

TOLUCA HILLS APARTMENT CORPORATION, INC.

3480 Barham Boulevard

Los Angeles CA 90068

RULES & REGULATIONS

Authority to issue and enforce these Rules & Regulations is granted to the Board of Directors by the Covenants, Conditions and Restrictions (CC&R's) and the By-laws of Toluca Hills Apartment Corporation. These Rules & Regulations are intended to guide the conduct and safety of all residents, whether owners or tenants, and their guests while at Toluca Hills Apartments. Strict adherence by all is expected and they will be enforced by a system of monetary penalties should the occasion arise.

These Rules & Regulations supplement the CC&R's. Should these two documents be in conflict, the CC&R's are the over-riding authority, and must prevail. These Rules & Regulations are effective October 31, 1999 and they shall supersede any and all such Rules & Regulations of an earlier date.

GENERAL CONDUCT :

- A. All complaints, suggestions, and/or recommendations must be in writing, signed, with the unit number before being submitted to the Board of Directors. Contact the management company for Rules & Regulations Violation complaint forms.
- B. All excessive noise such as that made by stereos and musical instruments is prohibited. Residents should observe quiet time between the hours of 10:00 P.M. and 8:00 A.M. out of consideration for your neighbors.
- C. Responsibility for maintenance of the exteriors of each individual unit and the common areas is governed by the CC&R's, therefore:
 - 1) No changes or additions to the exterior of the buildings without prior Board approval is permitted. This includes balconies and walkways.
 - 2) Trash, cigarettes or cigar butts are to be properly disposed of.
 - 3) This is your home, please pick up debris, do not walk by it.
 - 4) Balconies are for patio furniture, potted plants, and barbecues. Storage of other items or drying of laundry or beach towels, or draping any article over the balcony, railings, or fences is prohibited. Saucers must be placed under all potted plants on balconies or railings.
 - 5) Residents are not permitted to store or plant anything in the common areas.

- 6) Proper window covering must be installed no later than 60 days after moving in. The use of bed sheets, paper, soap or any other unsightly covering are not permitted.
 - 7) All controls - thermostats, clocks and equipment regulating lights, temperature, etc. are pre-set. No one is to change any of these items.
- D. Common walkways and driveways are for pedestrian and automobile traffic only. Such activities as bicycling, roller-skating, skateboarding and other games and sports are dangerous and are not permitted.

EMERGENCY ACCESS:

Up-to-date and current emergency numbers are required of all owners and residents at all times. If Management determines that emergency access to a unit is needed to protect the common area and/or other units, the owner/resident will be notified immediately by phone. If the owner/resident cannot be reached, it may be necessary to contact a locksmith to gain entry. If the owner is unavailable or uncooperative, this owner may be held responsible for repairs to the common area, the owner's unit, and any damages to other units resulting from delayed or forced entry to a unit.

SECURITY

- A. All outside doors must be kept closed and locked 24 hours a day. Take care that no one follows you into the building through the vehicle gate or any other building entrance.
- B. Residents must not admit persons unknown to them.
- C. Prospective owner/tenants are not permitted to wander unattended throughout the complex.
- D. Police (911) must be called immediately if:
 - 1) Danger of breaking or entering is imminent or in progress.
 - 2) Threat or violence.
 - 3) Child or adult abuse or endangerment.
 - 4) Any incident that threatens the well being of the residents of Toluca Hills Apartments.
- E. There is a \$50.00 deposit per key to purchase common area entrance/vehicle gate key. Contact the management company to purchase keys.

POOL AND JACUZZI :

- A. All persons using the pool and Jacuzzi must abide by the posted rules.

- B. The hours for use of the pool and Jacuzzi are 8:00 AM to 11:00 PM.
- C. Children under the age of 16 years of age must be accompanied and supervised by a responsible adult at all times.
- D. Rafts and other pool equipment shall be used so as not to interfere with the use and enjoyment of the pool by others.
- E. No one group will be allowed to monopolize the pool or Jacuzzi in any manner that does not respect the rights of others.
- F. There will be no eating, drinking, or smoking "in" the pool or Jacuzzi.
- G. NO GLASS OR BOTTLES ARE ALLOWED IN OR AROUND THE POOL OR JACUZZI AREAS.
- H. All trash, cigarettes, etc., must be deposited in the proper receptacles.
- I. Pool furniture is not to be removed from the pool areas.
- J. Owners may utilize their own chairs and lounges if all others are filled; however, they must remove their furniture when they leave the pool areas.
- K. There is no reserving of pool chairs or lounges. Any lounge or chair unoccupied for in excess of 30 minutes shall be considered available for use by any resident.
- L. Chairs, lounges, cigarette receptacles, and trash cans must be returned to a location that leaves the pool area clean and orderly.
- M. Excessive noise, etc. is prohibited.
- N. Guests must be accompanied by the owner/resident when using the pool or Jacuzzi. Owner is responsible for the behavior of their tenants and guests and must insure compliance with all Rules & Regulations.

PETS:

- A. Homeowners are responsible for their tenants and guests behavior. Owners are expected to clean up after their pet (s) and assure that the tenants or guests clean up after their pet(s).
- B. Pets must be on a leash at all times when in the Common Area.
- C. Pets may not be brought to the pool area.

SIGNS:

No signs except "FOR RENT", and "FOR LEASE" signs are permitted. These signs may not exceed 18" x 24" in size. No more than two signs are to be used - one may be placed in the Unit window (not on the balcony) and one may be placed in the Common area during Open House only. Open house signs in the Common Area must be for directional purposes only and may not be posted for longer than 48 hours.

AUTOMOBILES AND PARKING :

- A. NO PARKING signs are to be strictly adhere to at all times.
- B. No parking is permitted in the driveway at any time.
- C. All vehicle must be parked within designated lines in your own assigned space.
- D. The speed limit is 5 MPH. Watch out for your neighbor.
- E. No vehicle repairs, other than emergencies are allowed in any common area.
- F. Only storage lockers approved by the board of directors are permitted for personal storage in the parking garage. No other storage is permitted in the parking garage.
- G. No inoperable, unlicensed or unregistered vehicles may be parked or stored in the garage at any time.
- H. No boats, campers, camper shells, or recreational vehicles (RV's) may be parked or stored in the garage or any common areas.
- I. Homeowners are responsible for maintaining their parking space(s) free of dirt, grease, oil, or other unsightly debris.

PARKING REGULATIONS WILL BE STRICTLY ENFORCED - VIOLATORS WILL BE CITED AND/OR TOWED.

MOVE-IN AND MOVE-OUT:

- A. Homeowners must notify the management company of any move-ins or move-outs and complete a Roster Update form before the new resident(s) will be programmed into the telephone entry system.
- B. A \$200.00 fee is charged to the homeowner's dues account for any move into a unit. This non-refundable charge is necessary to cover administrative costs, wear and tear on the elevators, and clean-up costs involved in moving. The cost to repair any damage to the common areas, resulting from a move-in or move-out, will be charged to the responsible homeowner.

NOTE:

The conduct of the tenants in rented units is the responsibility of the unit owner. The unit owner must provide their tenant with a copy of the Rules & regulations and require compliance with these Rules & Regulations and the CC&R's as a condition of their Lease or Rental Agreement. The cost of damages and fines incurred by a tenant will be assessed against the unit owner's account.

No alterations may be made to the exterior appearance or structure of the building without prior written permission from the Board of Directors. Anything, (except potted plants and patio furniture on patios) that affects the exterior is included.

The intent of this regulation is to maintain property values. A uniform appearance throughout is important to maintaining the attractive appearance of the complex as a whole.

PENALTIES AND CITATION PROCEDURES

- A. FIRST OFFENSE - The homeowner will receive a written warning notice from the Board of Directors. If the offender is a tenant, a copy of the notice will also be sent to the tenant.
- B. SECOND OFFENSE - \$25 fine without further notice. If offender is a tenant, the bill will be sent to homeowner with a copy to tenant.
- C. THIRD OFFENSE - \$50 fine. Same procedure as above.
- D. FOURTH OFFENSE - \$100 fine. Same procedure as above.

If a monetary penalty is imposed the homeowner will be notified in writing, by first-class mail, and will be given the opportunity to be heard, orally or in writing, at the next scheduled regular board of directors meeting, to contest the penalty. The owner may request that the board allow the owner to be heard in Executive Session. If the monetary penalty is not set aside, it will be added to the homeowner's dues account.

Monetary penalties or repair/replacement charges not paid within thirty (30) days of initial billing can be pursued through legal action at the homeowner's expense. A lawsuit may be filed against the owner personally if the Board of Directors concludes such action will enhance the prospect of recovering the assessments, or will otherwise be in the best interests of the Association.

THE BOARD OF DIRECTORS
TOLUCA HILLS APARTMENT CORPORATION