

The White House Homeowners' Association
Official Rules and Regulations
December 1, 2014

The following Association rules are promulgated for the purpose of safety, preservations of aesthetic values of the community, and the enjoyment and benefit of the Association members and their guests. Please be mindful and follow all rules.

The Rules and Regulations do not supersede or change the bylaws or covenants, conditions and restrictions (CC&R's) in any manner. They do, however, possess the same status of law and enforceability.

These Rules and Regulations apply to all Homeowners equally. Please note that the words "Homeowners" and "Owners" refer to the Owner of record and the Resident tenant for the purposes of this document. Homeowners are responsible for insuring that tenants and/or guests abide by these Rules and Regulations. Homeowners are responsible jointly and severally for the actions of their tenants, family and guests at all times.

Please note that the maintenance requirements depend largely upon the care and consideration exercised by each Homeowner, tenant, and guest. If you see a violation, problem, breakage, it is your duty as a Homeowner to report it.

The Board of Directors reserves and retains the right to modify, change, and delete the Rules and Regulations herein, with due notice. Any consents granted in the Rules and Regulations may be revoked for equitable reason with due notice.

Responsibilities and Fees

1. All Owners are responsible for their tenants, guests, employees, and contractors. Any damage to, including but not limited to, building, foundation, recreational facilities, equipment, common area property caused by tenant, family, guests, employees, or contractors shall be the at the expense of the Owner.
2. A refundable administrative fee of \$150 will be charged to the Owner each time an Owner (or tenant) moves in or out. This fee is to offset damage and/or additional maintenance costs. If no damage is found and/or no additional clean up associated with the move is required, the fee will be refunded within 45 days. Owners must give a copy of the Rules and Regulations to tenants **prior** to occupancy of the unit.

3. Non-payment of assessments, fees, and other association payments, will result in the commencement of a collections procedure. Unpaid assessments could eventually result in foreclosure proceedings.

Behavior and Courtesy

4. Be sure that all doors and gates are closed securely after entering or exiting the building. Do not ever leave doors and gates ajar, propped open or otherwise unsecured—this also applies to any contractor working in the building.
5. Noise that may annoy or disturb others is strictly prohibited in the common and private areas. Be mindful to step lightly and talk quietly (with other people, on cell phones, etc.) when in any common area--walkways, elevator, stairwells, pool/spa, outside patios/balconies, roof deck and/or at the front entrance of the building. Owners should contact the West Hollywood Sheriff's department directly to file a noise complaint.
6. Only allow persons to enter the building that you know. If any employees, contractors, guests, or other persons are allowed into the building during the Owner's absence, the Owner must furnish the visitor with a key or make special arrangements by contacting the Property Manager. Entrance and exit over the balconies is strictly prohibited. Please be considerate of your neighbor's security interests.
7. When holding an open house, none of the entry doors are to be left open while unattended. Prospective Owners/tenants are not allowed to wander through the building and common areas unescorted.
8. All Homeowner Association shopping carts must be returned to their respective parking garage areas within 20 minutes. These should not be left in the walkways or in the elevator lobbies; they must be returned to the garage and left at either end, around the blue recycle bins.
9. All garbage and refuse must be securely bagged and deposited in the garbage chutes on floors 2, 3, & 4 or garbage rooms located in the upper parking garage. Do not deposit loose trash articles directly into the trash chutes or the trash dumpsters—including cat litter and animal waste. Do not force large articles into the trash chutes. Direct access to the trash dumpsters are found in the upper garage. For bulky item(s) disposal, please contact Athens services at 888-336-6100 in order to schedule a pick-up.

Each Owner is financially responsible for cleaning and disposing of items left in the common areas by workmen, employees, and

contractors for work done in their unit. A cleaning fee will be imposed within 24 hours if necessary.

NOTE: Our gardens are not trash dumps or mixing areas. Please make sure your guests and contractors use the appropriate areas for their needs.

NOTE: Always use the provided blue recycling bins properly. In these blue recycling bins, only deposit clean items which include glass, aluminium, plastics (#1–7), tin cans, dry paper, cardboard, pizza boxes (with no grease/food remaining), magazines, junk mail, phone books and newspaper. All recyclable items must be broken down and put inside the blue recycle bins located in the parking garages. Never leave anything on top of the bins or on the floor around the bins.

10. Borrowing or removal of HOA equipment or property from the common areas is not permitted. Do not tamper with the lighting or irrigation timers. Do not tamper with any surveillance cameras, including repositioning any camera. Please report any equipment issues to the Property Manager.
11. Obstruction of walkways, elevators, and entrance areas is strictly prohibited.
12. Owners, tenants, or guests are not allowed up on the roof, walls, or fences.
13. State and local ordinances must be observed if flammable fluids are brought into the units. Flammable liquids or any hazardous materials shall not be left in the common areas.
14. Do not leave water running unnecessarily. Wasting water will only increase the monthly maintenance fees for all Owners.
15. Smoking is not permitted in any common area including the elevators, lobbies, garages, hallways, roof decks, pool area, front entrance, or laundry rooms.
16. Wet people and/or pets are not permitted in the elevator. If raining, please wipe up after yourself and your pet.

Appearance

17. Exterior alterations or additions of any type are not permitted without the written consent from the Board of Directors. This can be obtained

by contacting the Property Manager. This includes door numbers, door screens, windows, window treatments, etc.

18. Exterior painting of units by an individual Owner is not permitted. This includes unit doors.
19. The Owner or tenant must keep anything visible from the unit balcony/patio areas in good condition. Items that are stored on the balcony/patios must not be visible from the street. No laundry shall be air dried on a balcony/patio visible from the street. No personal items may be stored outside the front door of any unit, including shoes and brooms/mops, etc.
20. Only curtains, draperies, shades, and blinds may be used as window covers. No window shall be covered by paint, paper, foil, sheets, or any other similar materials. Window covers shall be kept in neutral colors. Window screens are the responsibility of the Owner, if they are torn or in bad condition, they must be replaced at the Owner's expense. If there is a question, please contact the Property Manager.
21. All plants placed on the common area walkways and balconies must be alive, well maintained, and approved by the Board of Directors. Please contact the Property Manager if you are interested in placing a plant in the common area. One plant in the common area per unit is allowed. The containers should be of a simple nature, including a water runoff saucer. Proper maintenance of the plants is the Owner's responsibility.
22. Potted plants or other items shall not be placed on the edge/wall of any patio/balcony.
23. Exterior satellite dishes, antennas and wires are not permitted if they are visible from the street or any common area—any dish visible from the street will be removed and the HOA will have no liability for any costs associated with reinstalling the dish in a different location. Satellite dishes must **never** be screwed directly into the roof. Before installing any satellite dish, antenna, or wire, please contact the Property Manager.
24. Exterior lighting shall not be installed or directed in such a manner as to create an annoyance.
25. No articles shall be shaken or hung from the doors, windows, patios, or stairs. This includes clothes, rugs, beach towels, laundry, etc.

26. Signs in windows visible to the exterior are prohibited. *For Sale* or *For Lease* signage is only allowed in authorized areas. These signs must be of a specific size, professional type, and dignified appearance. The Property Manager must approve all signage.
27. Nuisance Prohibited - No unlawful activities shall be carried on in any Unit or elsewhere on the Property, nor shall anything be done therein or thereon which shall constitute a nuisance to other Owners, or which in the judgment of the Board cause unreasonable noise or disturbance to others, or detracts from the dignity or image of the Property.
28. Hard Surface Flooring Rule
 - a. Intent - The intent of these requirements is to minimize the potential transmission of the impact of sounds between residential Units. All installation materials and plans must be certified by a licensed contractor and approved by the White House Board of Directors ("Board") prior to any installation. Please note that failure to get approval via the *Memorandum of Understanding, Hard Floor Installation* or to meet requirements could result in a finding that those floors must be removed immediately.

Hard surface flooring cannot be installed in any unit without the prior written approval of the Board via the *Memorandum of Understanding, Hard Floor Installation*.

- b. Flooring - All hard surface flooring installed in any Unit must be installed in accordance with such standards and specifications as the Board may have adopted at the time of such installation for the purposes of minimizing the transmission of sound between Units. Hard surface flooring will be allowed in all rooms of the Unit, excluding the actual bedroom(s) where carpeting with padding is required. In addition, each Unit Owner shall comply with such rules and regulations as the Board may adopt from time to time requiring special treatment of the floor surfaces in Units and other measures appropriate for the purpose of minimizing the transmission of sounds between units.

In addition to taking proper precautions to minimize traveling noise, all hard surface flooring must be installed as a floating floor (not glued or nailed down) and have certified acoustical floor underlayment's. This is essential to maintain an acoustical separation.

Any new installation must have a documented/advertised minimum Impact Insulation Class (IIC rating) of 55*. The IIC rating must be included in writing from the manufacturer, along with your

submitted plans. The term IIC refers to the statistical measurement standards used to quantify the transmission of impact sound energy through a floor/ceiling assembly system. These types of sounds would be the equivalent of foot traffic, dropped articles, or furniture moving in the context of a multi-family building.

- c. Authority of the Board of Directors - The Board, through the Property Management company, must provide written approval to proceed before any hard surface flooring can be installed in any Unit via the *Memorandum of Understanding, Hard Floor Installation*.

The Board and the Property Manager must inspect each installation after the acoustical floor underlayment has been installed and before the hard surface material is installed in the Unit. **No exceptions.**

The Board holds the authority to deny any hard surface floor plan for the benefit of the Association as a whole. Applications will be denied if, among other reasons, the evidence shows that the flooring will unreasonably increase the levels and/or transmission of noise or sounds that would be heard outside of or through the walls or floors of any Unit during normal use and occupancy thereof. If the affected Homeowner disagrees with the Board's ruling, then he or she is welcome to contest the ruling in an executive session or to re-submit plans for approval.

Any failure to follow this rule, in whole or in part can result in the Association requiring the immediate removal of the floors.

Summary of requirements prior to hard surface installation:

- i. Request and execute the *Memorandum of Understanding, Hard Floor Installation*—obtained from the Property Manager.
- ii. Provide in writing to the Property Manager, the type of hard surface flooring that will be installed.
- iii. Provide in writing to the Property Manager, the type of acoustical floor underlayment (aka, sound proofing materials) to be installed, including manufacturer provided specifications relating to the IIC rating. The Owner must provide paid invoices indicating this specific underlayment has been purchased for this Unit before the Board gives its final approval.
- iv. Provide to the Property Manager, installation plans specifying that the flooring will be floating, not glued or nailed

down to the subfloor, and where it will be installed specifically within the Unit.

- v. Provide to the Property Manager, the name and license number of the installation contractor, including proof of comprehensive general liability, contractual liability and worker's compensation insurance.
- d. Board decision and timely response - The Board may postpone its review until it has determined that a full and complete submission has been made of all things which it deems necessary under the circumstances, including, if required, additional plans and specifications. Except as otherwise stated in this Rule, the Board will approve or disapprove the flooring within 45 days after its receipt of all required materials and information. Plans or specifications which (i) violates any provision of the Association's rules or CC&Rs, California law, or local ordinances; (ii) adversely affects the building's structural integrity; or (iii) creates a health or safety risk shall be deemed automatically rejected.

Rejection of Application - If the Board disapproves a proposed change, it shall issue a written decision including both an explanation of why the proposed change is disapproved and a description of the procedure, if any, for reconsideration of the decision by the Board.

** In multi-family construction, in most jurisdictions, there are minimum IIC and STC values that the floor/ceiling assembly must achieve in order to meet the building code standards. Most common are the ICC/BOCA U.B.C. Uniform Building Code and I.B.C. International Building Code, which call for a minimum 50 IIC and 50 STC value. The higher the IIC or STC, the better the sound attenuation, with 50 considered the minimum for multifamily dwellings.*

Animals

29. Only one pet per unit is allowed unless authorized by the Board of Directors prior to the additional pet's move in. Two pets require written approval of the Board of Directors. Please contact the Property Manager for the appropriate form to submit for approval.
30. Pet Owners are responsible for their animals. Pets are not allowed to relieve themselves in any common area, including the front entrance, entire West side and South/rear area of the property. Pet Owners are always required to clean up any waste and dispose of it in a sanitary manner. Action will be taken against violators including cleaning

charges and possible fines. NOTE: City of West Hollywood ordinances require clean up of pet waste and the use of a leash at all times. Fines will be levied for non-compliance.

31. Pets may not create a public nuisance, such as barking or other excessive noise.
32. All dogs are to be leashed at all times when in the common areas. No animal shall be left unsupervised when in the common areas.
33. The Owner or tenant is responsible for any damages caused by their pet.

Garage Areas

34. Owners or tenants may not use garages (including personal parking spaces) for storage of any items. Recreational vehicles including, but not limited to, boats, jet skis, large motor homes, campers, etc., are not permitted to be stored in the garage areas. No vehicle taller than 85 inches will be permitted in the garage areas because of security door clearance. Any damage to garage doors or common fixtures due to the oversized vehicles, antennas, luggage racks, or the like, shall be at the expense of the responsible Owner.
35. No flammable materials shall be stored or disposed of in the garage areas.
36. Each Owner has been deeded one or two parking spaces in the respective garage areas. Owner's or tenant's vehicle must be parked within those unit specific deeded spaces only. Owners or tenants may not use guest spots for their own vehicles. Vehicles should not protrude or otherwise block the common area passage into the garage. Abandoned vehicles are not permitted.
37. Temporary parking in garages for loading and unloading service or commercial vehicles shall be for a reasonable amount of time. Vehicles temporarily parked must not block the common area passage or access to common areas.
38. Guest parking is provided in both garages and is to be used only by temporary guests of Owners for not more than 24 hours per week with visible display of a *WHITE HOUSE ASSOCIATION PARKING PASS* in the front window of the vehicle. This Guest Parking Pass is obtained from the Property Manager. The full pass with the unit number and the phone number for the Owner of the vehicle, must be visible on the

dashboard at all times when any car is parked in guest parking. If use of this space is desired for more than 24 hours, contact the Property Manager to obtain permission. Failure to follow the parking rules could result in towing at the Owner's expense. The Association is not responsible for towed vehicles.

39. Work done on cars, motorcycles, or other vehicles in the garage areas must be done in such a manner so as to not restrict, bother, or damage nearby common areas and vehicles. Any mess must be cleaned up immediately. Any damage to garage areas from oil leaks, paint, or other items, shall be at the expense of the responsible Owner. Washing of vehicles is not permitted anywhere on the property.
40. Do not operate garage emergency opening winches without first reading and understanding the posted instructions. Please follow these instructions exactly in order to safely open the gates.
41. Do not stop your vehicle anywhere around the garage gate. If the garage gate hits a vehicle stopped underneath or near the gate, the responsibility for any damage to the car, or the gate, belongs to the Owner of the vehicle.

Swimming Pool, Spa and Roof Sundeck

42. Pool, spa, and roof sundeck hours are from 9:00 A.M. to 10:00 P.M. daily.
43. There is no lifeguard on duty in the pool area. Owners and tenants assume full responsibility for self and guests. Please observe safety and sanitation rules. Children under the age of 12 years old must be accompanied and supervised at all times by a responsible adult while in the vicinity or using the pool and spa.
44. Pool is reserved for Owners, tenants, and invited guests only. No more than four guests per unit may use the pool area or roof deck without permission. Please contact the Property Manager for permission. A gathering of more than four guests at one time on the roof deck requires a \$100 refundable deposit--refundable if the roof deck does not require additional cleaning or sustain any damage.
45. Pets are not permitted in the pool or spa.
46. No glassware or breakable items are allowed in the pool and spa area.
47. Any activity creating excessive noise such as yelling, loud music, or the like, is prohibited in the pool and roof sundeck area.

48. No littering in or around the pool or roof sundeck.
49. No nudity is permitted in any common area, including the roof deck and pool area.
50. Do not tamper with pool and spa machinery, chemicals, or timers. If any equipment needs attention, please contact the Property Manager.

Other

51. Installation of washers and dryers in individual units is prohibited. Laundry rooms are available for use daily from 8:00 A.M. to 10:00 P.M. only. As the noise from the machines can disturb units who share common walls, please do not start any load any later than 8:30 P.M.
52. No new Owners or tenants will be connected to the intercom entry system, or their mailboxes updated, until it is confirmed that all administrative fees have been paid and the appropriate contact information sheets have been returned to the Property Manager.
53. Owners are required to submit a completed lease/rental form to the Property Manager prior to any tenant move-in. Please turn this in no later than 48 hours prior to move-in.
54. Barbequing, or any kind of decorative fire pit, is not permitted on covered balconies or on the roof deck.

Construction Policy

Submission/Approval of Project Plans--**No unit renovation or remodeling project, which involves the relocation in any manner of plumbing and/or significant modification of structure (i.e. the removal of ANY walls and/or supporting beams), may be undertaken without the Board's prior written approval of detailed project plans, drawings, and specifications, together with any required city permits.** All documents must be submitted to the Property Manager.

The Board of Directors and the Property Manager must inspect each remodel to ensure that the submitted plans are followed. If an inspection is not scheduled by the Owner, the Owner will be required to reopen any/all necessary walls for the required inspection to occur. This will be at the Owner's expense. No exceptions.

The interest of the HOA in the Board review of projects is confined to assuring that said project will comply with the law, and will not adversely

affect the operation or safety of the building, or the condition and use of any other units or the common areas.

The Board may, in its reasonable discretion, determine that its review requires the assistance of a qualified expert(s)--if that is necessary the resulting cost will be the Owner's. The Board shall notify the Owner of its concerns and of the estimated cost of the assistance, and shall not proceed further with the review, without the Owner's agreement.

In order to minimize the possibility of delay in the approval process, an Owner planning a Project, or a potential buyer who has entered into an escrow agreement to purchase a unit and intends to execute a Project after purchase, may submit Project plans in segments for review while the Project is still in the process of development.

An Owner desiring to carry out a Project shall submit to the Property Management Company, at least 30 days prior to the desired commencement date, copies of construction plans and specifications in sufficient detail to allow the Board to execute its review responsibilities, together with copies of any required city permits.

The Board shall carry out its review as promptly as reasonably possible, and shall keep the Owner currently advised of its progress.

Insurance; Contractor Licenses; Fees; Damage Deposits

Prior to the delivery of materials to the site and to the start of any work, the Owner must provide the Property Management with:

- (i) Detailed plans including licensed architect's drawings, stamped drawings from a licensed engineer and any/all applicable permits from the city of West Hollywood (nothing in this document supersedes any West Hollywood requirement(s)).
- (ii) Certificates of Insurance for Workers Compensation and evidence of Liability Insurance Coverage of at least \$10,000 naming the WHITE HOUSE HOMEOWNERS ASSOCIATION as an additional insured, *for each Contractor on the Project*; and
- (iii) Evidence that each Contractor is appropriately licensed; and
- (iv) A refundable Damage Deposit of \$250 which the HOA will return to the Owner less only the costs of repair of damage caused by the Project and any of its participants; or, if the cost exceeds the Deposit, then the HOA will levy a special assessment on the Owner for the difference.

Work Rules

Hours:

- Working hours are weekdays, from 8:00 AM to 6:00 PM. Work is not permitted on weekends or national holidays.

Work Areas:

- All work, set up and construction must take place either inside the unit, or entirely off the White House premises—never in the common areas.
- Storage of tools, materials and trash must be within the unit. Common areas must be maintained clean, unencumbered by project materials and tools, and safe at all times.
- Paper must be placed on all walkways and elevators when materials are being transported. Walkways must be vacuumed at the end of each day to remove all construction dust—sweeping and mopping will not suffice.
 - If common areas are not left clean at the end of each and every work day, a maintenance fee of \$40/hour will be charged to clean the common area. This will be assessed on your next HOA statement.

Elevators:

- All project related personnel must ensure that elevators are padded for use and are left empty, and that no equipment is carried in the elevator when there are riders present who are not involved with said project.

Trash:

- Trash disposal is the sole responsibility of the Owner/project personnel. All project trash must be removed by them from the site and disposed of at an off-site refuse location. White House trash chutes and White House trash dumpsters MAY NOT BE USED. With approval *in advance* by the Property Manager, construction trash bins may be maintained in designated building locations.

Safety Systems:

- *Project contractors must give prior notice* to the Property Manager before moving or otherwise disturbing any security panel, fire alarm horn or light, smoke detector, or any other element of the White House safety system. If for any reason a Contractor disables any element of the safety system, IT MUST BE RETURNED TO WORKING CONDITION AT THE END OF EACH WORK DAY. IF THE SYSTEM IS NOT TO BE RETURNED TO OPERATION ON ANY DAY THE MANAGING AGENT MUST BE PROMPTLY NOTIFIED AND THE OWNER MUST PROVIDE AN APPROVED FIREWATCH AT THE OWNER'S EXPENSE.
- Water cannot be shut off without 48 hour notification to the Property

Management Company.

The White House Rules: All Project personnel must comply with the White House Rules and Regulations. Infractions of the Rules by Project personnel may result in the levying of penalties, which will be the responsibility of the Owner and chargeable against the Owner's damage deposit.

Property Management contact information:

Property Resources Management

Phone/Fax: 888-875-1722

Contact: Asher Kaufman x 103 or email: Akaufman@pr-mgt.com