

MARINA PARK

A stylized black silhouette of a bird in flight, positioned to the right of the word 'PARK' and overlapping its letters. The bird's wings are spread, and its tail is visible. The entire logo is enclosed within a double-line rectangular border.

Rules & Regulations

January 2011

For additional copies please contact the Management Office
619-233-0553

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Welcome to Marina Park:

These regulations are intended for the safety of Marina Park residents and to encourage courtesy for harmonious community living. Abiding by the following guidelines will aid in maintaining the integrity of our condominium complex. It is the responsibility of all homeowners to be familiar with and abide by Association rules and regulations as well as to ensure that their tenants and guests are informed of and adhere to the rules and regulations; any fines for non-compliance will be billed to the homeowner. Homeowners are responsible for the conduct of their tenants, guests and service personnel.

The information contained in this document is abbreviated and arranged alphabetically by subject for your convenience. For more complete information please refer to the Association Second Restated Covenants, Conditions & Restrictions (CC&Rs) and Bylaws of the Marina Park Homeowners Association.

Extra copies of this manual, the current CC&Rs and Bylaws may be obtained from the Management Office (619-233-0553) for the cost of printing and mailing, or at the Association website (www.marinaparkcondos.com) directly.

Residents who observe others in violation of the Rules & Regulations may contact the Management Company at 619-233-0553 or the Lobby Attendant if the matter requires immediate attention. Non-compliance with the Rules and Regulations may result in a fine to the Homeowner.

Additional questions about items not listed in the Rules should be directed to the Management Company by calling 619-233-0553.

These Rules & Regulations replace and supersede all prior Rules & Regulations and nullifies the June 2004 copy of the Rules & Regulations. In the event of any conflict between these Rules & Regulations, CC&R's and the Bylaws, the descending order of governance are as follows:

1. CC&R's
2. Bylaws
3. Rules & Regulations

Addresses

Marina Park consists of two residential buildings with identical Unit numbers but different building addresses. It is important to use the correct address and unit number to avoid problems and delays with mail and/or package deliveries.

All homeowners are required to notify the Board in writing of any change in mailing or resident address. This information is necessary for conducting the business of the Association and will be kept confidential if requested by a Homeowner.

The proper Marina Park addresses are:

Homeowner/Resident Name
750 State Street #- - -

Homeowner/Resident Name
850 State Street #- - -

EMERGENCIES

For medical, fire or police emergency first call 911 – then provide the Lobby Attendant (619-234-5777) with pertinent information regarding the location and type of emergency. Emergency communication to the Lobby is available from all elevators, pool areas, recreation and exercise rooms.

An AED machine is located in the main Lobby for such medical emergencies. Marina Park staff is trained bi-annually for proper use of the device as well as CPR; however, 911 should always be contacted first.

FIRE SAFETY

In the event of a fire the following procedure is recommended:

1. Dial 911
2. Notify the Lobby Attendant
3. Pull the hallway fire alarm pull station to alert other residents
4. Avoid tying up the telephone
5. Use the stairways – not the elevator
6. If the fire is in your unit, leave immediately, closing the door to the hallway. If unable to exit your unit, place as many closed doors as possible between you and the fire. If possible seal cracks and vents.

Fire safety features include:

1. Heat activated overhead water sprinkler heads in each unit and common areas. Fire sprinkler covers should never be painted or altered, as this will make them nonfunctional. Owners will bear the cost of replacing covers painted or altered. By law, sprinklers must be inspected every five years for certification. Owners must cooperate with the Association and provide access into their units as required for this inspection. Owners will be charged for any costs (e.g., locksmith, service charges) due to their failure to cooperate with the Association.
2. Electric operated smoke detectors with battery pack are located in each unit.
3. Fire resistant doors with automatic closing devices are installed on the hallway exit doors to the stairwells. These closing devices must be connected and operational at all times. It is a fire safety violation to disconnect them.
4. Fire alarm pull stations (small red metal boxes) are in common area hallways.
5. Hand held fire extinguishers behind glass in common area hallways and on red painted posts in the garage.

6. Each resident should have a fire extinguisher available in the event of a fire within the unit. Use fire extinguishers only if familiar with proper methods and if there is no immediate threat to your personal safety.
7. Electric operated exit signs/emergency lights with battery back up in common area hallways which come on automatically in the event of a power failure.
8. Each resident should have an operating flashlight available in the event of a prolonged power failure and the possibility of having to use safety equipment in the dark.

WATER LEAKS

Report all water leaks in your unit immediately to the Lobby Attendant. The attendant will shut off all water in your building. This will allow time to shut off your stack's valve so that water to the building can be restored as soon as possible. The valves serving each stack are tagged in blue in the garage areas. Emergency ladders are available to assist reaching the valves. A water valve tag list and a map displaying the locations of the valves and ladders are posted in the elevator lobbies and print copies are available on the Marina Park Condominium's website. Residents should familiarize themselves with the valves serving their unit and know how to shut off the water to their unit. Maintenance and the Lobby Attendant will help with the shut off procedure.

To minimize the risk of excessive damage, residents should inspect their units on a regular basis for evidence of water leaks. Check for moisture around shower, bathtub, toilets and sinks. Inspect walls and ceilings for wet spots. Verify that residence shutoff valves and hoses are in good working condition, especially those in the laundry area where flood-check hoses are required. Faulty shutoffs must be replaced by a licensed plumber. Non-emergency water stack shutdowns for repairs and remodeling require 24-hour notice to other affected units.

ARCHITECTURAL CHANGES

Before any action is undertaken an application for architectural modifications, accompanied by plans and specifications for all proposed exterior and all interior structural modifications of a unit must be submitted to the Management Company for review and approval.

Such proposed modifications include changes to all exterior surfaces of buildings, grounds, patios, exterior sliding doors or windows, altering interior bearing walls or the installation of interior hard surface floor covering. Hard surface floor covering must be installed with ½" cork underlayment or equivalent rated soundproofing.

Forms for Architectural modification requests are available through the Association office or Lobby Attendant.

Any major renovations require a refundable damage deposit of \$500.00 and a non-refundable \$200.00 elevator usage fee.

BALCONIES AND PATIOS

No permanent structures may be affixed to exclusive use common areas such as patios and balconies. Furniture and other items placed in these areas must remain in good repair so as not to detract from the aesthetics of Marina Park.

Nothing shall be dropped, shaken or thrown from balconies, patios, windows or doors. This includes overflowing water.

No objects may be hung, affixed or mounted on the exterior walls of any balcony/patio except for hummingbird feeders, small wind chimes, hanging plants reasonable in size, decorative lights or other like items, provided they are not a nuisance to neighboring residents.

No clothing or other items shall be draped over balcony or patio railings or hung from balcony or patio ceilings.

No bicycles, household furniture, appliances or unscreened boxes shall be stored permanently on patios or balconies.

Plants must be maintained and remain within the boundaries of each patio/balcony area.

No permanently installed folding or roll-down screens shall be allowed on the exterior of balconies or patios. Temporary screens may be utilized as shades.

Barbecues are permitted on patios only if they operate on propane, natural gas or electricity. Charcoal barbecues are strictly prohibited.

Outdoor furniture, umbrellas etc. must be free standing and not connected to any portion of the ceiling, walls etc. These items should not obstruct/interfere with surrounding balconies/patios and must be in good repair.

COMMUNICATIONS

Bulletin boards are located adjacent to the four elevators in the garage and elevator lobbies for posting news of activities, meetings, and other items of interest to residents. The four bulletin boards in the garage outside the elevator lobbies are for the use of residents. Notices should be dated and removed after two weeks or when the event has taken place.

Notice size should be limited to allow for other postings as restricted space is available on the bulletin boards. Be considerate of your neighbors and don't remove postings that are not outdated.

"The Breeze" is an in-house newsletter advising residents of Board actions, providing news of social functions and items of interest to homeowners and residents. A copy is delivered to each unit on a monthly basis and mailed to non-resident owners.

COMPLAINTS AND ENFORCEMENT

When differences between residents pertaining to the rules and regulations cannot be independently settled, a dated and signed written complaint containing the full particulars may be submitted to the Management Company. If not resolved by management, complaints may be referred to the Board.

Complaints may cite policy violation on the part of owners, residents, guests, employees or agents or may relate to the general operation of the Association.

Periodic monitoring of compliance with these rules will take place by maintenance staff and/or the Management Company. Owners in violation will be notified and continued failure to comply will result in removal of object from common areas and possible fines and/or action by the Board.

ENTRY KEYS/CARDS/CLICKERS

It is important that Medeco keys (common area keys) bear no Marina Park identification on the key or key ring. Only current owners/residents at Marina Park will be issued Medeco keys, plastic garage cards and/or clickers. The loss of any Medeco keys, garage cards or clickers must be reported immediately to the Lobby Attendant to maintain security. A fee is charged for replacement of lost keys, cards or clickers.

Damaged and/or worn keys will be replaced free of charge.

EXERCISE ROOMS

The exercise rooms are available for use by residents and their guests. Children under the age of 16 must be accompanied by a resident adult. Use of the exercise equipment is at user's risk. No pets are allowed in exercise rooms at any time. Those using the exercise rooms must observe the posted rules, including use of towels, wiping down equipment, re-racking of weights and turning off the lights and air conditioning when leaving.

GARAGES:

RESIDENT GARAGE REGULATIONS

All residential garage parking spaces are assigned to designated units. These spaces are known as "exclusive use common areas." Their use is reserved for motorized passenger vehicles only. Storage bins, boxes, or additional items may not be kept in garage parking spaces. Parking spaces are not designed to be used as additional storage space for a resident or homeowner. Any exception to this rule must be submitted to and approved by the Management Company.

Driving speed is not to exceed 5 miles per hour.

Major vehicle repairs are prohibited in the parking garages. Minor vehicle repairs such as changing of tires are allowed. Vehicles may be professionally detailed by an outside vendor that reclaims their own water.

Unit assigned parking spaces are restricted to use by owners/residents. They may not be rented to non-residents. Fines will be levied against owners in violation.

Any vehicle encroaching on another unit's parking space will be towed away provided the person authorizing the tow adheres strictly to the provisions of the California Vehicle Code and San Diego Municipal Code. Only the owner (or his agent) may call the towing company and sign the towing order. Lobby Attendants and Marina Park staff are not authorized to sign this order.

Abandoned, unregistered or inoperable vehicles parked in the resident or guest parking garage will be towed at the vehicle owner's expense.

No gasoline or other flammables are to be used anywhere in the garage or common areas. Violators will be fined and the items will be removed & disposed of by staff without notice.

Residents are responsible for keeping their assigned parking space(s) clean at all times. Sawdust or kitty litter may not be used on oil spills. Oil and liquids should be cleaned from metal drip pans frequently. Solvent soaked rags may not be disposed of in the trash dumpsters. Violators will be fined. Failure to keep parking spaces and oil drip pans clean will result in Reimbursement Assessments and/or fines to the owner. Unused/soiled drip pans are to be removed from the garage.

Bicycles must be stored in the bicycle storage areas or attached to eye bolts within assigned parking spaces. They may not be attached to pipes.

GUEST PARKING

Owners and residents should notify their guests that they must register with the Lobby Attendant immediately when parking or relocating in the guest parking area. Use of guest parking for the sole purpose of attending an offsite event is prohibited.

Contractors/employees may only use guest spaces when performing work at Marina Park.

Guest parking spaces may not be used by owners/residents for their vehicles. Violators will be subject to towing at the vehicle owner's expense. Any short-term exception to this policy for special circumstances requires approval of the Management Company.

Long term guest parking may not exceed a maximum of ten days. Guests and residents must sign a long term parking form, available from the Lobby Attendant.

Non-compliance of these rules will result in the violating vehicle being towed at the vehicle Owner's expense.

GROCERY CARTS

Carts stored in garage elevator lobbies are for the use of residents and must be returned immediately after their use. **They must not be left in elevators, hallways or individual floor trash rooms.** They may not be used for moving heavy items or by contractors. Contractor carts are available by checking in at the front desk.

HALLWAYS & UNIT ENTRIES

Personal doormats are not permitted. No items shall be displayed in any unit entry area except for seasonal door décor.

INSURANCE

The Association carries substantial fire, liability and property insurance on all common areas, furnishings and structures. Each homeowner is required to carry adequate coverage for their unit, personal property and/or personal liability. This applies to non-resident owners as well.

LOBBY ATTENDANTS

The Association has a contractual agreement to provide Lobby Attendants on a 24 hour basis. They monitor guests and deliveries and observe possible unauthorized entries, reporting them

to civil authorities, when deemed necessary or advisable. The Lobby Attendant can be reached at 619-234-5777 and should be advised when you expect guests, deliveries, etc.

Visitors are announced by the Lobby Attendant via telephone upon arrival. The visitor will be directed to the proper building where they will then contact the resident via the telephone intercom system. The phone programmed into the system will ring. Once you have confirmed who the visitor is, dial "9" from your telephone to grant access to the visitor. For more information, refer to "telephone intercom system".

Lobby Attendants are not available for personal favors for owners/residents.

The Association does not provide foot patrol security.

MAINTENANCE

Please refer to the Maintenance Matrix (attached to the Association CC&R's) for a complete listing of maintenance components within the project and the party responsible for the routine maintenance, repair & replacement of those components.

The Building Engineer office may be reached by calling 619-235-4676. If the Building Engineers are not present, please leave a message on the answering machine.

MANAGEMENT

The Board employs a Management Company who supervises the common area maintenance employees and oversees the independent contractors in the performance of their contractual agreements with the Board. The Management Company can be reached Monday through Friday, 9:00 A.M. to 5:00 P.M., by calling 619-233-0553. In the event of an emergency, management can be contacted by calling 619-692-5903.

The mailing address for the Management Company is:

Stratus Management
2645 First Avenue
San Diego, CA 92103

MEETINGS

Board meetings are typically held once per month. Refer to the Association bulletin board or monthly newsletter for upcoming meetings.

MOLD/MILDEW

Association insurance does not cover mold and mildew damage. Owners are responsible for obtaining insurance and can be held liable for any damage caused by water leaking from their unit. Minimize your risk by maintaining caulking, hoses and valves within your unit and inspecting your unit at least every 6 months. Be alert to any leaks or areas of moisture buildup within your unit and in common areas. Immediately report water damage or leaks, including leaks observed in the garage areas to Lobby Attendants. Please refer to the Mold & Mildew Policy dated 12-14-2004 for more detailed information. A copy of this policy can be requested from the Management Company.

MOVING IN OR OUT

A fee must be paid to the Association each time an owner or resident moves in/out. This fee is to offset administrative cost, wear and tear on carpets/elevators and hiring of the attendant during the move.

One elevator in either building may be reserved for use in moving in or out provided arrangements (completion and approval of moving forms and payment of fees) are made with the Management Company at least one week in advance and the desired elevator stipulated. Only one move per building per day will be permitted

Owners and residents are responsible for providing the moving company with the move in/out rules. These rules must be signed by the moving company.

Owners, residents, movers, contractors etc. must not prop open doors to prevent damage to the automatic door openers/elevator doors.

Moves must take place between the hours of 8:00 A.M. and 8:00 P.M. Elevator protective padding and carpet cover must be in place during the move. A security guard must be in attendance at the gate during the move. Moving times will be strictly enforced and fines will be levied against units in violation.

Since elevators are used for moving people and goods it is imperative that discretion is exercised to avoid undue tie-up. Loads must be accumulated in such a manner as to intermittently release the elevator for passenger use. Hallways must remain open enough for residents to pass.

Appropriate precautions must be taken when moving objects on the elevator, walkways, stairs or hallways to avoid damage, dirt or unnecessary noise. Dollies with wheels likely to cause damage to carpets, etc. are not permitted.

Owners are financially responsible for any damage to the building or contents or excessive trash left in the dumpsters and dumpster rooms during a move in or out. All moving boxes must be broken down and placed inside recycling bins/dumpsters in the trash room.

Owners will be financially responsible for any tenant that causes damage to the building. Reimbursement Assessments and/or fines will apply for violation of rules.

A refundable damage deposit will be charged for **every** move in/out. An inspection will be conducted before and after the move takes place. Any damage that occurs as a result of the move in/out will be deducted from the amount of the deposit.

NOISE

Consideration of others is the key element in successful condominium living. Noise is an inherent issue and can become a serious problem at any time of the day or night, especially during the summer months when windows and doors are open. Marina Park observes quiet hours daily between 10:00 p.m. and 7:00 a.m. throughout the project. If hosting a party, residents are encouraged to host the event in the Recreation Room to avoid potential noise issues. No resident shall use or permit the use of any musical instrument, phonograph, radio,

television or any other item in such a manner as to cause excessive noise to disturb other residents.

Construction within units is allowed Monday – Friday between the hours of 8:00 a.m. to 5:00 p.m. and Saturday from 9:00 a.m. – 5:00 p.m. There is no construction allowed on Sundays or Holidays. Please notify surrounding residents prior to beginning your construction project.

PACKAGE DELIVERIES

Small packages delivered by the post office will be placed in locked parcel lockers below the mailboxes. The assigned parcel locker key will be placed in the unit's mailbox for package retrieval.

Phone notification followed up with a note on the door will be given by the mailroom attendant for packages delivered by UPS, FEDEX, etc. Packages should be claimed the same day notice is received of their arrival. Unclaimed packages will be stored in a locked storage closet.

PET REGULATIONS

Each unit shall be permitted 2 household pets i.e.; cats, dogs or birds, appropriately confined. Animals used for breeding or commercial purposes are not allowed.

At all times, animals must be confined to the unit or on a leash. Pets must not be left unattended on unit patios or balconies.

It is the owner/renter responsibility to clean up after his/her pet if it has deposited droppings or soiled any common area. Violators will be fined.

Pets creating a nuisance will not be tolerated. The fine system is in place to address such violations

RECREATION ROOM

The Recreation Room is available for the use of residents and their guests for social events only. Children under the age of 16 must be accompanied by a resident adult. A form for renting the room may be obtained at the front desk. Owners in arrears in monthly homeowner's fees and their tenants are not permitted to reserve the facility.

A security deposit of one hundred dollars (\$100.00) payable to the Association is required at the time of reservation. The deposit shall be forfeited if the Recreation Room is not satisfactorily cleaned by 10:00 A.M. the day following its use. Any required repair, replacement, clean-up or excessive soiling of furnishings, carpets or rugs, equipment or fixtures shall result in forfeiture of the security deposit. Should the repair costs exceed the deposit the balance will be due and payable on demand. Damage to the room and contents will be the financial responsibility of the owner/resident.

The Recreation Room Key may be obtained from the Lobby Attendant upon receipt of recreation room reservation form and deposit. The key must be returned to the Lobby Attendant when done with use.

Only one function at a time will be allowed with the first qualified applicant having priority.

The Recreation Room is available from 7:00 A.M. to midnight Sunday through Thursday and until 1:00 A.M. Friday and Saturday. Strict noise level control must be maintained at all times.

The resident reserving the Recreation Room is solely responsible for the conduct of all guests and must be present during the entire time the social event is in progress, including decoration setup and cleanup of event.

The use of pools and Jacuzzis is not included in the Recreation Room rental agreement. Pool areas may not be reserved for private parties.

All guests should enter and exit through the main Lobby. Restroom doors and common area gates may not be propped open.

RECYCLING

Separate containers are available for recycling and are located in each of the trash rooms. All boxes should be broken down and placed in the bins. Recyclable items include paper, junk mail, magazines, telephone books, cardboard, dry food boxes, steel, tin, aluminum cans and all CRV containers, glass or plastic bottles, empty metal paint and aerosol cans etc. For a full listing of recyclable materials, please review the sign posted in the trash rooms. Plastic bags and Styrofoam should be disposed of in the trash.

RENTING/LEASING

An owner may lease his/her unit for any term not less than six months with tenants subject to all provisions of the CC&Rs. A signed copy of the lease agreement is to be delivered to the Management Company prior to the move-in.

In addition, no unit may be used in a transient, hotel or subleased manner.

It is each owner's responsibility to furnish a copy of the current Bylaws, CC&Rs and Rules & Regulations to each lessee or buyer. The owner must submit to the Management Company a completed Transfer of Rules & Regulations, Bylaws and CC&Rs form.

An owner who has elected to lease his/her unit has made a delegation of rights and is not entitled to the use or enjoyment of any recreational or other facilities for as long as the delegation remains in effect.

Fines will be assessed to the Owner of the units in violation.

RESIDENCE DEFINED

Each unit shall be used for residential purposes. Trade or business may be conducted in or from a unit so long as there is no material impact on the Association or Common Area due to the operation or conduct of any trade or business.

SECURITY

The Association cannot guarantee anyone's security. Lobby Attendants provide camera monitored surveillance and report problems to the Management Company or civil authorities. Perimeter locked gates and monitored cameras are not absolute measures against

unauthorized entries. It is therefore imperative and necessary that each resident take steps to protect his/her person and property.

Please observe the following:

1. When entering the secured parking garage area, be cautious of people trying to enter behind you. This should be done for your protection.
2. Do not buzz and open the front door of the building for visitors unless you are positive of their identity via the telephone directory system.
3. Visitors should remain in the Lobby until announced by the Lobby Attendant and the resident has given permission for entry.
4. Do not allow strangers to follow you through common area doors or gates unless they show their Medeco key.
5. Any suspicious individual or activity on the premises should be immediately reported to the Lobby Attendant.
6. Be sure exterior doors and gates are firmly closed and securely latched when exiting and entering. Do not leave them ajar or propped open. Doors not closing automatically should be reported to maintenance.
7. Keep all windows and doors in your unit locked and secure your personal property.
8. Unit door locks should be re-keyed by the owner when there is a change of ownership or tenancy.
9. Execute an "access" form and leave a unit key with the Lobby Attendant if you wish anyone to enter your unit in your absence.

SIGNS

Commercial signs are prohibited. Non-commercial signs, posters, flags or banners may be displayed as long as they do not violate local, state or federal law. Non-commercial posters or signs may not be larger than 3' x 3' and flags or banners 3' x 5' and may not be placed on any portion of the common areas.

One "For Rent" or "For Sale" sign may be posted per unit and may not be any larger 18" x 24"

Small security protection signs posted by security system installer on windows, patios or balconies are permitted at all times.

SMOKING

Smoking is not permitted in any common area including patios & balconies, elevators, stairwells, hallways, garage areas, pools & Jacuzzis. Owners and residents are responsible for notifying their employees, contractors & guests. Violations will result in a fine.

SOLICITATIONS

No solicitation or canvassing for any purpose is allowed on the premises without the express written permission of the Board. Such notices should be placed on resident bulletin boards in the parking garages, not on the doors of residents.

SWIMMING POOLS AND JACUZZIS

Use of the swimming pools and Jacuzzis are at an individual's own risk. No lifeguards are provided.

Residents, their families and guests may use either pool and/or Jacuzzi with the following restrictions:

1. Pool/Jacuzzi hours are as follows:
Sunday – Thursday – 8:00 a.m. – 10:00 p.m.
Friday & Saturday – 8:00 a.m. – 12:00 a.m.
2. Pets are prohibited.
3. Barbecues are not permitted in the pool areas at any time
4. Smoking is prohibited in the pool areas at any time.
5. Glass, china or other breakable objects in the pool/Jacuzzi area are prohibited.
6. Children under the age of 14 are not allowed to use the pool/Jacuzzi unless accompanied by an adult.
7. Ball playing, running, general horseplay and yelling are prohibited. Be considerate of others using the pool when bringing floats, pool toys etc.
8. No throwing or tossing of objects from units to the pool area is allowed.
9. No diving or jumping into the pool is allowed.
10. Incontinent persons and babies without diapers and rubber/plastic pants or swim diapers are not allowed in the pool/Jacuzzi.
11. No playing with pool safety or cleaning equipment is allowed.
12. The pool/Jacuzzi areas may be used only at the regularly scheduled posted hours.
13. Pool areas may not be reserved for private parties.
14. Residents and guests should avoid yelling or other loud, boisterous or objectionable conduct. Residents should notify the Lobby Attendant of such behavior and request corrective measures. The resident may file a formal complaint with the Management Company.

TELEPHONE INTERCOM SYSTEM

A telephone intercom system permits each resident to grant access to their visitors from the front entrance of their building. The front entrance door can be opened electronically by pressing 9 on the telephone that is programmed. Be sure to identify the visitor before granting access. The visitor should carefully replace the hand receiver once they are done using the directory. Telephone numbers may be updated in the system by contacting the Management Company.

TELEVISION SERVICE

The Association provides residents with basic cable television service. The cost for this service is included in the monthly homeowner fee. Cable problems and requests for pay or premium channels should be addressed directly to our current provider, Cox Cable at 619-262-1122.

TRASH CHUTES

All trash and garbage must be properly wrapped before being deposited in the trash chutes. Trash chute rooms on each floor must not be used as storage or disposal places. Objects too large for the trash chutes or recyclable materials must be taken to the garage level trash rooms.

UNIT KEY ACCESS

A resident may provide the Lobby Attendant with a duplicate key for use in emergencies.

The Association has the right to enter a unit for emergencies and a reasonable attempt will be made to notify the occupant and the Owner of the need and intent to enter the unit prior to doing so. Emergencies include, but are not limited to, water leaks, fire alarm sounding or medical emergencies.

The Association also has the right of entry for the purpose of maintaining the Common Area or performing maintenance that an Owner has failed to perform so long as reasonable notice is given during reasonable hours.

Entry to any unit under the above circumstances will be made with as little inconvenience to the occupant as possible.

A completed "access" form must be on file if a resident leaves a key and permission for specific persons to enter the unit.

WINDOW TREATMENT

All window treatments must be white or off-white when viewed from the exterior. Any alternative treatment request must be submitted to the Management Company for review. All window replacements/tinting must be approved by the Management Company prior to installation.

SCHEDULE OF FINES

For each violation of the Governing Documents, in addition to Reimbursement Assessments, monetary fines and penalties may be assessed against an Owner according to the following schedule:

Less Serious Offenses:

1. First Offense = \$25.00
2. Second Offense = \$50.00
3. Third Offense = \$100.00

***Serious Offenses:**

1. First Offense = \$250.00
2. Second Offense = \$500.00
3. Third Offense = \$1,000.00

Imposing Reimbursement Assessments, fines and other penalties will be used as a last resort and will be imposed only after all other reasonable remedies have been tried and failed. No Reimbursement Assessment, fine or other penalty can be imposed without following the "due process" of our Governing Documents (advance notices and opportunities for Board hearings.) Depending upon the severity and frequency of the violation and the violator, the choice of enforcement procedure(s) and/or the enforcement remedy utilized may vary.

*Serious offenses are considered to be violations of fire, safety or water procedures and/or continued violations of the day to day rules of the building.