

VILLA LA VERNE HOA  
RULES & REGULATIONS  
ADOPTED  
MARCH 23, 2011

# VILLA LA VERNE HOMEOWNERS ASSOCIATION RULES AND REGULATIONS

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## **I. Introduction and General Information**

Condominium living can be a pleasant experience if we all work together and exercise care and consideration for our neighborhood. The Board of Directors and our management company work together to achieve this goal. The Villa La Verne Homeowners Association Rules and Regulations have been adopted by the Board of Directors to preserve property values and safety throughout our community. The following rules and Regulations are in accordance with the By-Laws, CC&R's, Articles of Incorporation and the Association's Declaration of Restriction.

The following Rules and Regulations apply to all homeowners, residents, guests, tenants, visitors, and maintenance crews called out by the homeowner. **\*\*IT IS THE UNIT OWNERS RESPONSIBILITY TO ACQUAINT ALL FAMILY MEMBERS, VISITORS, TENANTS, GUESTS, AND DELIVERY PERSONNEL WITH THESE RULES AND REGULATIONS AND THE IMPORTANCE OF COMPLYING WITH THEM. VIOLATION OF THESE RULES IS ALWAYS THE RESPONSIBILITY OF THE HOMEOWNER.**

Should any dispute arise as to the intent of enforcement of the Rules, final decision shall rest with the Villa La Verne HOA's governing Board of Directors.

Local, State, and Federal Law can/will override these rules when applicable. In order for the Rules and Regulations to be effective, there must be an equitable enforcement procedure in place.

## **II. Violation and Penalty Procedures**

### **1. Owner Responsibility**

The homeowner assumes complete responsibility for the compliance of all the governing documents adopted and published by the Villa La Verne Board of Directors. In addition, the homeowner is completely responsible for the conduct of his/her tenants, guests, family members and minor children at all times. Any damage to the common area landscaping, buildings, recreational facilities or property of the Association shall be repaired at the expense of the homeowner. Homeowner's may report a rule's violation to the Board of Directors in writing. Please include as much pertinent information as possible, including your address, phone number and date/place of violation. All correspondence to the Board of Directors is done through the management company. Please address all correspondence to: Lordon Management, 1275 Center Court Dr. Covina, CA 91724 ATTENTION: Villa La Verne HOA. If you are a landlord and have a tenant in your unit, your tenant must report the violation to YOU and in turn YOU must report the violation to Lordon Management.

## 2. Notice and Enforcement of Violations

Violations reported will be reviewed by the Board of Directors to determine their validity. First violations will be treated as a warning. A letter detailing the violation will be sent to the homeowner stating the corrective action to be taken, as well as the time frame allowed for the correction. In the event the violation is not corrected, the owner of the unit shall be given a 15-day notice to appear before the Board of Directors (at their monthly meeting). At this time the homeowner may appear and be heard. The Board of Directors will then vote on whether or not a fine will be assessed to the homeowners account for the violation. Failure to comply with the Rules and Regulations can result in daily fines and/or legal action. The Villa La Verne HOA works with two different attorneys who specialize in the HOA laws. If need be, the matter will be taken to court. It's a lot easier to just obey the rules!

In addition to fines and/or legal action, the Board of Directors can suspend the homeowners voting rights as well as their use of the pools.

## 3. Penalty Assessments

When a penalty assessment or fine is levied against a unit, the unit owner will receive the penalty on their monthly assessment billing. Any funds received by the Association with respect to a unit wherein any fines are outstanding, said funds shall be applied to the outstanding fines as well as any assessment or other balance due on the account

Adoption of the Villa La Verne Homeowners Association Rules and Regulations is in accordance with the By-Laws, Articles of Incorporation and the Association's Declaration of Restriction. The Rules and Regulations, herein, are designed to supplement these governing documents and are not intended to be in conflict with these documents. "In the event of a conflict, the governing documents of Villa La Verne Homeowners Association will prevail."

### III. Villa La Verne Homeowners Association Rules and Regulations

#### 1. Exterior and Common Area

What is "Common Area"? So glad you asked! It is actually ALL the property outside your front door (including but not limited to your first step out of your unit). This includes garages, sidewalks, stairs, balconies, gardens, lawn, trees, front walkways, railing, drive approach, alleys, pool area, parking lots, cabanas, lighting, roofs, eaves, fascia board, window trim, garage doors, pedestrian doors, laundry rooms, storage rooms within garages, pool bathrooms, pool, pool lighting, pool fixtures, pool safety equipment, pool furniture, pool fencing, as well as ALL LANDSCAPING.

The rules concerning "common area" are the hardest to enforce because homeowners and residents liken their condos to single family homes. It's important that we all work together to keep the common area clean and clutter free so our community has curb appeal and our property values increase. Thank you in advance for your cooperation.

The following is a partial list of items that are prohibited from being in the common area:

Indoor furniture, trash cans, tables, shoes, clothing, trash, towels, blankets, trellises, shelves, sculptures, smokers, fires or ceramic ovens, tiki torches, huts, umbrellas, toys, bicycles, basketball hoops, tree swings, clotheslines, skateboards, skateboard ramps, tents, banners, bounce house, bonfires, coolers, bird cages, dog houses, wired lighting (except on holidays), tethered animals, fireworks, Halloween webbing, bails of hay, decorations or signs that puncture the buildings in any way or punctures holes in the grass, motorized toys/dirt bikes, wind chimes, motorcycles, decorative flags, benches, BBQ's (on side aprons or in garages ONLY), stacked chairs, baby items, containers, antenna's, jungle gyms, slides, wagons, strollers, playpens, roller skates, couches, TV's, over-stuffed chairs, mops, brooms, bats, balls, hoses, portable air conditioners, vacuums, tools, extension cords, laundry racks.

No owner or resident shall make or construct any alterations, additions or modifications to the outside of their building or any common area. Owners will be held liable for any damage done to buildings, roofs, or common area.

Adults are responsible for the supervision of their children AT ALL TIMES in the common area.

**\*All units must have their front wood door painted white. Screen or security doors may be white, black or traditional wood.**

- A) **Front Units:** Front units are the focal point of the community. BBQ's are permitted but MUST be kept on the side apron. Patio chairs must be stored when not in use. Landscaping of these units are maintained and replenished by the HOA.

\*Please note "patio furniture" must be lightweight, small and in good condition. Neutral or muted colors are preferred.

- B) **Side Units:** BBQ's are permitted but must be kept on the side of the unit or in the garage. 2 potted plants, no larger than 10 inches in diameter, two feet in height and less than 5 lbs. are permitted. 2 patio chairs are allowed as well.
- C) **Balcony Units:** Are permitted everything listed under B) Side Units, except for a BBQ. Balcony BBQ's can only be used on the side of the building and must be stored either on the side of the building or in the garage.

\*Only 1 BBQ per unit is allowed.

\*Fire safety prohibits BBQ's on balconies or under stairs.

- D) **Windows:** All windows must have proper window coverings and intact screens. No blankets, sheets, posters, foil, sunscreen shades are allowed in windows. Torn screens must be replaced immediately. Dual pane windows may be installed by first obtaining approval from the Board of Directors by filling out an "Architectural Improvement Request Form" from the management company. There are NO GRIDS allowed on the windows. Windows must be installed by a professional and may not interfere with the wood trim that surrounds the outside of the window. Any damage done to the wood trim frame or building material will be repaired at the expense of the homeowner. Please keep your windows and screens clean.

- E) **Satellite Dishes:** MUST BE PRE-APPROVED in writing BY THE BOARD OF DIRECTORS. Satellite dishes first require an approved Architectural Request Form and a \$75.00 deposit. No satellite dish or antenna or any other apparatus may be installed upon any walls, roof, attic or crawl space. Satellites must be strategically placed on the fascia board only and the owner must first have written architectural approval. Improper installation will result in the removal of the dish at the owner's expense. The Association will have FIOS available in late 2011. We will also be having a painting project in the community at which time all satellite dishes will be required to be removed. At that time you may choose to transfer to FIOS or you may reapply for Architectural approval from the Board. If you are a homeowner leasing your unit to a tenant: You are responsible for any satellite dishes left behind after your tenant leaves the unit. A fine of \$100 will be assessed for each satellite dish left behind. Each homeowner has the right to refuse tenants from installing these dishes. You may stipulate in your lease that only cable or FIOS is allowed in your unit. The HOA Board of Directors reserves the final decision on all satellite dish approvals and location of installation.

## 2. Exterior Recreational Facilities

- A) Two Villa La Verne resident pools, onsite.
- B) Las Flores Park with picnic tables, BBQ's, shade, volleyball area, tennis courts, etc. is right next door. Please take advantage of this. Parties in the "Common Area" are not permitted.
- C) Playground and Baseball Park are next to Las Flores Park on 8<sup>th</sup> Street.
- D) Basketball courts are located on D Street, just south of 8<sup>th</sup> Street.

### 3. Landscaping and Construction

#### A) Landscaping

1. Owners/residents are prohibited from destroying or removing landscaping in the common area. Please refrain from pruning, trimming, etc. the landscaping in the common area, as the homeowner's association employs a professional landscape company to provide this service. Owners/residents may not harass, provoke or prevent landscapers from performing their work. All concerns/questions regarding landscape must be directed to the Board of Directors. Harassing onsite vendors will result in a fine.
2. All potted plants in the common areas must be in keeping with the general landscaped plan and are subject to prior Board of Director approval, monitoring and review. The Association will not be responsible for damage or special care required for potted plants planted by owners/residents.
3. Planters, pots, and trellises shall not be hung from the external walls of the buildings. Planters, pots, trellises, etc. shall not be planted out in the landscape common areas, unit walls, exterior stairways, nor be hung from the eaves of the building, etc. No planters or pots shall block common area walkways. No stakes shall be driven into the ground.
4. Littering of common area is prohibited and subject to a fine.
5. Patio furniture MUST not be attached to the common area. Owners are responsible for any damage caused by chairs, tables, etc. They shall not block common areas and common area walkways.
6. Hoses must be wound on a hose holder. No loose, unraveled hoses allowed.

**B) Construction**

1. An owner shall not make structural modifications or alterations in his unit or installations located therein without previously notifying the Association in writing and obtaining Association written approval (Article V, Section 2(c)). No resident or other individual shall post any advertisements or posters of any kind in or on the project, except as authorized by the Association; except a sign of customary and reasonable dimensions advertising the unit for sale (Article VI, Section 4(a)). Additions, modifications or alterations to the building, HOA plumbing or electricity is prohibited.
2. No unit shall be used in such manner as to obstruct or interfere with the enjoyment by residents of other units including any unreasonable noises. The Board shall reserve the right to determine what type or level of noise is unreasonable.
3. No exterior clothesline shall be erected or maintained and there shall be no drying or laundering of clothes on the balconies, patios, porches, trees, landscaping or other areas (Article VI, Section 5(c)).
4. No owner, resident or lessee's shall install wiring for electrical or telephone installation, television antennae, satellite dishes, machines or air conditioning units, etc. on the exterior of the buildings or that protrude through the walls or the roof of the building except as authorized by the Association (Article VI, Section 5(a)).
5. No washing of cars, washing down buildings, garages, sidewalks, etc. The Association is responsible for payment of water fees.
6. No owner, resident, or lessee shall construct fences, walls, or make any alterations, additions, or modifications to any part or portion of the common areas, or place or maintain any objects on or about the exterior of any building within the project except as authorized by the Association (Article VI, Section 5(e)).
7. Christmas lights and decorations placed on your unit may not be put up on the roofs or in the landscaping. Christmas lights and decorations should be up no sooner than Thanksgiving and removed by January 5<sup>th</sup> of the next year. Lights and decorations up after that period are in violation and may be removed by the Homeowner's Association at the owner's expense.
8. Any other decorations for major or other holidays may be displayed no sooner than two weeks before the holiday and must be removed within seven days after the holiday. Decorations are only permitted on the door



or windows of a home and may not be installed in the common area. No Halloween structures, webbing or bales of hay, or similar items are permitted in the common area

9. Garage, lawn or yard sales are not permitted.
10. An owner shall reimburse the Association for any expenditure incurred in repairing any common area or facility damaged through his fault or that of his family members, guests, tenants or invitees. (Article VI, Section 2(c)).
11. Balcony units and stairs may not be altered or used for storage. No items are allowed on stairs. Balconies are considered a portion of the common area and are not to be used for storage of any kind, or for the drying or airing of clothes, towels, blankets, etc. Furniture on balconies and/or patios shall be limited to appropriate outdoor furniture. Overstuffed chairs, couches, or other furniture customarily used for home living purposes are prohibited. Parking of bicycles on balconies is strictly prohibited. The Board reserves the right to make the final judgment as to if an item is appropriate under this section of the rules and regulations.
12. All items designed to serve a single unit and are exclusively used by a single unit are the responsibility of the homeowner. This includes but is not limited to telephone wiring, electrical wiring, air conditioning which serves a single unit, glass, window screens, door frames, doors, all portions of the plumbing as understood in Civil Code(s) numbers 1364(a) and 1351(i) shall be maintained by that unit owner.
13. **\*Please do not harass vendors who are onsite working in the community. They have been hired by Villa La Verne HOA. If you have a question or concern regarding a vendor, please contact the management company. Residents who harass or intimidate vendors or Board Members on property or in the community will be assessed a fine. La Verne Police will be called and charges may be pressed.**

#### 4. Garages and Parking

##### A) Garages

1. Garages are shared between two (2) homeowners. The garage is common area and maintained by the HOA. For this reason the HOA has access to all garages at all times. Garage inspections are ongoing and performed by the management company and the Board of Directors.
2. The garage must be kept clean at all times. The garage floor must be kept free of debris and material that would constitute a fire hazard. Any oil drips or deposits must be cleared up immediately and the vehicle must be

repaired to eliminate future oil debris. Storage in the garage is limited to trashcans, bikes, barbeques, and other small items that can be stored against the side of the garage. A vehicle must be able to fit into your space in the garage whether you park your car there or not. Access to the garage door, storage areas, and vehicles for both units are mandatory since garages are shared and considered a common area. No gasoline or other combustible liquid or product may be stored in the garage. The garage door must remain closed except when car is being parked in or removed from the garage or for temporary cleaning of garage while person is in the direct performance of that task.

3. The garage may NOT be used for storage of off-road or unregistered vehicles.
4. Trash must be put out every Monday and may not be stored in the garage (see trash section).
5. Garages may NOT be used for parties, social gatherings, etc.
6. Garages may NOT be used as a place of business. Car repairs, workshops, are not permitted in the garages.

**B) Parking**

1. DO NOT PARK VEHICLES IN THE ALLEYWAYS/FIRE LANES. VIOLATING VEHICLES WILL BE TOWED AWAY AT THE OWNER'S EXPENSE (CVC22658). DO NOT PARK IN THE RED ZONE. LVPD WILL BE CALLED. No warning notice will be provided.
2. Parking is limited to your garage and garage apron directly behind your garage space. Maximum of two (2) vehicles (or motorcycle accepted). No vehicle may extend beyond the edge of the garage apron into the alleyway or onto the grass. No commercial vehicles or oversized trucks may park on the garage apron. These vehicles damage the common area grass and make it difficult for others to pull into their designated parking spots. Please obtain a street parking permit from La Verne Police Department if you have one of these vehicles.
3. All numbered parking spaces are for the use of the owner, their tenants, or guests and by no other person.
4. The Association's additional unnumbered and uncovered parking spaces located on Knollwood Avenue are for the use of guests, visitors, and for additional automobiles of residents. Parking in these areas is limited to a maximum of seventy-two (72) consecutive hours. Vehicles parked over 72 hours will be towed at the owner's expense.

5. You may not park, store, or maintain, any boats, trailers, commercial vehicles, campers, RV's, or other vehicles not customarily used as a means for daily passenger transportation within the Villa La Verne Community.
6. All vehicles parked in Villa La Verne must be street operable as would be defined by DMV, currently licensed, and properly insured for property damage. Any non-operating condition and/or not currently licensed vehicle will be subject to towing from the complex at the vehicle owner's expense.
7. Absolutely NO VEHICLE REPAIR OR PAINTING is permitted in garages, driveways, or in the common area. At no time are oil, transmission, or other fluid changes permitted anywhere within the Villa La Verne Community.
8. Vehicles which drip oil, gasoline, transmission fluid, or any other type of chemical fluid onto the paved areas are to be TOWED from the complex immediately, regardless if they are in a garage or open parking space. They are not permitted to return until such time as any and all repairs have been made to correct the problem. Oil, gasoline, transmission, or any other chemical fluid leaks onto paved areas not cleaned by the owner of the vehicle will be cleaned by the Association and the owner will be assessed the cost.
9. The City of La Verne does not permit overnight parking on the street without a permit. Contact the City of La Verne Police Department for information and permits.
10. No vehicle storage is permitted in garages or on driveways. All vehicles parked within the garage or any area within Villa La Verne HOA must be used for daily passenger transportation purposes.
11. The maximum speed limit within the complex is 10 MILES PER HOUR. Any speed over that is considered to be unsafe and is subject to fine and/or other legal enforcement action. All persons must abide by all traffic signs or other safety guidelines. The Board reserves the right to make all final decisions as to what type of vehicle operation is deemed to be unsafe and subject to violation enforcement. Please help keep our neighborhood safe for our children.
12. Excessive vehicular noise, such as loud mufflers, radios or stereos, and high revving of engines, honking of horns, is not permitted within the complex.

13. Car washing within the complex is strictly prohibited. If observed an immediate fine of \$200.00 will be imposed.
14. Parking in a driveway that is not yours is subject to towing as well as a \$100.00 fine.
15. Parking on the grass or in the alley will result in towing and a \$100.00 fine.

#### **5. Pool Rules and Regulations**

1. The swimming hours are from 9:00 AM to 9:00 PM. NO LIFEGUARD IS ON DUTY. SWIM AT YOUR OWN RISK. SWIMMING ALONE IS NOT RECOMMENDED. NO CHILDREN UNDER 14 YEARS ARE ALLOWED IN THE POOL AREA without adult supervision by a resident owner/registered tenant who is of 18 years of age or older (per the Los Angeles County Department of Health).
2. The swimming pool area is for the use of owners/registered tenants and their immediate families and guests. One resident adult must always accompany their guest(s). The number of guests per resident household will be limited to four (4) guests.
3. Owners are responsible and accountable for their conduct and the conduct of and/or damages by their family members, registered (or nonregistered) tenants, invitees and guest(s) at all times.
4. Excessive noise and rough play is prohibited in the swimming pool and pool area. Radios must be battery operated. No loud radios (if it disturbs others, it's too loud).
5. All gates are to be closed and locked upon entering and/or leaving the pool area. No climbing of fences. Causing the gates to be left open may result in a penalty or loss of privileges being imposed on those persons.
6. No pets are allowed in the swimming pool area at any time.
7. No eating or drinking in the swimming pool. The use of glassware and bottles of any kind in or around the pool area is prohibited. Please use unbreakable plastic, foam, paper or metal containers in these areas. "Cookouts" and/or BBQ's are not permitted in the pool area. NO ALCOHOLIC BEVERAGES ALLOWED. All trash must be removed or property disposed of before leaving the facilities.

8. No cut-offs or street clothing in the pool. Swimsuits are required. Any person (including babies) who does not have control over bladder or other bodily functions should use an appropriate swim diaper.
9. No Styrofoam floating device permitted in the pool.
10. No bicycles, scooters, skateboards, roller skates or motor-driven bikes (or similar devices) are permitted in the swimming pool area.
11. All State of California and Los Angeles County Department of Health rules and regulations apply.
12. All swimming pool and deck area users are requested to cooperate in maintaining the maximum cleanliness in these areas. Dispose of cigarette butts/ashes properly. Clean up your mess after utilizing the swimming pool and deck areas.
13. No private parties in the pool area without prior approval of the Board of Directors.
14. Replacement of a lost pool key will cost \$100.00 payable to the Association in advance.
15. Compliance with security monitors at pool is mandatory. Proper identification at the pool is necessary to confirm residency.
16. Harassing, provoking or defying pool security monitors will result in the loss of pool key, loss of pool privileges as well as monetary fines. In addition, local law enforcement will be called.
17. Patio furniture in the pool area must not be removed.
18. Pool safety equipment is required by law and must NOT be utilized for any other purpose.
19. Vulgar language, excessive, loud noise or inappropriate sexual behavior will not be tolerated in the pool area. You will be asked to leave and your pool privileges will be suspended.
20. Vandalism of cabana, showers, restroom or any other item in the pool area including wasting hot water will result in a fine, cost or repair and/or loss of pool privileges.

## 6. Peace and Quiet

**A) Activities prohibited at all times within the complex units and grounds are listed below but may not include all prohibited activities. Any violation may result in fines, cost of repair and/or suspension of privileges.**

1. Skateboarding, Roller Skating, Scooters, etc. **IS STRICTLY PROHIBITED IN THE COMMON AREAS OF THE COMPLEX,** including pool areas, sidewalks, driveways and carports.
2. Any activity, which damages common property, landscaping, etc. or violates accepted safety practices.
3. Bouncing a ball against the exterior of any building, door, cars, garage, etc. Ball playing: baseball, football, team sports in grassy areas.
4. Boisterous talk, loud music, barking dogs, yelling, screaming and other disturbances.
5. Broadcasting any loud or amplified sound or music into the common areas, the driveways, or the carports from a unit, vehicle or portable electronic device.

**Quiet Hours**

<b>Monday through Friday:</b>	<b>9:00 PM to 8:00 AM</b>
<b>Saturday and Sunday:</b>	<b>10:00 PM to 9:00 AM</b>

**B) Activities strictly prohibited during quiet hours:**

1. Construction of any kind, including: Drilling, sawing, sanding, nailing, plumbing repairs (except in an emergency situation), etc.
2. Any outside or inside noise clearly audible within any residence while having the windows closed. This includes noise from TV's, stereos, parties, slamming doors, musical instruments, loud speaking, shouting or disruptive behavior/activities, pet disturbances, etc.

**C) Domestic disturbances that include yelling, cursing, arguing, etc., ARE STRICTLY PROHIBITED AT ALL HOURS OF THE DAY AND NIGHT. Please call La Verne Police to report these violations at: 909-593-2531.**

**7. Pet Policy**

Villa La Verne is a family community. It is the HOA's responsibility to keep the neighborhood safe for all residents, especially children.

A "house pet" is defined as a pet that spends its primary existence within the home. \*Residents with pets must sign a Pet Agreement, obtained from the Community Management Office.

Residents may keep no more than two cats or two dogs – or one cat and one dog. **NO PETS ARE PERMITTED THAT ARE OVER 30 POUNDS WITHIN THE VILLA LA VERNE COMMUNITY. ANY CAT MUST BE A "HOUSE-CAT" AND MAY NOT BE PERMITTED TO ROAM WITHIN THE COMMUNITY. ANY DOG OUTSIDE OF THE HOME MUST BE ON A LEASH !**

These animals may be kept as long as (a) the pet is kept on a leash being held by someone who is physically capable of controlling the animal when outside the resident's home, and (b) the pet does not become noisy, does not bite, intimidate, or cause damage in the Community.

**\* Dog, or dog breeds, which are known to be vicious or dangerous according to Los Angeles County Animal Control, including but not limited to: Pit Bulls, or Pit Bull Cross breeds, Dobermans, Chows, Rottweilers, Akitas, Malamutes, Shar Peis, Bull Mastiffs, Boxers, Huskies, Dalmatians, German Shepherds, Presa Canarios, Dogo Argentinos, Cane Corsos, Tosa Inus and American Bulldogs are NOT permitted in the Community at any time, trained and certified service animals excepted.**

1. No poisonous or venomous animals are allowed within the community at any time.
2. No animals may be kept within the boundaries of the complex if they are determined by the Board of Directors to be a nuisance or danger to other residents.
3. All animals running at large, whether licensed or not, are considered to be a nuisance. The appropriate Animal Control personnel will be requested to abate such nuisances as soon as reported and fines will be issued.
4. All animals are the responsibility of their owners. The owner of such animal(s) is responsible for cleaning up the animal's waste properly and immediately. Any waste must be picked up with an appropriate plastic or similar bag and disposed of in an appropriate trash bin. Anyone violating this rule will be subject to an automatic \$100.00 fine without further warning.
5. No animal may be kept, bred, or raised for any commercial purposes.

6. No cats are allowed to "roam" the community. It is advisable that the pet owner consider spaying/neutering the cat in order to prevent unwanted mating with feral or other cats.
7. You as a citizen have the right to report dangerous breeds or nuisance animals to the La Verne Police Department at (909) 593-2531.
8. Allowing an animal to urinate or defecate from an upstairs balcony or landing onto any downstairs surface is prohibited. Owners may not hose or sweep off waste into common area or lower unit areas.
9. All La Verne City Codes and Los Angeles County Healthy and Safety Codes must be observed. All dogs must be **licensed** and shall be **leashed** whenever they are outside the residence where they live.
10. Any dog that inflicts bites or attacks a human being or domestic animal or in a vicious or terrorizing manner approaches any person in apparent attitude of attack in the association common area is subject to a fine. Additionally, if your dog attacks or bites another animal or human being, you are required to remove the dog from the premises immediately and permanently. You will be held liable for damage and injury as a result of the attack.
11. No unattended chaining, unattended staking or tethering in the common area.
12. No animals in or near the pool area at any time.
13. Residents must provide proof that their pets have had all their vaccinations and licenses, annually. This information will be kept with the Pets Registration Form.
14. The Community encourages pets to be spayed or neutered. However, in the event of offspring, the Management Company must be notified and written permission must be obtained for the offspring to stay in the Community for an interim period while pets are being adopted. The time period will be subject to Board of Directors discretion.

#### 8. Laundry

There is 1 washer and 1 dryer per building. No unit shall have a washer or dryer inside in it.

#### LAUNDRY ROOM REGULATIONS:

1. No laundry room facility use prior to 7:00 AM or after 9:00 PM



2. Laundry rooms are to be used only by occupants of that building.
3. Building occupants are responsible for cleanliness and removal of combustible items from the laundry room.
4. Do not store laundry soap, softeners, bleaches, etc. in the laundry room. These containers are flammable and in proximity to the gas flames of the water heater. They constitute a FIRE HAZARD.
5. Do not discard empty soap cartons, plastic bottles, lint from the dryer or any other trash or combustibles on the floor.
6. Clean the dryer lint filter after each use. Do not unplug the machines.
7. Clean the machines after each use of the facilities and leave the washer door closed when not in use.
8. No person shall place any item that is oily, contains industrial fluids or cleaning material, has tar or any other composition that will damage the equipment or others belongings, pet beds or items, no items containing feathers, etc.
9. No use of dyes or similar items in washers.
10. No washing or drying of shoes or sports equipment.
11. If you are not sure that the item should be placed in the association's equipment please go to a local laundry facility and do not use our equipment. The cost for repairs or cleaning will be your responsibility.
12. Personal use of the electrical outlets is prohibited.
13. Remove laundry from the washers and dryers promptly. Be considerate of your neighbors.
14. Close and lock the laundry room door, be protective of our property.

Note: For washer or dryer repair, call the telephone number posted in each Laundry room for such service and repair.

## 9. Electricity and Water

### A) Electricity

The electrical outlets located in the common area are not for private use. This includes the laundry room and garage outlets. Please use an extension cord from your own unit's electrical supply. A violation of this rule will result in an automatic fine of \$200.00.

**B) Water**

The HOA is working with the City of La Verne to conserve as much water as possible. Our state is currently in a drought. Since the association pays for the water used in the community, the following rules apply: No association water may be used to fill pools, buckets, balloons, or water toys. Water may not be used to wash vehicles, sidewalks, driveways, windows, or animals. Absolutely NO water is to be sprayed in garages or laundry rooms. The violation of this rule will result in a \$200.00 fine.

**C) Washer/Dryers or similar appliances**

**No washers, dryers or similar appliances are permitted to be installed in the unit or garage. All laundry must be done in the common area laundry room or at an off-site facility.**

**10. Trash and Sanitation**

**TRASH DISPOSAL**

1. Trash disposal for the Association is currently Monday morning of each week, unless delayed by a Holiday during that week. In such cases, the pick-up is usually the following day, Tuesday.
2. Do not place trash containers out for pick-up prior to 7:00 PM the day before the pick-up and containers must be put away prior to 7:00 PM the day of the pick-up. Violations of these time restrictions are subject to a fine. Do not store or use plastic bags (not in containers) for trash as dogs and other animals rummage through them causing the litter of debris in the common area and health problems.
3. Each unit shall maintain (2) small trashcans, provided by Waste Management. (1) Black trashcan for trash only. (1) Gray trashcan for recyclable items. All such containers must display the unit number on it for easy identification. No unit shall be in possession of a large or jumbo-sized trash cans. Unmarked trash cans or oversized trashcans will be removed at the expense of the homeowner.
4. Disposal of **LARGE FURNITURE, LARGE ITEMS OR APPLIANCES** in the trash bins or in or around the trash enclosures or anywhere within the complex is strictly prohibited. Please make

arrangements for pick up and proper disposal of your large items by Waste Management or other company.

5. "Dumping" items in the alley or common area is an automatic \$200.00 fine. Large items require a "special pick-up" by Waste Management.
6. Placing items by the trashcans that Waste Management will not pick up such as furniture, computers, monitors, televisions, etc. will result in an immediate fine and ongoing daily fines until the items are removed. The owners of the unit will be held responsible for costs associated with the removal of such items. Each unit must store the two (black and gray) trash containers provided by Waste Management inside their garage.
7. Failure to place trash out weekly is unsanitary and is a violation subject to fines or other enforcement action.

### **11. Keys & Locks**

All keys are replaced through Lordon Management only. Key replacement fee schedule is as follows:

1. **Laundry Room Door:** If the locksmith has the key on file, it is \$5.00. If not, it is \$55.00 (includes service charge).
2. **Pedestrian Garage Door:** If the locksmith has the key on file, it is \$5.00. If not, it is \$55.00 (includes service charge).
3. **\*Pool Key\*:** The Association in 2011 will be using a key system for member access. Each home will initially be provided one key at the time of transition to the key system. After that time, each replacement key will cost the owner \$100.00 to replace. The keys will not be able to be purchased or duplicated at a key shop. Tenants will not be provided keys by the Association. All owners must be responsible for the key and if you choose to provide it to your tenant, you are responsible for their actions as well as the replacement cost of the key if it is damaged or lost. At any time, the Association reserves the right to suspend common area privileges including pool use as well as not provide a pool key to any home that is delinquent in assessment fees or has their rights suspended due to outstanding violations.
4. **Mailbox Key:** Must be obtained through the post office.

Homeowners are not allowed to change any locks or doorknobs in the common area. This includes, but is not limited to, laundry rooms, pedestrian doors and any doors or locks at the two pools. Violators of this rule will be fined and will be responsible for all costs to correct.

## 12. Signs & Flags

1. Only Real Estate "For Sale", "For Lease" or "Rent" signs may be displayed. Such signs shall not exceed eighteen (18) inches by twenty-four (24) inches in size, and must be professionally prepared and displayed from within the unit. One (1) such sign is permitted per unit. Exterior signs, political signs, posters, or stickers may not be displayed.
2. No other signs are permitted to be posted in the common area (outside units). NO STAKES MAY BE DRIVEN INTO THE COMMON AREA AT ANY TIME! No sign or decoration may be placed on the stucco, roof, siding, eaves, walls, fences or any similar common area.
3. Personal banners (birthday, showers, graduation, etc.), decorative flags, or holiday banners, flags, signs, etc. are not permitted except as required by civil code.

## 13. Rental Units & Tenants

Villa La Verne HOA is not a leasing agency or a landlord in the absence of a homeowner. If a homeowner chooses to entrust his unit to "tenants", that homeowner is 100% responsible for the actions of his/her tenants. The Board of Directors has zero tolerance for irresponsible landlords. If you choose to rent out your unit, please avail yourself to both the management company and to your tenants.

The following rules will be in place for all homeowners renting out their units.

### 1. Homeowner Must:

- a. Register every new tenant when they move into the community. Registration is done through Lordon Management and is confidential. It is the owner's responsibility to provide the tenant with all governing documents, rules and regulations and any other operating document necessary to ensure that the tenant is aware of and will abide by our policies and rules. Please call Lordon Management prior to renting out your unit to obtain a Tenant Registration Packet.

Any owner who does not comply with this provision will be subject to a \$250 monthly fine until compliance has been acknowledged.

- b. There is a \$50.00 Registration deposit required for each and every new tenant, payable to Villa La Verne HOA. The deposit amount may be changed by the Board of Directors based on their sole discretion. The owner will also be charged any incidental clean up and repair costs as well as costs to cover replacement of laundry keys, garage keys, etc.

- c. Administer and provide all keys, garage openers and a copy of “tenant rules” before tenants move in.

2. Homeowner May Not:

- a. Rent their unit for a period of less than thirty (30) days or for hotel or transient purposes.
- b. Rent or lease less than their entire unit. No person or animal may live in or spend the night in the garage.
- c. Rent or use their unit as a business.
- d. Rent their unit out to more than five (5) persons (including children), as per the law.
- e. Rent their unit to tenants who own dangerous animals.

Any other violation of the rental rules will be subject to a \$250 fine that will be charged monthly until the violation is rectified. Homeowners who have tenants in their units at the time that these rules are adopted will have 60-days to register their tenants and pay the \$50.00 Registration Deposit.

14. Fine Schedule

**Unless stated elsewhere in this document, the fine schedule is that all fines are \$100.00 per violation which may be levied on a daily, weekly or monthly basis depending on the type of violation upon sole discretion of the Board of Directors.**

15. Board Members

**Please remember that the Board of Directors for the Villa La Verne HOA are volunteers. They are homeowners who live in the community. It is a violation for you to knock on their doors and complain or enter into an altercation with them while they are “on site” doing their job. Instead, please attend the monthly HOA meeting and bring your ideas! The HOA welcomes you to participate in keeping the community a safe, clean place for adults, families and seniors to live. Thank you in advance for your cooperation.**

**Villa La Verne Homeowners Association  
Homeowner/Tenant Registration Form**

**Homeowner Information:**

Homeowner Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

On Site Address: \_\_\_\_\_

Off Site Address: \_\_\_\_\_

Do you live onsite?  Yes  No

Are you renting out your unit?  Yes  No

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**IN CASE OF AN EMERGENCY, PLEASE CONTACT:**

Emergency Contact Name \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Tel: \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Home Tel: \_\_\_\_\_

Relationship: \_\_\_\_\_ Work Tel: \_\_\_\_\_

**Tenant Information:**

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Number of Cars: \_\_\_\_\_

**OCCUPANTS:**

Responsible Adult: \_\_\_\_\_

Relationship to Responsible Adult

Occupant: \_\_\_\_\_

\_\_\_\_\_

Occupant: \_\_\_\_\_

\_\_\_\_\_

Occupant: \_\_\_\_\_

\_\_\_\_\_

Occupant: \_\_\_\_\_

\_\_\_\_\_

(\*Maximum occupants per unit are 5 as per city code)

**Telephone Number(s):** *Numbers are used for emergency purposes only.*

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_ Mobile Tel: \_\_\_\_\_



**Vehicle Registration** (Please include all vehicles parked within community)

Make/Model      Year                      Color                      License Plate #      Visitor Parking Placard #

Make/Model      Year                      Color                      License Plate #      Visitor Parking Placard #

**PET REGISTRATION**

*MAXIMUM OF 2 DOMESTIC PETS UNER 30 LBS PER UNIT*

Pet's Name	Type/Breed/ Color	Sex	Age	License or ID Number

Signature: \_\_\_\_\_

**PLEASE NOTE: Pit Bulls or Pitt Bull Cross breeds, Dobermans, Chows, Rottweilers, Akitas, Malamutes, Shar Peis, Bull Mastiffs, Boxers, Huskies, Dalmatians, German Shepard's, Presa Canarios, Dogo Argentinos, Cane Crosos, Tosa inus and American Bulldogs are NOT permitted in the community at any time, trained and certified service animals excepted. By signing this form, the homeowners/residents certify that no such animal is permitted on the property.**

Your signature(s) shall certify that the above information is complete and accurate, and that a copy of the Rules and Regulations as been furnished to and received by tenants.

Signed: \_\_\_\_\_  
Owner

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Tenant

Date: \_\_\_\_\_

Please note that in an event of an emergency such as water intrusion, fire, or flood, if applicable, please have your tenants call Lordon Management. Please return form to:

Lordon Management  
1275 Center Court Drive  
Covina, CA 91724  
Attn: Sherry Hernandez  
Fax (626) 966-3918

Email [shernandez@lordonmanagement.com](mailto:shernandez@lordonmanagement.com)

If you have any questions please contact Francesca Sanchez (Association Representative) at (626) 967-7921 ext 3375 or [fsanchez@lordonmanagement.com](mailto:fsanchez@lordonmanagement.com). You may also contact Sherry Hernandez (Management Assistant) at (626) 967-7921 ext 3381 or [shernandez@lordonmanagement.com](mailto:shernandez@lordonmanagement.com).





# VILLA LA VERNE HOA

## PET REGISTRATION FORM

Resident(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone Numbers- Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Work: \_\_\_\_\_

### PET INFORMATION

Pet's Name	Type/Breed/ Color	Sex	Age	License or ID Number

**If the pet(s) are a dog or cat a current color photograph must be attached.**

### PREFERRED VETERINARIAN

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

### PET'S EMERGENCY CARETAKER (Someone who does not live in your household)

Name: \_\_\_\_\_

Phone Numbers

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Address: \_\_\_\_\_

**By signing this document you are acknowledging that you read, understand and agree to all the terms and conditions stated in this document related to keeping pets in our rental property. By signing this application you guarantee the full compliance will all rules and regulations by yourself, all occupants, and guests in your household.**

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_