

# PACIFIC BAY TOWERS

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Twenty Twenty-Five, Twenty Thirty-Five, Twenty Forty-Five Fourth Street Homeowners Association

## **PACIFIC BAY TOWERS HOMEOWNER AND RESIDENT HANDBOOK**

### **WELCOME TO PACIFIC BAY TOWERS**

One of the primary purposes of the Homeowners Association ("HOA") is to protect both the **quality of the life for residents** and the **value of homes** in our complex, Pacific Bay Towers ("PBT"), by maintaining standards and setting rules of conduct. General governance standards are specified in the official Declaration of Covenants, Conditions and Restrictions ("CC&Rs").

In order to keep in harmony with our neighbors, we present here the **rules and regulations** governing PBT. Many of these are simply common sense courtesies to be observed when living in close proximity to other people. Others concern issues specific to the complex. You should familiarize yourself with this document, since failure to comply with some of the stated regulations could result in monetary penalties to the homeowner.

Following the important contact information below, you will find an alphabetic listing of the topics in this guide, each broken into suitable subsections as needed.

### **CONTACT INFORMATION:**

Police/Fire Department Emergency	911
Police Non-Emergency Dispatch	(310) 458-8491
Southern CAL Edison Co.	(800) 655-4555
Southern CAL Gas Co.	(800) 427-2200

### **ADORE PROPERTY MANAGEMENT:**

Adore Property Management (AdorePM) is our management company and our property manager is Vanda Hembree. The phone numbers for Adore/Vanda are listed below:

APM Management	(310) 982-8333 cell / text
Website address	www.AdorePM.com
Vanda Hembree email	vanda@adorepm.com

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The emergency number is for emergencies only. It is very important not to use this number for non-emergency situations. What is an emergency? Something that can't wait until the next day of regular business, (*i.e.* fire, flooding, leaks, vandalism, etc.) If you smell gas, call the Gas Company. For any non-emergency calls to the emergency number, Adore Property Management may charge the owner of the unit a \$25.00 fee. When you are calling the management line be sure to leave the following information: name, address, phone number and a brief description of your problem.

## **OTHER CONTACTS:**

Santa Monica Bulky Item Pick-up  
Time Warner Cable  
Verizon FioS

(310) 458-2223  
(888) 892 2253  
(855) 485-2407

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## 1 Air Conditioners

Unit Owners, if approved by the Board, may install and maintain at their own cost, a mini-split system air conditioner or heat pump on the Unit's exclusive use common area deck or balcony in conformance with the following conditions:

1. Obtaining approval, through the "Request for Architectural Approval" form, from the Board prior to commencement of work and conform to the requirements related thereto.
2. Completing the work using licensed and insured contractors.
3. Obtaining a City of Santa Monica building permit if required.
4. The Unit owner expressly agrees that by installing a heat pump that the HOA may remove or disable the existing heating system from the unit and that the HOA shall have no obligation in the future to provide heating to the unit, or to replace the HOA heating system should the Unit Owner cease to use, remove or disable the heat pump.
5. The Unit Owner and successors shall be responsible for the maintenance of any installed equipment and for any damage resulting from its placement, use/disuse.
6. The Unit Owner shall convey these obligations to any future purchaser.
7. Installing the compressor unit on the deck or balcony, with the following conditions:
  - A. The compressor unit may not be taller than the existing balcony or deck fence or 35".
  - B. The compressor unit must be rated for 50 dB or less.

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C. All mounting or penetration of the exterior walls must be covered, sealed, grouted, and/or repaired to retain the original appearance or an appearance as close as practicable to the original appearance. All wires, tubing or other elements used in the installation must be covered. All ductwork, conduits or mountings on exterior walls must be painted to match existing stucco surface.

D. The compressor unit must be placed perpendicular to the deck or balcony fence, adjacent to the side wall of the deck or balcony OR parallel to the deck or balcony fence, adjacent to the unit wall. Distances from the walls may not be more than the minimum clearances specified by the manufacturer. In all cases, condensate drains must lead directly to, and be connected to, the deck or balcony drain. Wiring, piping and drain line may not cross any opening in the railing wall nor the balcony or deck door opening.

E. Compressor current rating may be no more than 10 Amps. Owner must verify and ensure that, given the current electrical circuitry utilization in the unit, there is sufficient capacity to add the required breakers in the Unit and the installed breakers match the manufacturer's rating for both the compressors and air handlers and are no more than 20 Amps, at 240 volts. (Unit owners may not upgrade the level of service to the Unit.)

Any variation on the proposed installation and/or requirements of this rule must be explicitly identified by the Owner, in writing, at the time of approval.

Option 1: Unit owners may request permission to install a "through the wall" air conditioner or heat pump subject to the applicable conditions above, providing that the unit is located below the level of the railing wall.

Option 2: Unit owners may not install window air conditioners, heat pumps or air coolers, but may vent portable inside units through an existing window opening, providing that the vents do not protrude beyond the window frame. The exhaust sound from such devices must not exceed 30 dB.

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## **2 Architectural Approval:**

Owners wishing to remodel their units should apply to the Board for approval before commencing any work. Failure to do so may result in fines, or the Board's requiring that the unit be restored at the owner's expense. The required Architectural Approval Form may be found in the Addenda, pages 45 to 45.

In the event that the Board approves an owner's request for a modification of the Association Common Area, the unit owner will be required to assume future responsibility for maintenance of the modification. This obligation must be recorded by the owner in the title to the property. The Property Manager will provide owners with the appropriate legal document.

## **3 Association Assessments:**

The Board of Directors sets assessments for the calendar year by its December meeting. The management company will notify you of the assessments for the next year and will provide a coupon book should you wish to mail a check directly. Such payments should be sent to:

Pacific Bay Towers  
c/o Adore Property Management, Inc.  
PO Box 63938  
Phoenix, AZ 85082-3932

Monthly payments are due the 1<sup>st</sup> of each month and are considered late if not received by the 15<sup>th</sup> of the month. Late payments may result in your being assessed a charge. You may also pay your dues online through the Association's bank by visiting AdorePM.com and selecting the "Make a Payment" tab. Auto debit payments are also available. In addition to your personal information, auto-payment will require you to provide the Management Company ID (3539), the Association ID (545) and your Property Account Number. The latter can be found on your coupon book or you can contact [vanda@adorepm.com](mailto:vanda@adorepm.com) for details.

Periodically you will receive a statement of your account. Please review it and contact management if you find discrepancies with your own records.

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## **4 Balconies / Patios:**

Please remember that balconies are exclusive use common areas. They may not be altered, modified or enclosed with fences, trellises, etc. without Board approval. Keep your balconies/patios free from clutter. In particular, bicycles and surf boards may not be stored on balconies. Balcony railings are not to be used to hang wetsuits, towels and laundry.

## **5 Barbecues:**

Propane-fueled barbecues are allowed only in confined receptacles located in balconies or patios. Charcoal-fired barbecues are not permitted anywhere on the property. Please make sure to place your barbecue pit on a corner of the property, and cover it with the lid as soon as possible, in order to avoid smoke from entering into your neighbors' units.

## **6 Bicycles:**

Bicycles are not to be stored on balconies or interior hallways. A Bike Room exists for bike storage rental; for availability contact a Board member or Adore Property Management.

### **6.1 Bike Storage:**

Homeowners are welcome to store bikes at their own risk at the head of their parking spaces. The bikes may not impinge on parking on any adjacent parking spaces. Homeowners who wish to install a personal bike rack must follow the guidelines shown below:

### **6.2 Bike Racks:**

Homeowners may install approved bike racks in their exclusive use common area parking spaces and at their own expense, subject to the standards and conditions set for in this rule as well as architectural approval. Homeowners are responsible for the maintenance and appearance of the bike rack. If the rack falls into disrepair, homeowners must repair, replace, or remove the bike rack.

Prior to installing a rack, the homeowner must obtain architectural approval from the Board of the HOA. Only licensed, bonded, and insured contractors may install bike racks.

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Any damage to the common area resulting from installation or removal of a bike rack must be repaired at the sole expense of the homeowner and to the satisfaction of the Board.

The Board may revoke permission to have bike racks at any time and for any reason either as an architectural standard or on an individual basis. Any bikes stored on the rack must be contained entirely within the lines of the owner's parking space and may not impede access to neighboring cars.

## **6.2.1 Approved Racks:**

Mfg – RJ Thomas Mfg. Co. Inc.  
Mount – Surface Installation  
Qty – One per parking space

Style – Hoop / Saddleback Style  
Colour – Galvanized  
Installer – Art Archuletta

## **7 Complaints / Disputes:**

The Association's CC&Rs define the standard of living residents may expect in our community. These documents were designed to protect the rights of each owner and/or resident; however, they cannot replace courtesy and the need to communicate with each other.

Before filing a complaint with the management company and/or the HOA Board of Directors, take the time to have a personal discussion with your neighbor. Neighbors talking together in a non-threatening, pro-active manner achieve quicker and better results. See the Guiding Principles (<http://www.pacificbaytowers.com/guiding-principles.html>) adopted by Board for practical advice on managing your relations with your neighbors.

Also, please bear in mind that Board members are volunteers who are elected to oversee the business of the Association. It is not the purpose of the HOA's Board of Directors to mediate disputes between neighbors. ("Neighbor-to-Neighbor Dispute"), except in so far as such disputes involve violations of the Association's rules.

Often as we go through our daily lives, we are not always aware of the impact we have on the people around us. With this understanding, be sure to observe common courtesy with regard to noise in your unit and in the common areas between the hours of 10pm and 7am – turn down the sound on your television and stereo, ask your guests to be



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more quiet, operate appliances during reasonable hours only, close your windows, speak quietly in common areas, etc. Your neighbors will thank you for it.

Homeowners may always contact the Santa Monica Police Department for assistance, if they deem it necessary. If continued complaints are presented to the Board, the Directors will be forced to consider the situation as a nuisance and will act accordingly. Please note, disrespect to other owners/residents/guests is not acceptable and is considered a nuisance.

## **7.1 Request / Complaint Procedures:**

All complaints must be in writing and submitted to the management company and/or the HOA Board of Directors. When making a request or filing a complaint, please provide sufficient details:

- Identify/describe the problem or request
- Provide the date/time of occurrence
- Who or what was involved
- List any others who may have witnessed the situation
- Describe your efforts at trying to resolve the situation
- Any additional information you consider pertinent

The Board will review all requests / complaints to determine if a violation of the rules & regulations or CCRs has occurred and if the matter requires Board action. If it is determined that the request / complaint is really a Neighbor-to-Neighbor Dispute and no violations have actually occurred, then the Board will encourage unit owners to work together to resolve their problems.

### **7.1.1 Resolving Disputes:**

Neighbor-to-neighbor disputes are outside the jurisdiction of the HOA Board of Directors and typically do not entail a violation of the rules and regulations or CCRs. More often, they are a nuisance complaint based on living habits or onetime incidents that are best addressed between the two parties.

a). When a dispute or complaint is brought to the attention of the Board regarding interpretation of rights under, or enforcement of, the governing documents, the Board shall, at its next scheduled meeting, discuss the complaint or dispute and make a reasonable business judgment decision based upon the particular facts as to whether or not it constitutes a Neighbor-to-Neighbor Dispute. A Neighbor-to-Neighbor Dispute is a

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dispute or complaint lodged by one resident against another which, in the Board's determination (at its sole discretion), does not impact the Common Area (*e.g.*, parking, noise, pets, etc.).

b). If the Board finds that the complaint or dispute constitutes a Neighbor-to-Neighbor Dispute, it shall notify the parties of the Neighbor-to-Neighbor Dispute of its decision.

c) The parties to the Neighbor-to-Neighbor Dispute shall be required to use best efforts to submit their dispute to either the applicable governmental agency or Alternative Dispute Resolution (ADR) for mediation or arbitration. For ADR, this may be accomplished by the complaining party serving the other (responding) party(ies) with a Request for Resolution in accordance with California Civil Code Section 1354.

d) If the Board determines that a complaint involves a violation of the Declaration or governing documents for which Association action is required, then the Board will proceed in accordance with the Association Notice and Hearing procedures, described below.

## **7.1.2 Violation Procedure:**

If the request / complaint constitutes a violation of the HOA's governing documents, then the Board will authorize the issuance of a violation letter to the non-compliant party asking that they correct the violation immediately.

## **7.1.3 Hearing:**

If the owner fails to come into compliance, then a disciplinary hearing notice will be issued to the unit owner in accordance with Civil Code §1363(g) at least 10 days prior to the scheduled hearing. The notice will contain:

- The date, time, and place of the meeting,
- The nature of the alleged violation for which a member may be disciplined, and
- A statement that the member has a right to attend the hearing, view the evidence of violation, and present a defense, including his/her own witnesses and documentary evidence.

## **7.1.4 Disciplinary Hearing Process:**

A hearing is a fact-finding session to determine if a violation has occurred and if a fine will be levied against an owner. It is the owner's opportunity to discuss the violation directly with the Board and to present any extenuating circumstances.

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Hearings are held during executive (closed) session of the HOA Board of Directors to preserve the owner's privacy. The Board agrees to treat owners with respect at all times and asks the same of owners toward the Board.

Due process is followed. "Due process" is procedural fairness in the Board's decision-making process. The elements of due process include: (i) giving the accused notice of the alleged violation; (ii) providing a reasonable opportunity for the accused to provide a defense (this may include the Board asking questions); (iii) knowing the identity of the accuser; and (iv) giving the accused an opportunity to examine and refute the evidence (if any).

If owners wish to bring witnesses (including tenants) to the hearing, they must notify the Board in advance in writing.

## **7.1.5 Hearing Results:**

Once the hearing is over, the owner is thanked for attending and the Board deliberates the merits of the case in private. Its decision is recorded in the minutes of the meeting and owners are notified of the Board's decision in writing, by personal delivery or first-class mail within 15 days following the action.

## **8 Elevator:**

In case you are trapped inside the elevator, simply press the phone button and you will be connected directly with the elevator company.

Please report all mechanical or safety malfunctions promptly to Adore Property Management.

## **9 Fobs:**

As part of the secured access system for the complex, PBT assigns keys and fobs/clickers to owners of all units. In the event a fob/clicker is lost, it can be deactivated by Adore Management Company (keys are tracked by numerical digit). In order to receive keys or fobs, owners are required to provide information on the Homeowner and Resident Information Form. Please see pages 46 to 48 of the Addenda for this form.

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For security purposes, Pacific Bay Towers HOA requires that anyone who purchases a new fob fill out the Homeowner and Resident Information Form. All fobs will be sold for a purchase price of \$30, subject to change. The owner of the new fob is advised to test the purchased fob immediately to ensure that it functions properly at all intended entry locations. If not working properly, the fob owner is required to notify the Pacific Bay Towers HOA (or Adore Management) within 72 hours of the delivery of the fob for a full refund or replacement fob. After 72 hours, the fob owner is responsible for the fob and will not be eligible for refund or replacement if the fob no longer works properly. The manufacturer does not warrant fobs that have been distributed for use. Therefore, unless the HOA can confirm that the problem is solely a programming issue, correctable by the HOA, the HOA cannot assume responsibility for fobs that have been put into use for longer than 72 hours.

## 10 Garbage / Recycling:

There is a garbage chute in every building. All garbage should be bagged and tied before disposing in the chute. Each floor has easy access to the chute, which drops bagged garbage into the dumpsters located in the garage trash rooms.

Items which do not fit into the trash chute should be deposited in the dumpsters – not left in the trash chute rooms. Items which are too large to fit into the dumpsters should not be left in the garage, but residents should arrange to have them picked up by City of Santa Monica Bulky Item Collection at (310) 458-2223.

### 10.1 Recycling:

PBT has a recycling program, as required by the City of Santa Monica. Please use the designated bins, which are located in the garage areas of the A and B/C buildings. In order for the recycling bins to contain all items without creating unsightly spillovers on the floor, residents are requested to please **flatten and break down all boxes and cartons** before placing them in the recycling bins.

If you have a large amount quantity of boxes/recycling, please take it to the nearest Santa Monica Community Recycling Center, located at 2411 Delaware Ave. (310) 453-9677. Do not leave excess near the recycling bins.

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Unacceptable materials for recycling are: Styrofoam and plastic packing, light bulbs, ceramics, kitty litter, and dry, fast food containers, including cups. These items should go into the regular trash bins.

Hazardous and Electronic waste, such as fluorescent bulbs, old computers, cell phones, TVs etc. can be picked up at your home using Santa Monica's Hazardous Waste Home Collection Service. Contact (800)-449-7587 to make arrangements (you do not have to be home for the pick-up). Electronic waste may also be brought directly to the Recycling Center at 2411 Delaware Ave. Hazardous waste must be picked up and cannot be brought to the Hazardous Waste facility.

Housekeepers should be informed, instructed, and shown the recycling/garbage system.

## **11 Hardwood / Hard Surface Floor Policy:**

The Board has conducted testing of the sound transmission characteristics of various floor surfacing materials. Based on the results of that testing, the Board has arrived at guidelines for the installation of hard surface flooring. Although the standard adopted is the best that can be reasonably achieved within the constraints of the existing structure, the results are far from ideal. As a result, owners of units on the 2<sup>nd</sup> and 3<sup>rd</sup> floors who install, or have installed such flooring in the past, have an added burden to ensure that the residents of their units conduct their affairs in a way that minimizes nuisance noise to those who live below them. Therefore, in accordance with the interpretation by our Counsel of the Board's authority under section 4.31 of the CC&Rs (recorded on 9/6/1991) to set standards for hard surface flooring, the following rules shall apply to all such installations.

- a) **New Installations:** Owners wishing to install hard surface flooring in any unit should file a Request for Architectural Approval with the Board. For installations on the 2<sup>nd</sup> and 3<sup>rd</sup> floors, the floor installation shall use a 1/2-inch cork underlayment, a sample of which shall be supplied to the Board prior to installation. Alternative underlayment with equivalent sound attenuation may be used with Board approval. Owners must supply the Board with documentation addressing the equivalence of any alternative proposal.

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- b) **Prior Installations**: Owners of units with hard surface flooring currently installed will be considered in compliance with the Board's current standard described in a), if either the unit is on the first floor, or the flooring installation was given written approval by a previous Board. Owners may consult with the Property Manager to see if their unit is compliant. Owners of units with hard surface flooring that has not been approved in the past will be considered non-compliant, unless the owner can document that the installation was carried out in a manner that is, to the Board's satisfaction, equivalent to the current requirement described in part a).
- c) **Noise Complaints**: Noise from one unit that creates a disturbance for the residents of another unit is considered a nuisance and is a violation of the CC&Rs (section 4.14). Owners of units on the 2<sup>nd</sup> or 3<sup>rd</sup> floor with hard surface flooring must therefore exercise reasonable care so as to minimize the impact of their daily activities on residents below. To effect this goal the following complaint procedures will be followed:
- i) In the event that the Board receives credible complaints related to noise transmission from a unit to the one below, the Board will summon both parties to a meeting in Executive Session at which the complaints will be discussed. The Board will encourage both parties to develop a plan for remediating the noise problem.
  - ii) If the remedies developed in i) are not successful in alleviating the noise problem, the Board will require the two parties to seek the services of an outside Mediator, at their own shared expense, to further address the problem.
  - iii) If after 6 months the services in i) and ii) have not resolved the noise issues, the Board may require the installation of carpeting and padding over the hard surface flooring, to the extent needed to mitigate the noise transmission. Alternatively, the Board may require complete removal of the hard surface flooring with replacement by wall-to-wall carpeting and padding. All costs for such work will be the responsibility of the owner of the unit. Failure to comply will result in fines, as detailed in the Association's schedule, until the property is brought into compliance with the Board's directive.

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- d) **Heating Coil Repairs:** The buildings use a heating system in which air is forced over coils containing the domestic hot water supply. These coils are located beneath the floors of 2<sup>nd</sup> and 3<sup>rd</sup> floor units. In order to replace a coil when one breaks (approximately one or two a year) it is necessary to open the floor of the affected unit. For units that have only carpeting, the Association will pay for the cost of repairing the carpeting. For units that have compliant hard surface floors the Board will pay up to \$3000 towards the repair or replacement of flooring damaged by the required work. Any costs beyond that amount are the responsibility of the homeowner. Units with hard surface flooring that is not considered compliant will not receive any compensation for repair to their floors.

## **12HOA Project Management:**

In order to ensure the successful completion of significant association sponsored projects, the HOA Board of Directors has determined that certain procedures shall be implemented for projects anticipated to cost over \$10,000. A successfully completed project is one that effectively and efficiently meets the stated objectives and scope of work approved by the Board, is accomplished within a Board-approved schedule and within the Board-approved cost.

Please see the "HOA PROJECT MANAGEMENT PROCEDURE" in the Addenda to this handbook for details.

## **13Insurance:**

The Board of Directors highly recommends that every unit owner carry, at a minimum, a standard condominium policy. In this ever-changing insurance market, the Board of Directors also recommends that unit owners add earthquake coverage, with loss assessment, and coverage for mold and mildew damage to their unit and any unit that is damaged as a result of conditions emanating from their unit. Please contact your insurance agent for details.

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## 14 Laundry Rooms:

There are two laundry rooms provided for residents' use, one in the A-building, and one in the B/C garage. Please be considerate of all who are using the laundry rooms and observe the following rules when you are using a Laundry Room:

- Ensure the laundry room door is closed when you leave the laundry room.
- Remove your clothes from the machine when the cycle ends.
- If there are no washers/dryers available and clothes have been left in machines after cycles have ended, please wait 5 minutes before removing clothes and placing them carefully on top of the machine they were in for the owner.
- Please clean any debris from the washer or dryer when finished, and remove lint from the dryer when you are done drying.
- Please leave the laundry rooms in the same (or better) condition as you find them.
- All housekeepers must observe these procedures.
- Any problems with machines should be reported immediately to the laundry equipment vendor, **CoinMach at (877) 264-6622 or <http://servicerequest.coinmach.com>**. Please do not rely on others to report a repair. Simply note the machine number so that you can report it accurately.

## 15 Mold & Mildew Policy:

In view of rising claims and liabilities related to mold and mildew, the Association has adopted a comprehensive Mold & Mildew Policy. In this policy, we define the responsibility of the owner and the Association for control and remediation of mold and mildew. Owners need to familiarize themselves with their responsibilities under this policy and see to it that they are properly discharging those responsibilities. See the Addendum, "MOLD & MILDEW POLICY."

## 16 Noise Policy:

Since we live in close quarters, please be considerate of your neighbors at all times. Avoid playing loud music, having late parties, or slamming doors late at night. Be a Good Neighbor and respect your neighbors' enjoyment of their units by providing them with peace and quiet. Construction hours allowed on the premises follow the city code and are 8AM to 6PM, Monday to Friday, 9AM to 5PM Saturday, and no construction on Sunday.



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## 17 Parking:

Residents may park only in their designated space, as parking spaces are included as part of unit owners' purchase agreements. Residents may not park their vehicle so as to impede or obstruct ready access to any entrance or exit of a building, parking area, or garage entrance.

## 18 Pet Policy:

Pets must be kept on leashes (or carried) at all times, when not inside a resident's unit; this means anytime a pet is in any common area.

Pets are not permitted in the following areas at any time:

- a) The pool or spa.
- b) The gated pool area.
- c) The laundry rooms.
- d) Any landscaped area (*e.g.*, lawns, flowerbeds, etc.).

Pets should be kept quiet so as not to disturb any neighbor(s).

Pets are not permitted to relieve themselves on any landscaped areas inside the gated complex or directly in front of the buildings.

In accordance with Santa Monica Municipal Code, each pet owner is responsible for cleaning up after his/her own pet(s).

Pets are not to exceed 25 lbs in weight.

***Any pet that becomes a nuisance or directly violates the above rules shall result in a written warning being sent to the appropriate pet owner. If the problem persists after the letter is sent, additional action may be taken, such as a penalty assessment.***

## 19 Plumbing:

Homeowners are responsible for all the plumbing fixtures in their units, including shower and tub valves that are within the walls. The Association is responsible for pipes and the general water distribution system. Owners should make certain that the plumbing in their unit is working properly. Repair leaks promptly to save water and prevent possible mold

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problems from developing. Owners may not install clothes washers or dryers in their units.

Use kitchen food disposals sparingly, if at all. They waste water and often contribute to clogged drains, which are both a nuisance and an expense for which the unit owner may be liable. In a similar vein, do not pour cooking oils down the drain. Use absorbent paper towels to soak up waste oils and dispose of the towels in your regular trash.

Be careful about what you flush down the toilet. Many products claiming to be flushable actually do not decompose very easily and will result in clogging the drains. If possible, dispose of such items in your trash.

If you see water backing up into a sink or shower in your unit, call management immediately so that a professional can service the problem.

## **20 Pool & Spa Policy:**

All residents must observe the following hours of operation for the pool & spa:

<b>HOURS:</b>	Monday thru Thursday	8:00 AM – 10:00 PM
	Friday	8:00 AM – 11:00 PM
	Saturday	9:00 AM – 11:00 PM
	Sunday	9:00 AM – 10:00 PM

Food is only allowed in the upper deck area.

Glassware and glass bottles are not allowed in the gated pool area.

Residents are responsible for cleaning up after themselves and their guests. Please remove all personal items and debris when leaving the pool area.

Host residents must accompany guests using the pool or spa.

Residents shall limit their guest's use of the pool to 3 times per month (with a maximum of 4 persons each time), unless other arrangements have been approved in advance by the HOA Board.

Children (under 14) in the pool area must be under adult supervision at all times.

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Please respect other residents by avoiding making excessively loud or intrusive noise.

Pets are not allowed within the gated pool area.

Life preservers and lifesaving equipment shall only be used for emergencies.

The use of audio equipment without headphones is strictly prohibited. Please respect neighbors when using cell phones in public areas.

Please avoid going in the pool or spa with excessive amounts of suntan oil or lotion.

Do not enter the pool or spa while wearing wetsuits.

Any violations of these rules by guests or residents reported to the HOA Board may result in penalty assessments.

## **21 Rentals:**

Owners who rent their units must comply with City of Santa Monica regulations requiring that duration of a rental must exceed 30 days. Owners are responsible for informing their tenants of the Association's regulations and the owner may be held financially and legally responsible for their tenant's failure to comply. Owners must provide the management company with appropriate contact information for the owner's tenant. Page 2 of the Homeowner Information Form may be used for this purpose. See page 47.

## **22 Safety and Security:**

### **22.1 Intercom Entry System:**

Visitors wishing to enter the complex must use the intercom entry system, which connects to a phone designated by each resident. After determining that the request is from a known visitor, residents then press "9" on their phone to buzz the guest in. If you have just moved in, the intercom/buzzer system will be connected to a phone number of your choice through Adore Property Management.

For your security as well as that of other residents, do not open the front gate for people you do not know.

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## **22.2 Security Cameras:**

Security cameras record entry into the complex and the mail area. If a crime has been committed on the premises, valuable information may be available in apprehending the perpetrator. However, management must be notified as soon as possible, but no later than within 14 days of the incident, in order for the records to still be available for review.

To prevent theft of parcels, try to plan on having large or expensive items delivered when you will be home to receive them. If that is not possible, ask a neighbor to pick up deliveries and store them for you until you return.

## **22.3 Other Security Reminders:**

Check doors and gates behind you to make sure they latch.

For your protection, take a minute to make sure no one follows you into the parking garage through the gate behind you. Be aware of your surroundings.

If you are a victim of vandalism or a crime, or witness such an act, please call the police to report it. If the incident occurs on our premises, report it as soon as possible to the Management company, including the date and approximate time of the event.

Lock your vehicle when parked in the garage and do not leave valuables in sight.

Garage openers (fobs) should be kept out of view and inaccessible to people passing by your vehicle.

It is recommended that you keep the Laundry Room doors closed at all times, including when you are using them.

## **23 Screen Doors:**

The CC&Rs do not permit traditional screen doors to be installed on the front doors of residents' units. However, the Board permits homeowners to install approved retractable screens on their front doors at their own expense, subject to the standards and conditions set forth in this rule. Homeowners are responsible for the maintenance and appearance of their screen. If the screen falls into disrepair, homeowners must repair, replace, or remove the screen. If a screen is removed, the homeowner must pay for the restoration of the door frame to its original condition and to the satisfaction of the Board of

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Directors. The Board may revoke permission to have retractable door screens at any time and for any reason, either as an architectural standard or on an individual basis. If it is on an individual basis, the Board will need to justify its decision. Disputes between homeowners about excessive noise, due to front doors being open when screens are in use, may be grounds for removal of the retractable screen at the homeowner's expense.

## **23.1 Approved Retractable Screens:**

Mfg – Clear View

Style – Single Door

Color – Pennywise

Qty – One per front door

## **24Signs:**

No sign may be displayed for public view from any unit or in the common area without the approval of the Board or the Property Manager, with the following exception:

A sign of professional type and appearance advertising the sale of a unit may be hung beneath the Association's sign on 4th Street. The sign should be no wider than the existing sign and at most 6" high.

## **25Smoke / Carbon Monoxide (CO) Detectors:**

Functional smoke/CO detectors are required in each unit by the City of Santa Monica. Owners are responsible for maintaining functional detectors in their unit.

## **26Smoking Policy:**

Santa Monica law prohibits smoking in any indoor or outdoor common areas of the condominium, such as the pool area, unit balconies or patios, garage, elevators, or within 25 feet of any entrance to the property.

In addition, all units newly occupied after November 22, 2012 are non-smoking. Residents occupying their units prior to November 22, 2012, who designated their units as "smoking," may continue to smoke in their units (but not on balconies or patios attached to such units).

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## **27 Storage:**

Storage spaces above parking spots belong to the unit owner assigned to that spot, unless the owner wishes to make alternate arrangements. For storage units that partially straddle two spots, the Association has established ownership rights. Owners should contact the management company to clarify any such ambiguities. Hazardous materials may not be stored anywhere in the garage or carport.

Owners may install at their own expense an approved storage unit at the head of their parking space. No items may be stored outside the storage unit, except for at most two bicycles. Items stored outside of an approved storage unit are subject to citation by the Association and removal.

The Association has locked storage rooms of various sizes available in all three buildings for rent by owners. Interested owners should inquire of the management company regarding the current availability and cost.

## **28 Violations / Fine Policy:**

Up to \$50.00 for the first violation

Up to \$100.00 for the second violation

Up to \$200.00 for the third and every repeat violation thereafter

Up to \$50.00 per day for ongoing continuous violations

Up to \$1,500.00 for each short-term rental in violation of the CCRs and SMMC

The above monetary penalties may be levied against any resident whose actions or failure to act violates or threatens to violate any provision of the Association CC&Rs, By-Laws or subsequently adopted Rules and Regulations.

If your unit is rented, please inform your tenants that, as residents, they are obligated to adhere to all of the provisions of the governing documents of the Association, as well as its rules and regulations.

## **29 Windows - Retrofitting:**

It is the policy of the Association to permit owners to retrofit existing unit windows at their own expense, subject to the conditions stated in this section. Retrofitted windows must

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match the existing windows as closely as possible in shape, form factor, in the same location and proportion as the original. The frame materials and flanges on the exterior of the window must be white. The retrofitted windows may show some variance in frame and lite width resulting from the use of different frame construction materials. The retrofitted windows may be single or double hung, the screening may provide half or full coverage. (Note that the currently installed windows were retrofitted into the frames of the windows used in the original construction of the buildings. In the process, the original window frames were retained, the current windows were installed inside this frame. Thus, any new retrofitting under this section would replace the prior retrofit with new windows and must fit inside the existing original frame. Retrofitting does not allow for the removal of the original installed window frame, nor the modification of the building framing or exterior stucco).

Owners who retrofit existing windows are responsible for any subsequent leaks or water intrusion relating to the installation and/or the windows for the first five (5) years following such installation. Further, after the 5 year period, the owner must, to the degree permitted by the terms of the window warranty, assign any remaining warranty provisions to the Association and assist the Association in obtaining warranty service available to the owner. The owner must obtain a building permit from the City of Santa Monica, and conform to the requirements of City code relating to retrofitted windows. (These requirements typically address: energy efficiency, OCD- operating control device or child locks, use of tempered glass, evidence of HOA approval). Prior to the installation of retrofitted windows, the owner must obtain architectural approval from the Board of Directors, as outlined in this Handbook. Contractors used for the installation must be licensed, bonded and insured. Damage to the common area resulting from the removal of the existing windows and retrofitting must be repaired at the sole expense of the owner and to the satisfaction of the Board.

To assist owners in this process, the attached description defines acceptable window characteristics for one brand of windows: Milgard Tuscan, double hung, vinyl frame, Z bar flange. The flange for this window must be cut to fit, matching the dimensions of current window flanges, with the upper flange of the new retrofit window inserted into the existing external drip cover. However, the owner is responsible for verifying that any selected window has suitable dimensions and features, that they meet the requirements of this section and City Code.

Division:	Millwork	Tempered:	All
Product:	Windows	Outer Glass Lite Option:	SunCoatMAX
Type:	Double Hung	Inner Glass Lite Option:	Clear
Manufacturer:	Milgard Simi Valley	Outer Glass Lite Thickness:	1/8-in

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Triple Glazed:	No	Inner Glass Lite Thickness:	1/8-in
Product Line:	Tuscany	Gas Filled:	Argon
Product Offering:	Double Hung	Spacer Type:	EdgeGard
Fin Type:	Standard Z-Bar	Grid Type:	No
Material:	Vinyl	Operating Control Device:	Yes
Configuration:	DHA	Screen Frame:	Standard
Opening Type:	Exact	Screen Mesh:	Pureview
Actual Width:	33 1/2-in	Delivery Option:	Store
Actual Height:	76 5/8-in	U-Factor:	0.3
Operable Height fr	57 1/16-in	Solar Heat Gain Coefficient:	0.2
Top:	One Half	Visible Light Transmittance:	0.47
Sash Height:	28 1/2-in	STC:	26
Custom Sash Height:	White	CPD:	MIL-A-234-01101-
Exterior Finish:	White	Clear Opening Width:	00001
Interior Finish:	8225T	Clear Opening Height:	29 1/4-in
Series:	Dual Glazed (insulated	Clear Opening Sq Ft:	20 1/2-in
Glazing:	glass)	Lead Time:	4.16
	Title 24	Item Number:	17 days
Energy Package:			3730

Please note that actual NFRC energy values may vary from those reported in quoting due to variations that may occur during the manufacturing process. In most cases, variations will be minimal. Please contact your Milgard location with questions or concerns regarding this potential variation



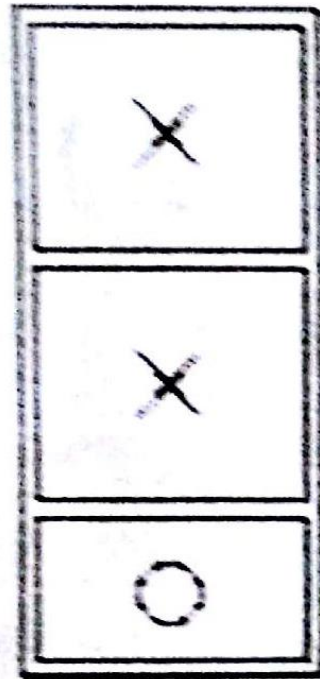
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Handing is viewed from outside looking in "X" indicates operable panel. "O" indicates fixed panel

**ACTUAL SIZE = 33 1/2-in W x 76 5/8-in H**



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## HOA PROJECT MANAGEMENT PROCEDURE

- 1. Designate Project Manager (PM) & Assistant Project Manager (APM).**  
The Board shall designate one Board member or the Association Manager as the Project Manager (PM) for the project as well as an Assistant Project Manager (APM) and assign the PM the responsibility for the successful completion of the project. The PM shall keep the APM abreast of all action and progress on the project through successful completion. The APM shall assist the PM as requested and when the PM is unavailable. The PM shall provide a report to the board at each subsequent board meeting and periodically by email as necessary to keep the board and the association informed of the status of the project.
- 2. Define the Scope of the Project.** The scope of the project should be as clear as possible and should include a drawing or plan along with any specifications that may assist in bidding and successfully completing the project to every stakeholder's satisfaction. If a clear scope is not known, soliciting a proposal or proposals from vendors or contractors may enable the board to clarify the scope before soliciting cost proposals or bids for comparison.
- 3. Identify the Project Costs.** When obtaining bids or proposals, a clear scope of the project should be established so that the bids are comparable. If possible or practical, a minimum of three (3) bids or proposals should be obtained for major projects. If possible, the bids should be divided into discreet components to better analyze the bids and look for potential cost savings.
- 4. Establish the Project Budget.** The budget for the project should include a contingency of approximately 10% of the estimated project cost for unforeseen costs associated with the implementation of the project or incidental expenses related to the project. The board may authorize the PM to approve any changes to the project within this authority with the approval of the President or Treasurer. Any budget changes beyond the original authority approved by the board will require board consideration and approval. Changes may occur due to unknown conditions, owner initiated changes to improve the overall outcome of the project or unanticipated incidental expenses not originally identified in the project scope of work.

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5. **Establish a Realistic Project Schedule.** The schedule should be realistic, not optimistic, so as to not disappoint stakeholders who may have been notified of the original anticipated completion date.
6. **Project Agreement or Contract.** The project agreement or contract should include the following:
  - a. General standard conditions to protect the HOA.
  - b. Complete Scope of Work for the project including any drawings if helpful.
  - c. Project Specifications that would be helpful to complete the project.
  - d. Project Schedule (Contractor shall provide a baseline schedule for the work identifying all key steps to completing the work within a reasonable timeframe)
  - e. Total Cost of the Project as well as how progress payments will be handled. Upfront expenses should be avoided if possible. Approximately 10% of the cost of the project should be retained until the project is completed to the satisfaction of the approving parties before the final payment is made on the contractor.
  - f. Review by association's legal counsel for all projects \$15k+
  - g. Signature of the Board President, Project Manager & Treasurer.
7. **Project Initiation Meeting.** This meeting should cover:
  - a. Project Team & Contact Information
  - b. Project Safety
  - c. Project Scope
  - d. Project Schedule (Contractor shall provide a baseline schedule for the work identifying all key steps to completing the work within reasonable timeframes)
  - e. Project Budget
  - f. Project Stakeholders & Any Notification or Appropriate Accommodations
  - g. Project Status Meetings & Frequency
  - h. Communication of Project Status
  - i. Payment Authorizations
8. **Communication of Project Status.** The PM should monitor the contractor's work on a week-to-week basis and report progress to the board at each meeting and as requested by the board.
9. **Contract Payment Authorizations.** The PM is responsible for reviewing contractor progress payment request to ensure sufficient work progress has been

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completed before recommending approval by the Board President and Treasurer for payment. No payment should be made without these authorizations. Authorizations can be made via email communication to the Property Manager.

10. **Final Inspection & Project Completion.** Prior to final payment, the PM will conduct a final inspection and prepare a punch list for the contractor to complete. Once the PM has concluded that all contract requirements have been met, the PM shall recommend final payment on the contract. Once the President and the Treasurer have agreed to authorize the final payment, the Property Manager can make the final payment to the contractor or vendor.
11. **Final Project Report and Summary.** The PM shall present a final report to the board summarizing the completed project including:
  - ✓ Scope - Summary of the final project scope and significant changes made to the initial project scope.
  - ✓ Schedule - Actual project schedule with any noted variance from the initial project schedule.
  - ✓ Cost - Final project cost noting any changes made to the initial approved contract.

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## **MOLD & MILDEW POLICY**

### **What is mold?**

Molds are micro-fungi with well-marked mycelia (visible mass of hyphae) and spore mass. The word "mold" describes various groups of fungi. Dry rot fungi flourishes under conditions of bad ventilation and high humidity. An example of mold can usually be found in your shower. With the fan off or the window closed, coupled with the high humidity of a shower, mold can quickly develop on the walls and ceilings.

Mold is found everywhere, indoors and outdoors. Mold spores are commonly found in the air of homes and growing on damp surfaces. Everyone, therefore, may be exposed to some mold on a daily basis without evident harm. Mold spores primarily cause health problems when they enter the air and are inhaled in large numbers. Exposure to mold may also result through skin contact and eating.

### **What does mold need to grow?**

Mold must have a carbon source and water to grow. A good source of carbon is wood. What helps mold to immediately grow on wood is the availability of water. The mold process is usually set in motion when the moisture content in wood exceeds 20%. A good source of water, and therefore a problem for homeowners, is plumbing leaks, particularly if the leak is between walls. All the ingredients are present for the development of mold: wood, water, temperature, and lack of ventilation.

**Immediate Response Required:** All claims of water damage or water leaks should be responded to and handled promptly. A prompt response and an immediate commencement of cleanup and drying is essential for reducing or eliminating further damage, particularly by mold. The sooner the water is removed and the property properly dried out, the less property damage will occur, and any related claim will also be minimized. The Association cannot respond if owners and/or residents do not notify the Association of possible water damage and/or leaks. It is the owner's responsibility to notify the Association and/or take steps to remedy the problem themselves, in a timely manner.

A visual inspection is the most important step in identifying possible mold contamination. The inspection should include any areas damaged by water, e.g., behind cabinets, under carpets, inside wall cavities, and any area with porous material or soft goods exposed to high humidity (over 60%) or water for a period in excess of 72 hours.

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The general rule of thumb is very simple: If you can see mold or smell mold, it needs to be remediated.

**Typical Examples of Possible Water/Mold Damage:** Typical water damage claims may result from the followings circumstances:

- (i) Sink Back-Ups. Unfortunately, many first floor units may have experienced a kitchen sink back-up, flooding the kitchen and dining room. The upper floor/units are all connected by a common drain line. When the line is blocked by food waste, the line will generally back up and overflow the kitchen sink within the unit on the 1<sup>st</sup> floor. Water may flood the kitchen, part of the dining room, and will flow into the hallways.
- (ii) Cracked or Missing Caulking. **This is a major item requiring constant attention.** The caulking around the shower stall serves a purpose by keeping the water from running behind the tile or, more importantly, prevents water from running behind the shower stems and down to the floors/units below. Unfortunately, when the caulking fails or is no longer present, all the ingredients for mold development are present: water, wood, lack of ventilation, and temperature.
- (iii) Leaky pipes. While items (i) and (ii) above may be prevented, leaky pipes may not be a readily detected. Water lines over time may develop small pinhole leaks. Generally, the water runs down the pipe and into the garage. Investigation usually does not occur until dripping water is noticed in the garage. Sometimes locating the source of water may take weeks.
- (iv) Other Types of Leaks. Leaks may result from other components within the unit, including but not limited to the following items:

Toilet overflows  
Dishwashers  
Waste Disposals  
Windows

Valve stems leaking  
Ice maker line leaks  
Water softener line leaks

Roof leaks  
Washing Machine  
Loft or balcony leaks

**Prevention of Mold in Dwellings:** The key to mold control is moisture control. Solve moisture problems before mold problems occur!

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## **Mold Prevention Tips:**

- ✓ Fix leaky plumbing and leaks in the building envelope as soon as possible.
- ✓ Watch for condensation and wet spots.
- ✓ Fix source of moisture problem as soon as possible.
- ✓ Prevent moisture due to condensation by increasing surface temperature or reducing the moisture level in air humidity.
- ✓ To increase surface temperature, insulate or increase air circulation.
- ✓ To reduce the moisture level in air, repair leaks, increase ventilation (if outside air is cold and dry), or dehumidify (if outdoor air is warm and humid).
- ✓ Maintain low indoor humidity, below 60% relative humidity.
- ✓ Clean and dry all wet spots within 24-48 hours.
- ✓ Do not allow foundations to stay wet. Provide drainage and slope the ground away from the foundation.

As part of routine maintenance, units should be inspected for evidence of water damage and visible mold. Water damage should be corrected early (within 72 hours) and building surfaces or furnishings dried promptly to prevent mold growth. If any type of visible mold growth is found, the water damage causing it should be corrected and visible mold removed by appropriate methods as described below.

## **Safety Tips for Investigation / Evaluation of Mold:**

- Do not touch mold or moldy items with bare hands.
- Do not get mold or mold spores in your eyes.
- Do not breathe in mold or mold spores.
- Use gloves, eye protection and an N-95 respirator.

## **Remediation of Mold Problems:**

Remember: **Moisture control is the key to mold control!** Owners, residents, and Association agents should follow the safety tips listed above while investigating and evaluating mold and moisture problems.

If your unit is subject to water damage, you need to be aware of strategies for water damage cleanup and mold prevention. The following table presents strategies to respond to water damage within 24-72 hours. These guidelines are designed to help avoid the need

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for remediation of mold growth by taking quick action before mold growth starts. If mold growth is found, refer to the section entitled "Correction of Visible Mold."

TABLE I - STRATEGIES FOR CLEAN-UP

<b>Water Damaged Material</b>	<b>Action</b>
Books & Papers	For non-valuable items, discard book and papers. Photocopy valuable/important items, discard originals. Freeze (in frost-free freezer) or freeze dry.
Carpet & Backing	Remove water with water extraction vacuum. Reduce ambient humidity levels with dehumidifier. Accelerate drying process with fans.
Ceiling Tiles	Discard and replace
Cellulose Insulation	Discard and replace
Concrete or Cinder Block Surfaces	Remove water with water extraction vacuum.  Accelerate drying process with dehumidifiers, fans, and/or heaters.
Fiberglass Insulation	Discard and replace
Linoleum, Tile, Vinyl Flooring	Vacuum, damp wipe, or scrub, if necessary, with water and mild detergent. Allow drying.  Check to make sure underflooring is dry. Dry underflooring if necessary.
Plastics & Metals	Vacuum, damp wipe, or scrub, if necessary, with water and mild detergent. Allow drying.



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<b>Water Damaged Material</b>	<b>Action</b>
Upholstered Furniture	<p>Remove water with water extraction vacuum.</p> <p>Accelerate drying process with dehumidifiers, fans, and/or heaters.</p> <p>Drying may be difficult to complete within 48 hours. If the piece is valuable, you may wish to consult a professional who specializes in furniture.</p>
Wallboard	<p>May be dried in place if there is no obvious swelling and the seams are intact. If not, remove, discard, and replace.</p> <p>Ventilate the wall cavity, if possible.</p>
Window Drapes	<p>Follow laundering or cleaning instructions recommended by the manufacturer.</p>
Wood Surfaces	<p>Remove moisture immediately using dehumidifiers, gentle heat, and fans for drying. Use caution when applying heat to hardwood floors.</p> <p>Treated or finished wood surfaces may be cleaned with mild detergent and clean water and allowed to dry.</p> <p>Wet paneling should be pried away from wall for drying.</p>

Please note that the above table contains general guidelines for damages caused by clean water. These guidelines provide basic information for clean-up methods, and do not address remediation under all conditions.

**Correction of Visible Mold:** Visible mold should be removed by the simplest and easiest method that is proper and safe. Common household molds found around bathtubs or between shower tiles should be removed with a household cleanser. For building components like walls or ceilings showing any type of fungal growth, specific methods for removal are based on the extent of visible contamination and underlying water

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damage. The following is a set of general guidelines that incorporates the best available knowledge on removing mold contamination on building components.

**TABLE II - LEVELS OF MOLD CONTAMINATION**

<b>Level of Mold Contamination</b>	<b>Action</b>
Level I: Area of mold is small and isolated. (10 square feet or less)	Area should be cleaned by individuals who have received training on proper cleanup methods, protection, and potential health hazards. These individuals should be free from asthma, allergy and immune disorders. Gloves, eye protection and an N95 disposable respirator should be worn.
	Contaminated material that cannot be cleaned should be removed and must be placed in a sealed plastic bag before taking it out of the building. This will prevent contamination of other parts of the building.
	The work area and areas used by the remediation workers while exiting the building should be cleaned with a damp cloth or mop. All areas should be left dry and visibly free of mold contamination and debris.
	The work area should be unoccupied. Vacating people from spaces adjacent to the work area is not necessary but is recommended in the presence of infants (less than 12 months old), persons recovering from recent surgery, immune suppressed people, or people with chronic inflammatory lung disease (asthma, hypersensitivity pneumonitis, and severe allergies).
Level II: Mid-sized isolated areas (10-30 square feet)	Please refer to the Level I Action recommendations, with the following added precautions:

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Level of Mold Contamination	Action
	Moldy materials should be covered with plastic sheets and taped before any handling or removal. For instance, moldy panel of gypsum wallboard should have plastic sheeting taped over the affected area on the wall before it is cut to remove the contaminated section. Once cut from the wall, that section must be placed inside another layer of plastic and sealed up with tape before it is carried through the building for disposal.
	Following removal of contaminated material, the work area and exit areas should be HEPA vacuumed in addition to cleaning with a damp cloth or mop.
Levels DI, IV, V: Large area (more than 30 square feet).	Please refer to the Levels I and II Action recommendations, with the following added precautions:
	A health and safety professional with experience performing microbial investigations should be consulted prior to any cleaning activities to provide oversight for the project.

**Plan the Remediation before Starting Work:** Assess the size of the mold and/or moisture problem and the type of damaged materials before planning the remediation work. The remediation plan should include steps to fix the water or moisture problem or the problem may reoccur. The plan should cover the use of appropriate Personal Protective Equipment (PPE) and must include steps to carefully contain and remove moldy building materials to avoid spreading the mold. A remediation plan may vary greatly depending on the size and complexity of the job, and may require revision if circumstances change or new facts are discovered.

The remediation manager's highest priority must be to protect the health and safety of the building occupants and remediators. It is also important to communicate with building

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occupants when mold problems are identified. In some cases, especially those involving large areas of containment, the remediation plan may include temporary relocation of some or all of the building occupants.

## **Questions to Consider before Remediating:**

- Are there existing moisture problems in the building?
- Have building materials been wet more than 48 hours?
- Are there hidden sources of water or is the humidity too high? Are building occupants reporting musty or moldy odors? Are building occupants reporting health problems?
- Are building materials or furnishings visibly damaged?

**Clean-up Methods:** A variety of mold clean-up methods are available for remediating damage to building materials and furnishings caused by moisture control problems and mold growth.

TABLE III - METHODS OF CLEAN-UP

<b>Method of Clean-Up</b>	<b>Action</b>
Method 1: Wet vacuum	<p>Wet vacuums are vacuum cleaners designed to collect water.</p> <p>They can be used to remove water from floors, carpets, and hard surfaces where water has accumulated. They should not be used to vacuum porous materials, such as gypsum board.</p> <p>The tanks, hoses, and attachments of these vacuums should be thoroughly cleaned and dried after use since mold and mold spores may stick to the surface.</p>

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<b>Method of Clean-Up</b>	<b>Action</b>
Method 2: Damp Wipe	<p>Whether dead or alive, mold is allergenic, and some molds may be toxic. Mold can generally be removed from nonporous (hard) surfaces by wiping or scrubbing with water, or water and detergent. It is important to dry these surfaces quickly and thoroughly to discourage further mold growth.</p> <p>Porous materials that are wet and have mold growing on them should be discarded, if possible.</p> <p>Don't paint or caulk moldy surfaces; clean and dry surfaces before painting. Paint applied over moldy surfaces is likely to peel and the mold will continue to grow underneath.</p>
Method 3: HEPA Vacuum	<p>HEPA (High Efficiency Particulate Air) vacuums are recommended for final cleanup of remediation areas after materials have been thoroughly dried and contaminated materials removed. HEPA vacuums are also recommended for cleanup of dust that may have settled on surfaces outside the remediation area.</p>
Method 4: Remove Damaged Materials	<p>Building materials and furnishings that are contaminated with mold growth and are not salvageable should be double bagged using 6-mil polyethylene sheeting. These materials can then usually be discarded as ordinary construction materials in sealed bags before removal from the containment area to minimize the dispersion of mold spores throughout the building. Large items that have heavy mold growth should be covered with polyethylene sheeting and sealed with duct tape before they are removed from the containment area.</p>

**Summary of Remediation:** In all situations, the underlying cause of water accumulation must be rectified or fungal growth will occur/recur. Any initial water infiltration should be stopped and cleaned immediately. An immediate response (within

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24 to 72 hours) and thorough clean up, drying, and/or removal of water damaged materials will prevent or limit mold growth. If the source of water is elevated humidity, relative humidity should be maintained at levels below 60% to inhibit mold growth. The goal of remediation is to remove or clean contaminated materials in a way that prevents the emission of fungi and dust contaminated with fungi from leaving a work area and entering an occupied or non-abatement area, while protecting the health of workers performing the abatement.

**Areas of Responsibility:** Please refer to the specific building/unit components for determining responsibility for remediation procedures.

<b>Building Component</b>	<b>Action/Responsible Party</b>
Kitchen Sink Vanity Sink Toilet	The Association will clean up the immediate mess and will hire the plumbing contractor to clear the line. If the line is clogged from within the unit, the unit owner will be billed for the cost of the plumber and the expense to clean up the unit. If the pipe is clogged in the garage (common area pipe) then Association will pay the expense of the plumber and the initial cleanup cost, and replace the carpet pad, if it has a high enough moisture content.
	Under no circumstances will the Association pay to have the carpet replaced, cleaned, or repaired. If any mold or mildew develops, it will be the responsibility of the unit owner to make the necessary repairs.
Roof Leaks	The Association will fix the leak and clean up the immediate water damage.
Pipe and/or Plumbing Leaks	Pipes and utilities located within an Owner's Unit are the maintenance responsibility of the Unit Owner. Pipes located in the common area are the responsibility of the Association. In either case, the appropriate party will repair the pipe. Again, if any mold and mildew develops within a Unit as a result of a leaky pipe, it will be the responsibility of the Unit owner to make the necessary repairs.

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<b>Building Component</b>	<b>Action/Responsible Party</b>
Leak from One Unit to Another	The Association will get involved, only to the point where the structure is no longer compromised. It is up to the homeowners to work out repair expenses.

## INSURANCE

The master insurance carrier for the Association no longer covers mold and mildew damage. Any mold and mildew damage to a unit will be the responsibility of the unit owner to rectify. The Board of Directors highly recommends that each and every unit owner carry, at a minimum, a standard condominium policy. In this ever-changing insurance market, the Board of Directors also recommends that unit owners add coverage for mold and mildew damage to your unit and any unit that is damaged as a result of something from your unit.

## PROACTIVE

No matter who or what is at fault for water leak damage, the Association will be proactive on preventing and cleaning up leaks: (1) The Association will attempt to contact owners/residents ASAP; and (2) Work to mitigate damage will begin immediately. This may or may not result in a charge back to the homeowner.

Owners/residents should report leaks and water damage ASAP, and have someone on-site to check their unit from time to time in the event their unit is unoccupied for an extend length of time.

## **Summary of Responsibilities:**

OWNER	<ul style="list-style-type: none"><li>• Read and understand this policy.</li><li>• Obtain your own insurance policy to cover the interior of your unit for damage due to water intrusion, mold &amp; mildew.</li><li>• Inspect plumbing several times per year to ensure that all plumbing devices in their unit function properly. This includes water lines to appliances such as dishwashers, ice makers, and toilet tanks. Have all repairs completed by a professional, licensed contractor.</li><li>• Inspect all caulking around sinks and properly repair if necessary.</li></ul>
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	<ul style="list-style-type: none"><li>• Notify the Association/property manager (or patrol if after hours) immediately on discovery of any water leak.</li><li>• If unit is vacant for an extended period, make sure all plumbing devices are turned off and that a neighbor is able to periodically check on the property.</li><li>• Prevent back-ups by avoiding use of kitchen sink disposal whenever possible. When disposal is used, make sure it is flushed with adequate water. Original disposals should be upgraded.</li><li>• If a flood/mold/mildew problem should occur, assist the Association by helping to remove wet/damaged items from the unit as soon as possible. If you cannot be available, quickly identify an agent or representative who will be empowered to make decisions concerning your property.</li><li>• If a water intrusion or mold/mildew problem should occur, the owner/resident should be prepared to move out of the unit temporarily until the problem has been corrected.</li></ul>
ASSOCIATION	<ul style="list-style-type: none"><li>• Maintain plumbing and roofing to prevent water intrusion problems. Respond quickly to any water leak/intrusion problem.</li><li>• Initiate corrective action to stop water intrusion and removal of water. Attempt to notify owner/resident as soon as possible.</li><li>• Initiate dry-out of unit.</li><li>• Inspect for mold/mildew problems.</li><li>• Notify the owner of the cause of the water intrusion.</li></ul>

**Disclaimer:** The information provided in this policy shall be considered general and is furnished as a courtesy only. All information is considered commonly available and is believed to be accurate to the extent furnished, however has not been reviewed or edited by recognized experts.

This information is not for decision-making nor intended to be construed as a substitute for obtaining proper expert advice from recognized professionals in their related fields. Detailed information on microbiological organisms, human exposure and health information, remedial activities, etc., should be obtained from the appropriate resources.



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The Association shall not be held liable for the accuracy and/or use of any information provided herein.

## ARCHITECTURAL MODIFICATION REQUEST

Name of Legal Owner: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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

Cell: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

**\* THE BOARD HAS 60 DAYS TO REVIEW THIS APPLICATION \***

**PROPOSED MODIFICATIONS (attach additional pages as needed):**

\_\_\_\_\_  
\_\_\_\_\_

Detailed specs (i.e. size, width, height, length, color, etc.) – if applicable:

\_\_\_\_\_  
\_\_\_\_\_

Sketch / plans submitted?     YES    NO                      Estimated Start Date: \_\_\_\_\_

Brochure / pictures submitted?    YES    NO                      Estimated Completion: \_\_\_\_\_

Permits required?                       YES    NO                      Will equipment be left     YES    NO  
On site overnight?                      Type: \_\_\_\_\_

**SUBMITTAL MUST INCLUDE:**

- This architectural modification application.
- Description of improvement(s) including plans and specifications sufficient for the Board to understand the complete scope of work, materials to be used, etc., in order to make an informed decision.
- Copies of any required permits before work can start.
- Homeowner shall secure from all of his/her/their Vendors/Contractors, a certificate of \$1M liability policy naming ***Twenty Twenty-Five, Twenty Thirty-Five and Twenty Forty-Five Fourth Street Homeowners Association*** and ***APM Management*** as additional insured, and a Wavier of Subrogation Endorsement, in favor of the HOA and Management Company.
- Hard Surface Flooring on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of each building MUST have ½" cork underlayment. No other materials will be accepted.
- For Replacement Windows: Approved replacement windows are outlined in the Rules & Regulations. Please submit a picture / photo / brochure of the window type you intend to install and also state which location/s will be replaced.

**SIGNATURE OF ALL UNIT OWNERS:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Homeowner(s), please return completed applications to:

Board of Directors  
c/o APM Management  
[Vanda@AdorePM.com](mailto:Vanda@AdorePM.com)

## ARCHITECTURAL MODIFICATION REQUEST

Name of Legal Owner: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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

Cell: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

### **I UNDERSTAND AND AGREE THAT:**

1. No improvements / alterations listed in this application shall commence until the Board issues written approval. If the Owner begins improvements prior to receiving written approval, the work will be halted by management and the Owner will be assessed the MANDATORY FINE permitted by the Rules & Regulations.
2. The Owner is responsible for complying with all federal, state or local laws, ordinances or codes before, during and after construction.
3. Building permits for the proposed work may be required and the cost of any permits and the responsibility of obtaining permits and subsequent City inspection will be the responsibility of the Owner.
4. Board approval does not constitute acceptance of any technical or engineering specifications; and the Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. Approval by the Board does not warrant structural safety, conformance with building codes or other applicable governmental requirements.
5. The Owner is responsible for ensuring all improvements are depicted on the plans submitted. Any improvements not depicted on the plans are not approved. Any change(s) to approved plans shall be deemed unapproved until resubmitted and approved.
6. The proposed improvement / alternation will be at no whatsoever to the Association and any future maintenance shall be the responsibility of the unit Owner.
7. The Owner agrees to use protective materials where needed to prevent damage to common areas. If the common area is damaged during the construction process, the Owner agrees to pay for or reimburse the Association for any costs to repair or replace property to its original condition, including, but not limited to: sprinklers, plants, trees, grass; electrical lines or fixtures; paint and drywall, stucco; front doors; tile, pavement, sidewalks, and slopes; or any other expense that the Association incurs as a result of damage caused by improvements or contractors.
8. All approved improvements must begin within ninety (90) days of this applications approval. Failure to start the work within 90 days may cause the approval to be rescinded, and the Owner be required to submit a new application or required to restore her/his property to its previous condition. Any extenuating circumstances should be mailed, in writing, to the Board of Directors, in care of the Management Company.
9. Owner agrees to notify management within 30 days of completing all improvements / alterations / construction for follow-up inspections.
10. Owner agrees to indemnify the Association for all costs and/or attorney's fees expended to enforce the provisions of this agreement.

I/We have read and understand this Agreement, acknowledge receipt thereof and agree that all provisions therein are made a part of this application, including all homeowner obligations and liabilities as specified. I/We have reviewed Article \_\_\_ of the Associations CCRs.

Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_

## ARCHITECTURAL MODIFICATION REQUEST

Name of Legal Owner: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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

Cell: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

<p><b><u>CONSTRUCTION HOURS</u></b></p> <p>Monday-Friday 8:00 am to 6:00 pm Saturday 9:00 am to 5:00 pm Sunday &amp; Holidays – No construction permitted</p>	<p><b><u>NO WORK PERMITTED</u></b></p> <p>New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Yom Kippur, Rosh Hashanah, Thanksgiving, and Christmas</p>
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The following precautions must be taken to protect the common areas:

- The Owner agrees to use protective materials where needed to prevent damage to common areas
- Care will be used when moving materials in or out of the elevator and along hallways
- Common area doors and gates may not be propped open at any time
- No construction materials, equipment or debris may be left anywhere on the property before, during or after the work is complete
- All proper permits must be pulled before starting work and copies provided to management
- A minimum of 72-hours advanced notice to the management company and neighbors is required before water can be shut off by a licensed and insured contractor or plumber

### **BOARD APPROVAL**

APPROVED  DENIED    Board Signature \_\_\_\_\_ Date \_\_\_\_\_

Conditions or restrictions for approval or reasons for disapproval:

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Ratified by the Board of Directors at the meeting on \_\_\_\_\_, 20\_\_\_\_

Date response returned to Owner on \_\_\_\_\_, 20\_\_\_\_    Initials: \_\_\_\_\_

**\*\* KEEP WITH YOUR PERMANENT RECORDS \*\***

## INSTRUCTIONS FOR CONTRACTORS / VENDORS

Please provide the following information to the property manager at [Vanda@AdorePM.com](mailto:Vanda@AdorePM.com) at least **24 hours prior to starting construction**:

- Copies of all required city work permits.
- Insurance certificate of \$1M liability policy naming *the HOMEOWNER ASSOCIATION* and *APM Management* as additional insured.
- Insurance Wavier of Subrogation Endorsement, in favor of the HOA and Management Company.

<u>CONSTRUCTION HOURS</u>	<u>NO WORK PERMITTED</u>
Monday-Friday 8:00 am to 6:00 pm Saturday 9:00 am to 5:00 pm Sunday & Holidays – No construction permitted	New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Yom Kippur, Rosh Hashanah, Thanksgiving, and Christmas

The following precautions must be taken to protect the common areas:

- Use protective materials where needed to prevent damage to common areas
- Use care when moving materials in or out of the elevator and along hallways
- Common area doors and gates may not be propped open at any time
- Do not block driveways
- No construction materials, equipment or debris may be left anywhere on the property before, during or after the work is complete
- No dumping in association trash bins or recycling bins
- All proper permits must be pulled and posted before starting work with copies provided to management
- Required 72-hours advance notice to the management company and neighbors is required before water can be shut off by a licensed and insured contractor or plumber. On site notices must be placed at mailboxes, in elevator and stairwell of the affected building.
- No roof access without permission

**Please call Vanda Hembree at APM Management with any questions or requests**

**310.982.8333 cell / text or [Vanda@AdorePM.com](mailto:Vanda@AdorePM.com)**

# ADORE PROPERTY MANAGEMENT, INC.

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## **HOMEOWNER & RESIDENT INFORMATION FORM**

Please provide the information listed below for our records. It is important that we know how to contact you, especially in case of an emergency.

Property Address  
*(please include unit #)*

Pacific Bay Towers HOA

**UNIT #**

Homeowner Name(s)

Mailing Address

*(if different from above)*

City / State / Zip

This unit is rented

*If you checked this box, please provide tenant information, including name, phone number and email address on the next page.*

### **HOMEOWNER PHONE NUMBERS & EMAIL ADDRESSES:**

Name  
1

Name 2

Cell 1

Cell 2

Home  
1

Other 2

Work 1

Work 2

Email 1

Email 2

**EMAIL COMMUNICATIONS.** I would like for the association's primary means of communication with me to be electronic at all times and for all documents. I understand that I can revoke this request at any time in writing and that it must be delivered to the management company either via email or US Post. (California Corporations Code §20).

**MAILING LIST OPT-OUT.** I wish to opt out of the association's mailing list. I understand that this opt-out shall remain in effect until I change it. (Civil Code §1365.2(a)(1)(l)(iii)).

**PLEASE RETURN COMPLETED FORMS TO ADORE PROPERTY MANAGEMENT**

**VIA EMAIL AT [VANDA@ADOREPM.COM](mailto:VANDA@ADOREPM.COM) OR MAIL TO THE ADDRESS LISTED BELOW**

# ADORE PROPERTY MANAGEMENT, INC.

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Homeowner(s)

Unit

\_\_\_\_\_

## TENANT PHONE NUMBERS & EMAIL ADDRESSES:

Name1

Name 2

Cell 1

Cell 2

Home 1

Other 2

Work 1

Work 2

Email 1

Email 2

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## EMERGENCY CONTACT INFORMATION:

In the event of a property-threatening emergency, please provide contact information for a tenant, friend, relative or neighbor in the area **who has access to your unit**. This information will not be distributed and is intended for use by the management company only.

Name

Name

Phone

Phone

Email

Email

_____	_____
_____	_____
_____	_____

## ADDITIONAL INFORMATION

Please provide the additional information requested below. If these items do not pertain to you, please check the "N/A" box so that we know our records are complete. Thank you.

Storage Room #		<input type="checkbox"/> N/A
Carport Storage #		<input type="checkbox"/> N/A
Bike Room	<input type="checkbox"/> I have a bike in the bike room	<input type="checkbox"/> N/A
Intercom	Directory Name: _____ <input type="checkbox"/> I prefer not to be listed.	Tel (    )    -

# ADORE PROPERTY MANAGEMENT, INC.

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## KEYLESS ENTRY SYSTEM

As part of the secured access system, Pacific Bay Towers assigns keys and fobs/clickers to all homeowners. In the event a fob/clicker is lost, it can be deactivated by the management company; keys are tracked by numerical digit. All homeowners are required to provide the following information for each fob/clicker and/or key assigned to their unit.

For security purposes, Pacific Bay Towers Homeowners Association (PBT HOA) requires anyone who purchases a new fob (Owner) to fill out the attached form and provide their signature acknowledging that they understand the terms of this Fob Purchase Agreement. All fobs will be sold for a purchase price of \$30 (or any subsequent price that may be approved by the Board of Directors of the PBT HOA). The Owner of the fob is advised to test all purchased fobs immediately to be sure that each functions properly at all intended entry locations. If not working properly, the Owner will be required to notify the PBT HOA within 72 hours of receipt of any purchased fob to be eligible for a full refund or a replacement fob. Otherwise, the Owner will be responsible for the fob and will not be eligible for a refund or replacement if the fob no longer works properly. The manufacturer will not warrantee fobs that have been distributed for use. Therefore, unless the PBT HOA confirms that the problem is solely a programming issue that can be corrected by the PBT HOA, the PBT HOA does not assume responsibility for fobs that have been distributed for use for more than the 72 hours after distribution."

I have read and understand the above statement: \_\_\_\_\_

### VEHICLE INFORMATION – Required for all fob/clicker assignments. Please attach additional sheets if needed.

Parking Space #	_____	Garage	<input type="checkbox"/> B/C	<input type="checkbox"/> A Carport
Make / Model	_____	Color	_____	
License Plate	_____	Year	_____	
Primary Driver	_____	<input type="checkbox"/> This person is a tenant in the unit		
Driver's CDL & State	_____	_____		

Parking Space #	_____	Garage	<input type="checkbox"/> B/C	<input type="checkbox"/> A Carport
Make / Model	_____	Color	_____	
License Plate	_____	Year	_____	
Primary Driver	_____	<input type="checkbox"/> This person is a tenant in the unit		
Driver's CDL & State	_____	_____		

### KEYS – Required for all key assignments. Please attach additional sheets if needed.

Name	_____	<input type="checkbox"/> This person is a tenant in the unit
Name	_____	<input type="checkbox"/> This person is a tenant in the unit

Additional fob/clickers may be purchased at a cost of \$30 each. Each unit may have a maximum of 5 fobs/clickers assigned to their unit. Homeowners who need more than this must make application to the board for approval. Additional keys are available for purchase at \$10 per key. Each unit may a maximum of 5 keys assigned to their unit. Please be sure to report all lost or stolen fob/clickers/keys to the management company immediately.