

CASA PASADENA CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

EFFECTIVE 1/18/2024

INTRODUCTION

Casa Pasadena (CP) is a community of diverse individuals, living in close quarters and sharing common areas. In order to continue to enjoy the many advantages our complex has to offer, please be mindful of your neighbors. Compromise and courtesy make our neighborhood a wonderful place to live.

The social success of a condominium community depends, in large part, on the rules, regulations and restrictions that govern how residents are expected to conduct themselves. Typically, the Bylaws and Covenants, Conditions and Restrictions (CC&Rs) subject all Owners (as defined in the CC&Rs) to general covenants, while the condominium's policies, rules and regulations provide specific guides for day-to-day living. Without these restrictions and a means to enforce them, the community living experience could become chaotic.

The CP Board of Directors have adopted the rules and regulations set forth below. They were developed in accordance with the CC&Rs, California Civil Code, and a common sense approach to condominium community living. Owners, their families and their guests are ultimately responsible for complying with them. Moreover, Owners shall be responsible for the conduct of their tenants and guests. Each owner shall be responsible for providing a current copy of the Association Rules and Regulations to their tenants, guests, invitees, agents, realtors, property managers and/or contractors, and ensuring adherence to those Rules and Regulations.

Failure to comply may result in fines or other penalties, depending on the seriousness of the offense, levied by the CP Board of Directors. Owners are also responsible for any fines, fees, or other charges incurred by their tenants, guests, invitees, agents, realtors, property managers and/or contractors.

MAKE INQUIRIES OR REPORT VIOLATIONS TO: ONIT Property Management, Erik Mendez at support@onitpropmgmt.com or (818) 861-7887.

NOTE: Please do not take your complaints directly to the Board Members.

The rules and regulations herein may be modified, amended or repealed at any time by the CP Board of Directors with due notice and in compliance with the California Civil Code sections 1357.100 to 1357.150. Any consents granted hereunder may be revoked for due cause.

The Casa Pasadena Condominium Association Board of Directors

TABLE OF CONTENTS

INTRODUCTION	1
ENFORCEMENT OF RULES AND REGULATIONS	3
Schedule Of Notices	3
Schedule Of Costs	3
PRIVACY ISSUES	4
Noise	4
Video Monitoring and Recording	4
Solicitation	4
PARKING	5
LIMITATION OF LIABILITY	5
COMMON AREA USAGE	5
Smoking	5
Balconies and patios	5
Pool and Spa Area	6
Barbecue Area	6
Recreation Room	6
Weight Room and Saunas	7
Public Restrooms	7
Mail Room	7
Laundry Rooms	7
Dress Code	7
RENTAL RESTRICTIONS	8
MOVE INS/OUTS	8
LOCKBOXES AND SIGNAGE	8
UNIT MODIFICATION AND MAINTENANCE	8
TRASH, FOOD WASTE AND DEBRIS DISPOSAL	9
UTILITY SHUT-OFFS AND RESTRICTED ACCESS AREAS	9
PETS	9
UTILITY SHUT-OFFS AND RESTRICTED ACCESS AREAS	10
HOW TO CONTACT YOUR HOA & BOARD OF DIRECTORS	10

ENFORCEMENT OF RULES AND REGULATIONS

In order to enforce the CC&Rs, Bylaws, Articles of Incorporation and Rules and Regulations, the Board of Directors may levy, assess, and collect reasonable fines and costs as established by the Board of Directors. The fines will be assessed against the Owner for violations by the Owner, members of his or her family, guests, invitees, licensees, tenants or lessees of such Owner.

THE STANDARD FINES TO BE LEVIED IN THE CASE OF VIOLATIONS ARE AS FOLLOWS:

Schedule Of Notices

- A. First Offense: Warning Letter to Owner
- B. Second Offense: Hearing Letter to Owner, Possible Fine
- C. Third Offense: Hearing Called By Board of Directors plus Fine
- D. Recurring Offenses: Enforcement per the Determination of the Board at the Hearing.

Schedule Of Costs

- A. First Offense --- \$00.00 fine
- B. Second Offense --- up to \$100.00 fine
- C. Third Offense --- \$150.00 fine
- D. Subsequent Offenses --- \$50.00 fine (up to \$200.00 annually).

In addition, the Board of Directors may seek to initiate legal action, suspend voting rights, suspend pool privileges and/or any other penalty deemed appropriate to the situation. Failure to pay the fines in the time as set forth herein may result in the filing of appropriate legal action. In addition, voting rights, the right to use the pool and other community privileges may be suspended.

The list above is not intended to be all-inclusive. Additions may be made as required. Fines and penalties may be imposed at the discretion of the Board of Directors; the amounts shall be predicated upon the severity of the violation and may include legal action. Restitution for damage or other costs associated with a violation may also be imposed in addition to any fine or penalty. A clerical fee may also be assessed in addition to the fine for processing the violation notice and other administrative costs.

All legal fees or costs incurred by the Association to enforce violations or collect fines will be the responsibility of the Owner.

It is each Owner's sole responsibility to inform their tenants of all Rules and Regulations. The Owner is also liable for any and all damage caused by their tenants to common areas and facilities.

Anyone wishing to report an alleged violation of the Rules and Regulations or CC&Rs may do so by contacting the property management company. Violations should be reported in writing. The identity of the person reporting the violation will not be disclosed to the Owner involved.

Title Six of the California Civil Code also known as the "Davis-Stirling Common Interests Development Act" and all sections therein and all sections subsequently added are deemed incorporated into these Rules and Regulations and made a part hereof.

PRIVACY ISSUES

Because we are living in a close community, sharing common walls, floors, and ceilings, it is especially important to be respectful of neighbors.

Noise

- a. Loud noises are prohibited in multifamily residential properties per City of Pasadena Municipal Code (9.36.060): 60 dBA limit between 7:00 am and 10:00 pm, and a 50 dBA limit between 10:00 pm - 7:00 am.
- b. The City of Pasadena Municipal Code (9.36.070) prohibits the use of most construction equipment in or within 500 feet of a residential district outside of the below listed hours. Additionally, all construction activities within Casa Pasadena are allowed only during the below listed times.

From 7:00 am to 7:00 pm, Monday – Friday

From 8:00am to 5:00pm on Saturday

All construction activities are prohibited on Sundays and holidays.

- c. The City of Pasadena Municipal Code (9.37.030) prohibits the use of gas-powered leaf blowers. Electric-powered leaf blowers may be used subject to restricted hours of:

From 8AM-6PM, Monday – Friday

From 9AM-5PM on Saturday

Prohibited all day on Sunday

- d. Please keep stereos, home theaters and other vibrating equipment away from common walls. Do not place speakers or other amplifying equipment directly on the floor.

Video Monitoring and Recording

Video monitoring or recording equipment owned by the Casa Pasadena Condominium Association is used to monitor public areas for security purposes only. Using intrusive devices such as drones or other mobile personal monitoring or recording devices is not permitted in the complex. Video doorbells placed on or immediately adjacent to a unit Owner's door are permissible.

Solicitation

Casa Pasadena is a gated community. As such, no unescorted persons or door-to-door solicitations are permitted for any reason.

PARKING

All parking spaces are numbered and assigned to Owners. Parking is only allowed within these spaces as there are no unallocated spaces. Should you wish to rent a space, please announce it on the mail room bulletin board.

- a. Visitor parking is not available on the premises. Please contact either the City of Pasadena Parking Enforcement Office, or the Caltech or PCC parking offices for off-site parking options.
- b. Parking signs are to be strictly adhered to at all times. Fire lanes are painted red and no parking is allowed at any time. Violators will be subject to immediate towing.
- c. The driveway and garage passages are considered fire and emergency access lanes. Parking in common areas other than in parking stalls is prohibited.
- d. No items other than vehicles may be parked or stored in the parking area.
- e. No attachments or additions may be made to the garage structure.

- f. Parking spaces must be properly maintained and free of oil and grease. Residents are responsible for removal of any oil or grease marks on driveways or sidewalks. Cost for removal of any oil or grease marks by the HOA will be assessed to the responsible Owner.
- g. All vehicles must be registered, licensed, and insured as required by state law.
- h. No construction, repairs, or maintenance to vehicles is permitted on the premises. Please see City of Pasadena Code for any similar restrictions on surrounding streets.
- i. Speed is limited to 5 mph. Please be cautious of pedestrians.

Any vehicle not complying with these rules or posted signage may be fined and/or towed at the vehicle owner's expense.

LIMITATION OF LIABILITY

- a. The HOA does not provide supervision, instruction, or assistance for the use of any common facility, including but not limited to the fitness facility and exercise equipment, the pool and jacuzzi, the saunas and public bathrooms, the barbeque area and barbeque grills, and the recreation room. Users of these common facilities assume all related risks, both known and unknown, including but not limited to lighting, temperature, lack of hydration, lack of supervision, water level, water condition, condition of the equipment, slipping or falling, collision with fixed objects, personal conditioning and fitness, travel to and from the pool and fitness facility, etc.
- b. Owners and residents agree to be solely responsible for safety and well being of their guests.
- c. Users of the common facilities agree to indemnify and hold the HOA harmless, and fully and forever release and discharge the HOA, its insurers, employees, officers, directors, and associates, from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known or unknown, anticipated, or unanticipated, resulting from or arising out the use of said equipment and facilities.
- d. In the event that any damage to the common facilities, particularly but not limited to exercise equipment, jacuzzis, saunas, bathroom fixtures, and barbeque grills, occurs as a result of Owner's, resident's or their guests' willful actions or recklessness, the Owner will be held liable for any and all reasonable costs associated with the repair or replacement of such equipment or facility.

COMMON AREA USAGE

- a. Bike riding, skating, ball-playing, etc. are prohibited at all times in the complex.
- b. Per fire regulations, all hallway fire doors must remain closed at all times.
- c. Common areas should remain clear of carts, personal items and all other obstructions.

Smoking

The City of Pasadena has imposed a "no smoking" ordinance for multi-unit homes and condominiums. Accordingly, smoking is prohibited in any common area, patio, balcony or inside a unit within the complex.

Balconies and patios

- a. Balconies and patios are "exclusive use common areas" and cannot be modified without prior Board approval. This includes any additions to overhead areas, such as the underside of upper balconies and roofs.
- b. Only potted plants and patio furniture are allowed on the balcony surface. No items may be placed or stored on the balcony railings at any time, including plants, bicycles, clothes and towels.
- c. California Fire Code prohibits open flame of any kind on balconies.
- d. Clothes, linens, towels, bathing suits, etc. may not be hung from the balcony or patio railings at any time. Clothes lines may not be attached to either the building or the balcony or patio

railings. A drying rack may be used so long as it is removed within three (3) hours and is not left out overnight.

Pool and Spa Area

- a. This area cannot be exclusively reserved. Owners, tenants and their guests must accommodate the use by other Owners, tenants and their guests.
- b. An Owner or tenant is permitted to bring no more than eight (8) persons (children and adults), including the Owner/tenant, into the pool area at one time. The Owner/tenant must be present at all times during this use.
- c. Any use of the pool and spa is at user's risk since there are no lifeguards on duty at any time.
- d. Guests and children under 14 must be accompanied in the pool area by a sponsoring adult Owner or tenant at all times.
- e. Long exposures to hot temperatures can lead to dehydration, dizziness and nausea. Accordingly, children under 14 are not allowed in the spa at any time.
- f. Appropriate swimwear is required at all times. Babies, toddlers and all persons with bladder and/or bowel control issues must wear swim diapers in the pool or jacuzzi at all times.
- g. Personal items must be removed when leaving the area.
- h. The following are prohibited in the pool area:
 - Running, diving, horseplay
 - Excessive noises and music sources
 - Pets
 - Rafts and large inflatable toys
 - Glassware and breakable items
- i. Pool furniture has been arranged per state guidelines. Please do not move any furniture or trash bins closer to the pool or spa.
- j. The pool area abuts many units; please be considerate of neighbors by keeping noise at an acceptable level.
- k. The area is available for use during the following hours:

Monday - Friday 9:00 am - 10:00 pm

Weekends 9:00 am - 11:00 pm

Barbecue Area

- a. The barbecue area is for shared use by Owners and tenants on a first-come first-served basis. This area cannot be exclusively reserved. Owners, tenants and their guests must accommodate the use by other residents and their guests.
- b. An Owner or tenant is permitted to bring no more than eight (8) persons (children and adults), including the Owner/tenant, in the barbeque area at one time. The Owner/tenant must be present at all times during this use.
- c. Users are responsible for cleaning the grills and surrounding areas before and after use. All furniture should be returned to its original locations upon leaving.
- d. The barbecue area abuts many units; please be considerate of neighbors by keeping noise at an acceptable level.
- e. The area is available for use during the following hours:

Monday - Friday 9:00 am - 10:00 pm

Weekends 9:00 am - 11:00 pm

Recreation Room

- a. The Rec Room can be reserved for personal, one-time, events of eight (8) persons up to a maximum of forty (40) persons. Rental of the Rec Room does not encompass the rental or exclusive use of any other area of the complex, including but not limited to the pool/spa, barbeque area, weight room, etc.

- b. The Rec Room may be reserved via My Green Condo, or by calling the Property Manager. Any costs for cleaning or damage will be charged to the associated Owner and will appear in the monthly billing statement from the Property Manager. The associated Owner may forward any such charges to their respective renter(s) as they deem appropriate.
- c. The Rec Room may not be used for any commercial purposes or as an office.
- d. The kitchenette is to be used for minor food preparation and cleaning. No food or paper towels should be run down the sink. All trash is to be placed in appropriate trash receptacles lined with a trash bag. At the conclusion of the use, all trash must be removed and taken to the trash room for appropriate disposal.
- e. All furniture should be returned to its original locations upon leaving.
- f. All guests must be escorted while on premises by Owner or tenant.
- g. Gates and doors may not be propped open. No furniture is to be placed outside the room. No live music or DJ's are allowed.
- h. The pool table is for billiard equipment only. Please keep drinks and food away from the surface. Do not sit on either the pool table or the ping pong table.
- i. The area is available for use during the following hours:

Monday - Friday 9:00 am - 10:00 pm
Weekends 9:00 am - 11:00 pm

Weight Room and Saunas

- a. Use of the equipment and space is voluntary and open to residents aged 16 and older.
- b. The HOA is not liable for any injury, either directly or indirectly, caused by use of these facilities (see Limitation of Liability above).
- c. Damage to equipment is the sole responsibility of the user.
- d. Users are expected to clean and replace equipment upon finishing their workout.
- e. The area is available during the following hours:

Monday - Friday 6:30 am - 10:00 pm
Weekends 7:30 am - 10:00 pm

Public Restrooms

- a. The restrooms are to be used only for normal bodily functions, changing and showering.
- b. No food, paper towels, excessive kleenex or toilet paper may be flushed down the toilet.
- c. No pets are allowed in the public bathrooms.

Mail Room

- a. Please pick up packages in a timely fashion to avoid theft or make arrangements with a friend or neighbor if away.
- b. Use the bulletin board to post notices. Check it as well for the latest news.

Laundry Rooms

Laundry room hours are 7:00am to 11:00pm daily. Any machines running outside these hours may be interrupted mid-cycle.

Dress Code

- a. Pool, jacuzzi and sauna: appropriate swimwear must be worn at all times. No street clothing (including shorts or underwear) is allowed. No nudity is allowed. Babies, toddler and all persons with bladder and/or bowel control issues must wear swim diapers in the pool or jacuzzi at all times.
- b. Gym: appropriate exercise clothing and closed toe shoes must be worn at all times.

RENTAL RESTRICTIONS

- a. Owners may only rent their units for periods of one (1) year or more.
- b. Owners renting their units must provide the following documentation to the Board:
 - Contact information of owner and renter, including emergency contact numbers
 - Copy of signed, executed lease or rental agreement
 - Copy of rules and regulations, signed and dated by renter and owner, acknowledging that both parties have read the rules and will abide by them.
- c. Owners are required to provide their renters a complete set of Casa Pasadena governing documents and a copy of the City of Pasadena smoking ordinance: Chapter 8.78 TOBACCO USE PREVENTION ORDINANCE.
- d. City of Pasadena Municipal Code (17.50.296) places restrictions on hosted and unhosted short-term rentals. A short-term rental is a dwelling unit that is shared, in whole or in part, for transient occupancy for periods of up to 30 consecutive days as a way of generating rental income. Owners engaged in short-term rental of their unit must comply with all City of Pasadena requirements, including but not limited to, obtaining the requisite license and payment of fees. Vacation rentals and properties where the Owner does not reside for a minimum of nine (9) months out of the year are not permitted to be used for the purpose of short-term renting.

MOVE INS/OUTS

- a. Owners must contact the Board or the Property Manager at least 48 hours prior to unit sale, purchase, lease, or rental. Residents must contact the Property Manager at least 48 hours before the move in or move out of any unit, whether by a tenant or an owner.
- b. A \$100 fee will be imposed with every move in and move out.
- c. Move in and move out may only occur between the hours of 7:00 am and 7:00 pm Monday through Friday and 8:00 am to 5:00 pm on Saturday and Sunday, unless prior Board approval is obtained.
- d. Owners are ultimately responsible for repairs and cleanup in the event of damage or debris. Bulky items may not be placed in the trash bins or on the sidewalk, greenway or street; rather, the resident must make arrangements for proper disposal of bulky items.
- e. Moving trucks may not block any parked cars in the driveway or garage, nor impede ingress and exit from the driveway and garage.
- f. Gates may not be propped open unless they are attended.

LOCKBOXES AND SIGNAGE

- a. Realtors' and agents' lockboxes may be used temporarily on individual unit doors, once the owner has provided the necessary 48 hour notice of sale. These lockboxes may only contain a key to the unit to which it is attached. The lockbox must be labeled with the owner's or agent's contact information. Lockboxes found in other locations will be removed.
- b. Agents can obtain a temporary gate access code from the Board for access to the complex.
- c. Gates and doors may not be propped open or left unlocked at any time.
- d. Temporary sale, lease or rental signs are permitted during showings of units, provided that they are professionally made and do not block common areas. No permanent signs are permitted.

UNIT MODIFICATION AND MAINTENANCE

- a. Owners must notify the Board in advance of any upcoming work with contact information, licenses, and insurance documents for any contractors, as well as a timeframe and scope of work. This includes repair and replacement of window frames, glass, sliding doors, and installation of mini-split and window air conditioning units. In addition, some interior modification (including but not limited to installation of mini-split units) may require submission to and approval from the HOA's Architectural Review Committee via My Green Condo.

- b. Pursuant to City of Pasadena Municipal Code (9.36.070) and these Rules & Regulations, construction activities are allowed only during the following hours.
 - From 7:00 am to 7:00 pm Monday through Friday
 - From 8:00 am to 5:00 pm on Saturday
 - All construction activities are prohibited on Sundays and holidays.
- c. Owners are responsible for ensuring that contractors are mindful of, and follow, all governing documents including, but not limited to, rules about gate and door security and cleanliness. Contractors must be given a copy of the Casa Pasadena On-Site Work Rules (all current policies and rules are located in the My Green Condo library).
- d. Owners are responsible for the conduct and workmanship of their contractors. This includes arranging for offsite disposal of all debris, cleaning of common areas, and repair of any damages.

TRASH, FOOD WASTE AND DEBRIS DISPOSAL

- a. All trash must be bagged and tied prior to disposing of it via the trash chutes. Trash pick-up days are Monday, Wednesday and Friday but may change based on holidays. Please ensure that the trash bins are in place before dropping trash bags down the chutes on pick-up days.
- b. Boxes must be cut up or flattened and disposed of directly in the dumpsters.
- c. California Senate Bill 1383, which became effective on 1/1/2021, requires communities to reduce organic waste disposal, such as food waste, by 75% by 2025. The City of Pasadena's Food Waste Recycling Program requires residents to place all food waste in the green waste container located outside the Building 4 trash room in the garage.
 - Do not place food waste directly into the green waste container.
 - Do place food waste into a plastic bag before placing it into the green waste container.
 - Residents are encouraged to reuse bags they generate normally, such as zip-lock bags, bread bags, and produce bags used for carrots, celery, and lettuce.
 - Food waste may include food scraps, fruit, bread, vegetables and dairy.
- d. Hazardous materials and all construction debris must be disposed of off-site at Owner's or renter's expense. No Owner or occupant shall dispose of any hazardous waste (including, but are not limited to, oil, antifreeze, solvents, gasoline, paint) in the complex in a manner which is inconsistent with local and federal law.
- e. Furniture and other large household items must not be disposed of by placing them at curbside. The trash company will not empty the bins when large pieces of furniture have been placed in them. Residents must make other arrangements for disposing of these items.

UTILITY SHUT-OFFS AND RESTRICTED ACCESS AREAS

- a. Per City of Pasadena, non-emergency plumbing interruptions require 48 hours' advance notice. Please contact the Board or the Property Manager to request approval prior to engaging in any plumbing project, especially those requiring water building shut-offs.
- b. Water shut-offs must comply with the Casa Pasadena Water Shut Off Policy (all current policies and rules are located in the My Green Condo library).
- c. Roof gates are locked at all times and cannot be accessed without prior Board approval. All unauthorized access is prohibited.
- d. Access to the general and bike storage areas can be arranged with the Board.

PETS

Casa Pasadena has adopted specific rules and regulations regarding pets within the complex (all current policies and rules are located in the My Green Condo library). Those rules are summarized below:

- a. Only dogs, cats, and other common domestic household pets under 45 pounds are welcome. Pets must be licensed with the City of Pasadena. I.D. tags and chips are recommended. Prior to move-in all pets must be registered with the HOA either by informing the Property Manager or in My Green Condo. Current Owners and residents must register their existing pets and before acquiring a new pet.
- b. Only leashed or carried dogs are allowed in some common areas. No dogs are permitted in the pool area, the pool or spa, the Rec Room, the weight room and the sauna, or the public restrooms located in the Rec Room.
- c. Owners are responsible for cleaning up after their pets in the event of accidents.
- d. Pets can visit balconies or patios with their owners, but they must reside inside the units, especially when their owners are not at home.
- e. No pet odor or noise is permitted to unreasonably disturb the use and enjoyment of the complex by other owners. Excessive barking is barking that is persistent and occurs for an extended period of time or on a repeated basis. When determining if barking is a violation, consideration will be given to the time of day, duration and frequency of barking. City of Pasadena ordinance 9.36.150 prohibits pets that "by any sound, cry, or behavior, causes annoyance or discomfort to a reasonable person of normal sensitiveness in any residential neighborhood."

UTILITY SHUT-OFFS AND RESTRICTED ACCESS AREAS

Casa Pasadena has adopted specific rules and regulations regarding the installation of satellite dishes, antenna or cable systems within the complex (all current policies and rules are located in the My Green Condo library). All homeowners and residents must adhere to the policy when installing any satellite dish, antenna or cable system.

HOW TO CONTACT YOUR HOMEOWNERS ASSOCIATION AND BOARD OF DIRECTORS

The HOA and the Board can be contacted with questions, comments, and requests in several ways:

- a. a. At any time through our management company by email or written request: Property Manager Erik Mendez at support@onitpropmgmt.com or (818) 861-7887
- b. At the regular HOA Monthly Meetings
- c. At any time via board.casapasadena@mygreencondo.net

CASA PASADENA CONDOMINIUM ASSOCIATION
RESOLUTIONS ACTION RECORD

Resolution Type: Rules and Regulations
Pertaining to: Various

6/21/2023: Board voted 4-0-1 absent to send draft policy to owners for their 30-day review

8/16/2023: reviewed by Board; tabled due to changes; to be sent out to owners for another 30-day review

1/17/2024: review and approved by Board 5-0