

**HARBOR PINE CREEK
HOMEOWNERS ASSOCIATION
WILMINGTON, CALIFORNIA 90744**

RULES AND REGULATIONS

**ADOPTED:
JANUARY 1, 1995**

**AMENDED:
SEPTEMBER 8, 2011**

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HARBOR PINE CREEK HOMEOWNERS ASSOCIATION
RULES AND REGULATIONS
SEPTEMBER 2011

I. RULES TO PROMOTE PRIVACY:

1. QUIET AND PRIVACY:

- a. Sounds from radio, intercom, TV, stereo, musical instruments, loud talking, barking dogs, and slamming of doors. Loud automobiles, motorcycles, mopeds, motor bikes, power tools, and other loud noises, MUST NOT be at a level that will annoy other members of the community at any time.

2. REGULATIONS OF COMMON AREA ACTIVITIES:

- a. The designated recreation areas, Jacuzzi, sauna, and swimming pools will be used only for the purpose for which they were designed, and only in accordance with the specific rules governing their use.
- b. To preserve quiet and privacy of all residents and to eliminate costly damage to landscaped areas, no playground activities are allowed on walkways or landscaped areas. This includes activities such as roller-skating, skateboarding, bicycling, big wheels, football, baseball, jump rope, hopscotch, handball, kick ball, or other sports activities.

II. RULES TO ENHANCE AND PROMOTE SECURITY:

One of the features that attracted many to become homeowners in Harbor Pine Creek is the potential for greater security than would be available in a single-family dwelling. Despite this feature, each resident must consider him or herself jointly responsible for their own security along with that of their neighbors. Careless or thoughtless acts by one person can decrease the security of the entire community. Although Harbor Pine Creek is a private community, it is subject to the same city, county, states, and federal laws as any community.

In order to enhance security in our community, the following Rules and Regulations are to be followed:

- a. Entry gate entry codes shall not be disclosed to non-residents. All guests shall gain entrance to the complex via the normal operation of the visitor gate directory by the resident.
- b. Gate system key pad is located at the main entrance of the complex, on Pacific Coast Highway. There is also a remote gate at the west side of the complex on Pacific Coast Highway, for those who have a remote. If you need to obtain the codes for either the main gate, visitor gate, or for a remote, contact Classic Property Management at 310-972-9999 *19 or *46.
- c. There is a telephone, directory, and map at the main entrance for you and your guests' convenience. For information on how to be listed on the directory, call Classic Property Management at the number above.

There is a \$35.00 charge to change your name and/or phone number in the telephone directory box.

- d. All guests are to be accompanied by their adult resident host when using the Association's common area facilities.
- e. If the actions of persons indicate that they are not residents, ask them to leave the premises, or if their behavior warrants, call the police at 310-548-7605 or 310-518-6387 or 310-726-7700, Los Angeles Police Department Harbor Division.
- f. Report all acts of willful damage immediately to the Board of Directors, Neighborhood Watch, or if appropriate, to the police.

III. RULES TO ENHANCE SAFETY:

Community safety obviously is of extremely high concern to everyone. The high density of Harbor Pine Creek necessitates regulation of activities by all members of the community to prevent fire, pedestrian and vehicle traffic injury, and blockage of access to emergency vehicles (police vehicles, fire trucks, or ambulances). The following rules and suggestions were developed to cover these specific aspects of safety. Additional safety-oriented rules are specified in other sections of the Rules and Regulations.

1. FIRE PREVENTION:

- a. Highly flammable or explosive material will not be stored in the house or garage. Such material will not be deposited in the refuse bins.
- b. The utility closets at the end of each building, will be entered only by authorized personnel. The doors will be closed except when the workmen are present. Please close the utility doors if you notice they are open. This will help prevent wind and rain damage to the doors and discourage vandalism.
- c. Gas meters are located in the utility closets at the ends of each building, in the event of an earthquake, or other damage that results in leakage of natural gas, the flow of gas should be stopped by tuning the stopcock near the meter with a crescent wrench so that the position of the stopcock is perpendicular to the gas line.
- d. No fireworks may be discharged within the complex.

2. PEDESTRIAN AND VEHICLE TRAFFIC:

- a. The maximum speed limit in the Harbor Pine Creek complex is 10 miles per hour at all times.
- b. All common areas must be clear of toys, bikes, skateboards, and other similar equipment. No storage of any type is permitted in the common areas, which includes parking spaces.
- c. Parking spaces, common areas, and driveways shall be kept free of any fluids, spills, or leaks.
- d. Only one (1) vehicle is permitted to drive through the entry gate access per gate sequence. The Harbor Pine Creek Homeowners Association is not responsible for damages or injury at any time.

3. PREVENTION OF BLOCKAGE OF ACCESS FOR EMERGENCY VEHICLES:

- a. All state statutes and county and city ordinances pertaining to the operation and parking of motor vehicles shall apply within the Harbor

Pine Creek complex. Such statutes and ordinances are incorporated herein by reference.

IV. PETS:

Two (2) pets are permitted in each unit. Pets are the complete responsibility of the owner and will not be allowed to damage any portion of the common areas or annoy other members of the community. Animals that are not properly controlled by their owners may be found to be a nuisance by the Board of Directors and proper legal action may be taken to remove them from the complex completely.

- a. The county and city ordinances pertaining to dogs apply here at the Harbor Pine Creek complex; dogs must be kept ON A LEASH, WITH LEASH IN HAND, and will not be allowed to run loose AT ANY TIME.
- b. Pet owners MUST PICK UP AFTER THEIR PETS when they toilet in the common area.
- c. No pet doors are allowed.
- d. All pet owners must provide their pets with a tag* for identification. Any pets found roaming the common area, not in the presence of their owner, not wearing a tag could be considered a stray and found to be a nuisance, and proper legal action may be taken to have the untagged animal removed from the complex.

*Tags are available at most pet shops and should contain the following information; Unit #, Building #, and Telephone #.

- e. Pets are not allowed in the pool or spa areas at any time by order of the Los Angeles Health Department.
- f. As of January 1, 1995, all pet owners must follow a pet height/size limitation of 20" from the shoulder. After January 1, 1995, no pet height/size over 20" will be permitted in the complex. All the current pets in the complex must be registered with the management company.

V. PARKING AREA REGULATIONS:

The parking and driving areas of Harbor Pine Creek are part of the common area regulated by the Homeowners Association. The following rules and regulations have been established to avoid conflicts between residents regarding parking spaces and also to maintain a neat orderly appearance in the parking area. Vehicles in violation of these regulations may be towed to impound in accordance with the Los Angeles Municipal Code 80.71.4 at vehicle owners expense.

1. OPERATION OF MOTOR VEHICLES:

- a. All traffic laws, including stop signs and speed limits must be obeyed.
- b. The speed limit within the complex is 10 miles per hour.
- c. Only licensed drivers may operate vehicles within the complex.
- d. No motor vehicles may be operated in any area of the complex other than the street or parking areas.
- e. No motor vehicle of any kind may be operated on the street areas of the complex, unless it may also be legally operated on a public street.

- f. Vehicles, including cars, trucks, motorcycles, mopeds, and mini-bikes, will not be ridden within the complex except when used as transportation between owners parking space (or garage) and the entry gates to enter or exit the complex.
- g. No vehicle may be left unattended in the driving area of the parking lot. Fire lanes and walkways may not be blocked by unattended vehicles. (Fire lane includes all driveway areas). Vehicles may not be parked unattended near walkways for loading or unloading purposes.
- h. Authorized Handicap transportation/equipment that is medically authorized needs Board approval.**

2. ASSIGNED PARKING SPACE:

- a. Residents must park in their assigned spaces only.
- b. Vehicles must be completely contained within the confines of the parking space as defined by striping and/or cement pads.
- c. Only Head-in parking is permitted in order to protect the community walls, landscaping, and painted surfaces from damage due to impact and exhaust fumes. One may request back-in parking privileges by filling out the appropriate request form and submitting it to management for the Board of Director's approval.
- d. Only vehicles in operating condition, with current registration shall be parked within the complex. Vehicles and other personal possessions may not be stored in the parking area, (or any portion of the common areas).
- e. Parking of motor homes, recreational vehicles, commercial vehicles, buses, trailers, boats, trucks (excluding pickups and vans), jet skis, dune buggy, or other similar vehicles within the confines of Harbor Pine Creek is not permitted.
- f. Each unit owner has sufficient space for parking two passenger vehicles. For the three bedroom units, the two parking spaces are located in the attached garage. For all other units, exclusive easements for two parking spaces in the common area have been granted by deed to the property unit. To park an additional vehicle within Harbor Pine Creek, you must obtain written permission and a parking permit from a Homeowner willing to make an arrangement with you for use of their second space. Please forward the signed agreement to management for records.
- g. Garages are to be used for the parking of passenger vehicles only and shall not be converted for living, recreational, or business purposes.
- h. Garage doors are to remain closed at all times, except for the purpose of entering or exiting the garage.
- i. Restoration, repair, modification, or maintenance of motor vehicles within the confines of Harbor Pine Creek is prohibited. This includes motor oil changes, brake repairs, and any other work necessitating disassembly of the vehicle or that which will create a mess.
- j. Each homeowner shall be responsible for maintaining the cleanliness of their assigned parking spaces, i.e.: all fluids (oil, gas, etc.) spilled or leaked, trash, and debris.

- k. When a vehicle has been parked illegally in your assigned space. If this occurs:
 - 1) Write a polite note and put it on the offending vehicle explaining that the space is assigned to your unit only and to please remove.
 - 2) You may tow the vehicle immediately at the vehicle owner's expense as the parking space is deeded to your unit only.

3. VISITOR PARKING SPACES:

- a. **Parking spaces designated by yellow parking blocks with the word "VISITOR" stenciled on them are for the use of visitors/guests only.**
- b. **Residents are responsible for the action of their guests and therefore must make certain that their guests' park properly in visitor spaces.**
- c. **Visitors and guests may use a "VISITOR" parking space for no more than three (3) consecutive days, unless with the prior written approval from the Board of Directors, displayed in the rear window. Any vehicle that violates this rule shall be subject to towing and the resident responsible for the guest shall be subject to a warning and/or a monetary fine for repeated infractions and non-compliance.**

4. RESIDENTS MAY NOT PARK IN VISITOR SPACES, EXCEPT:

- a. When requested to do so by the Homeowners Association for the purpose of completing maintenance or repair of the common areas done by the Association.

5. ENFORCEMENT POLICY:

- a. Any vehicle in violation of any of these provisions is subject to being towed away and impounded at the vehicle owner's expense, in accordance with Los Angeles Municipal Code 80.71.4.
- b. Depending upon the violation, the Homeowners Association may elect to impose a penalty assessment in lieu of impound.

VI. RULES FOR ARCHITECTURAL STANDARDS:

The attractive architectural design of the Harbor Pine Creek community contributes significantly to the value of our property. The appearance and high quality maintenance of our investment is important to all of us. The following rules were developed to insure continuous enjoyment of the community through maintenance of its attractiveness which in turn, will help to promote the future appreciation of our investment.

1. BUILDINGS:

- a. No exterior alterations or additions of any type, including external painting, are permitted except those specifically approved by the Board of Directors. Work may be performed only during the hours of 8:00 a.m. and 6:00 p.m., Monday through Saturday.
- b. Nonstructural additions such as fences, walls, enclosure of any type, basketball nets, or backboards, etc. are not permitted at any time.
- c. **Satellite Installation: No satellite dish shall be installed without prior written approval from the Board of Directors. The satellite dish shall not exceed thirty-six (36) inches. No satellite dish may**

not be installed on or through any of the roofing material. Cables of any sort cannot run or be visible on the exterior surface of a unit. Any cable or wire must be installed so as to run into and inside the interior of the unit. Work may be performed only during the hours of 8:00 a.m. and 6:00 p.m., Monday through Saturday. A duly licensed and insured installation company must perform the work. All damages from an installation will be corrected at the owner's expense.

- d. For Sale Signs: No signs, posters, displays, or other advertising devices of any kind shall be posted or displayed from any condominium unit, with the exception of "For Sale" or "For Rent" signs, (not to exceed eighteen (18) inches by twenty-four (24) inches) within the unit. No sign may be placed upon any portion of the common areas, without the approval of the Board of Directors, except as defined in item E.
 - e. Open House: Open houses are allowed only during Saturday and Sunday between the hours of 12:00 noon and 4:30 p.m. When holding an "Open House", a total of three (3) signs and three (3) flags will be allowed. These signs and flags must be removed immediately at the close of the "Open House".
 - f. Heavy machinery, storage houses, and items of similar nature are prohibited within the complex.
 - g. There will be no climbing on any exterior portion of any building. No one is permitted on any roof area as walking on roofs may cause leaks.
 - h. No loitering will be permitted near the entrance gates or pool restrooms. These areas and facilities are to be used only for the specific purposes for which they are intended.
 - i. Garage, Parking Area, Patio, Balcony, or Yard Sales are not permitted.
 - j. Black or white colored screen doors or security doors of conservative design are allowed on the front entrance of a unit. Any other colored screen or security door is prohibited. (Bronze colored doors installed prior to July 1994 are grandfathered in).
*NOTE: No exterior modifications to the building may be made in order to mount the security or screen door.
 - k. Patios and Balconies shall not be used for general storage. Only normal accessories such as outdoor patio furniture, barbeque equipment, and plants are allowed.
 - l. Window screens shall be kept in good state of repair and replaced if necessary by the Homeowner.
 - m. Front door locks/keys and mailbox locks/keys are the responsibility of each Homeowner.
2. GROUNDS:
- a. All trash must be placed in the garbage bins provided by the Association. The refuse company will not remove large items such as mattresses, furniture, appliance, etc. Residents are responsible for disposing of their own items of this nature in an appropriate manner. Call toll free 1-800-299-4898 for large item pick-up: Referral

#7011693, location 1. Trash may not be stored, even on a temporary basis, in any common areas.

- b. External maintenance of landscaping is provided by the Association. No individuals shall be allowed to alter the landscaping in the common areas without prior approval of the Board of Directors.
- c. All garbage shall be enclosed in a plastic trash bag, properly sealed with an appropriate closure, before being placed in refuse containers.
- d. No temporary shelters are allowed within the complex at any time.
- e. The walls or fences which surround the community will not be climbed on or over.
- f. Running, playground, or sports activities are not permitted on landscaped or walkways common areas.
- g. Unauthorized persons are not allowed on or in the landscaped or aquascaped areas at any time.
- h. Owners and tenants shall be responsible for the actions of their children, guests, employees, and pets. Damage to buildings, recreational facilities, equipments, or any other common area property (including landscaping) caused by the owners, their family, guests, employees, tenants, or pets shall be repaired at the expense of the responsible owner immediately.
- i. No rubbish, debris, or other materials shall be allowed to accumulate upon any portion of the property, except in the garbage bins provided by the Association.

3. SWIMMING POOL AREAS:

- a. Pool area use shall be restricted to the following hours:

Sunday – Thursday	8:00 a.m. – 10:00 p.m.
Friday – Saturday	8:00 a.m. – 12:00 Midnight
- b. No more than two (2) guests are allowed per unit. An adult resident must accompany guests at all times and be responsible for their actions. No one under 18 years of age is allowed to have guests in the pool area, under their direct supervision. A resident adult must accompany children under 14 years of age at all times while they are in the pool area.
- c. All residents and guests, while using the pools and spa, must wear a pool pass wristbands at all times. Anyone witnessed not wearing the appropriate wristbands will be asked to leave the premise immediately for non-compliance. Orange wristbands are for the residents and green wristbands are for their guests.
- d. Street clothes must not be worn in the pools, sauna, or Jacuzzi. Bobby pins or hair clasps may not be worn in pools, to prevent damage to the filtering systems.
- e. The use of glassware or glass bottle in the pool area is strictly prohibited. Eating is not allowed at pool side. Intoxication in the pool area is prohibited. All cigarettes must be extinguished in a non-flammable container, provided by the smoker.

- f. No running, horseplay, or climbing on rocks, or handrails is permitted. Rowdy or boisterous behavior, pool games, abusive, vulgar, or obscene language will not be permitted at any time in the pool areas. Climbing on fences surrounding the pool areas is not permitted.
- g. Only radios equipped with headsets are permitted in the pool area.
- h. Air mattresses, boogie boards, Frisbees, and balls are not permitted in the pools at any time.
- i. The furniture and equipments in the pool area must not be misused or abused. Damage or loss of this property will be at the expense of the responsible owner. Do not remove furniture from the pool areas.
- j. Emergency equipment must not be used as playthings.
- k. Equipment not designed for pool use will not be allowed in pool areas. This includes bicycles, skates, skateboards, tricycles, etc...
- l. Gates to the pools and sauna area shall be locked at all times. Those entering or departing will make sure that the gate is locked behind them. Pool keys are for the use of residents only and must not be distributed to non-residents.
- m. No pool parties without prior approval of the Board of Directors.
- n. Diving and/or jumping into the pool and Jacuzzi is prohibited to protect the safety of those using the facilities.
- o. Restroom facilities are provided and maintained for the convenience of residents, their guests, and the employees of contractors providing services for the Association. Any misuse or abuse is prohibited. Residing in the pool house is strictly prohibited. Please report any observed act of vandalism immediately to Neighborhood Watch, Management, or a member of the Board of Directors.
- p. Loitering in or around the pool area will not be tolerated.
- q. Every resident and their guests have the right and obligation to comply with the pool area rules and regulations. If the actions of a person(s) indicate they are not residents or accompanied guests, politely ask them to leave. (They are trespassing if they are uninvited).

VII. ENFORCEMENT POLICY & PROCEDURES FOR HANDLING VIOLATIONS:

The Rules and Regulations of the Homeowners Association are legal and are considered as supplement to the CC&R's and will be enforced by the Board of Directors. To preclude the expense and undesirability of a large private police force, each homeowner and tenant must assist in insuring compliance by all other members of the community. The Board or their agents will provide consultation, interpretation, advice, and assistance to the community and to complainants. The Board will also provide corrective actions and administrative services associated with violations. Penalty assessments will be directed against offenders for serious or repeated violations. Offenders, who disagree with the findings of the Board, will be provided a hearing before the Board of Directors, if the offender requests such hearing in writing to the Secretary of the Homeowners Association, forwarded in care of Classic Property Management, Inc., or deposited in the suggestion box.

1. PROCEDURE TO BE FOLLOWED BY COMPLAINANT:

- a. Possible course of action: Homeowners or tenants may observe or be advised of a violation and should initiate, as a complainant, corrective action. The selection of the proper courses of action will depend on a number of factors, such as frequency, severity, urgency for correction and number of violators. Any course of action selected may involve a member of the Board of Directors. Any violation of sufficient severity, to be made a matter of formal permanent record, will be brought to the attention of the Board of Directors. The following courses of action are available:
 - 1) Direct Action – The complainant may contact the violator (and parent, if the violator is a minor) explaining the violation and asking for future compliance.
 - 2) Police Action – If the occurrence violates city, county, state, or federal law, the complainant should call the police for corrective action. Los Angeles Police Department Harbor Division 310-548-7605.
 - 3) Written Complaint – The Complainant must submit to the Board of Directors in writing, via suggestion box or Classic Property Management for implementation of formal action.
- b. The complainant may review the results of the corrective action. If additional action is suggested, the Board of Directors should be contacted.*

*For consultation, interpretation of rules, advice on action to be taken and assistance in filing a complaint, the complainant is encouraged to contact any member of the Board of Directors or the Management Company.

2. ENFORCEMENT POLICY:

- a. Upon proper confirmation from a property inspection or written notification and substantiation of a rule violation or an incident of damage to Association property, the Board of Directors shall issue a formal “Notice of Violation” to the property owner for the violation. Said notice shall be mailed to the address of the owner of record.
- b. Of the same violation is repeated, a “Notice of Intent to Impose Penalty Assessment” shall be sent to property owner; said notice shall state the amount of the proposed penalty, the rule violation and the right of the property owner to a hearing before the Board of Directors, prior to the Board’s actions to impose the proposed penalty.
 - 1.) **Second violation.....\$50.00**
 - 2.) **Third violation.....\$75.00**
 - 3.) **Fourth and each succeeding violation.....\$150.00**
 - 4.) **Property Damage.....Actual cost of repair plus \$50.00 Administrative costs.**
 - 5.) **During Water Rationing.....It will be an automatic \$250.00 fine for non-compliance.**

Please conserve and ration all water usages. Please remember not to wash your patios and stairs. Water rationing will include: No

watering of plants with a garden hose, no washing cars, and no washing of patios, balconies, and/or stairs with a hose. All garden hoses should be put away.

If further action is deemed necessary, the following may be taken with specifically provided by the CC&R's:

- 1) Suspend or condition the right to use the common area recreation facilities maintained by the Association.
 - 2) Suspend the member's voting privileges.
 - 3) Place a lien on the property thereby encumbering it for noncompliance.
- c. When a Notice of Intent to Impose Penalty Assessments is issued to a property owner, he/she may appeal to the Board of Directors for a hearing, by submitting a written request to the Board of Directors via Classic Property Management within ten days of the notice. If the property owner does not choose to appear, the property owner's account will be debited the specified amount.
- d. Approved penalty assessments will appear on the property owner's monthly statement and are due for payment on the first day of the following month.