

TOKYO VILLA HOMEOWNERS ASSOCIATION POLICY
(Summary of Rules and Regulations)
Effective December 1, 2016

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1. NUMBER OF OCCUPANTS

- A. No more than two (2) persons may be permanent occupants of each one-bedroom unit; no more than four (4) persons may be permanent occupants of each two-bedroom unit.
- B. A "permanent-occupant" is anyone occupying a unit for more than 14 days in any period of one year. (Article III, #20)

2. ASSOCIATION FEES

- A. Late charges will be levied when the association fees, due by the 10th of each month, are late in payment. To ensure proper handling, the Unit number and the month should be shown on your check.
- B. If applicable, the attorney's fees and court costs are also required to be paid. (Article VII, #2). On December 17, 1997, our delinquent assessment policy was posted on the bulletin board.

3. ACCESS CARDS

- A. The number of access cards provided for one-bedroom unit is a maximum of two (2) cards. The maximum number for two-bedroom unit is four (4) cards.
- B. No additional cards will be provided for any resident except on a case by case decision by the Board for hardship cases and extenuating circumstances. When approved, there will be a charge of \$25.00 for each additional card. (April 17, 1986 Minutes)
- C. Cards currently in use in excess of allowance are grandfathered for continued use, but shall not be eligible for replacement if lost or stolen. (February 26, 2015 Minutes)
- D. If your access card is lost, the lost card number must be provided to the manager. All card numbers assigned to your unit may be deleted from the system if the lost card number is not provided.
- E. In the event of a sale or rental of the unit, all access cards must be surrendered to the HOA without any reimbursement to the seller/renter.

4. NOISE

- A. There should be no noise, including the sound system and the TV, inside each unit that will interfere with the quiet enjoyment of the occupants of this condominium. (Article III, #5)
- B. In April 1987, a rule was passed that no washing machine or dryer should be used before 8:00 AM or after 10:00 PM.

5. PATIO

- A. The patio must be kept clean and cannot be used as a storage place.
- B. The exterior building cannot be enclosed nor have anything attached without prior approval of the HOA. (Article XVII, #h)
- C. No cooking / BarBQ allowed in the patio.

6. GARAGE USE

- A. The garage is to be used only for parking. No items, except for bicycles, should be stored in the garage and no repairs should be performed. (Article III, #6)
- B. It was noted during the meeting of March 14, 1998, that no cardboards, used tires nor inflammable materials should be stored in the garage, in compliance with the Fire Department and the insurance company guidelines.

7. GARAGE SPEED LIMIT

- A. RACING THROUGH THE GARAGE IS STRICTLY PROHIBITED
- B. As there are children and elderly residents walking in the garage, the speed limit is 10 MPH.

8. RENTING PARKING SPACE

- A. For security reasons, no owner shall rent any parking space to persons residing outside of this condominium. (Article XVII, #2L)
- B. The manager must be notified if a space is rented to another resident.

9. DOOR LOCKS

- A. No additional locks should be placed on your doors.
- B. If any damage is caused because the association could enter your unit during an emergency, the owner will be held responsible for all damages caused. (Article XVII, #3)

10. SMOKING

On December 17, 1997, this condominium became a smoke-free building. (LA Municipal Code Sec 41.51). On Jan 22, 1998, the Board agreed on a "No Smoking" sign. The garage entrance is the only designated smoking area.

11. USE OF TRASH ROOM

- A. No garbage/boxes will be left in the trash room floor. All corrugated boxes are to be broken down and taken to the lobby trash room located in the lobby floor by the garage exit door.
- B. To avoid getting the chute stuck and clogged, boxes are not to be put into the trash chute. (March 27, 2003 minutes). The use of the trash chute will be limited from 8AM to 10PM. Outside of these hours, please use the lobby trash room.
- C. The lobby trash room will be kept open during the night and weekends for this purpose.
- D. No construction debris is to be dropped through the trash chute.

12. DOGS

- A. Dogs (20lbs or less) must be on a leash at all times and carried while in the common area including the hallway, elevator, lobby and garage within the Tokyo Villa property. This resolution was passed during the general meetings of May 21st 1997 and June 26th 2003. There will be a violation fee of \$25.00 for not carrying the dogs, necessity of hallway/elevator cleanings, nuisance, etc.
- B. No "guest/visitor dogs" are allowed, except for service dogs. There will be a violation fee of \$25.00.
- C. For "service dogs" a current physician's certificate noting the necessity of keeping the dog will be required within 5 days. (Approved on August 25th 2016)
- D. The following fees are in place:
 - i. \$25.00 for not carrying dog
 - ii. \$25.00 carpet and hallway cleaning
 - iii. \$25.00 elevator cleaning
 - iv. \$25.00 nuisance and disciplinary action

13. SMOKE

When and if your unit becomes smoky due to your burning food, or for any other reason, the front door should NOT be opened. The smoke will set off the fire alarm. Open your windows and the patio door.

14. PROVIDING DOCUMENTS TO NEW OWNER

When a unit is sold, the Dept. of Real Estate of the State of California, dated March 1st 1985 (page 5) indicates that the seller must provide the CC&Rs and the By-Laws to the new buyer. There may be a penalty of \$500.00 plus attorney fees and damages if not given to the buyer.

15. MOVING IN/OUT

- A. No moving in or out allowed on Sundays and Holidays. All moving should be done between 8:00AM and 5:00PM. It must be completed by 5:00PM. The date of your move should be notified to the manager one week in advance.
- B. A moving fee of \$150.00 will be charged by the HOA for moves occurring Monday – Friday. On Saturdays, the moving fee will be of \$250.00. There is an additional required \$250.00 deposit, for all moves, which may be fully or partially refunded. (Approved by the Board on July 28, 2016)
- C. The person ordering any deliveries of large items must come to the front door to meet the delivery person.

16. CONSTRUCTION RULES

- A. Before any construction work begins in your unit, a prior written consent from the HOA is required. (Article III # 14). Construction includes, and is not limited to, any major/minor repairs/renovations structurally, electrically, or involving plumbing, carpeting/flooring, and installing/repairing air conditioning, satellites or cable TV.
- B. A ruling was passed by the board on Feb 7, 2003 and on May 22nd 2003, that construction can only take place on Monday – Fridays between 8:00AM and 5:00PM, excluding Holidays.
- C. All the Construction Review Forms should be reviewed, followed, completed and submitted to the manager as required, to obtain an approval **prior** to the start of construction.
- D. As necessary the CC&Rs and By-Laws should be referred to and followed. Access cards shall not be given to vendors, realtors, contractors, etc. (February 26, 2015 Minutes)

- E. All vendors, contractors etc., must use elevators # 1 or # 3 only. Elevators # 2 and #4 are for passenger use only.
- F. A deposit of \$500.00 will be required from all vendors and or contractors, and will be refunded if area has been left completely cleaned and no damages have occurred. Any work being done after 5:00PM will incur a \$25.00/hour penalty. (Approved on August 25th 2016)
- G. Residents are required to place plastic covers on hallway, elevators and lobby floors.
- H. No construction trash or debris may be sent through the trash chute.

17. RENTERS

- A. Owners must notify TVHOA when they intend to rent their unit out.
- B. All renters must contact the manager and fill out Information for Individual Unit form.
- C. No temporary/transient or hotel type renting is allowed, including but not limited to AirBnB or other similar rental sites.

18. USE OF SOCIAL HALL/LIBRARY

- A. The social hall may be used for your personal use by informing the manager five (5) days prior to your use. The TVHOA Social Hall Use Agreement must be reviewed and signed.
- B. There will be no fee for using the social hall for the first time, but \$50.00 will be charged for the second time. The deposit will be \$100.00 and it will be fully or partially refunded depending on how clean the hall has been left behind. (May 1987 Minutes)
- C. No gambling is allowed in any of the common area meeting rooms.

19. WHEN LOCKED OUT

- A. When a resident is locked out of the unit Monday through Friday and between the hours of 8:00AM and 10:00PM, there will be a \$20.00 charge to use the HOA key.
- B. If a resident is locked out during the weekend, on a holiday or after hours, they must call a locksmith.

20. COMMON AREA

The February 26th 2004 Condominium Association Master Policy (CAMP) covers the common area as exterior of the building and inside the wall and hallways, including the garage.

21. OPEN HOUSE

Owners must notify the manager at least 3 days before the event, and will be by appointments only. The hours should be between 8:00AM and 5:00PM, Monday through Saturdays.

22. CONTACT NUMBERS

A. Call 911 for emergencies (call before calling the manager)

B. The new non-emergency telephone numbers are:

- i. 1-877-ASK-LAPD (1-877-275-5273) Refer to June 7th 2001 Minutes
- ii. 311 for bulky item pick-up by the city. Leave bulky item out on Tuesday night, red zone is fine