Welcome Home

CENTRAL PARK WEST
COMMUNITY ASSOCIATION

A Guide to Life at Central Park West



CENTRAL PARK WEST

REFERENCE GUIDE

Important Contacts

Management Office
20 Gramercy, Irvine, CA 92612
Ph: (949) 679-3971 | (800) 428-5588
E: centralparkwest.ca@fsresidential.com

On-site Patrol (24/7)
Allied Universal Services
Night Patrol Line: (949) 821-6050
*Patrol may be contacted to assist with parking enforcement, safety concerns, and noise complaints within the common area.

Non-Emergency Police Dept
(949)-724-7000

Orange County Fire Authority
(714)-573-6000

DTS Towing
16212 Construction Circle East, Irvine, CA 92606
(714)-530-8697

Overnight Street Parking Policy

Any vehicle(s) parked on the Community streets between the hours of 2:00 AM - 5:00 AM must be safe listed for overnight parking through the Parking Boss application. Each residence is alloted (15) safe list nights per calendar quarter.

*Registering a vehicle with the community does not allow overnight parking access.

Hours of Operation

HOA Office
Mon-Fri: 9:00 AM - 8:00 PM
Sat-Sun: 10:30 AM - 6 PM

Clubrooms
6 AM - 10 PM

Pool Facilities
5 AM - 10 PM

Fitness Center
24 Hours

Sport Courts
8 AM - 8 PM

Local Utility Companies

Conservice: (866) 947-7379
The Gas Company: (800) 427-2200
AT&T: (714) 815-9022
Cox Communications: (949) 240-1212
SoCal Edison: (800) 684-8123
Irvine Ranch Water: (949) 453-5300
SoCal Gas: (800) 427-2200
Waste Management: (949) 451-2600

Community Website

https://CentralParkWest.ConnectResident.com

Your community website has community information, access forms, documents, calendar, directory, account information, and work order submission access to name a few! Please contact management if you need assistance with setting up your resident portal.

WELCOME HOME

We are excited to welcome you to Central Park West! Throughout this guide you will find valuable information as a Central Park West resident. For any questions or concerns, management and staff is onsite 7 days a week at the Front Office, located adjacent to the Fitness Center. You may also reach them at 949-679-3971 or centralparkwest.ca@fsresidential.com. The Association is professionally managed by FirstService Residential.

Central Park West is the Master Association consisting of 1,275 homes and encompasses eight Neighborhood Associations including: Belvedere, Rockefeller, Tribeca, Townes, Lennox, Hudson, Astoria, and Lexington.

The Community is guided by a 5-person Board of Directors, each whom volunteers their time and dedication to oversee Association guidelines, operations, and projects.

We invite you to explore the various amenities that make Central Park West the community that it is, and we look forward to connecting with you throughout your journey here.









FITNESS CENTER



Hours: 24 Hours Daily

One of the community's most popular amenity is the Fitness Center. The facility was renovated with state of the art equipment in 2022. Some highlights include Forme mirrors, Free Motion bikes, Multi-functional squat and bench rack, and Hydrow Rowers. While you enjoy this facility, please be mindful of the rules of the space.

Per the Association's CC&Rs, No Owner or other occupant of the community may undertake any activity on any lot or on any portion of the Association Property for business or commercial purposes. Such activities are prohibited whether they are engaged in full-time or part-time, whether they are for-profit or non-profit, and whether they are licensed or unlicensed. (Master Declaration Article II, Section 2.1) This pertains to residents who are personal trainers and utilize the fitness center as their place of business. This activity is prohibited and users will be required to vacate the premises if conducting unauthorized business in the facility.

- Children between 14-17 years of age must be accompanied by an adult (18+).
- Guests are limited to one per home and must be accompanied by the resident at all times.
- Proper attire, including athletic shoes must be worn at all times. Open toed shoes are not allowed.
- Studios 1 and 2 may be used on a first come first serve basis.
- All movable equipment should be returned to it's regular location after use.
- No personal equipment may be stored in the Fitness Center.
- Any damaged or missing items should be reported to Management.
- The Association is not responsible for any accidents of inquires. Association staff and/or Patrol has the right to deny use of the facility.

Prohibited Items:

- Use of tobacco or marijuana products, including vape pens.
- Use of cell phones and speakers.
- Food or beverage other than water.
- Pets (exception of service animals that have completed the interactive process).

COURTYARD & CLUBHOUSES

The recreation center is the main hub where you'll find most residents lounging in the clubrooms or the courtyard area. The recreation center has two clubrooms -- the **small clubroom** and **multi-purpose room**, six **BBQ grills** in the courtyard, and a **loggia area** with an outdoor bar and **fireplace.** The facility hours are 6:00 AM - 10:00 PM.

Residents may bring up to five (5) guests per home without needing a reservation. Guests must be accompanied by a resident at all times and anyone under the age of eighteen (18) must be accompanied by a responsible adult eighteen (18) years of age or older.

Both clubrooms are available for resident rental contingent upon availability-- please contact the Front Office for the most up to date rental package.

The following are prohibited in the clubroom and courtyard area:

- Alcohol (unless in conjunction with an approved reserve function).
- Smoking or vaping
- Pets (exception of service animals that have completed the interactive process).
- Bicycles, skateboards, roller blades, or similar equipment
- Portable listening devices used without headphones (unless in conjunction with an approved reserve function).



Fun Fact: In 2023, the Rec Center facility was upgraded with luxury vinyl flooring, smart TV's, audio system, LED lighting, reupholstered furniture cushions, refinished cabinetry and baseboards, and freshly repainted walls! The upgrades helped create a bright, modern, and welcoming space for residents.



COURTYARD AMENITIES







POOL FACILITIES



Another widely used amenity are the pool facilities. Central Park West offers two pool facilities: **Recreation Center Facility** and the **Rockefeller Facility**. The Recreation Center pool is a heated saltwater pool, has a spa with a relaxing waterfall feature, and a wading pool. The Rockefeller pool is located adjacent to Rockefeller Park and features lanes for lap swimming, a beach entry wading pool, and a spa. Both pool facilities offers showers and restrooms.

The pool facilities are the perfect place to spend warm summer days with abundant chaise lounges, private cabanas, and cantilever umbrellas for shade. Residents are allowed up to five (5) guests per unit, and guests must be accompanied by the resident at all times. Anyone under the age of eighteen (18) must be accompanied by a responsible adult eighteen (18) years of age or older.





These facilities are highly enjoyed by the residents and in order to maintain it's beauty, please be considerate of the following prohibited items:

- Glass containers
- Alcohol
- Smoking
- Pets (exception of service animals that have completed the interactive process)
- Floatation devices (except water wings, life vests, small kickboards)
- Water toys (water guns)
- Diving or boisterous play

PARKS & SPORT COURTS



CENTRAL PARK



DELANCY PARK



ROCKEFELLER PARK



BASKETBALL COURT
@ DELANCY PARK



TOT LOT
@ ROCKEFELLER PARK

SPORT COURTS HOURS OF OPERATION: 8 AM - 8 PM



PICKLEBALL COURT
@ ROCKEFELLER PARK

STREET PARKING

Guests and residents must safe list their vehicle for overnight street parking between the hours of 2:00 AM and 5:00 AM. Safe listing is only applicable for the yellow highlighted areas on the community map which can be found at the end of this welcome packet. Any vehicle parked overnight that is not safelisted on or before 2:00 AM of the night the vehicle is parked on the street will be towed immediately at the vehicle owner's expense. In addition, vehicles parked in a fire line, parked in front of garages, or parked on the street facing the wrong direction are subject to immediate tow. Vehicles parked in guest handicap parking spaces must also be safe listed when parking overnight.

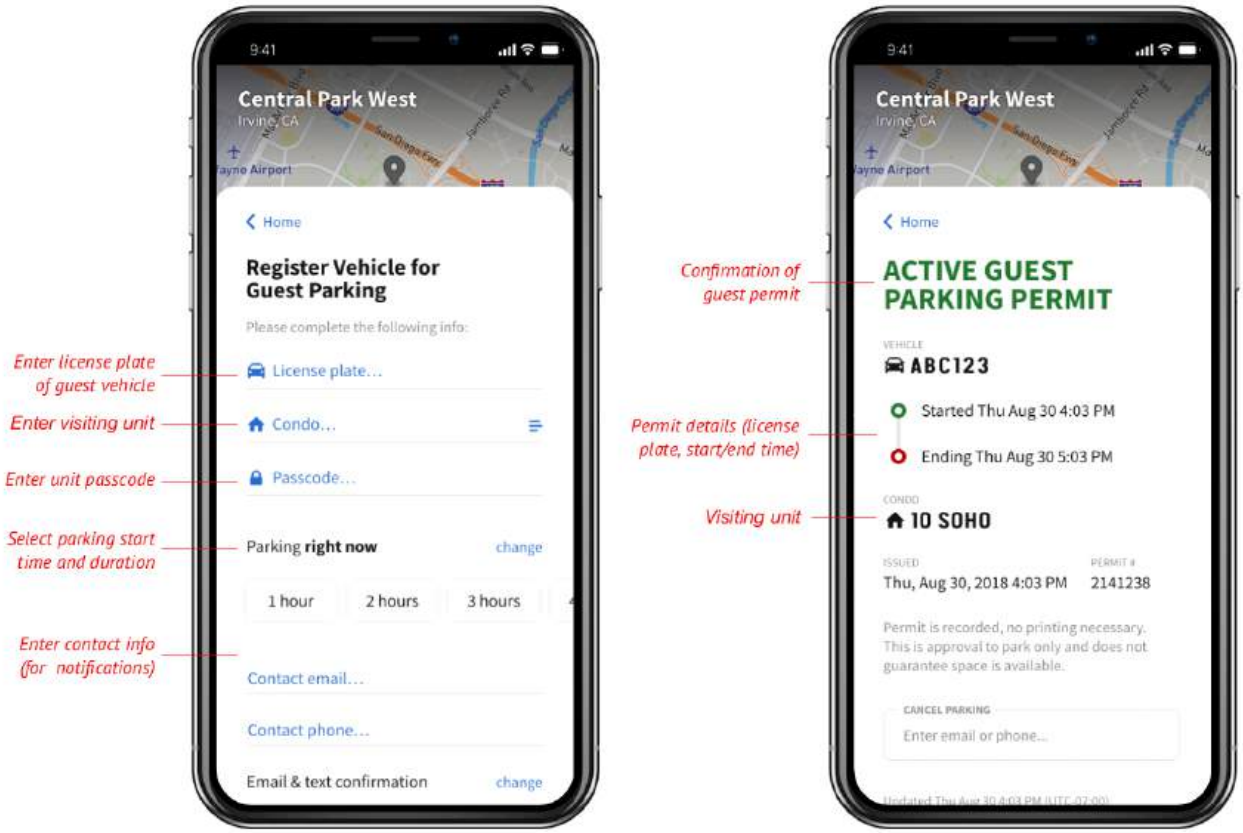
Please visit cpw.parkingattendant.com or scan the QR code to safe list your vehicle on the Parking Boss website. Each unit is assigned a specialized four digit pin for access -- please contact the Front Office if you need to obtain your pin.

Scan the QR code or go to cpw.parkingattendant.com

Each unit is allotted **(15) days per quarter** to safe list vehicles.

<u>The calendar quarters are as follows:</u>
January 1 - March 31
April 1 - June 30
July 1 - September 30
October 1- December 31

How to safe list your vehicle



VEHICLE REGISTRATION

Permanent resident vehicles that reside inside of Central Park West are required to register their vehicle with the Front Office. Each unit is allotted (2) registration decals that are to be placed visibly on your vehicle. Decals are not transferable and must match the registered license plate. Vehicles that are registered in the system are subject to receive courtesy warnings if parked overnight without safe listing; however, please be advised any vehicle that is not safe listed is subject to immediate tow.

Registering your vehicle **DOES NOT** automatically authorize overnight street parking. ALL vehicles must be safe listed through Parking Boss if parked overnight on the street.

Register your vehicle(s) and obtain your decals at the Front Office with the following:

- Name, Phone and/or Email
- License Plate Number
- Photo ID
- Vehicle Registration





PET GUIDELINES

Central Park West is an animal loving community and welcomes furry companions. To keep the community a pleasant place for all residents to live in, please keep in mind of the following pet guidelines.

PET REGULATIONS:

Domesticated, reasonably-sized pets may be kept by an Owner in a maximum quantity of two per unit. The right to further restrict the number, size, or type of pet(s) that may be maintained by a Resident is reserved by the Board if they determine the pet(s) to constitute a nuisance.

RESTRICTED AREAS:

Pets are not permitted in the following areas: Lobby, Fitness Center, Courtyard and Loggia, Clubrooms, and Pool facilities.

OWNER RESPONSIBILITY:

Pet owners are liable for any damage or noise caused by their pet.

LEASHES & MUZZLES:

In accordance with the Central Park West CC&R's and with Irvine City Municipal Code (sec. 4-5-701), when an animal is not inside of its owner's condominium, it must be held on a leash, six feet in length or less, by someone who is capable of controlling the animal. No animal should ever be left unattended when outside of a condominium or on Association property. It is also noted in the Central Park West CC&R's that aggressive dog breeds should be muzzled when outside of the owner's condominium.

CLEAN UP:

It is recognized by the City of Irvine Municipal Code as unlawful for a pet owner to neglect the cleanup of any defecation of his or her pet (sec. 4-5-710).) The community provides waste bags and (11) pet waste bins.

Service Animal or Emotional Support Animal Policy:

Pets are prohibited from entering any Common Area facility unless a reasonable accommodation is authorized. Reasonable accommodations may be given at the Board of Director's discretion to authorize your service animal or emotional support animal to enter the facilities. Please complete the Service/Emotional Support Animal Form provided in the important documents section and submit to management to begin the interactive process if you have an animal that needs authorization to enter the facilities.



ENFORCEMENT POLICY

A. COMPLIANCE GUIDELINES

If you experience a nuisance, we encourage you to first communicate directly with your neighbors to resolve the issue. Effective and respectful communication often leads to a quick and amicable solution. If you are unable to resolve the issue through direct communication, please reach out to your Community Manager for assistance.

To officially report a nuisance to the Central Park West Community Association, the following are acceptable forms of documentation:
·Written Reports: Written reports from two (2) or more separate residences within the community.
·Digital Evidence: Clear and verifiable evidence, such as video or audio recordings, photos, or other forms of documentation captured via cell phone or other devices, that clearly demonstrate the nuisance
Evidence must be submitted to management so that further action can be taken. The Association will review all submissions to determine if they meet the criteria for a nuisance violation.

In the event two or more Members of the Central Park West Community Association file a nuisance report, the Association will take the following steps:
1. A letter will be sent to the Owner stating the alleged violation and compliance deadline in most cases.
However, the following types of alleged violations will result in an immediate hearing notice:
i.Any violation that involves risk to health and safety (e.g. smoking, pets off-leash, pets in the common area facilities without prior authorization, misuse of the amenities, and other matters deemed appropriate by the Board);
ii.Leasing a residence for less than thirty (30) days;
iii.Extraordinary nuisance activity (e.g. noise disturbances occurring in the common area facilities; rec. center, pools, parks, sports courts);
iv.Other unusually serious rule violations, as determined by the Board (e.g. destruction of Association property, misuse of access cards or mobile applications, trespassing, inappropriate behavior, and other matters deemed appropriate by the Board).

2.A second letter will be sent with a notice of a hearing date to the Owner if the violation is not cured.
i.A hearing is set not less than fifteen (15) days from the date of written notice for the hearing.
ii.An Owner has the option to be present in person or by written response, to the alleged violation at a hearing before the Board. A written decision will be sent to the Owner following the hearing.

3.The Owner will be notified as to the decision rendered by the Board as a result of the hearing. If the Owner is found to be in violation of the Governing Documents, the Board will either;
i.seek remedy by use of alternative dispute resolution such as mediation or arbitration,
ii.levy a monetary fine per the Central Park West Community Association's Fine schedule,
iii.suspend or condition the Owner's right to use any facilities the Community Association owns, including deactivation of access credentials,
iv.record a notice of noncompliance encumbering the Owner's residence, or
v.any combination thereof.

NOTE: A violation is defined as an act in conflict with the CC&Rs, Bylaws, or Community Guidelines of the Community Association, please be sure to read these documents carefully.

ENFORCEMENT POLICY

B. FINE SCHEDULE

The Association and/or any Owner have the right to enforce the Association's Governing Documents. This right includes requesting the violator to cease the offending action, taking legal action against the violating Owner, and/or making a complaint to the Board of Directors. Once the Board receives a written complaint alleging that a Rule or CC&R provision has been violated, the Board will investigate the allegation and may take action against the offending Owner, including but not limited to, suspension of privileges, fining or specially assessing, if appropriate, or instituting legal action. However, nothing herein obligates or requires the Board or authorized committee to take any action against an individual Owner. The Board of Directors, in making this decision, will determine the costs and benefits of taking such action.

A.DUE PROCESS:

Prior to imposing a fine or Compliance Assessment or suspending rights and privileges, the Owner will be given at least 10 days' notice and an opportunity to appear before the Board of Directors or submit a statement in writing to the Board or appropriate committee pursuant to Civil Code Section 5855 or any successor statute. The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which the Owner may be disciplined or the nature of the damage to Common Area and facilities for which a monetary charge may be imposed, and a statement that the Owner has a right to attend and may address the Board at the meeting.

Prior to being disciplined for a violation (e.g., fined), the Owner shall have an opportunity to cure the violation. An Owner may avoid discipline being imposed by providing evidence that the violation has been cured prior to the noticed meeting, or by signing a formal, written document outlining how and when the violation will be cured with a cure period not to exceed a time frame determined by the Association. If curing the violation will take longer than the time between the hearing notice and the hearing on the violation, no disciplinary fine shall be imposed so long as the agreement signed by the Owner includes a financial commitment to cure the violation. The Association reserves the right to determine what adequately constitutes "financial commitment to cure the violation" and such determination shall be reasonable under the circumstances.

To demonstrate that the violation has been cured, the Owner may submit photographs, receipts, contractor statements, written explanations, or other documentation confirming that the violation has been resolved. To demonstrate a financial commitment to cure, the Owner may provide signed contracts, payment receipts, deposit confirmations, or other written evidence showing that steps have been taken to complete the cure. All such materials should be submitted to the Association in advance of the meeting so that the Board may consider them when determining whether to impose discipline.

B. ENFORCEMENT GUIDELINES:

To promote compliance with the Association's Governing Documents, the Association may employ a range of enforcement measures. These may include, but are not limited to, issuing a warning or notice of violation, providing notice of a disciplinary hearing, imposing a fine of $100 per violation (or greater as noted below), Compliance Assessment (e.g., to reimburse the Association for costs incurred in repairing damage to the common area, performing required maintenance on behalf of the Owner, and/or compelling compliance, including without limitation, administrative fees, attorneys' fees, and costs), suspension of rights and privileges, Internal Dispute Resolution (IDR), Alternative Dispute Resolution (ADR), initiation of a lawsuit, and/or any other remedy available under the Governing Documents and/or applicable law. The Association reserves the right to initiate any enforcement method at any time.

If the violation that may result in an adverse health or safety impact on the Common Area or on another Owner's property, a fine greater than $100 may be levied. Before imposing such fine the Board shall, at a meeting open to the members, make a finding specifying the adverse health or safety impact of the violation or type of violation and record such finding(s) in the minutes of the meeting. Fines based on these findings will generally range between $500 and $10,000.

If the violation is cured prior to the hearing, no discipline shall be imposed but a Compliance Assessment may still apply.

If, following the hearing, the Owner and the Board reach an agreement regarding matters such as whether a violation occurred or is ongoing, the method and timeline for curing the violation, the payment of any Compliance Assessment, or other terms of resolution, the Board shall prepare a written agreement reflecting the mutually agreed-upon terms. This agreement shall be signed by both the Owner and the Board.

If, following the hearing, the Owner and the Board are not in agreement, the Owner may request Internal Dispute Resolution (IDR) in accordance with the Association's IDR Policy and Civil Code Section 5900 et. seq. Regardless of whether an agreement is reached or IDR is requested, the Association may levy a fine, impose a Compliance Assessment, and may proceed with IDR, ADR and/or a lawsuit to compel compliance by the Owner with the Association's governing documents, to resolve the outstanding violation, and to recover all attorney's fees and/or costs incurred in gaining the Owner's compliance.

Each individual infraction of the Governing Documents is considered a separate violation. The Association has the right to impose individual fines for separate, identical violations identified in the same hearing notice. For example, if two noise violations are identified in the same hearing notice, the Association has the right to impose two separate fines. In addition, if the same conduct results in a breach of two or more rules, regulations, restrictions or covenants of the Governing Documents, each Governing Document provision breached may be considered a separate violation. The Board has the discretion to determine the time interval after which the continued existence of a violation may be treated as a separate and new violation. An Owner shall be given written notice of any discipline within fourteen (14) days of the hearing.

FREQUENTLY ASKED QUESTIONS

Q: How do I contact my Neighborhood Association for assistance?
A: Please refer to the contact sheet located at the Front Office or email centralparkwest.ca@fsresidential.com to obtain contact information of the neighborhood association management company.

Q: How do I reserve the clubroom(s)?
A: The most up to date rental package can be provided by the Front Office or through your Resident portal. Rental areas include the small clubroom, Multi-purpose room, kitchen, loggia, and corner BBQ. Reservations require a minimum of (2) weeks advance notice.

Q: How do I purchase an access card and how many cards is each unit allowed to have?
A: Please complete the access form provided in the "Important Documents" section. The form can be turned into the Front Office during business hours for processing. Each access card is $25.00 and credit card or check payment is accepted. Any individual that resides in the unit may obtain an access card.

Q: Why did my access card stop working?
A: Your access card may not be working because we may not have a lease agreement on file, the lease on file has expired, your account has become delinquent in monthly dues, or there is an outstanding violation. It is important to note that each resident access card is assigned an expiration date that aligns with the lease agreement on file. A reactivation fee of $50.00 is required to restore card access if an updated lease is not provided prior to the expiration date. To avoid this fee, an updated lease must be provided to management prior to the current lease's expiration.

Q: Why do I have two separate assessment fees?
A: Central Park West is the Master Association, encompassing the development's Common Areas. Within this development, there are eight Neighborhood Associations. The Central Park West assessment covers the maintenance and operations for the Common Areas. Your Neighborhood Association assessment covers building maintenance and other facets related directly to your building. The Master Association and Neighborhood Association are separate entities, managed by different management teams, and have separate budgets and finances.

Q: What is the due date for the monthly assessment fees?
A: Assessments for Central Park West are due on the 1st of each month and must be received by the 15th of each month to avoid incurring delinquent fees or an invitation before the Board for the consideration of revoking your access card privileges. Payments can be made electronically via ClickPay or via postal mail.

Q: What does the monthly assessment fee cover?
A: Listed below is an overview (but not limited to) of important contributions that the assessment covers: Landscape, Exterior and Interior maintenance, Common Area maintenance and repairs, Utilities, Administrative items, Reserve projects, and Supplies. Further details can be reviewed from the Association's budget mailer.

Q: How do I sign up to receive online statements and set up online payments?
A: Each resident can register to receive online statements as well as set up automatic payments. Please refer to the Online Payment Support document in the "Important Documents" section for for information.

Q: Are there any events hosted by the community?
A: The community hosts several lifestyle events throughout the year. The best way to keep up to date with upcoming events is through our monthly newsletter. Please visit or email the Front Office if you would like to be added to the distribution list.

Q: How do I turn on the fireplace in the loggia area?
A: The fireplace can be turned on by a staff member during business hours. Please stop by the Front Office during operating hours to request the fireplace to be turned on.

Q: Do the facilities offer Wi-Fi?
A: Yes! There is complimentary Wi-Fi available for residents inside of the Recreation Center and surrounding amenity facilities. Please contact the Front Office to obtain the current Wi-Fi password.

IN THE AREA

EATERIES:

Houston's - *American* - 2991 Michelson Dr
Bosscat Kitchen - *American* - 18169 Von Karman Ave
Bar Louie - *American/Bars* - 2467 Park Ave
Panini Kabob Grill - *Mediterranean* - 3041 Michelson Dr
North Italia - *Italian* - 2957 Michelson Dr
Puesto - *Mexican* - 3311 Michelson Dr
Hanuman Thai Eatery - *Thai* - 355 Bristol St
Hiro Nori - *Japanese Ramen* - 2222 Michelson Dr Ste 234
BCD Tofu House - *Korean* - 2700 Alton Pkwy Ste 135
Mendocino Farms - *Sandwiches* - 4175 Campus Dr
Krisp - *Coffee/Tea* - 2272 Michelson Dr Ste 100
Lion & Lamb - *Coffee/Tea* - 3186 Pullman St

GROCERY STORES:

Mother's Market - 2963 Michelson Dr
Ralph's - 17605 Harvard Ave
Walmart - 16555 Von Karmen
H-Mart - 2600 Alton Pkwy
Wholesome Choice - 18040 Culver Dr
Mitsuwa - 665 Paularino Ave
99 Ranch Market - 15333 Culver Dr Ste 800

PARKS & TRAILS:

Irvine Regional Park - 1 Irvine Park Rd.
Heritage Community Park - 14301 Yale Ave
Bill Barber Community Park - 4 Civic Center Plz
Blue Lake Park - 1 Summerstone
Quail Hill Trailhead - 34 Shady Canyon Dr
Turtle Rock Trail - University Dr. & Goldenglow St
Peters Canyon Hike - 26981 Peters Canyon Rd
Top of the World Hike - 3300 Alta Laguna Blvd

DOG PARKS:

Central Bark - 6405 Oak Canyon
Bark Park - 890 Arlington Dr
Villas Fashion Island Dog Park - 6118 SanJoaquin Plz
Laguna Woods Dog Park - 23190 Ridge Rte Dr







IMPORTANT FORMS & DOCUMENTS

The following pages are enclosed with the important forms and documents:

- Access Form
- Communication Preference Form
- Online Payment Support (ClickPay)
- E-Statement Reference Guide
- Storm Drain Dumping Policy
- Service/Emotional Support Animal Form
- Signage Guidelines
- Community Map

ACCESS CARD PURCHASE FORM

This form is available on the Association's website at: https://CentralParkWest.ConnectResident.com

Instructions:
Each Resident who is 18 years of age or older is required to provide documentation proving residency in order to be eligible for an access card. Each individual is required to provide a valid state-issued ID, driver's license, or school-issued ID. Those residing in a household not mentioned in the grant deed must demonstrate residency by showing either an ID with a matching property address or any official or government issued document showing on-site address (Utility bills, taxes, DMV records, insurance, financial statements, or employment records). Tenants must submit the initial page of a valid lease along with their ID.

Disclaimer for delegated use:
Per the Association's CC&R's, Section 7.8 DELEGATION OF USE;
"Any Owner entitled to use, and the enjoyment of the Association Property may delegate his rights to such Owner's tenants, contract purchasers or subtenants who reside in such Owner's Condominium, subject to reasonable regulation by the Board and provided, however, that such Owner remains liable for any damages to the Association Property arising out of such delegation, including attorney's fees and costs. An Owner who has delegated his rights may not use or enjoy the recreational facilities or equipment on the Association Property for so long as such delegation remains in effect."

Required Information:

Onsite Property Address: _____

Owner

***Names of individuals who are listed on Title as Owners of the property.**

Homeowner Name: _____

Phone number: _____ Email: _____

Homeowner Name: _____

Phone number: _____ Email: _____

Permanent Resident

***Permanent residents are members of your household that DO NOT have an active lease + have proof of onsite address with the acceptable documents.**

Resident Name: _____

Phone number: _____ Email: _____

Resident Name: _____

Phone number: _____ Email: _____

Tenant

***Tenants are individuals who occupy the unit with a valid lease contract of 30-days or longer. Access is only granted for the duration of valid lease terms.**

Tenant Name: _____ Lease terms: _____

Phone number: _____ Email: _____

Tenant Name: _____ Lease terms: _____

Phone number: _____ Email: _____

Tenant Name: _____ Lease terms: _____

Phone number: _____ Email: _____

Tenant Name: _____ Lease terms: _____

Phone number: _____ Email: _____

Continued on the next page

ACCESS CARD PURCHASE FORM

PLEASE READ CAREFULLY AND COMPLETE.

As the Owner of the Property, I hereby affirm my responsibility to ensure that all residents, guests, and tenants comply with the regulations set forth in the Central Park West Governing Documents and Community Guidelines. This includes maintaining an up-to-date lease on file at all times during the occupancy of my unit by tenants. **I understand that the expiration of a lease results in the termination of access to the facilities, which entails a $50.00 reactivation fee for reinstatement.** I recognize that any violations will result in penalties and corrective actions directed at the Owner, irrespective of whether the infraction was committed by a resident, guest, or tenant. Additionally, I acknowledge that each access card is exclusively assigned for use by the individuals authorized on the card, and any improper use of an access card linked to my residence will result in its immediate cancellation.

By signing this form, I acknowledge the information provided is complete and accurate. I agree to abide by all the rules contained in the Central Park West Governing Documents and Community Guidelines.

The homeowner on title or authorized Management representative is required to sign this form. Tenants may obtain an access card for a temporary duration until the form is completed. The homeowner or the authorized Management representative will have no more than 15 days to sign this form upon the tenant receiving their access card. Failure to sign this form within the 15-day timeframe will result in the deactivation of the access card and a $50.00 reactivation fee upon the receipt of the signed form.*

**To be considered an authorized management representative, Management must have an active agreement on file.*

Legal Owner or
Representative: _____ Date: _____

Management Use Only

_____ Verified account balance is current.
Initial

_____ Verified documentation provided: Photo ID / Utility Bill / Lease agreement / Official government document
Initial *circle documents provided*

_____ Verified prior accounts were archived where applicable.
Initial *delete all prior owner, resident, or tenant accounts that no longer live in the unit*

Access card #: _____ Mobile: Y / N Expiration: _____ Payment: Y / N

Access card #: _____ Mobile: Y / N Expiration: _____ Payment: Y / N

Access card #: _____ Mobile: Y / N Expiration: _____ Payment: Y / N

Access card #: _____ Mobile: Y / N Expiration: _____ Payment: Y / N

Access card #: _____ Mobile: Y / N Expiration: _____ Payment: Y / N

Access card #: _____ Mobile: Y / N Expiration: _____ Payment: Y / N

CENTRAL PARK WEST COMMUNITY ASSOCIATION



In an effort to keep up with technology and reduce costs, Central Park West encourages homeowners to agree to receive notices and communications from management by email and obtain association documents from the resident website instead of receiving paper copies of notices and documents.

Note: California law requires some notices to be sent by traditional mail. Central Park West will send notice to you by traditional mail in these cases. Examples of notices that the law currently requires to be sent by traditional mail are delinquency notices, notice of intent to lien, and special assessments.

California law also requires the association to annually solicit each member's preferred method of delivery. Other than those notices which must be sent by U.S. mail, if you agree to receive electronic notices and documents as described above, please sign and complete all designations in the form below. While you have no obligation to provide an email address, going paperless does save the association money and avoids paper waste.

I agree to receive electronic notification from Central Park West for all communications and notices that California law allows to be sent electronically. I understand that I may elect at any time to receive paper notices from Central Park West sent by traditional mail. I understand that it is my obligation to notify Central Park West in writing if I wish to receive notices at a different email address or decide to revoke this consent and receive physical copies of future communications.

Property Address _____

Name (Printed) _____

Signature _____

Email Address _____

Secondary Email Address (Optional) _____

Please complete the next portion for the Communications Preferences Enrollment.

Communications Preferences Enrollment Form

Please check one box of the following communication preferences per category per resident. Each resident and/or tenant must complete their own Communications Preferences Enrollment form.



Communication Category	Associated Documents Per Communication Category	Preferred Delivery
Individual Delivery*	Individual delivery documents include, but are not limited to, Annual Audit, budget information, board meeting minutes, violation/hearing letters, and insurance coverage information. I understand that I can login to the association website at any time to change my preferred individual delivery method.	☐ Email ☐ Letter
Secondary Delivery*	Civil Code allows for a secondary email address or mailing address for notices to be sent (i.e., spouse or legal representative). If you do not wish to have a secondary delivery method, please keep this box blank. Should you wish to include a secondary delivery method, indicate your preference to the right and include the secondary email or mailing address below. _____	☐ Email ☐ Letter
General Announcements	Announcements may include community newsletters and reminders, amenity closures due to repairs or maintenance, marketing materials, community events, emergency notifications, or other annoucements.	◯ Email

**These documents are only sent to the homeowner(s) on title. Tenants will not receive these documents. If a member does not specify a preferred method of delivery, the property address shall be deemed the address to which notices are to be delivered.*

Please print and sign your name to indicate your designations above:

Name: _____ Date: _____

Signature: _____

FirstService RESIDENTIAL

Online Payment Support

FREQUENTLY ASKED QUESTIONS

HOW DO I REGISTER?

Visit **www.ClickPay.com/FirstService** and click "Register". If you received an email from **Click*Pay*** or FirstService Residential regarding this new payment option, your account already exists and can be accessed by clicking the link emailed to you.

HOW DO I ADD MY HOME(S)?

After you create your profile, you will be required to link your home to your account using the unique access number found on your statement or coupon. If you haven't received your statement or coupon yet or do not know your access number, you can contact **Click*Pay*** or your community manager for assistance.

WHAT ARE MY PAYMENT OPTIONS?

Payments can be made online through **Click*Pay*** by e-check (ACH) or credit and debit card. There is **no fee** when paying by e-check (ACH) from a checking or savings account.

If you pay by debit or credit card, a 2.95% nominal fee applies to all payments made by Visa, Mastercard, Discover, and American Express.

HOW DO I SET UP AUTOMATIC PAYMENTS?

If you'd like to have your payments withdrawn automatically, simply visit the Auto Pay tab in your account. Select your payment method, the month you would like your payments to start, and the day/frequency for your payments. You can set payments to run until canceled or have them run for any period of time.

- **Full Amount**
  Select this option if you want to pay **ALL charges** on your account automatically including recurring and one-time charges. Miscellaneous one-time charges, such as one-time special assessments, late fees or work orders, **ARE** included by selecting this option.
- **Pay Recurring Charges and Scheduled Assessments Only**
  Select this option if you would prefer to only pay **RECURRING charges** automatically, such as assessment fees, parking, storage, etc. Miscellaneous one-time charges, such as one-time special assessments, late fees or work orders, are **NOT** included.
- **Fixed Amount**
  Select this option if you want to pay a **FIXED amount** of the total due. Any amount due above the fixed amount will not be paid automatically and you will need to submit a separate, one-time payment for any overage.

HOW LONG WILL IT TAKE MY PAYMENTS TO SETTLE/DEBIT?

Payments made by e-check (ACH) before 9:00PM EST on any business day will debit from your bank account and settle the following business day. Payments made by debit or credit card can take 3-4 business days to settle depending on the date/time of the payment and the type of card.

WHAT IF I HAVE A QUESTION OR AN ISSUE?

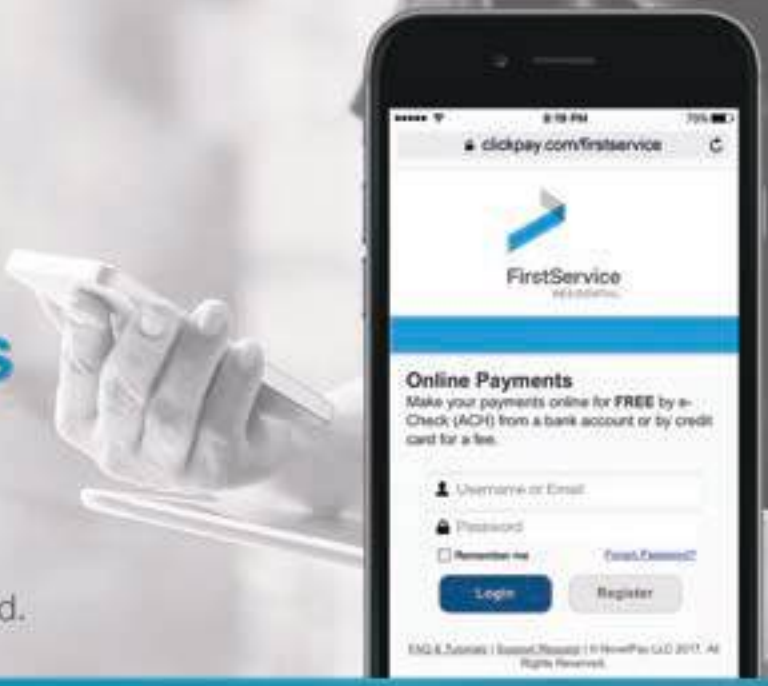
For help with your account or setting up payments online, please contact **Click*Pay*** through their help center at **www.ClickPay.com/GetHelp** or call 1.888.354.0135 (option 1).

FirstService
RESIDENTIAL

Owner Payment Notice

Pay Assessments & Dues Online

View and pay your balance due online via one-time or automatic recurring payments from your bank account or by credit/debit card.



- Set Up Automatic Payments
- View Your Balance Due
- Pay by ACH or Credit/Debit

Create Your Account

1. Visit www.ClickPay.com/FirstService and click **Register** to create your profile
2. **Connect Your Home** using the access number on your statement or coupon
3. Select your preferred **Payment Option** (e-check for FREE or credit/debit for a fee)
4. Set up **Automatic Payments** or click **Pay Now** to make one-time payments

Benefits & Features

- Pay for **FREE** by e-Check
- Pay by Credit/Debit Card*
- Manage Payment History
- Pay from Your Phone/Tablet

Online Payment Support

For help with your account or setting up payments online, visit **ClickPay's** support center at **www.ClickPay.com/GetHelp** for access to FAQ's, step-by-step walkthroughs, live chat, and email support or call 1.888.354.0135 (option 1).

**Payments by e-check can be made at no cost. Fees apply to payments by credit or debit card. The date a payment is made on ClickPay is not the date it is reflected on your account. Payments by e-check before 9:00PM EST will debit from your bank account and settle the next business day. Payments by debit or credit card can take 3-4 business days to settle.*

VISA MasterCard DISCOVER eCheck

eStatement Quick Reference Guide

We have made registering for eStatements quick and easy. Just follow four simple steps!

1 Create Your eStatement Account

Go to http://estatements.welcomelink.com/fscalifornia and click “Register Here.” Enter the basic account information from your most recent statement.



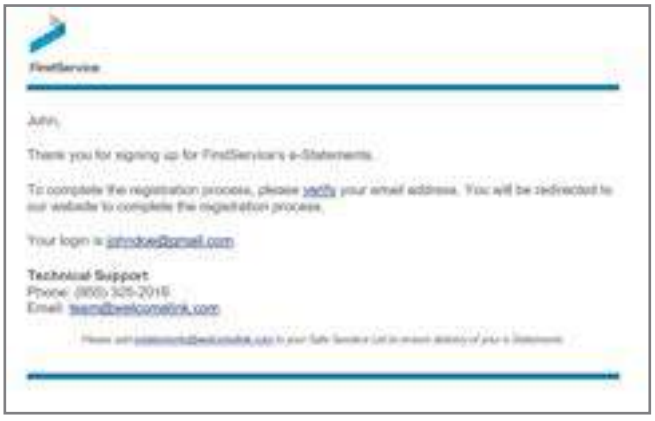
2 Set Up Password and Security Question

You will be required to set up a password as well as answer a security question. The security question will be used to reset your password should you forget it in the future.



3 Verify Your Email Address

After finishing the account setup, a verification email will be sent to the email address provided. **You must click the link in the email to finish the verification process and receive electronic statements.**



4 View Your Statements

To view your statements, simply click the month and year that correlates to the statement you’d like to view. You may then download the statement to a PDF format. **You will be notified via email when future statements become available.**



Contact Customer Support at (855) 325-2016 or email team@welcomelink.com for technical assistance.

CENTRAL PARK WEST COMMUNITY ASSOCIATION

STORM DRAIN DUMPING POLICY

The Central Park West Community Association ("**Association**") has implemented this Storm Drain Dumping Policy ("**Policy**") to facilitate management and enforcement of the Association's responsibilities to comply with the plans for the regulation and control of pollutant run-off into the Association's maintained or controlled gutters, catch basins, settling basins and storm drains ("**Drainage System**"). Pursuant to Article II, section 2.16 of the Master Declaration of CC&R's for Central Park West ("**CC&R's**"), the Association is obligated to: (1) periodically provide its members with environmental education materials describing limitations on the use of household chemicals and prohibited discharge of specified wastes into the Drainage System; (2) establish trash management and litter control procedures; (3) annually inspect the Drainage System; (4) maintain the Association's property and the Drainage System consistent with the City of Irvine's water conservation and fertilizer/pesticide management guidelines; and (5) implement irrigation and landscaping practices that reduce surface run-off and promote surface filtration.

The **Clean Water Act** (33 USC sections 1251 et seq.) and the California **Porter-Cologne Water Quality Act** (Water Code sections 13000 et seq.), in conjunction with regulations adopted by state and local water quality control boards, promote and protect water quality by prohibiting and controlling the discharge of urban pollutants as storm water run-off into the network of storm drains located throughout Orange County. The City of Irvine had adopted its own Water Quality Ordinance ("**City Ordinance**"), (City Municipal Code sections 14.36.010 et seq.), identifying the types of pollutants that are prohibited from being discharged into the Association's Drainage System. The City Ordinance also establishes procedures for inspection and enforcement, including the imposition of both civil and criminal penalties in the event of a Prohibited Discharge of pollutants, from public or private property, into the Orange County wide Storm Water Drainage System. The City Ordinance broadly defines a "**Prohibited Discharge**" as any discharge which contains any pollutant into the County's Storm Water Drainage System.

This Policy was developed with reference to the pertinent maintenance, repair, and insurance requirements imposed upon the Association and the individual Owners as set forth in the Association's Governing Documents and applicable law. The Governing Documents include, among others, the Association's CC&R's, Bylaws, Condominium Plans, and any operating rules of the Association. Unless otherwise defined in this Policy, all capitalized terms used in this Policy shall be interpreted in a manner that is consistent with their definitions in the CC&Rs and the City Ordinance.

INTRODUCTION

The purpose for adopting this Policy is to publish and establish Association Operating Rules setting forth a list of pollutants that may not be discharged into the Association maintained Drainage System, including a schedule of fines and further enforcement procedures that may be applied by the Association in the event of a Prohibited Discharge. Any fines and penalties levied by the Association are in addition to and not in lieu of any civil or criminal penalties that may be enforced by a Governmental entity.

II. POLLUTANTS

For purpose of this Policy, the Association adopts the list of pollutants generally set forth in the City Ordinance as those materials, liquids, semi-solid substances, or a combination thereof, that may not be discharged into any Association maintained Drainage System as defined herein:

(1) Artificial materials (such as floatable plastics, wood products or metal shavings);
(2) Household wastes (such as trash, paper and plastics; cleaning chemicals; yard wastes; animal fecal materials; used oil and fluids from vehicles, lawn mowers and other common household equipment);
(3) Metals and non-metals, including compounds of metals and non-metals, (such as cadmium, lead, zinc, copper, silver,

nickel, chromium, cyanide, phosphorus and arsenic), with characteristics which cause an adverse effect on living organisms;

(4) Petroleum and related hydrocarbons (such as fuels, lubricants, surfactants, waste oils, solvents, coolants and grease);

(5) Animal wastes (such as discharge from confined facilities, kennels, pens and recreational facilities, including stables, show facilities or polo fields);

(6) Substances having a pH less than 6.5 or more than 8.6, or unusual coloration, turbidity or odor;

(7) Waste materials and wastewater generated from construction activities (such as painting and staining; use of sealants and glues; use of lime; use of wood preservatives and solvents; disturbance of asbestos fibers, paint flakes or stucco fragments; application of oils, lubricants, hydraulic, radiator or battery fluids; construction equipment washing; concrete pouring and cleanup; use of concrete detergents, steam cleaning; use of chemical degreasing agents; and use of super chlorinated water for potable line flushing);

(8) Those pollutants defined in section 1362(6) of the Federal Clean Water Act, to include, but not be limited to, dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water;

(9) Any other constituent or material, including but not limited to, pesticides, herbicides, fertilizers, fecal coliform, fecal streptococcus or enterococcus, or eroded soils, sediment and particulate materials, in quantities that will interfere with or adversely affect the beneficial use of the receiving waters, flora or fauna in the State.

(10) Any material(s) that are considered or listed as hazardous material(s) on any laws or regulations of the U.S. Federal government, or the State of California, or the County of Orange or the City of Irvine in California. Hazardous material(s) shall mean all substances and materials that pose a threat to human health or the environment, due to their toxicity, corrosiveness, ignitability, explosive nature or chemical reactivity. The term hazardous material(s) include those determined by the U.S. Environmental Protection Agency to be reported if a designated quantity is discharged into the waters of the United States or emitted into the environment.

All trash and waste products used or household waste water in a private residence or brought into the Association Common Areas must be disposed of in a proper trash or waste receptacle and may not be placed or allowed to enter any Association maintained Drainage System. Examples of previously observed Prohibited Discharges include:

(a) Rinsing or washing off of animal urine or failure to pick up animal feces from pets that results in discharge into the Drainage System;

(b) Placement of charcoal, grease or other related by-products from grilling or cooking in the Association Common Areas into Drainage System;

(c) Rinsing off (as opposed to sweeping) of balconies, decks and patios with use of household cleaning products;

(d) Littering or failure to pick up trash including food, paper and plastic products that can be blown or washed into the Drainage System.

(e) Discharging waste water or any by-products of vehicle washing, polishing or maintenance.

The foregoing list is not exhaustive. Owners and residents are responsible for any activity, action or inaction that leads to a Prohibited Discharge into the Drainage System.

III. PENALTIES.

Any Owner or resident (Owners shall be responsible for the conduct of their tenants) observed or reported to have caused a Prohibited Discharge into the Association maintained Drainage System shall, after Notice and Hearing in accordance with the Association's Governing Documents, be subject to a fine of $500 or more for the First Offense, and up to $2000.00 for each subsequent violation ("Fine"). In addition, the Association shall be entitled to hold such person(s) liable for the full cost of any clean up, repairs, additional maintenance, or fee/charge levied by the City or any other governmental entity against the Association arising from such person's actions. Such costs may be assessed against the responsible Owner's account by levy of a Compliance Assessment, enforceable by imposition of an assessment lien pursuant to Article XIII of the CC&R's. The Association's Fine is separate, independent and in addition to any fine or penalty imposed by any governmental or regulatory agency to a person who caused a Prohibited Discharge.

IV. ASSOCIATION CONTACT INFORMATION

Owners and residents are encouraged to immediately report any observations of a Prohibited Discharge to the Association or to the responsible City/County Department. Prompt reporting may allow the Association to clean up and remediate the effects of any Prohibited Discharge before it enters the City's Storm Water Drainage System or damages the Association maintained Drainage System (including the storm drain filter system).

Any questions concerning this Policy, or to report a Prohibited Discharge, should be directed to the Association's Management at 949-679-3971.

Pollution Reporting and Additional Resources:

WATER POLLUTION COMPLAINT HOTLINES

City of Irvine-Environmental Programs-949-724-7365

In the County of Orange-24-hour Pollution Reporting hotline 877-89-SPILL.
24-hour Reporting Website: https://myOCeServices.ocgov.com.

Regional Water Quality Control Board- 951-782-4130 or visit www.caloes.ca.gov.

A copy of proposed guidelines is available for review at the clubhouse Front Desk. Should you wish to obtain an electronic copy of the proposed guidelines or should you have any questions, please contact the front desk at 949-679-3971 or centralparkwest.ca@fsresidential.com.

CENTRAL PARK WEST COMMUNITY ASSOCIATION

Service/ Emotional Support Animal Form

Per the Community Guidelines:

H. ANIMAL GUIDELINES

11. Pets are prohibited from entering into the common area facilities unless a reasonable accommodation is provided by the Board. Further details of this process are provided under the Facility Guidelines.

III. FACILITY GUIDELINES

Pets are prohibited from entering any common area facility unless a reasonable accommodation is provided by the Board. Reasonable accommodations may be given at the Board's discretion to allow service dogs and emotional support animals to be brought into the common area facilities. Service dogs and emotional support animals are not allowed to enter the water under any circumstances, and must be on a leash at all times unless a specific accommodation is given. Service dogs and emotional support animals may not be allowed to bark excessively or otherwise create a nuisance or pose a threat to the other users of the facilities.

homeowner / resident / guest : _____ from the address of
(circle person(s) applicable) *Name of person(s).* ***If guest, include resident and guest name(s).***

_____and have entered the facility on _____ and identified the animal as a:
(onsite address) *(date)*

Service animal / Emotional support animal

If identified as a service animal, provide response to the following questions:

1. Is this animal a service animal required for a disability? _____

2. What work or task has the animal been trained to perform?

_____

_____

In order for the Association to accurately keep a record of the authorized animal's access into the facility, **please provide a description and photo of the animal, including the breed, sex, color, and name**:

_____

_____

The following guidelines apply which allow the animal to stay in the facility until a reasonable accommodation can be granted by the Association:

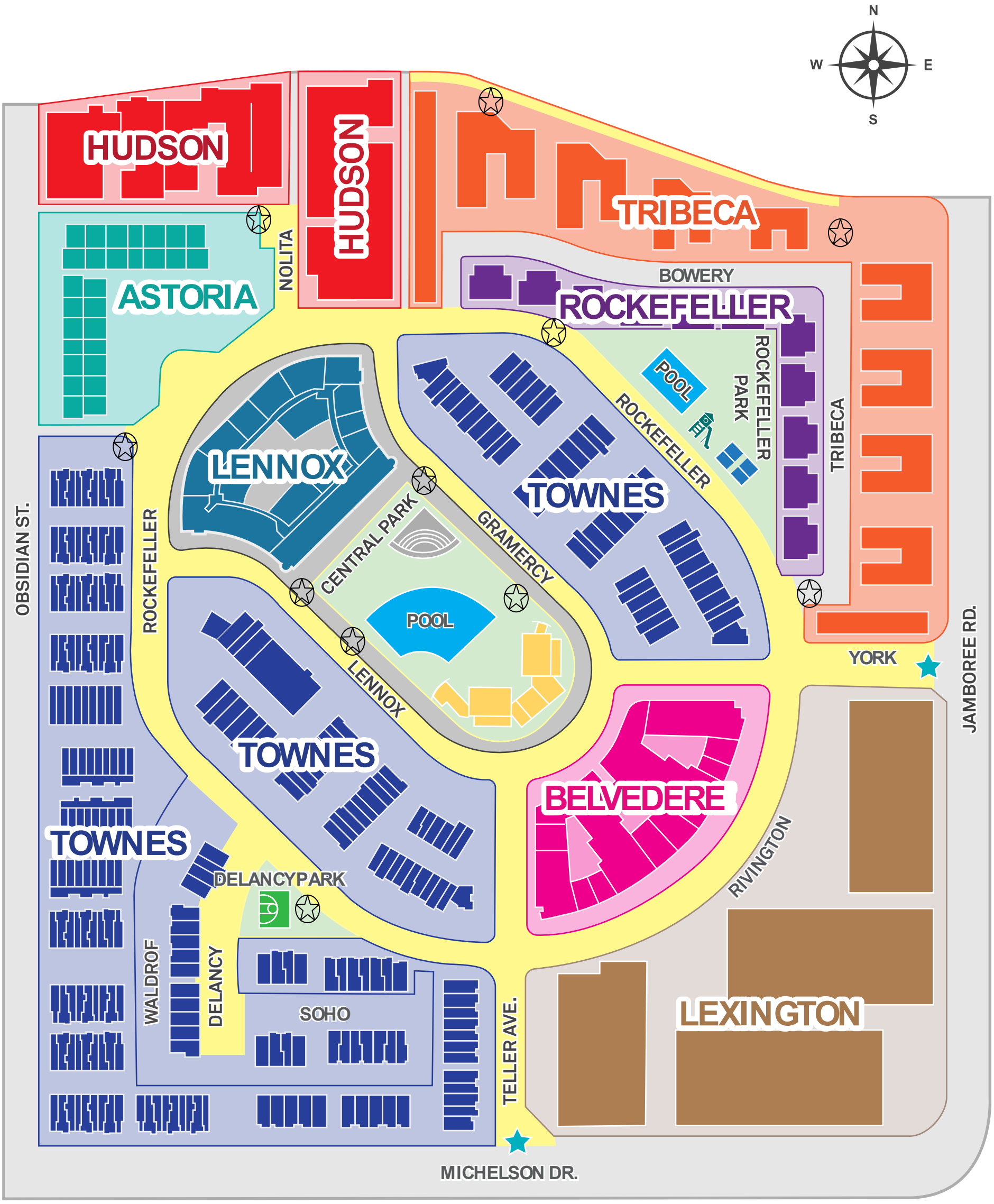
1. The animal cannot display aggressive behavior towards other guests or authorized animals within the facility.
2. The animal cannot become a nuisance with excessive barking *(if not related to a task trained for the disability).*
3. The animal is properly leashed and restrained at all times *(unless the task trained requires the animal to be off leash).*

Service/ Emotional Support Animal Form

4. The animal is not placed on any furniture.
5. The animal does not enter into any bodies of water.
6. The animal must be picked up after when in the facility.

- - - -

Central Park West Community Association



Maintained by Central Park West, includes the parks and the sidewalk to the street

LEGEND

Neighborhood Associations

Each neighborhood association maintains its own common area, as indicated by the color-coded boundaries

- Astoria - 240 units
- Belvedere - 87 units
- Hudson - 176 units
- Lennox - 72 units
- Lexington - 285 units
- Rockefeller - 22 units
- Townes - 273 units
- Tribeca - 120 units

- Entrance
- Pools
- Central Park West Clubhouse
- Central Park West Parks
- Common areas/Streets
- Tot Lot
- Pickleball Court
- Basketball Court
- Pet Waste Station

FirstService RESIDENTIAL