

CHAPELWOOD ESTATES OWNERS ASSOCIATION
116 S. Chapel Ave., Alhambra, CA 91801

GENERAL RULES

1. Residents and their guests shall exercise reasonable care to avoid making or permitting to be made loud, disturbing, or objectionable noises or permitting any activity, which constitutes a nuisance. Musical instruments, radios, phonograph, television sets, amplifiers, electrical tools, and any other instruments or devices shall not be played or used in such a manner as to unreasonably disturb other residents. (Enforced by Alhambra Public Nuisance Laws 18.28.010 AMC) (7-28-82)
2. Residents and their guests shall be particularly careful to avoid any noise when using upstairs patios, balconies, porches, catwalks, or other common areas after 10:00 p.m. Walking on the catwalk is prohibited after 10:00 p.m. except in cases of emergencies. (7-28-82) The catwalk is to be used ONLY for maintenance, moving furniture (when it is necessary to use fire stairway) and emergencies. (4-13-94)
3. All refuse must be placed inside the dumpsters located in the refuse area. **No trash is to be left in the Mail Box area or on the catwalk area. (2-13-03)** Residents are responsible for picking up any spilled refuse and placing it inside the dumpster. Doors to the refuse area must be closed when not in use. (7-28-82) Residents will be assessed \$20 (2-13-03) each time their trash is found outside of the dumpster. (This fine supersedes the warning procedures #43 #44, and #45.) (8-5-87)
4. Balcony porches shall not be used for storage of any item not normally considered patio equipment or used for any laundry purpose. (7-28-82) California. Fire Code 308.1.4. No Barbecue or cooking device of any kind is allowed on combustible balconies. (4-2014)
5. Residents are responsible and accountable for the behavior of their guests and service personnel – carpet cleaners, cable repairmen, delivery trucks, contractors, etc. (7-28-82)
6. These rules apply equally to homeowners and resident/tenants. Homeowners are responsible for assuring that their tenants comply with the terms of these rules. Homeowners are responsible for notifying the Board when their units are leased/rented and supplying the name of the tenant(s). (7-28-82)
7. Unless otherwise approved by the Board, no portion of the complex, including units, may be used for any business, commercial, manufacturing, mercantile, storing, vending or repair services. (Article X, Sec.2) If approval has been given by the Board for conducting business in a unit, then a validated certificate of occupancy must be obtained from Alhambra Department of Building & Safety. (23.44.020 AMC) Mechanical work on any vehicle other than the one(s) you own is strictly prohibited. Garage doors shall be permitted to remain open for temporary purposes – otherwise they must be closed. (Article X, Sec. 7) (8-5-87)
8. Windows and doors: The exterior surfaces of windows and doors are considered common property and the inside surfaces private. Only curtains, drapes, shades and **shutters (3-12-03)** may be installed as window covers. No window shall be covered by paint, foil, sheets or similar items. The Board regulates the color and design of exterior facing window covers. Any color other than white, off-white, or **natural wood (3-12-03)** must have prior approval by the Board. Exterior security bars are strictly prohibited on windows, and only the approved interior bar design is allowed. (8-5-87) No screen door or security door other than the approved design may be installed. (Article, Sec. 9) (8-5-87)
9. **Satellite Dish: Homeowners must submit a letter to the Board requesting a satellite dish. (03-13-13) Homeowner may place a satellite dish not to exceed 18" within their atrium out of the view of the common area or it may be clamped to one of the plumbing vent pipes on the flat roof. If a satellite dish is installed the TV antenna must be removed from the building. (04-10-03)**
10. **Each homeowner must leave the electric switch that activates the porch light to their unit in the ON position. Non-compliance after the first notification will result in a \$20 fine each time your light is found off. (This supersedes the warning procedure #43, #44, & #45). (2-13-03)**
11. The placement of real estate signs in front of the complex is limited to two (2), one on the north side and one on the south side. Signs cannot be larger than 2 ft x 2 ft. (12-28-83 and 8-5-87) **The only authorized sign must be attached to a small metal stake. No large posts will be allowed. The selling homeowner is responsible for**

any damage to the landscaping. Homeowner must notify a board member prior to placement of their sign. The Unit # must be visible on the sign. No Rental signs are allowed. (3-12-03)

12. The \$20 Trash Assessment Fee will be extended to rental units each time there is a change in tenants. (05-12-01).
13. A Home Owner of record, from each unit, must attend at least one (1) regular monthly HOA Board of Directors meeting in each fiscal year (June to July). A fine of \$50.00 will be assessed to each home owner of record, in July, who has not complied. (9-9-2009).
14. A Home Owner of record, from each unit, must attend the Annual Meeting by being present or by submitting a valid Proxy. A fine of \$100 will be assessed for failure to participate in the Annual Meeting either by attending in person or by a valid Proxy. (9-9-2009).
15. All Owners who rent their condos must obtain a "Resident Rental Business License" from the City of Alhambra. A copy must be on file with the Board of Directors. Municipal Code # 5.04.202 (4-13-2011).
16. Parties should not spillover into the common areas. Guests and activities must be contained within the unit (03-13-13)
17. In accordance with the CC&R's the use of the common areas will be denied for 30 days with each infraction and or unresolved violation. (03-13-13).
18. New tenants must attend the first Board meeting following move in. (9-11-13)
19. No tile, vinyl or outdoor carpet is allowed on the magnesite deck of the balcony or atrium floor. (5-14-14).

COMMON AREAS

20. Common areas are to be used only for the purpose for which they are intended. Activities such as ball playing, Frisbee throwing, roller-skating, skateboarding, and other related sports are prohibited in all common areas. Bicycles may be used on the premises only to travel from the garage area to the street and back. (7-28-82)
21. Residents are responsible for any damage to common areas or common property caused by themselves or their children, guests, or pets. All costs necessary to repair damages, including materials, labor and other required costs, will be charged to the resident responsible for the damages. (7-28-82)
22. Any alterations, additions, or changes to the exterior of the building are prohibited without prior approval from the Board. (9-29-82) Proposals must be submitted for Board review and if approved in writing becomes the responsibility of the homeowner to complete in an acceptable manner. This includes responsibility for contractors who enter the property, liability for any associated damages or claims, and quick and timely completion of work. (8-5-87)
23. Residents using the common facilities equipped with locks are responsible for assuring that these facilities are locked after each use.
24. Residents using common facilities equipped with lights which are not on timers or special equipment (Jacuzzi, sauna, etc.) must assure that all lights and equipment are turned off after each use. (7-28-82)
25. No resident, their children, or their guests shall tamper with or attempt to adjust any operating piece of equipment; valve, electrical, gas or water connection within the common area without the presence of a Board Member or other individual(s) designated by the Board. (7-28-82)
26. Recreation facilities are available for use between the hours of 8:00 a.m. and 10:00 p.m. Sunday through Thursday and 8:00 a.m. through 12:00 midnight on Friday and Saturday and on the day before any legal holiday. (7-28-82)
27. No guests are to use the recreation facilities unless the Adult resident they are visiting is present and remains with them at all times. (7-28-82)

28. Limit on number of guests allowed in the pool area on any day is two (2) guests per unit except by prior Board approval. (12-28-83) (05-09-12)
29. Large floatation devices, toys, beach balls, rafts, etc. are prohibited in the pool when other residents are in the pool area. Children safety tubes, etc. are an exception and may be used. (12-28-83)
30. Anyone under the age of 18 must be accompanied by an adult resident when using any of the recreation facilities, with the following exceptions:

Any resident/tenant between the ages of 16 and 18 years may use the facilities by placing on file with the Board a release letter from their parent/guardian. The letter must include permission for their child to use the facilities and release Chapelwood Estates Homeowners Association from any and all liability. The parent/guardian assumes all responsibility for any damage or injury. Residents between the ages of 16 and 18 years with a letter on file with the Board may **NOT** have guests at the pool without an adult resident present. (8-5-87)

THE FOLLOWING RULES APPLY ONLY TO THE RECREATION ROOM

31. Residents planning to use the recreation room must register their plans in advance by listing their name, unit number and the starting and ending time of use (see rule #19) on the schedule pad hanging in the recreation room. (12-28-83) No Smoking in the Recreation room. No Alcohol is allowed. (05-09-12) Maximum attendance per Alhambra Fire Code is: Sit down dinner – 24, Theatre seating - 35. (11-12-08)
32. Residents planning to use the recreation room for parties for eight (8) or more must obtain permission from the Board by submitting a request in advance to the President or Secretary accompanied by a \$75 deposit. (02-20-13) If there are no damages or clean-up charges following the party the full deposit will be refunded. (8-28-82 & 12-28-83) For those persons who disregard the advance approval and deposit, a penalty in the amount of \$10 will be assessed immediately (superseding warning procedure #34, #35 & #36) in addition to any damage and/or cleaning costs incurred. (12-28-83)

THE FOLLOWING RULES APPLY ONLY TO THE POOL, JACUZZI AND SAUNA

33. No glass is allowed in these areas. (7-28-82)
34. No pets are allowed in these areas. (7-28-82)
35. No Alcohol is allowed in the pool area (05-09-12)
36. No Smoking is allowed in the pool area (05-09-12)

MOTOR VEHICLES

37. All vehicles must observe the speed limit of five (5) miles per hour in the driveway. (7-28-82) Cars backing out of garages always have the right-of-way. Watch out for children in the driveway. (8-5-87)
38. The driveway is a FIRE LANE; therefore no motor vehicle may be left unattended in the driveway or in front of garage doors, including that of resident's unit, at any time. Cars found parked may be ticketed by the Alhambra Police Department. (8-5-87)
39. Guests and service trucks must park on the street. The driveway may not be used by guests to drive down and see if you are home by honking their horn. Service and delivery trucks may enter for loading and unloading purposes only and must provide right-of-way for resident vehicles.
40. Visitors and guests may park either in the garage of the resident they are visiting, in the City parking lot across Chapel Avenue (3 hour limit), on Bay Street east of Chapel Avenue, or on the other streets. (Parking restrictions may apply) (7-28-82)

PETS

41. Animals are not allowed to "live" on porches. Dogs must be leashed while in common areas and walked away from the property to relieve themselves. (8-5-87) Residents are responsible for proper disposal of their animal's waste. (7-28-82)
42. Excessive animal noise and/or odor will be considered a nuisance and the animal shall be subject to removal. (7-28-82)

ENFORCEMENT

43. **INFORMAL RESOLUTION:** Residents are urged to informally resolve violations of these rules whenever possible. (7-28-82)
44. **FIRST VIOLATION:** Upon the first notification to a Board Member of a resident's alleged violation of these rules, a Board Member or the Property Manager (12-28-83) will investigate the matter and issue a written warning if the resident is found to be in violation. A copy of this warning will be filed with the Secretary. (8-5-87)
45. **SECOND VIOLATION OR CONTINUING VIOLATION:** If the Board is notified of a resident's second or continuing alleged violation of any of these rules within one year of the date of a previous verbal and/or written warning* a Board Member or the Property Manager (12-28-83) will investigate the matter. If the resident is found to be in violation, a hearing will be convened. Three persons will be appointed by the Board to hear evidence of the violation and the resident's response. The resident will be allowed to present either oral or written evidence and to question any adverse witnesses. The hearing panel will render a decision to the resident, describing any fine to be paid, the reason for the fine, and setting the date by which the fine must be paid. A copy of this notification will be filed with the Secretary. (7-28-82) **The hearing panel will notify the homeowner in writing within five days of their decision. (04-10-03 –required by State Law)**

*Note: Any two (2) violations of the same rule or combination of separate rules can result in a fine being levied

46. **SUBSEQUENT VIOLATIONS:** Alleged violations subsequent to the second will be handled in the manner described in rule #36 above, except that the fine shall be doubled with each subsequent violation (i.e. If fine is set at \$25, the third violation - \$50; fourth violation -\$100, etc.) (7-28-82)
47. **SUBSEQUENT VIOLATIONS:** If one year passes from the date of any verbal or written warnings or the payment of any fine levied pursuant to these enforced procedures and no additional violations have been reported during that year, these previous violations will NOT be considered in determining any penalties to be incurred under the terms of these enforcement procedures. (7-28-82)
48. The Board retains the right to pursue other remedies as provided for in applicable laws; the Declaration of Covenants, Conditions and Restrictions; and the Articles of Incorporation and Bylaws of the Association. The Board also reserves the right to reduce the penalties imposed upon any resident as individual circumstances warrant. (8-28-82) (Article V, Section 5).

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