imposed for infractions.

## **Article 700.4 - Pet Disturbances**

Owners/Residents shall not allow pets to bark or create a disturbance, thereby becoming a nuisance.

## **Article 700.5 - Pet Removal**

The Board is authorized to cause a pet to be immediately removed from the project at such time as the pet is determined to be a nuisance. Continued violation of the foregoing regulations among other things constitutes such a nuisance.

## **Article 700.6 - Fines**

In addition to any other remedies the Association may have against an owner for violation of the regulation, a fine of not more than \$75 per infraction may be levied against the owner at the discretion of the Board of Directors.

## **DISTURBING NOISES AND NUISANCES**

### **Article 800.0 - Quiet Enjoyment**

No resident shall make or permit any unreasonable disturbances in their home caused by themselves or their guests, nor permit anything by such person that will interfere with the rights, comforts, or conveniences of other residents.

## **Article 800.1 - Disturbance Fine**

Any resident abusing this Article will receive a citation and a fine up to \$75 will be assessed.

## **VEHICLE PARKING**

### **Article 900.0 - Assigned Parking Spaces**

Assigned parking spaces are intended for the use of residents only. Each unit is assigned a parking space or spaces. No Parking shall be permitted which might endanger the structure or grounds, or which would prevent normal maintenance or operation of the building. All cars or trucks parked in garage must have a parking sticker issued by the board of directors and the sticker should be mounted in the rear window. Residents will be assigned one sticker per assigned parking space. Owners of one bedroom should give tenants one sticker at time of rental and two-bedroom tenant should be given 2 stickers. The Management Company may be contacted for sticker replacement. WHEN A CONDOMINIUM IS SOLD, IT IS THE SELLER'S RESPONSIBILITY TO TURN HIS/HER STICKERS OVER TO THE Management Company THROUGH THE ESCROW TRANSACTION.

### **Article 900.1 - Garage/Storage**

The physical boundaries of the garage are designated by the CC&R's and By-laws as part of the Common Area and each respective owner is responsible for maintenance of these areas. The Association Management Company is authorized to request removal of personal effects from the garage area. Car stalls must be kept clean of auto grease and oil deposits by the owner or resident. No repair work on vehicles of any kind including but not limited to replacement of major parts and/or engine replacement or changing of oil may take place in the garage area. There is to be no storage of any kind outside the garage storage bins in the garage area. A fine of not more than \$75, plus costs, will be made to the owner if the Association has to have disabled vehicles, vehicle parts, etc. or has to have excess oil and grease removed from the garage area.

### **Article 900.2 - Illegal Parking**

Parking will not be permitted except in designated areas. No parking is allowed in garage aisles. Cars so parked are subject to towing at owner's expense. Parking will not be permitted in common area outside driveways.

### **Article 900.3 - Other Vehicles**

RV's and other recreational equipment are prohibited from parking in the complex. This includes campers, trailers, boats, and motor homes. Cars parked illegally or cars that appear



abandoned, inoperable, or without current registration, parked longer than 48 hours will be considered abandoned and will be towed way at owners expense and/or cited by the Pasadena City Police Department.

#### **Article 900.4 - Car Wash**

Car washing is not allowed at the Allen Avenue Square North complex.

### **PARKING FINES**

#### **Article 1000.0 - Parking Fines**

The first parking citation will serve as a warning. The second and subsequent parking citations may generate fines up to \$75 and a letter to the owner of the unit advising him of the situation and that the fine has been assessed on their account.

---

### **RECREATION ROOMS**

#### **Article 1100.0 - Use**

USE THE RECREATION ROOMS AT YOUR OWN RISK. Notwithstanding any other provisions contained herein, any and all persons who use the recreation rooms, do so at their own risk.

#### **Article 1100.1 - Age Restrictions**

---

**NO GUESTS ARE ALLOWED IN THE RECREATION ROOMS WITHOUT A RESIDENT ADULT IN ATTENDANCE. KEYS TO THE RECREATION ROOM DOORS ARE NOT TO BE GIVEN TO ANY NON RESIDENT. NO ONE UNDER 16 YEARS OF AGE IS ALLOWED IN THE RECREATION ROOMS WITHOUT A SUPERVISING ADULT IN ATTENDANCE.**

#### **Article 1100.2 - Recreation Room Hours**

Recreation Room hours are from 8:00 A.M. to midnight. NO ONE IS ALLOWED IN THE RECREATION ROOMS BETWEEN THE HOURS OF MIDNIGHT and 8:00 A.M. Any resident desiring to have a private party in the Recreation Room is required to call the Association Management Company for the key. The Management Company will then set up the reservation and collect the \$50 key security deposit. All rules and restrictions apply to private parties and courtesy to other residents is expected.

#### **Article 1100.3 - Clean Up**

Residents using the Recreation Rooms are expected to leave same in a clean and orderly manner, i.e., empty ashtrays, remove trash, turn off heat/air conditioning, turn off lights and

lock doors. Failure to comply with the above will result in forfeiture of the key security deposit and a levy of a \$25.00 charge plus costs to clean up the room.

## SWIMMING POOL

### Article 1200.0 - Pool Rules

1. The pool hours are: Sunday -Thursday 9:00 a.m. to 9:00 p.m.  
Friday -Saturday 9:00 a.m. to 10:00 p.m.
2. The pool is for the exclusive use of residents and their guests. Each owner/resident is responsible for the conduct of their guests.
3. No more than 4 guests per unit at any one time.
4. ~~Guests are not allowed in the pool without an adult resident 18 years or older in attendance.~~
5. No children under 16 are allowed in the pool area at any time unless accompanied by a supervising adult resident.
6. There shall be no glass containers allowed in the pool area.
7. The facilities at the pool must be used in such a manner as not to disturb other residents.
8. ~~**NO LIFEGUARD IS ON-DUTY.** Therefore, use of this facility is at your own risk.~~  
NO-RUNNING  
NO-DIVING INTO POOL  
NO-BOISTEROUS ACTIVITY i.e., cannonballing, excessive splashing  
NO-FLOATING DEVICES: Exception of Safety
9. Shower or towel off suntan lotion or oil before entering the pool. Oil "gums" the tile and dilutes chemicals.
10. Swimsuits must be worn at all times.
11. Residents using the pool area are expected to leave same in a clean and orderly manner, (i.e., ashtrays empty, trash, toys, personal items, and clothing removed, and pool furniture put back in place.)
12. Infants are not allowed in the pool without plastic pants.
13. Pool furniture is for everyone's use. At busy times, each unit should not occupy more than two chairs or lounges.

14. When entering the building make sure that you are dry and not dripping water on the carpeting.
15. Except when entering or exiting, the pool gate is to be closed and locked at all times.

## **INTERIOR MAINTENANCE**

### **Article 1300.0 - Obstructions/Plumbing**

No obstructive substance shall be thrown in any plumbing fixture. The unit owner will be responsible and shall pay for any damage resulting from the stoppage in the plumbing pipes as a result of misuse or neglect. Stoppages between basins, toilets, etc. and the main line are the responsibility of the individual unit owner and he shall reimburse the Association on demand for the expense incurred due to the repair or replacement of any such equipment. ~~Main line stoppages involving 2 or more units are the responsibility of the Homeowner's Association.~~

### **Article 1300.1 - Unit Repairs**

Generally speaking - any problem within the unit such as troublesome appliances, utilities, air conditioning, heating, damaged front doors, broken windows, broken or missing window and sliding glass door screens, the cost of chimney sweep service, etc., are the responsibility of the homeowner to contact a serviceman and have the repairs done at the homeowners expense.

---

### **Article 1300.2 - Window Coverings**

Windows may only be covered by white or off-white drapes, shades, mini blinds or shutters, and may not be painted or covered by foil, cardboard or other similar materials.

### **Article 1300.3 - Repair Violations**

Items such as broken windows or torn or missing screens must be repaired or replaced immediately if notified to do so by the Association Management Company. The owner will be cited for this rule infraction and if work is not completed in ten (10) days the association will cause it to be repaired at owners expense. Owner may be subject to enforcement procedures and a fine up to \$75 plus costs.

## **TRASH**

### **Article 1400.0 - Trash Chutes and Garage Trash Bin Room**

Please be considerate of your neighbors and other users of the trash areas. Trash must be securely wrapped in a closed plastic bag. DO NOT throw loose trash or anything else that may block the trash chutes. Trash must be placed in the Trash Bin and not left on top of the receptacle or on the ground. **ABSOLUTELY NO ENGINE OIL IS TO BE PLACED IN THE TRASH BINS.** Empty cardboard boxes must be flattened and securely tied in bundles not over 50 lb. or over 4 ft. long.

Absolutely **NO DISPOSAL** of furniture or household goods is allowed in the trash rooms or anywhere else in the complex. Those items must be taken to a public dump. In addition to a fine of up to \$75 for the unauthorized use of the trash rooms or common area the unit owner will be responsible for any additional disposal charges or costs to repair the trash chutes due to misuse.

## INSURANCE

### Article 1500.0 - Insurance

The Association's blanket fire and liability insurance policy in effect covers the structures and the general common areas of the complex in accordance with the provisions of the CC&R'S and By-laws.

All residents should provide for their own personal liability and personal contents insurance coverage. You may obtain this coverage from your own insurance agent.

If a claim is made against the Association's master policy for damage to the interior of a unit, the unit owner shall be responsible for the deductible portion unless the owner is able to demonstrate that the Association's negligence was the cause of the damage. The Association deductible is \$1000.

## LANDSCAPING

### Article 1600.0 - Landscaping

Proper maintenance of plants on balconies is the responsibility of the homeowner. It is not a part of the common area maintenance. Water on said plants shall not flow over the edge of the balcony. If it does a fine of \$25 per occasion may be assessed.

Trees cannot be allowed to grow to heights beyond the balcony line and vines cannot be allowed to grow on stucco siding or overhead horizontal surfaces.

If the above conditions are found, the homeowner will be notified and asked to correct the situation. After notification and a 30 day time period has passed without compliance, the Association may resort to enforcement procedures and a fine of up to \$75 plus costs.

No shrubbery or trees shall be moved, removed or planted in the common areas without obtaining written permission from the Board of Directors. A fine of up to \$75 will be assessed on the owner plus the costs of replacing the tree or shrub if this occurs.

Homeowners are not allowed to plant any plants in the common area without the prior written approval from the Board of Directors

## **CONTROLLED ACCESS GATES**

### **Article 1700.0 - Controlled Access Gates**

OPERATION OF THE CONTROLLED ACCESS GATES FOR USE OTHER THAN THE INTENDED USE MAY RESULT IN PERSONAL INJURY OR PROPERTY DAMAGE. MISUSE OF AN ACCESS GATE WILL RESULT IN A FINE OF UP TO \$75 PER OCCURRENCE.

WHEN A CONDOMINIUM IS SOLD, IT IS THE SELLER'S RESPONSIBILITY TO TURN HIS/HER ACCESS KEYS OVER TO THE BUYER THROUGH THE ESCROW TRANSACTION.

The following misuses of the Doors or Access Controlled Gates will result in a fine of up to \$75.

- a. Riding on the access gates.
- b. Driving fast into the opening while gate is closing to get it to re-open.
- c. Stopping in the path of the gate to talk or wait for other people to move into traffic or park.
- d. Taking the gate off the track or the chain off the operator.
- e. Propping open any exit doors or gate.

RAMMING AN ACCESS GATE WITH A VEHICLE WILL RESULT IN A \$500 FINE AND THE OWNER OF THE UNIT WILL BE RESPONSIBLE FOR ALL COSTS TO REPAIR SAME AND ANY FURTHER ACTION DEEMED NECESSARY BY THE BOARD OF DIRECTORS. IN ADDITION, THE PASADENA POLICE DEPARTMENT WILL BE NOTIFIED AND A COMPLAINT WILL BE FILED.

## **ASSOCIATION MECHANICAL EQUIPMENT**

### **Article 1800.0 - Mechanical Equipment**

Any owner/resident caught adjusting or playing with any of the association's mechanical equipment (i.e., door operators, boilers, pool heater, pumps, sprinkler timers, pool gate, etc.) will be fined \$250 and cost. The cost will be the amount billed by the technician to fix the problem.

## BICYCLES

### Article 1900.0 - Bicycles

Association personnel will remove bicycles that are found parked in inappropriate areas. If necessary to effect removal, a chain or security device will be cut and the bicycle removed. The owners of offending units with bicycles are also subject to a hearing and penalty process.

Each resident may store their bicycles in their unit or balcony; however, the bicycle cannot be visible from the common area or outside the complex. They may also be parked in the rack in the south garage. Bicycles may NEVER be ridden within the complex common area.

---

## COMMITMENT TO CONSERVATION

### Article 2000.0 - Commitment to Conservation

Each homeowner is responsible for the commitment to conservation which occurs as a result of their own action, actions of a member of their household, or actions by an owner's tenant or guest. The commitment shall mean that nothing shall be done or kept in the common area which will result in the cancellation of insurance, or interfere with right of other unit owners, or which would be noxious, harmful or unreasonably offensive to other unit owners, or create an obstruction of any part of the Common Area, or which would be in violation of any governmental statute, ordinance, rule, regulation, or create a nuisance.

Owners will be furnished with a written notice of a violation of this policy. They will be given a 10-day grace period to cure the violation, unless a health or safety factor is involved. In that event, the owner must take immediate action.

Owners who commit waste that necessitates the expenditure of Association funds may be subject to Enforcement action and a Reimbursement Assessment under the CC&R'S and By-laws after proper notice and an opportunity to be heard. These costs and penalties for enforcing the provisions as provided for in the governing documents may include but not be limited to the following: A fine up to \$75, Association Management Company administrative costs, labor costs associated with clean-up, meeting room costs, and any such other fees which may be required.

## **SIGNS**

### **Article 2100.0 - Signs**

No sign of any kind other than a For Sale or For Rent sign shall be displayed to the public view on any portion of the property or any condominium. Should you desire to list your condominium FOR SALE or FOR RENT you may display a sign in the size and style conforming with City of Pasadena ordinance and as approved by the Board of Directors of Allen Avenue Square North Homeowner's Association.

Signs can only be placed in the designated sign holder in the front of the complex. All signs must be removed within 10 days of the sale or rental of each unit.

Lock boxes are only allowed on the gate leading to the garage area. Only one lock box per unit is allowed. Lock boxes must also be removed within 10 days of sale.

---

## **PENALTIES AND FINES FOR INFRACTIONS**

### **Article 2200.0 - Penalties**

OWNERS ARE RESPONSIBLE FOR ANY INFRACTION OF RULES AND REGULATIONS BY HIS/HER RESIDENT OR GUESTS.

### **Article 2200.1 - Responsibility**

---

Copies of all correspondence relating to Rules and Regulation infractions will be sent to both resident and owner. Fines are the responsibility of the owner and owner may charge resident for it.

In all cases the Board of Directors to determine further action, if requested by offender will allow the offender a review.

### **Article 2200.2 - Damage to Facilities**

VIOLATIONS RESULTING IN DAMAGES TO ASSOCIATION FACILITIES WILL RESULT IN A FINE OF UP TO \$75 AND ADMINISTRATIVE COSTS PLUS COSTS OF REPAIRING DAMAGES TO COMMON AREA BEING LEVIED ON ANY UNIT OWNER, WHERE SUCH DAMAGE IS ATTRIBUTED TO THE OWNER, HIS TENANT, OR GUESTS.

## APPEALS HEARINGS

### Article 2300.0 - Hearings

It is not your Board of Directors intention to impact heavily upon the individual lifestyle of the homeowners or residents at Allen Avenue Square North but merely to carry out its duty for the benefit of the majority.

All persons receiving notice of an infraction or fine have the right to a hearing before the Board of Directors. The Board shall give written notice fifteen (15) days prior to the hearing date to the party against whom the fine is to be imposed. The Board of Directors shall conduct the hearing in an informal manner. The person against whom the fine is to be imposed shall be permitted to present documentary evidence and witnesses at such hearing.

---

## CHANGES IN RULES AND REGULATIONS

### Article 2400.0 - Changes in Rules & Regulations

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

---

## GENERAL INFORMATION

### Article 2500.0 - Board Meetings

Boards of Directors Meetings are scheduled by the Board. Dates, times and locations are posted at the complex in the lobby, elevator or laundry rooms.

### Article 2500.1 - Association Documents

Additional copies of the Association Documents (CC&R'S, By-laws, and Articles of Incorporation) are available from the Association Management Company. The Management Company will charge a fee for copying.

Additional Rules and Regulations, which should be attached to and made a part of each rental agreement, are available from the Association Management Company for a fee. Owners are encouraged to make these Rules and Regulations available to every resident. Association Document costs may change from time to time.