

THE OFFICIAL RULES AND REGULATIONS
OF
HAWAIIAN GARDENS HOMEOWNERS ASSOCIATION
South Pasadena, California 91030

Managed by Beven and Brock
99 S Lake Ave # 100, Pasadena, CA 91101-4739
(626) 795-3282

Updated September 2013

Table of Contents

Introduction

Balconies and Patios

CC&Rs

Common Area Rules

Garage Doors

Interior Repairs

Laundry Room

Noise

Parking

Plants

Plumbing

Plumbing Components

Rented Units

Stairwells and Landings

Sump Pump

Trash

Vandalism

BOD Concurrence

INTRODUCTION

TO ALL HOMEOWNERS AND OCCUPANTS OF HAWAIIAN GARDENS:

Hawaiian Gardens is a condominium cooperative. The principal function of the Homeowners' Association (HOA) is to provide effective operation and maintenance and to protect membership investments within the purview of the covenants, conditions and restrictions (CC&Rs). The Board of Directors is responsible for carrying out these duties. The Board consists of three (3) members who are elected biannually and serve without compensation.

The Board adopted these rules and regulations after careful study. The objective of the "Rules and Regulations" is to insure pleasant and comfortable living for all residents. Restrictions re for the most part limited to those provided for or contemplated by the CC&Rs and the By-Laws, or are otherwise deemed necessary for our collective benefit and comfort.

It is our desire to do everything possible to improve the operation of our Association, and we invite your suggestions and cooperation in this endeavor.

Your Board of Directors
Hawaiian Gardens Homeowners Association

BALCONIES AND PATIOS (Fine for violation: \$75 per occurrence)

1. Do not shake dust mops, rugs or similar equipment from windows, balconies or patios.
2. Do not leave mops or brooms on balconies or patios.
3. Do not hang anything on handrails or banisters.
4. Keep the top of your patio walls clean.
5. Use Mr. Clean Magic Eraser (or similar product) to remove scuff marks from the acrylic balcony coatings; do not use harsh detergents.

CC&Rs

1. Each homeowner is responsible for keeping his/her copy of the CC&Rs. However, the homeowner may obtain a copy of the CC&Rs from the management company for their usual fee.

COMMON AREA RULES (Fine for violation \$75-\$150 per occurrence)

1. The riding of bicycles, mopeds, wheeled toys, roller skates and skateboards are prohibited in the common areas, including but not limited to the courtyard and landscaped areas.
2. Homeowners shall be held responsible for damage caused by their children, guests or tenants.
3. Damage to lawns, trees or shrubs, in any common area property shall be billed for repair, replacement or clean-up costs to the violating homeowner. A fine shall be imposed as well.
4. Littering of any kind, especially that involving cigarette butts, shall result in a fine.
5. Homeowners, tenants and guests shall be apprised of the fact that the Homeowners' Association tries to maintain a quiet building environment. Therefore, voices shall be kept at a low volume, and the slamming of entry and/or security doors shall be prohibited as both echo throughout the complex.
6. Excessive noise is prohibited between 10 p.m. and 8 a.m.
7. Satellite Dishes: Only one satellite dish per unit, 36" in diameter or smaller, will be permitted. No satellite dishes may be placed on the common area walls, railings or roof, without prior approval from the Board. The Association shall give approval to install a satellite dish on the common area roof. Installation should not be visible from the front of the building and dishes should be placed as close to the lower edge of the roof as possible. If common wall holes are necessary they must be completely sealed. No cables are allowed on the front of the building. Owners who request approval to install satellite dishes on the common area roof or walls take all responsibility for costs necessary to maintain common area in first class condition, and must indemnify or reimburse the association or its members for loss or damage caused by the installation, maintenance, or use (including removing and reinstalling dishes at their own expense as necessary during painting or re-roofing projects). Any

violation of this rule could result in a fine of \$100 per infraction plus an assessment for reimbursement of costs to remove the dish and repair the common area.

GARAGE DOORS (Fine for violation \$75 per occurrence)

1. Keep garage doors closed; this helps to prevent theft and/or vandalism.

INTERIOR REPAIRS (Fines vary)

1. Units on the second floor (except those not over another dwelling unit) shall be carpeted wall-to-wall, except in bathrooms, kitchens, closets and entry halls. This helps to reduce noise. *(Fine for violation \$150 per occurrence)*
2. Units on the first floor, or those not over another dwelling unit, shall either be carpeted wall-to-wall, except in bathrooms, kitchens, closets and entry halls; OR shall be permitted, contingent on application and approval by the Board, to install hard surface flooring with the following specifications:
 - a. Floating or glued installation is required;
 - b. Flooring may be laminate or wood of at least ¼" total thickness;
 - c. An underlayment must be installed resulting in the following ratings:
 - i. FIIC (field impact isolation class) of at least 50; and
 - ii. STC (sound transmission class) rating of at least 51.

This underlayment can be ½" synthetic fiber, a ¼" thick Regupol or similar rubber product, or 6mm sound-insulation cork or equivalent material.
3. Application to the Board for change in flooring as originally installed should contain remodeling plans (including contractor's name and proof of insurance; and owner's proof of insurance) and floor material and soundproofing technical specifications (FIIC and STC ratings) and receipts. Installations done without prior Board approval are subject to a **\$15/day fine** until floor is removed or Board approves installation.
4. No repair work to the interior of units shall be done between the hours of 8 p.m. and 8 a.m., except in emergency. All necessary or emergency repair work in the interior of units which might result in damage to another unit(s) must be completed appropriately and in an efficient manner. *(Fine for violation \$150 per occurrence)*
5. There must be an English-speaking person, or the ability to contact an English-speaking person familiar with the job, available at all times any construction is being done. Please make sure your contractors are aware of the South Pasadena No Smoking rules, which prohibit smoking in any common area or exclusive use common area (patios or balconies).

LAUNDRY ROOM (Fine for violation \$75 per occurrence)

1. Observe the posted schedule that indicates residents' day and time for use of the washing machines and dryers.

2. Laundry room hours are from 7:00 a.m. until 10:00 p.m. Please time your washing and drying to stay within these times for the comfort of all residents.
3. Please remember that you are doing laundry! If someone has not removed their laundry from washer or dryer 30 minutes after the end of the cycle, the next user can remove the laundry and place it on the table.
4. Following use of the laundry room, take care to clean washers and dryers; clean lint filters; wipe up spilled soap, and clean the laundry room sink, as applicable.
5. Upon exiting the laundry room, close the door. A closed door will help to prevent insects and critters from entering the laundry room.
6. Upon exiting the laundry room, remember to shut off the lights.
7. The laundry room is for the use of the residents of Hawaiian Gardens only.
8. The laundry room is not to be utilized for any commercial cleaning business.
9. Please use the laundry room trash bin only for lint and laundry-related items.
10. Do not wash heavy or bulky items in the laundry room; anything that makes a loud thumping noise during washing or drying is probably too heavy for our machines and should be taken to a commercial Laundromat. While our machines are "heavy duty," they are not industrial or commercial.

NOISE

1. Units shall be carpeted wall-to-wall, except in bathrooms, kitchens, closets and entry halls. This helps to reduce noise. *(Fine for violation \$150 per occurrence)*
2. No repair work to the interior of units shall be done between the hours of 8 p.m. and 8 a.m., except in emergency. All necessary or emergency repair work in the interior of units which might result in damage to another unit(s) must be completed appropriately and in an efficient manner. *(Fine for violation \$150 per occurrence)*

PARKING (Fine for violation \$75 per occurrence)

1. Guests must park in the street.
2. Residents must park in their assigned spaces.
3. Do not park in the breezeway, driveway or garage area.

PLANTS (Fine for violation \$75 per occurrence)

1. Do not place potted plants on the top of our patio walls; the water from the plants will rot the wood.
2. Do not place potted plants directly onto the magnesite or acrylic balcony surfaces. Potted plants should be placed on trivets, otherwise water and moisture becomes trapped underneath the plants and causes damage to the magnesite.

PLUMBING

1. Homeowners are responsible for the repair and replacement of toilets, lavatories, sinks and fixtures in their units.
2. In the event of a backed-up drain, the resident shall notify the resident of the unit directly next to, above, or below, as applicable. The residents shall reach an agreement about any plumbing services that may be required, and shall contact a plumber accordingly. The costs of the plumbing services are to be shared by the residents of the units affected unless circumstances indicate otherwise.
3. Do not dispose of grease or hair down the interior drains of the units; this clogs the main line and results in expensive plumbing repairs.
4. Owners are responsible for any damage that they cause or that results from their failure to report a plumbing issue. Once an owner becomes aware of a plumbing issue, it must be reported immediately to the neighboring Units or to the Association or management company. PLEASE NOTE: if a plumbing problem affecting a second unit is not caused by negligence, then the originating owner is usually not responsible for the payment of any repair or deductible to the second unit.
5. Take care not to stress the drains or garbage disposals with large, bulky, stringy or fibrous materials which can clog the pipes.
6. If work is required which necessitates turning off the main water supply, a 24-hour notice posted at the mailboxes is required, stating the hours of the work. Water may not be shut off on weekends except in case of emergency repairs.
7. No unit shall install a washer and/or dryer in their unit due to the age of the plumbing and electrical systems and the load such appliances would create.

PLUMBING COMPONENTS

Unless the governing documents provide otherwise, the Association is responsible for repairing, replacing or maintaining the common area plumbing, and owners are responsible for maintaining their separate interests and any exclusive use common areas appurtenant to their separate interests (like the balconies of Units 112 and 113).

Generally, the following plumbing lines and fixtures are the responsibility of the owner to maintain:

- Kitchen sink, faucet, garbage disposal, drain, supply lines and angle stops;
- Appliances such as dishwasher and refrigerator;
- Bathroom sinks, faucets, drains, supply lines and angle stops;
- Tubs and shower enclosures, faucets, valves, shower pans, drains and drain lines (until they connect to a main line);
- Toilets, tank mechanisms, wax ring, supply lines and angle stops;
- Water lines in walls that serve only the unit;
- Drain lines in walls that serve only the unit;
- Usually, water heaters that serve a single unit are the owner's responsibility; however, our HOA some years back decided that water heaters would be HOA responsibility.

- As plumbing is upgraded, the following standards should be applied: all angle stops must be heavy-duty brass or stainless steel with quarter-turn ball valves and Teflon seats; all supply lines should be high-grade braided stainless steel; (some HOAs specify standards for dishwasher hoses and ice-maker lines).
- When you replace your toilet, the new fixture must be a low-flow design.

RENTING UNITS

1. A homeowner renting or leasing his/her unit must notify the management company within 30 days of any change in tenant and provide local contact information for the tenant.
2. Homeowners are responsible for their tenants and their tenants' actions and compliance with the Association Rules. It is recommended that owners provide tenants with a copy of the Rules.

STAIRWELLS AND LANDINGS (*Fine for violation \$150 per occurrence*)

1. Any homeowner who scuffs, dirties or damages the stairwells and/or landings in such a manner as to require professional cleaning or repainting is subject to a fine.
2. If a homeowner's tenant or guest scuffs, dirties or damages the stairwells and/or landings in such a manner as to require professional cleaning or repainting, homeowner shall be subject to a fine.
3. The magnesite surface nicks and chips easily, so pad corners and edges when you are moving objects up and down stairs.

SUMP PUMP (*Fine for violation \$150 per occurrence*)

1. Do not put anything other than clear water into the drain gates in the back driveway; these are storm drains that are dumped into the ocean.

TRASH (*Fine for violation \$75 per occurrence*)

1. Residents shall bag their trash and securely close the bag before dumping it into the trash bin.
2. Boxes are to be broken down before depositing them into the trash bin.
3. Do not leave trash in the trash area if the bin is not there.
4. If trash items such as furniture, equipment, appliances, storage racks, move-in/out items, etc., do not fit in the trash bin, do not place the items in the trash area. Residents are responsible for disposing of their trash that does not fit in the trash bin. Failure to do so shall result in a \$250 fine.
5. Do not put any hazardous material into the trash bin (including, but not limited to, fluorescent light bulbs, paint, varnish, paint thinner, batteries of any kind, tires). These must be disposed of according to law; there are frequent hazardous materials collection events in Pasadena for disposal of these items. (*Fine for violation \$250 per occurrence*)

