

Rules and Regulations
Of
The Pacific Condominium Association

Table of Contents

- General Information 3
 - Building Address and Phone Numbers 3
 - Engineering Office 3
 - Entry Authorization 4
 - Building Security 4
- Rules and Regulations 5
 - Common Areas 5
 - Recreational Areas 6
 - Swimming Pool and Spa Area 7
 - Fitness Center 8
 - Garage and Parking 8
 - Resident Parking 9
 - Guest Parking 10
 - Storage 10
 - Elevators 11
 - Guest Suites 11
 - Building Exterior 12
 - Balconies and Window Ledges 12
 - Windows 12
 - General 13
 - Disturbances 13
 - Radio, Television, Stereos, Musical Instruments 13
 - Pets 13
 - Children 14
 - Deliveries 14
 - Soliciting 14
 - Insurance 14
 - Moving and Furniture Moves 14
 - Trash Disposal 15
 - Christmas Tree Disposal 15
 - Redecoration or Alteration 15
 - Contractors / Sub-Contractors 16
 - Real Estate Brokers/Agents 18
- Rules and Regulations Enforcement 19
 - Discovery of Violation 19
 - Notification of Violation 19
 - Procedure for Homeowner Hearings 20
 - Policy and Procedures for Collection of Delinquent Assessments 20
 - Guest Parking Enforcement 21
- Library Usage and Rental 22
 - Library Rental Agreement 23
- Schedule of Fines for Violation of Rules and Regulations 24
- Rules and Violation Report 26
- Request for Architectural Approval 27

General Information

The Pacific is a high-rise, residential community providing many luxuries and amenities not usually found in a multi-family dwelling, while still offering the privacy and comfort of an individual home. The Association and management of The Pacific are dedicated to assisting all residents in enjoying their homes to the fullest extent. The successful realization of this goal will be largely dependent on you.

High standards have been established, which apply to all residents and their guests at all times. Your cooperation in adhering to these standards is essential to maintain the harmonious environment of The Pacific. The intent of these Rules and Regulations is to provide an outline of proper conduct and behavior while on the property. If consideration for others and common sense are practiced by the residents, we are sure that a friendly and pleasant atmosphere will result.

You are encouraged to read and review the Association formation documents including the Conditions, Covenants & Restrictions ("CC&R's"), the By-Laws and Articles of Incorporation, as amended. These establish and define certain rules and regulations not covered in this document and vice versa. Together these documents should be well considered and heeded by the residents of The Pacific. Thank you for your cooperation.

Building Address and Phone Numbers

Please note the following information related to The Pacific:

Address:	850 East Ocean Boulevard, Long Beach, California 90802		
Front Desk:	562/437-7444		
Building Engineer:	562/437-0184	Management Office:	562/437-0085 On-Site
Management Facsimile:	562/499-6716	On-Site	

In the event of a maintenance emergency, please call the front desk. Other emergencies, such as paramedics or fire department, please dial 911.

Engineering Office

The Engineering Office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday except for recognized legal holidays or in the event of engineering personnel emergencies.

Request for maintenance and after-hours emergency service may be made by phoning 562/437-7444 or by contacting the property manager. Services performed for residents outside of management's responsibility will be charged to the resident. The charge for these services is subject to change.

Entry Authorization

In order to provide the finest service possible at The Pacific, we will strive to control the access and entry into the property and building. The Association and management will attempt to:

1. Screen all guests and service personnel at the front desk, beach access and parking level entrance. We do not allow guests beyond the lobby level without first being authorized and announced to respective owners. Please make sure that the Association and management has your residence telephone number on file. All visitors are announced! However, for the convenience of your guests, you may also call the front desk and pre-announce their arrival. This will allow security to send them up immediately.
2. Not allow anyone to enter or to remove anything from an owner's unit without written authorization to the Association and management by the unit owner.
3. Should an emergency situation occur, building security personnel and all other types of emergency personnel shall have authorization to enter your residence using forcible entry, if necessary. In the event that this emergency entry is not the direct result of your actions, the Association will be responsible for expenses related to the repair of your unit.
4. Maids and/or guests will only be allowed entry to a resident's floor if authorization is provided to the front desk and acknowledged by building security personnel. Owners are responsible for updating any changes regarding entry authorizations.
5. Residents may leave keys with Management or Engineering. Lobby/reception desk staff is instructed to refuse keys or envelopes that appear to contain keys. Residents may install lockboxes in the room behind the front entry reception desk and give their lockbox code to those persons pre-authorized to access their floor. Your service personnel and/or guests are responsible for returning your keys as directed by you.
6. The Association does **NOT** and will **NOT** assume **ANY** risk for injury, loss or damage of any kind, directly or indirectly resulting from, or connected with, the resident's choice to issue keys to cleaning personnel, employees, visitors, etc. The Association, Board of Directors and Management shall not be liable for any occurrence or incident connected to this action.

Building Security

The Pacific is equipped with surveillance cameras, controlled access doors and locking mechanisms, proximity sensor panels, fire monitoring and fire-life systems and related building improvements. However, no building has completely secured facilities. It takes the vigilant observation and prompt action of the owners in order to prevent accidents, unauthorized access and failure of these systems. Please report any observed condition and violations promptly to Building Security, the Engineering Office personnel and/or the property manager.

Access cards have been assigned to each unit. Initial access granted will be to the common area facilities and to the unit's floor, only. These cards are a vital part of the overall security system. The loss or unauthorized distribution of these sensor cards weakens the security system. These cards are used for access at the main entrances, parking garage entrance and tower elevators. Access to certain areas in the common area may be restricted based upon the area or during restricted time periods.

There is a \$35 charge for the replacement of each key fob this charge may be changed from time to time without notice. The access device must be passed down when there is a change in the unit ownership. If no key fobs/cards are transferred, the new owner(s) are responsible for the purchase of new devices.

Rules and Regulations

Common Areas

1. Common areas include: corridors and halls, elevators, lobbies, library and kitchen, pool/spa area, fitness center and locker rooms, beach club room and beach patio area, parking garage (except for exclusive use areas assigned to the unit) and front of the building.
2. No loud talking, unnecessary noises or boisterous conduct is permitted at any time. This includes, but is not limited to, televisions, radios cell phone usage, and/or other sound emitting devices. Common courtesy shall be observed at all times. Consideration of your neighbors will enhance the enjoyment and tranquility of all.
3. Owners will be responsible for any and all actions of their guests, lessees, contractors, employees and anyone on the premises by their instruction, invitation or permission. This includes the responsibility for payment of fines arising out of such actions.
4. Owners will be responsible for and bear all costs of repairs and/or replacement for any damage to the building, recreational facilities, equipment, or any other common area property if it is determined that the damage was caused by the owner, its lessees, guests, employees or contractors. The kitchen area should be left clean, including removal of food and beverages from the refrigerator.
5. Obstruction of the corridors, lobbies, hallways or entranceways throughout the property is not permitted.
6. No owner shall store or place anything in the common areas, lobbies, hallways or public areas. This includes, but is not limited to, floor or door mats at door entries, potted plants, signage, pictures, paintings, items of furniture, etc.
7. No signs, symbols, door knockers or similar features and equipment shall be hung, installed, or attached to the door or entry area to the unit, which can be seen from the common area corridor and hallway. Doorbells are permitted in accordance with the pre-approved Doorbell Design Standard.
8. Dusting, brushing or cleaning personal belongings in any common area is not allowed.
9. Outside antennas or signs may not be placed in the windows or on the balconies of any unit. Satellite antennas may be placed on, not attached to the floor of the balcony, and are subject to approval by the Architectural Committee.
10. Owners may not borrow or remove any equipment or property belonging to the Association.
11. Proper attire must be worn whenever entering the common areas. Shoes and shirts are required to be worn at all times while in the common areas. Anyone going to and from the fitness room and pool/spa area must wear a cover-up. Precautions should be taken to prevent water from dripping onto interior surfaces and flooring including lobby, library, gym or locker rooms, which may cause a slippery and dangerous condition.
12. The Lobby and Library are strictly for the meeting and entertainment of guests and members, loitering and sleeping are not allowed.
13. Neither residents nor their families, employees, agents, visitors, licensees nor servants shall distribute or cause to be distributed any advertising, pamphlet, free newspaper or any other printed matter on or in any portion of the property or resident cars. This includes door to door solicitation, electioneering, etc. Please report violators immediately to the front desk or on-site management office.
14. Residents must not prop open any common area or residence door or perimeter gates at anytime.

15. The roof area, related mechanical rooms, the heliport as well as the internal stairwells are off limits for use by guests or residents except in an emergency situation. Roof and internal stairwell access doors are alarmed. Severe fines will be levied for violation of this rule.
16. Wheeled recreational vehicles of any kind are not allowed in any interior common areas.
17. Smoking of any kind (including, without limitation, cigarettes, cigars, or pipes) is prohibited in all common areas (including inside the building, the pool area, underground parking areas, and other outdoor common areas), except for the "exclusive use common areas" (the outside balconies of all units are "exclusive use common areas"); provided, however, cigarette butts must be disposed of inside the unit and may not be disposed of from a balcony (i.e., cigarette butts may not be discarded from a balcony into the common areas or other balconies). Disposing of a cigarette from a balcony into the common area or other balcony is a major fineable offense.
18. The On-site Management Office will handle Lost and Found. Please turn in any found items to that office.

Recreational Areas

The recreation areas, which are located in the common areas of The Pacific are: The library/entertainment/kitchen areas, fitness center and locker rooms, swimming pool and spa areas including BBQ facilities, Beach Club and beach patio including BBQ and fire ring, and bike storage rooms located on level P2 and P3 of the parking garage. Please note the following general rules:

1. The recreation areas are for the exclusive use of all residents and their guests. The number of guests is limited to six per unit. All guests must be accompanied by a resident while in the recreational areas, be signed in with security, and proper identification must be presented to security or management personnel upon request.
2. Guests on an extended stay (over 2 weeks) are considered members of the household and may use the facilities unaccompanied. Extended-stay guests must be registered with security and are subject to all "Rules and Regulations".
3. See the Building Security section concerning the use of proximity sensor cards for access into these areas, as appropriate.
4. Personal furniture, other than that provided by the Association, shall not be used in the recreation areas. Association provided furniture, accessories, games and equipment shall not be removed from those areas. Persons who use these recreation rooms and areas are responsible for the removal of all articles brought there by them, including towels, books and magazines, food and beverages, and related debris and trash.
5. Glass containers are not to be brought into the recreation areas with the exception of the Library, which does allow use of glassware.
6. Running, horseplay, loud noises or activities, drunken or lewd behavior is prohibited.
7. All persons using the recreation areas, including the Beach Club/patio, fitness center and locker rooms, pool/spa, and BBQ areas, do so at their own risk.
8. Additional rules may be posted in the recreation area from time to time by the Association, managing agent or manager, and residents must conform therewith.

Swimming Pool and Spa Area

1. Pool and Spa hours:

Sunday through Thursday	7:00 A.M. TO 10:00 P.M.
Friday through Saturday	7:00 A.M. TO 12:00 A.M.

2. Children 14 years and younger must be accompanied at all times by a responsible adult.
3. The “buddy” system is recommended for all swimmers at all times. No one should swim alone.
4. The use of the pool is expressly limited to legal residents and their invited guests. At no time shall a group monopolize the facilities. Our community is for the quiet enjoyment of all residents.
5. All gate latches will be latched closed at all times. Please do not leave the gates propped open. This is for the safety of all, especially children.
6. Absolutely no running, pushing, diving or horseplay around or in the pool area will be permitted. This includes “dunking” activities. At no time shall there be any loud noise, disturbance or other activity that creates a nuisance to residents.
7. No infant, young child or person subject to involuntary natural bodily functions is permitted to use the pool or spa without proper and effective diaper protection.
8. Inflatable items, sun-mats, surfboards, Styrofoam floats or other large objects of this nature will not be permitted. Only flotation devices for small children (i.e. water wings) shall be permitted.
9. No person is to enter the pool or spa after application of any tanning or sunscreen preparation without taking a shower. Please do not use suntan oil without rinsing off first.
10. Misuse of the pool and patio furniture is not tolerated. This also applies to life preservers, life saving hooks and related pool equipment. These items are for safety purposes, not for recreation. Pool furniture, tables, umbrellas and other accessories shall not be removed from the pool or beach club areas.
11. **NO GLASSWARE OF ANY KIND IS ALLOWED IN THE POOL AREA.** Containers of an unbreakable nature will be allowed provided they are disposed of in the proper manner. Littering in the pool and pool area is not allowed.
12. No barbecue, hibachi or other cooking apparatus, other than those BBQ facilities provided by the Association, shall be used within the fenced pool, spa or beach club area. Please make sure to turn-off the gas valves if not in use and keep these areas clean.
13. No pets are allowed in the pool/spa area at any time.
14. Bicycles, skateboards, roller-skates, roller-blades, toys or other wheeled vehicles are not allowed in the pool area at any time.
15. Only persons dressed in standard swimwear are allowed in the pool or spa. Nudity or nude sunbathing in these areas is not tolerated.
16. Climbing over the gates and fences in the pool area is prohibited.
17. Persons with skin disorders, colds, coughs or communicable diseases are asked to refrain from pool use due to the obvious risk of health problems to other individuals.
18. Immoral, lewd or indecent conduct in the pool, spa, and fitness center or sauna area is not permitted.
19. Portable TV's and radios are not permitted unless used with headphones.

20. No child under the age of 14 years shall be allowed in the spa unless accompanied by a legal guardian. It is recommended that pregnant women, persons with heart problems, high blood pressure or diabetes refrain from using the spa for health reasons.
21. The Board of Directors reserves the right to deny use of the pool, pool area and spa to anyone at any time.
22. The Pacific Association is not liable, and does not assume any liability whatsoever, for injury, property damage or any kind of loss arising in connection with the use of the pool, spa, fitness facilities or sauna. **The pool, spa and recreation areas have no lifeguard on duty.**
23. No resident under the age of 16 shall be permitted to entertain guests in the pool or pool side areas unless the guests are under the supervision of a parent or guardian of the minor resident.
24. Residents or guests shall consume no food while in the pool or spa.

Fitness Center

Hours of the Fitness Center and Sauna are:

Daily 6:00 am - 11pm

1. Residents must be over eighteen (18) to use the Fitness Center without an adult or legal guardian. It is recommended that children not use the Fitness Center including the weight room and sauna.
2. A resident must accompany all guests.
3. All equipment shall be wiped down after each use and returned to its original location. Please bring your own towel for wiping down the equipment.
4. All equipment is to be used as intended. Please lower the weight stacks on the equipment to their start positions to avoid striking other plates. Do not drop weights. The sound carries through the building.
5. Residents shall not store or place any personal equipment in the Fitness Center.
6. No glass containers or food items are allowed in the Fitness Center.
7. Lockers are for the convenience of all residents and, therefore, no overnight storage is allowed.
8. All persons using the Fitness Center and saunas do so at their own risk.
9. Pets are not allowed in the Fitness Center.
10. Cell phone calls should be taken outside the facility.

Garage and Parking

The subterranean parking garage is for residents and a limited number of guests. Temporary (30 min with permit) parking for guests is also available in the outside parking area at the east side of the building. The Pacific staff may allow contractor parking in this area, for large vehicles that may not fit into subterranean parking. Vehicles parked in unauthorized or restricted areas, including areas assigned to other unit owners, will be towed away at the vehicle owner's expense. Residents are not permitted to park in guest parking areas.

1. Please maintain safe and proper speeds while driving in the garage areas. There are many blind spots present. It is recommended that your headlights be turned on while driving in the garage area.

2. Please use oil catching and absorbing materials underneath your vehicle to prevent excessive staining. Please monitor the condition of those materials and replace or clean when necessary. Preventative maintenance of your vehicle will help to alleviate this issue.
3. Parking spaces are for the exclusive use of an owner/resident of a unit and may not be leased, sub-leased, sold, or otherwise separately conveyed apart from the conveyance of such unit.
4. In the event a resident does not have his/her access card, the resident shall park in the guest parking adjacent to the lobby and proceed to the front desk. Upon identification by the Security Officer, the resident shall be granted access to the parking garage.
5. Tailgating (the practice of closely following an authorized entry into the parking garage) is unsafe and compromises the security of our building's parking structure, and is not allowed. The gate immediately closes after one car passes through and will descend upon any car following without separate activation.
6. The cost of gate, wall, or overhead sprinkler damage, caused by a vehicle, will be charged against the owner/driver of that vehicle.

Resident Parking

Each owner receives assigned parking spaces with their unit. For your safety and convenience, the management enforces the following procedures:

1. Your vehicle must display the Pacific sticker in the window showing your vehicle is registered with The Pacific on-site management office.
2. Residents may not park more vehicles in the parking garage than the number of parking spaces assigned for their unit.
3. Your vehicle must fit within the white lines that define your space and not affect your neighbor's space or extend beyond the white lines defining the end of the parking space in the rear. Oversized vehicles such as limousines, extra large vehicles, etc. may not fit in your space and, therefore, it may be necessary to find outside parking off the premises.
4. Boats, jet skis, trailers, campers or unregistered vehicles, etc. are not permitted on the premises.
5. Guests may not use another unit's parking spaces without permission of the owner. Residents must park in their assigned spaces and shall not use the guest spaces.
6. No working on vehicles is permitted anywhere in the garage area. This includes, but is not limited to, washing, waxing, changing oil, light maintenance, etc.
7. Any cars parked in stalls assigned to other residents will be towed away at car owner's expense unless permission is given by the owner and a parking permit is displayed
8. No excessive noise from vehicles or revving up of engines is permitted.
9. Please take heed when opening your car doors so you do not damage your neighbor's car.
10. Excessive oil leaks and stains caused by a resident's vehicle will be subject to fines and/or the cost of clean up and repairs. Please use oil catching and absorbing materials underneath your vehicle to prevent excessive staining.
11. Should a car alarm continue to go off, the Association may, at the owner's expense, hire a locksmith and take whatever action necessary to stop the noise. Vehicle alarms that do not automatically go off after an interval are not allowed.

Guest Parking

There are a limited number of guest parking spaces available within the Pacific Condominium facility. In order to best utilize these spaces for guests of residents of The Pacific, the following rules shall be used as a guide to issuing a Temporary Parking Permit (the Permit).

1. Guests entering the guest parking area must obtain a Guest Parking Permit at the front desk. All residents must leave their guest(s) name at the front desk. The Security Officer shall log in the guest(s) names(s). If a guest(s) name is not provided to the Security Officer, the guest(s) shall not be granted access to the parking garage. The guest(s) shall be directed to park in guest parking adjacent to the lobby. The guest(s) shall then check in with the Security Officer, who shall notify the resident. If the resident acknowledges the guest(s), the guest(s) shall be issued a Guest Parking Permit and shall be granted entrance to the parking garage.
2. Each guest shall appear in person and provide to the security guard on duty at the front desk their name, resident's name and unit number, vehicle make, color and license number. The guest will then receive a validated Permit, which must be displayed on the vehicle front driver's side dashboard.
3. Vehicles remaining in guest parking spaces for a period of time exceeding the date displayed on the Permit shall be subject to towing at the unit owner, resident and/or guest expense.
4. The Permit shall be issued for a maximum of three days by security and two (2) weeks by management. Guests on an extended stay (over 2 weeks) are considered members of the household and will need to utilize parking spaces assigned to that household's unit.
5. Guest Parking Permits are not a reservation of a guest parking space. Guest parking is subject to daily availability on a first come, first served basis and The Pacific does not guarantee parking for anyone, including those having Guest Parking Permits.
6. Residents whose second parking space is unoccupied may use it for their guest(s) to park in. However, the guest must comply with all guest-parking registration rules. The guest/owner should notify the security desk to avoid being towed and a Permit must be displayed on the vehicle.
7. Service Personnel, including but not limited to, housekeepers, plant maintenance people, etc should be issued a day use only Temporary Parking Permit. Service personnel that are at The Pacific frequently (three or more days per week) can register for a permanent day use Permit. Permanent day use Permits will require quarterly review by security in order to remain in effect. Service personnel shall be required to log in with the security officer, and shall then be granted access to the parking garage. It shall be the resident's responsibility to notify the Security Officer of any change in the approved service personnel.
8. Parking is at the risk of the vehicle owner or person driving the vehicle. The Pacific, its Agents, Board, Insurance Company, or Management is held harmless and not liable for any damages and/or losses whatsoever.

Storage

The Pacific has a limited amount of Association-owned, storage lockers located on level P2 of the parking garage, which may be leased from the Association for a monthly fee. Building management will assign storage lockers when they become available. Residents are limited to leasing a maximum of two storage lockers. These storage lockers are for small, seldom-used household and personal items and are not adequate for permanent storage of excess furniture or other large items. Under no circumstances shall flammable or explosive items be placed in any storage locker. The Pacific is not responsible for any loss or damage to items placed in the Association or personal storage lockers. Storage in these lockers is strictly at resident's sole risk. All items placed in P-2 association locker room (not inside assigned locker) are subject to immediate removal.

Residents may install a personal storage cabinet within the confines of their assigned parking spaces as detailed in the Condominium Plan. Cabinets must conform to the pre-approved Cabinet Design Standards.

These cabinets are authorized at the sole option and expense of the unit owner. The unit owner of the cabinet is required to maintain this storage cabinet at their sole expense.

1. Gas powered machines, firearms, fuel tanks, explosives and/or flammable material are prohibited inside the storage lockers.
2. No flammable, combustible or explosive fluid, material, chemical or substance of any kind shall be used in any storage locker.
3. Items of personal property will not be stored in the garage area unless in the personal storage cabinets.

Elevators

1. Please do not play with the elevator stop switches. The elevators have been electronically programmed to provide the most efficient service under normal conditions. Holding open elevator doors, pressing order buttons and corridor buttons unnecessarily will cause the service to be less efficient.
2. Authorized guests will be escorted to the elevator by the security guard who will grant access to the appropriate floor.
3. If the elevator stops unexplainably and stalls, **REMAIN CALM!** Use the phone provided in the elevator to notify security. Emergency personnel will come as soon as possible to let you out.
4. Guests under school age are not permitted to ride the elevators unless accompanied by an adult. Adults should emphasize to their guest children that elevator abuse will not be tolerated.

Guest Suites

1. Guest suites are available for lease to residents of the 15th and 16th floors for guests. A Guest Suite Reservation Form must be completed and submitted to the on-site office.
2. Guest Suites may be reserved for \$50.00 per day for Guest Suite 1 and \$75.00 per day for Guest Suite 2.
3. A \$100.00 deposit is required at the time the reservation is made, which is refundable if the suites are vacated in their original condition.
4. Reservations will be available sixty (60) days in advance. Reservations made prior to the sixty (60) days will be placed on a waiting list and a lottery system will be used to decide who is granted the reservation.
5. To avoid penalties, cancellations must be placed at least fourteen (14) days in advance. There will be a \$50.00 fee charged for cancellations within fourteen (14) days of the reservation date.
6. You may pick up the Guest Suite key and access card the day of your reservation if the suite is not occupied and maid service has been completed.
7. A cordless phone is available to residents for use in the guest suite. The main phone unit is to be plugged into the residents' phone jack and the hand receiver issued by the resident to their guest.
8. The key and access card must be returned no later than 11:00 a.m. the day of check out, in order that the room may be scheduled for cleaning.

Building Exterior

Balconies and Window Ledges

1. Please refer to the Association documents with respect to these areas.
2. Sunshades, awnings or screens may not be used on the residence exterior windows or over balconies of residence patios. Rugs, towels, mops or clothing shall not be draped over balcony. No permanent rug or carpeting is allowed on or attached to these balcony areas.
3. The care and maintenance of the balcony decking area and balcony railings is the responsibility of each individual owner. Care must be taken to prevent irrigation and cleaning water and detergents from running and dripping over the edges of the balcony area onto the balconies below. Make sure potted plants have appropriate catch basins underneath them.
4. Children must be monitored while on these balcony areas and must not be allowed to climb or stand on the railings.
5. The association has approved a specific tinted window film that can be applied to the inside surface of the window that helps reduce heat and UV light. The pre-approved design standard is *Mirage V38* by Vista. To keep uniformity, the Architectural Request Form must be completed and approved prior to installation of any other tinting product.
6. The balconies and patios of the Units shall be used as an outdoor living area, containing patio furniture, potted plants and other similar outdoor furnishings, which comply with the standards governing the appearance of such items (including without limitations, size, materials, color and fabric). The balconies and patios shall not be used for storage of any type, include without limitation, boxes, tools, exercise and sports equipment, bicycles, cleaning utensils and supplies or other household items. The balconies and patios shall be maintained in clean, neat and sanitary conditions at all times and nothing shall be placed on the balconies so as to render them unsightly or offensive to the other Owners or to any other property in the vicinity of the Project or its occupants.
7. Balcony surface re-coating will be periodically contracted out by The Pacific Homeowners Association. The surface is coated with a special waterproof material that must be professionally applied. The re-coating schedule will be based the life expectancy of the product. Damage to the surface by accidental scratching, scraping or chemicals should be reported to the on-site manager. Arrangements for re-coating at the owners expense will be made. Resale units should have the balcony inspected prior to the close of escrow. If the deck is damaged, it should be repaired at the seller's expense to prevent water damage to the building and unexpected costs to the buyer.

Windows

To enhance the beauty of the building, curtains, drapes, shutters, blinds, and other window materials subject to view from the exterior shall be restricted as to the color of the side exposed to the exterior. Only window coverings and materials, which have a white, off-white or beige color and tone are allowed and approved. Aluminum foils or other reflective materials, bed sheets, papers, and the like may not be applied to windows, at any time. No exterior screens are permitted except for sliding glass doors with approved screen doors as set forth in the Design Guidelines.

The unit owner is responsible for the care and maintenance of these window coverings. Drapes, curtains, shutters, blinds and other window materials must be kept in good condition. The Association can compel the unit owner to replace shabby and torn materials exposed to the exterior.

General

Disturbances

1. Residents are responsible at all times for the reasonable conduct of themselves, their occupants and guests. Loud or boisterous conduct anywhere on The Pacific property, including your residence that disturbs the comfort and quiet enjoyment of others is prohibited.
2. In the event a neighbor or guest is causing a disturbance, the person being inconvenienced should telephone the security office at the time of the disturbance. If the disturbance continues after contact from Security, the police should be called.

Radio, Television, Stereos, Musical Instruments

1. The sound volume of radio, stereo sets, television and musical instruments shall be held at a reasonable volume at all times so other residents are not disturbed. After 10:00 p.m. the volume must be significantly reduced so as not to disturb other residents.
2. Speakers and floor supported musical instruments (i.e. pianos and organs) must be properly isolated from direct contact to floors and walls in order to minimize vibrations. Please review sound attenuation guidelines contained in the Association CC&R's.

Pets

The Association understands how important pets are to their owners; however, equally as important are the other residents' right to quiet enjoyment of their property. Unit Owners, their lessees, invitees, guests and contractors must at all times adhere to the provisions concerning pets detailed in the Association documents. The following rules expand on these provisions:

1. Pet number limitations: Each household is limited to two pets. (Pet means any domesticated dog, cat or bird.).
2. Prohibited Dog Breeds: The following breeds, due to their aggressive nature, are not permitted in the building or on our grounds: Pit Bull, Rottweiler, German Shepherd, Husky, Akita, Malmute, Wolf-dog Hybrid, Chow Chow, Doberman-Pinscher, Great Dane. And St. Bernard.
3. Pet owners must control their pets at all times so as to not destroy, ruin or otherwise damage planted areas, trees, shrubbery or other landscaped areas on the property.
4. It is the pet owner's responsibility to promptly pick up their pet's solid waste and dispose of it in a sanitary manner. This must happen outside the building. Absolutely no pet owner is allowed to use the common areas to walk their pets. Pet waste in the common areas is deemed to be a nuisance and a health problem and will not be tolerated. The Board of Directors will take action against violators.
5. All pet owners shall be responsible for a pet's nuisance and noise disturbance. Dogs are not to bark unnecessarily or incessantly.
6. Pets are not allowed to touch the ground, walk or run free in the interior common areas. Pets are allowed in the interior common area **only if they are being held in the owner's arms or in a wagon**. The interior common areas are defined as any carpeted, marbled or tiled area that is in the inside of the building, including halls, service elevator lobbies, parking level elevator lobbies, elevators, main lobby, enclosed inside stairwells, all common area facilities including but not limited to the Library, Fitness Center and Beach Club. The area that is acceptable to walk pets for ingress and egress purposes only is the parking garage leading from the elevator lobby to the beach area, the beach sidewalk and the unenclosed staircase leading from the pool level to the beach area
7. Any violation of these rules may result in an action initiated by the Board of Directors, which may impose such fines as are authorized under the by-laws of the Association. The Board of Directors may require a pet to be removed unless the dog is equipped with a barking prevention type collar, attend professional

dog training classes and/or have the dog's larynx (voice box) removed. If the pet is deemed a nuisance the Board of Directors may require the owner to remove the pet from the building.

UNCONTROLLED ANIMALS in the common area are subject to be turned over to the Humane Society and/or the owner of the pet will be subject to a fine levied by the Association.

Children

Children are welcome at The Pacific although, by necessity, certain restrictions must be placed on their activities. Parents or guardians are responsible for the conduct of their minor children and grandchildren. Because of the Association's concern for their safety and to ensure the comfort and privacy of other residents, children must not be allowed in the elevators, passageways, recreation areas, lobbies or common areas unless accompanied by an adult. Outside of the building and subterranean parking areas obviously are not proper places for children to play, and because of the hazards present, the Association must insist that all children, regardless of age, remain out of these areas unless accompanied by a parent or guardian. For additional rules regarding children, please see section of rules regarding common area.

Deliveries

Management and the Association cannot be responsible for the acceptance and/or delivery of parcels to a resident's unit in the absence of the resident. Parcels (excluding perishables) delivered by UPS, Federal Express, the U.S. Postal Service and others that cannot fit in the mailbox will be accepted and held in our parcel room behind the front lobby desk for resident pickup. Building security will attempt to leave a telephone message with the owner, if such facilities are available. Owners must leave a written letter of authorization with building security for overnight mail acceptance. Residents may also be required to have a letter on file with the carrier to allow security staff to accept delivery. Please check with your mail carrier to verify their requirements.

Similarly, it cannot be held responsible for any other deliveries including floral arrangements, gifts, furniture and the like. Owners must leave a written notification related to any of these known deliveries. Such items will be left in the parcel room located behind the front desk for resident pick up. Resident must sign the tracking sheet when picking up items from security.

Soliciting

It is our goal to prevent you from being subjected to the constant interruption and inconvenience of peddlers, solicitors and surveyors. Soliciting of any nature is absolutely forbidden on any part of the property, premises or common areas. Please contact building security if you observe any violations of this rule.

Insurance

Pursuant to the CC&R's it is required that all residents obtain proper insurance coverage for their property including auto, liability, household furniture, personal effects, and valuables, which are kept in the residence and on The Pacific's premises including personal storage cabinets and Association storage rooms. The Association does not have insurance coverage for these items and is not responsible for damage to any property of residents within the premises. Residents hereby waive all claims for any such damage and agree that the keeping of any property on the premises is at their sole risk. It is also recommended that owners carry Earthquake Loss Assessment coverage in connection with their Condominium policy

Moving and Furniture Moves

1. When moving in or out, residents must coordinate their schedules with the Manager at least one (1) week in advance and also submit a refundable three hundred-dollar (\$300.00) security deposit. To insure full

return of your deposit, each resident will be accompanied by a member of The Pacific building staff on a "pre/post" move in/out inspection of the area to be traveled during the move. Please make your check payable to "The Pacific Condominium Association."

2. Prior to any move, residents shall provide management with a certificate of insurance for workers' compensation and liability insurance with minimum limits of \$1,000,000.00 for the moving company, naming The Pacific Condominium Association and GJ Property Services, as additionally insured.
3. The building has one freight elevator, which is to be solely used for all moving, although it may not be used exclusively by any one resident or moving company. After each use of the elevator, it must be available for other resident use. The freight elevator is available for moves on Monday through Friday 9 a.m. until 5 p.m. and Saturdays 8:00 a.m. until 4:00 p.m. Moving is prohibited Sundays and holidays unless other arrangements are made in advance and approved by the Board of Directors or designated management representative.
4. All floor areas are to be protected with carpet runners from the utility service elevator to the unit. The protective coverings must be removed by 5:00 P.M. each day.
5. The moving company must ensure the utility elevator is padded at all times during moving.
6. All trash and debris must be carried off-site on a daily basis by your moving company. The trash chute inside the building may not be used for disposing of debris. There is a possibility that residents may make arrangements for an extra trash bin. Please contact the office for further details.
7. Moving vans are not allowed on Association property and must be parked on East Ocean Blvd. so as not to obstruct entries, exits or walkways.

Trash Disposal

Cooking scraps and wet garbage (except bones and fibrous vegetables) should be disposed of by using the disposal in the kitchen sink. All other disposable items are to be securely wrapped into a compact bundle and placed in the trash chute located in each hallway. Newspapers and cardboard cartons shall be broken down bundled and placed in the recycling bin off the lobby area. Please do not leave any items, recyclable or other, on the floor of the service room.

CAUTION: BE SURE CIGARETTES ARE EXTINGUISHED INSIDE YOUR UNIT BEFORE YOU DISPOSE OF THEM DOWN THE CHUTE AND DO NOT BLOCK THE CHUTE WITH ITEMS TOO LARGE FOR THE CHUTE.

Please notify the Management Office or front desk of any oversized articles requiring removal. Do not block the trash chute by placing oversize items in front of the opening.

Christmas Trees

Fire retardant trees are recommended by the Fire Department. Always have a charged fire extinguisher in your unit (not next to the tree). When transporting live trees, please make sure all debris is cleaned up in elevators and hallways. Long Beach city pick-up is usually scheduled for the first Saturday after January 6th.

Redecoration or Alteration

Residences are encouraged to maintain the condition and design of their units. Please review the Association documents concerning contemplated improvements, which may require Architectural Committee approvals. Please follow the steps as outlined therein. A Request for Architectural Approval Form (see forms at end of this document) is required to be submitted for approval prior to commencement of any improvements that require Architectural Committee approval.

Please see the following section with respect to contractors, material and related service providers. Residents may obtain a copy at the front desk to provide to their contractor.

Contractors / Sub-Contractors

Building plans can be reviewed or borrowed for the purpose of making copies. Please contact engineering or the management office.

1. Two complete sets of plans (blue prints) and one application for architectural approval must be submitted to The Pacific Association Architectural Committee for approval at least 30 days in advance of the work to be done. The plans must be prepared by a licensed engineer, showing any changes to the unit's structure as well as changes in plumbing, electrical or mechanical systems. All technical and engineering matters are the owner's responsibility; the Association does not offer any technical advice. In addition, the submittal must have samples of the flooring and sound attenuative materials that will be installed in the unit. When plans are approved, one set of plans will be returned to the resident and the other set will be kept in the Association's files.
2. After approval of plans, building permits must be obtained from the Long Beach City Building Department. Copies of the permits must be submitted to the Association prior to the start of construction and posted in the unit during the construction. Permits are required for anything involving the moving or removal of any walls, any plumbing or electrical work.
3. The Association requires a damage/performance deposit of \$1,000.00 paid in the form of a personal check, payable to The Pacific Condominium Association. The Association will hold this check until work is completed and inspected. Any damage to common areas, fines for non-compliance, etc. will be deducted from this deposit. If costs to the Association exceed the deposit, the owner will be assessed for the difference. If the owner fully complies with Association rules and regulations and there is no damage to the common areas the deposit will be fully refunded within 15 days of completion.
4. All approvals for work must be in writing. Work that begins without written approval is done at your own risk and is subject to fines, alteration and/or removal.
5. If your submittal has been disapproved, it can be resubmitted for review if changes are made so that it conforms to The Pacific Condominium Association's architectural guidelines. If you feel the plans do conform to the guidelines and have been unfairly reviewed, you may appeal to the Board of Directors.
6. Any damage caused to common areas or adjacent units by the improvement is the resident's responsibility. Any damage must be reported immediately to the Association office along with a schedule of repairs. If the damage is not repaired in a timely manner the Association will make the repairs and charge the owner. The owner will be held liable for the actions of his/her contractors and/or workmen.
7. The Association will inspect the work to insure compliance with approved plans before releasing any damage/performance deposits. The owner agrees to allow the inspection.
8. All work must be done inside the unit. Workmen cannot set-up equipment in hallways, lobbies or garages. Equipment cannot be stored overnight in hallways or lobbies (storage in garages may be arranged). Everything must be stored inside the unit or taken off-site each evening.
9. All floor areas are to be protected with carpet runners from the utility service elevator to the unit. The protective coverings must be removed and the floor cleared of construction debris by 5:00 P.M. each day. If this is not done, the owner is subject to a \$100 fine per violation, plus the cost of cleaning.
10. The utility elevator must be padded at all times during construction/remodeling. The office will have pads put up on a daily basis. If pads are not up, contact the building office. Working without pads will result in a \$200.00 fine per occurrence.
11. All trash and debris must be carried off-site on a daily basis by your contractors. The trash chutes inside the building cannot be used for disposing of debris. There will be a \$200.00 fine per violation. There is a

possibility that you can make arrangements for an extra trash bin. Please contact the office for further details.

12. Working hours are limited to Monday through Friday, 8:00 a.m. to 5:00 p.m. There will be a \$100.00 fine if work continues past 5:00 P.M. No work is allowed on Saturday or Sunday or on the following holidays: Christmas Day, New Year's Day, Labor Day, Memorial Day, Thanksgiving, 4th of July, Passover, Rosh Hashanah, Yom Kippur, Easter or Chanukah.
13. Contractors may have to park vehicles on the surrounding streets if arrangements cannot be made on the premises. Please no double parking or obstructing driveways or walkways.
14. Owners agree to hold The Pacific Condominium Association harmless against liability for; (a) injury to, death of, or damage to property of third persons to the extent caused by the owner, General Contractor, Designer or any of their agents or employees, and (b) mechanics liens on the common area arising out of or resulting from the work.
15. Workers are not allowed to bring their pets on site and will be denied entry if they have a pet with them. Workers are also prohibited from creating nuisance noise unrelated to the construction work. Workers are also prohibited from eating meals or taking breaks on the grounds in the common areas. (\$100.00 per violation).
16. The owner may select any general contractor he chooses or act as the general contractor himself and hire sub-contractors. All contractors must be licensed in the State of California and must have Workmen's Compensation Insurance, General Liability and Property Damage Insurance, Certificates of Insurance. Certificates of Insurance must be presented to the office and no work will be allowed until the certificates are submitted. The Association needs to be named as additionally insured on these Certificates of Insurance.
17. The Association has the right to stop any work that is in violation of these regulations, creating a fire or safety hazard or interfering with activities in common areas.
18. Contractors must use their own equipment. No equipment or tools, which are the Property of The Pacific Association are to be used at any time.
19. The front door of the unit must be kept closed during construction in order to contain dust, dirt, noise, paint fumes, etc. Failure to keep the door closed will result in a \$100 fine per occurrence. Arrangement with the engineering office needs to be made in order to cover and protect smoke detectors located in the common area corridors adjacent to the unit.
20. If the unit's fire monitoring system is disconnected for any reason (shut-off of sprinkler system is included), you must post a 24-hour/day-fire watch. This must be a security employee of the building, and you must pay all expenses (including overtime) when using the employee. Contact building management for current rates.
21. If the Association is forced to employ an attorney to ensure compliance, collect fines, etc., the resident shall be liable for those attorneys' fees and any related expenses in addition to all fines and/or any cost to the Association.
22. All workmen must wear shoes, pants or shorts and shirts in the building at all time.
23. All workmen must check-in with the security guard upon arriving and leaving.
24. All workmen are to use the Service Elevator ONLY! Workmen found using the incorrect elevator will be asked to leave the building.
25. Any workmen needing exclusive use of the service elevator must make reservations at least 24 hours in advance with the Building Manager.
26. No workman may use the power from the hallway.

27. All loading and unloading from vehicles must be directed through the service entrance or where instructed by the security guard.
28. All workmen must use restroom facilities in the corresponding unit, unless they are out of service due to construction.

Real Estate Brokers/Agents

1. Homeowner notifies The Pacific Condominium Association that owner has listed residence. Homeowner shall complete Listing Broker / Agent Entry Authorization Form, identifying listing broker / agent. Homeowner is to instruct broker / agent to contact The Pacific Condominium Association for Broker / Agent Rules.
2. Homeowner must call security desk and notify security that broker / agent has permission to show property. Broker / agent will not be allowed to show listed property without homeowner or listing agents filling out Showing Broker / Agent Entry Authorization Form at front desk. (Form may be faxed directly to On-site Property Management Office or given to the guard at the front desk.)
3. Broker agent must sign in and out at the security desk, leaving their business card and driver's license and document each unit key received. The Broker and any clients must follow the same parking rules and procedures as other guests.
4. Broker / agent must accompany clients to The Pacific as clients are not allowed in The Pacific without the broker / agent present. If not represented by a broker / agent, the homeowner must accompany prospective buyers.
5. Broker / agent is not to loiter in lobby or wander through The Pacific common areas. Broker / agent's sole purpose shall be to show a specific property at The Pacific.
6. Homeowner or broker / agent shall not give keys or key cards to future owners until the close of escrow. Homeowner shall not give key cards to listing broker /agent. If it is determined that this has occurred, the key card will be deactivated.
7. Homeowner or broker / agent shall notify The Pacific Condominium Association when units are in escrow. Broker / agent shall contact The Pacific Condominium Association to request Governing Documents, HOA transfer fees, and other transaction-related documents.
8. Broker / agent listings are to be placed in listing book at the security desk.
9. Broker / agent and potential buyer shall park in the guest parking spaces only.
10. No open house signs, flags, banners, etc., shall be displayed on any condominium unit and/or common area of The Pacific Condominium Association.
11. Broker / agent previews must be arranged through the management office of The Pacific Condominium Association. Broker / agent previews must be arranged at least twenty-four (24) hours in advance. There shall be no open houses.
12. Broker / agent lock box shall be logged in at The Pacific Condominium Association management office. Lock boxes shall be kept in the package storage room behind the security desk. Broker / agent shall request lock box from security officer. Broker / agent shall leave business card and drivers license with security officer. Broker / agent license shall be returned upon returning of key to lock box.
13. Signs: Refer to CC &R's, Article IV, Section 5.

Rules and Regulations Enforcement

Discovery of Violation

- A. Any Violation that is a violation of the Governing Documents or Rules and Regulations of the Association will be processed according to the procedures outlined herein.
- B. In the event one or more Members of the Association, Board of Directors, building staff, building management, or security personnel file a Violation Report, the Board will act as follows:
 1. Send a letter to the Owner/resident stating the violation and date needed to cure said violation and fine if appropriate.
 2. Upon expiration of the cure date, if the violation still exists, a second letter will be sent stating that the failure to abide by Association Rules and Regulations has imposed a hardship on the Association and the Owner will be asked to attend a hearing with the Board of Directors.
 3. The Owner will be notified as to the decision rendered by the Board as a result of the hearing. If the Owner/resident is found to be in violation of the Association's documents, the Board will either:
 - a) seek remedy by use of alternative dispute resolutions such as mediation or arbitration;
 - b) apply monetary fines to the Owner's assessment billing;
 - c) choose to correct (or cause to be corrected) the violation and assess the Owner for reimbursement of costs;
 4. If the decision is to pursue a monetary fine system, the Pacific Condominium Association Fine Schedule will apply.

NOTE: A violation is defined as an act in conflict with the CC&R 's, Bylaws, Rules and Regulations and/or Architectural Guidelines of the Association.

Notification of Violation

1. First Occurrence
A Notice of Violation, either written or verbal with a request to correct or repair the deficiency. The Board of Directors, at its discretion, may vote to assess a fine for a first offense using the fine schedule for the second offense.
2. Second Occurrence
A letter with the appropriate fine as listed in the "Schedule of Fines for Violation of Rules and Regulations" plus request to correct/repair.
3. Third and Subsequent Occurrences
A letter with the appropriate fine as listed in the "Schedule of Fines for Violation of Rules and Regulations" plus request to correct/repair; may be referred to the Association's attorney.

Note: The Board of Directors will determine the time for curing of violations for each owner consistent with previously reported similar violations as applicable.

Note: Should a violation occur which imposes financial obligation to The Pacific Condominium Association, then the responsible party for said violation shall reimburse, by way of special assessment, The Pacific Condominium Association for this financial obligation. Example: damage to walls, carpet and/or any other Common Property; repair and replacement cost will be charged to the responsible party.

Procedure for Homeowner Hearings

Procedure:

1. You will be introduced to the Board of Directors and other association representatives.
2. The acting chairperson will summarize the reason for your invitation to the hearing.
3. You may present written or oral evidence to state your position.
4. The requirements of the association's governing documents will be reviewed for clarification of issues.
5. The Board may ask you questions.
6. You may ask the Board questions and make a final statement.
7. The Board appreciates your participation in the foregoing. The Board will deliberate and vote in closed session.
8. You will be notified of the Board's decision, in writing, within ten business days.

Policy and Procedures for Collection of Delinquent Assessments

Procedure:

Due Date: Regular monthly assessments are due on the first (1st) of each month. All other assessments are due on the date levied, and late charges, costs of collection, attorney fees and costs are due upon the date incurred.

Delinquencies:

15 Days Past Due:

The account becomes delinquent and a late charge equal to Twenty Five Dollars (\$25.00) is charged to the delinquent homeowner's account.

30 Days Past Due:

Interest commences at the rate of Twelve Percent (12%) per annum on all regular and special assessments, late charges and costs of collection ("Delinquency") and will be charged to the homeowner's account and appear on their statement. In addition to all other available remedies as described herein and in the Association's governing documents, the Association's Board of Directors may, after providing the Member notice and an opportunity for a hearing, determine to suspend a Member/resident's voting rights and/or privilege (I) for access to and use of the Association's recreational facilities, and (II) for use of the automatic key fob access device for automatic access to the Association's recreational facilities, underground parking garage, the building, and elevator, such that the Member/resident will need to contact the Association's on-site 24 hour entry/access attendant for access into the parking garage, access to the building, and to activate the elevator for access to the floor of the building where the Member/resident's Unit is located. (III) The disconnection of members' bulk television reception, provided by the association. Such suspension of voting rights and/or privileges may remain in effect for any period during which payment of any assessment against the Member and the Member's Unit remains delinquent. Also, the suspension of privileges shall apply to all residents of the Unit and any other person who may derive rights from the Member (e.g. tenants, guests and family members).

Two Months Past Due:

A Pre-Lien package and letter is sent to the homeowner(s) at the Association's mailing address of record by certified mail, pursuant to California Civil Code 1367.1, informing them of their right to participate in dispute resolution under the association's "meet and confer" program and that the Association shall record a lien against the homeowner's property, in the event full payment of lienable assessments is not received within Thirty (30) days. The delinquent homeowner's account shall be charged \$125.00 for issuance of the Pre-Lien letter, plus \$25.00 per owner(s), exceeding Two.

Three Months Past Due:

Upon Board approval, the Association shall proceed to have a Notice of Delinquent Assessment Lien prepared and recorded against the homeowner's property on behalf of the Association. The delinquent homeowner's account shall be charged \$185.00 for the fees and costs associated with the preparation and recording of the assessment lien. A copy of the Notice of Delinquent Assessment Lien shall be mailed to the delinquent owner by certified and first class mail.

Pre-Foreclosure:

Upon Board approval, the delinquent account is assigned to the Association's attorney to prepare an "Intent to Foreclose" letter to be sent to the delinquent homeowner advising that the attorney shall initiate foreclosure upon the assessment lien, unless payment is received within fifteen (15) days. This letter shall also advise the delinquent homeowner of their right to participate in dispute resolution under the association's "meet and confer" program or by alternative dispute resolution.

Foreclosure:

If not paid at the expiration of the fifteen (15) day period, the attorney shall commence a non-judicial foreclosure of the assessment lien by recording a "Notice of Default" and serving it upon the delinquent homeowner with a copy of the board's decision to foreclose. The foreclosure shall be conducted pursuant to Civil Code 2924 for the foreclosure of deeds of trust. No foreclosure sale shall take place until delinquent assessments exceed \$1,800 or the assessments are more than twelve (12) months delinquent.

Guest Parking Enforcement

1. First Violation. The on-site manager and/or other personnel will monitor the guest parking areas and place a removable red sticker on vehicles that do not have a valid Temporary Parking Permit or that are parked in resident parking without permission. The violation will be noted in the record and list the license number of the vehicle. If the car is not moved within 24 hours, the car is subject to towing at car owner's expense and a fine to the resident if applicable.
2. Second Violation. The car is subject to towing. **NO WARNING.**

Library Usage and Rental

The Library/kitchen/entertainment area is for the use and enjoyment of all residents. Unless the Library is rented for exclusive use, guests are limited to six per unit and guests should be accompanied by residents when in these areas. When the size of the gathering exceeds 12, The Library needs to be rented as that size group discourages others from using the facility. If The Library is rented, it will be posted with a "Private Party" sign. If not rented for a small gathering, it will be posted with a "Not a Private Party" sign.

The Pacific does not supply tablecloths or utensils. If a large party is planned, it is recommended that a party rental company be hired. There is a large side door to facilitate delivery and pick up of rental items.

Events may begin after 9:00 AM. All guests must leave the library by 10:00 PM, after which time only people for clean up are permitted. Clean up must be completed immediately following the event. This includes the restroom, kitchen and all trash. An association representative will inspect the area after the event. It is the resident's responsibility to inspect the premises beforehand (with a staff member or security), since we cannot guarantee its condition as it is used frequently.

With limited guest parking, valet parking is recommended for more than 11 guests and is required for more than 25 guests unless you instruct your guests to park in the beach parking lot. You may wish to call the Marine Bureau (562-570-4950) for use of the beach parking lot. It might be necessary to station someone at the beach entrance to allow guests to enter the building. An extra security guard is also required for over 25 guests. The Board reserves the right to require security guards and valet parking for parties with less than 25 guests. An insurance certificate from the valet company, naming the Pacific as an additional insured for the specific day of the function, is required two weeks before the rental date. The parking attendants may utilize, with permits, 5 subterranean guest parking spaces and 5 short term spaces at lobby level. 10 permits will be prepared before the function and given to the valets as needed. Additional vehicles must be parked off the premises. Cars blocking traffic and/or not parked in assigned spaces are subject to towing. If 50 or more vehicles are expected, it is more efficient and less expensive to post guards at the beach parking gate with a guest list and instruct your guests to park in the beach parking lot. Valet parking is not available on days when city activities prohibit street parking or cause a major reduction in available parking at the beach parking lot. Therefore, the Library is not available for "valet required" rentals during those periods.

Other Rental Regulations

The Library is not available for rental on certain holidays.
The Association reserves the right to deny rental based on prior experience.
Functions for the purpose of promoting or selling goods or services are prohibited.
Dances and loud music are prohibited for private parties.
Non-Resident Landlords are not eligible to rent the Library.
No resident may rent the Library for someone who is not eligible to rent it.
There is a minimum cleaning charge for carpet and furniture soiling, if needed, of \$50.

Fees and deposits

A damage deposit check and separate non-refundable rental fee, as well as the completed reservation form must be on file before the event (check made payable to The Pacific Condominiums), otherwise the library will be made available to other residents.

# of Guests	Rental Fee	Deposit	Sec. Guard	Valet
1 to 25 guests	\$25	\$250	Recommended	Recommended
26 to 50 guests	\$50	\$500	Required	Required
51 to 100 guests	\$100	\$500	Required w/list	Use Parking Lot

**THE PACIFIC CONDOMINIUM ASSOCIATION
LIBRARY RESERVATION AND RENTAL AGREEMENT**

Date Requested: _____ Day of the Week: _____

Type of Event: _____

Resident's Name: _____ Unit #: _____

Phone Numbers: Home: _____ Work: _____

Time: From: _____ To: _____

Number of Guests: _____ Rental Fee \$ _____

Damage Deposit Required: \$ _____ Security Guard required: Yes No

Date Damage Deposit Received: _____ Valet Parking required: Yes No

Valet Insurance Certificate Date: _____

I HAVE READ THE ASSOCIATION RULES REGARDING DAMAGE TO COMMON AREAS, BY RESIDENTS AND THEIR GUESTS, AND AGREE TO ABIDE BY THEM AND TO PAY FOR ANY DAMAGE, SOILING, MISSING ITEMS, AND FEES OR FINES LEVIED FOR INFRINGEMENTS. I AM AWARE OF AND AGREE TO A MINIMUM CLEANING CHARGE, IF CLEANING IS REQUIRED, OF \$50.

Library Renter's Signature: _____ **Date:** _____

LIBRARY INSPECTION

(Office Use Only)

No Damage or Soil: _____

Damage or Soil Consists of: _____

Cleaning Required: _____

Fees or Fines: _____ Comments: _____

Total Deposit: _____ Amount Deducted: _____ Total Due: _____

ATTACHMENT

Schedule of Fines for Violation of Rules and Regulations

Violation	R&R#	1st Violation	2 nd Violation	Subsequent Violations
Common Areas				
Items placed in the common areas, such as doormats, decorations, signs, etc.	#6 & #7	Warning	\$25	\$50
Propping open doors or gates	#14	Warning	\$50	\$100
Wheeled recreational vehicles in interior common areas	#16	Warning	\$50	\$100
Smoking in any common area, interior and exterior	#17	Warning	\$25	\$50
Improper attire in common areas.	#11	Warning	\$50	\$100
Recreation Areas				
More than 6 guests	#1	Warning	\$50 if not gone w/in 15 min.	\$100 if not gone w/in 15 min.
Running, horseplay, loud noises or activities, drunken or lewd behavior that causes resident complaint	#6	Warning	\$25 if activity does not stop w/in 5 min	\$50 if activity does not stop w/in 5 min.
Swimming Pool and Spa Area				
Using Pool or Spa during closed hours	#1	Warning	\$50	\$100
Children under 14 unattended	#2	Warning	\$50	\$100
Running, pushing, horseplay, diving, dunking, loud noise or disturbance that causes resident complaint	#6	Warning	\$25 if activity does not stop w/in 5 min.	\$50 if activity does not stop w/in 5 min.
Glass containers	#11	Warning	\$25	\$25
Portable TVs and radios unless used with headphones unless as part of an association function.	#19	Warning	\$25	\$50
Fitness Center				
Using the gym during closed hours		Warning	\$50	\$100
Dropping weights on the floor	#4	Warning	\$50	\$100
Resident Parking				
Parking in another unit's parking space or in a Guest space without a permit	#4	Warning	\$50	\$100 + vehicle will be towed NO WARNING
Excessive oil leaks and stains	#9	Warning	\$50	\$100 + cost of clean up
Guest Parking				
Guest parking w/out parking permit, with expired parking permit, or parked in resident parking w/out permission.	#1 & #4	Warning	\$50	\$100 + vehicle will be towed NO WARNING
Storage				
Items stored in your parking area	#3	Warning	\$50	\$50

ATTACHMENT
Schedule of Fines for Violation of Rules and Regulations

Violation	R&R#	1 st Violation	2 nd Violation	Subsequent Violations
Disturbances				
Loud or boisterous conduct, including noise from inside your residence that causes complaints	#1	Warning	\$50 if not stopped w/in 15 min.	\$100 for 3 rd violation \$250 for 4 th violation \$500 for each thereafter
Pets				
Pets not in arms or wagon in common areas	#1	Warning	\$50	\$100
Owners not <i>immediately</i> disposing of pet's waste in a sanitary manner	#3	\$50	\$100	\$100
Bringing forbidden dog breeds onto premises	CC&R's	\$300	\$100 each day thereafter	\$100 each day
Barking unnecessarily or incessantly	#4	Warning	\$25	\$50
Moving and Furniture Moves				
Failing to notify Manager in advance and submitting refundable security deposit	#1	\$100	\$200	\$200
Moving before or after hours and on prohibited days, without approval	#3	\$100	\$200	\$200
Failure to protect hallway carpets with runners	#4	\$100 + damage/ repair costs	\$200 +damage/ repair costs	\$200 +damage/ repair costs
Using interior elevators to move furniture, without approval	#3	\$100 +damage/ repair costs	\$200 +damage/ repair costs	\$200 +damage/ repair costs
Balconies and Window Ledges				
Items draped over balcony railing	#2	Warning	\$25	\$50
Balcony water dripping over edge balcony	#3	Warning	\$25	\$50
Using balcony to store items such as tools, coolers, sports equipment etc.	#6	Warning	\$25	\$50
Disposing of cigarettes from balconies onto common area or other balconies		\$100	\$200	\$500 for all subsequent instances
Contractors/Sub-Contractors				
Failure to provide a damage deposit and certificate of insurance before start of project	#3	Warning	\$250	\$500
Work done without prior approval	#4	Fines or removal of unapproved work	\$500 and/or work removal	\$500 and/or work removal
Carpet not protected in halls, or runners not removed when requested	#9	\$100 + cleaning/ damage costs	\$200 + cleaning/ damage costs	\$200 + cleaning/ damage costs
Using service elevator without pads	#10	Warning	\$200 per occurrence	\$200 per occurrence
Failure to remove trash and debris from premises	#11	Warning	\$200 per occurrence	\$200 per occurrence
Working before or after hours or on weekends and prohibited holidays	#12	Warning	\$100	\$200
Eating meals in recreational areas, such as pool or beach area	#15	Warning	\$100	\$100
Failure to keep front door of unit closed	#19	Warning	\$100	\$100
Workmen using residents' elevator	#24	Warning	\$50 and workmen asked to leave	\$100 and workmen asked to leave

Rules and Regulations

**THE PACIFIC CONDOMINIUM ASSOCIATION
RULES AND VIOLATION REPORT**

There must be at least one signature from a homeowner within the Association to pursue violations that cannot be viewed during an inspection of the community by management or security personnel (i.e., barking dog, noise nuisance, garage storage, etc.). Please be as specific as possible to enable the Board of Directors to expedite the enforcement process in a timely manner. All alleged violations will be evaluated to ensure that they are considered an infraction as defined by the Association's legal documents.

REPORT FILED BY:

Name: _____

Name: _____

Unit #: _____

Unit #: _____

Phone: _____ Date: _____

Phone: _____ Date: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Unit #: _____

Unit #: _____

Phone: _____ Date: _____

Phone: _____ Date: _____

Signature: _____

Signature: _____

VIOLATION INFORMATION:

Name: _____ Unit #: _____ Phone: _____
(Alleged violator's name)

Description of alleged violation: _____

(If additional space is needed, please use reverse side of this form)

Date(s) and time(s) alleged violation occurs? _____

How often does the alleged violation occur? _____

On-site Manager's signature _____ Date _____

Rules and Regulations

REQUEST FOR ARCHITECTURAL APPROVAL

Dear Homeowner,

Please fill out this request in triplicate, including all pertinent information regarding the proposed improvement. Submit your request (all three copies) to the Architectural Committee. An approved copy will be returned to you, one copy will be retained by the Architectural Committee, and one copy will be filed with the Board of Directors. This approval does not relieve applicant from obtaining the necessary building permits from governmental agencies involved.

Homeowner Name: _____ Date of Request: _____

Address: _____ Unit #: _____

Work Phone: _____ Home Phone: _____

Description of Improvement: _____

Items Attached: Plot: _____ Rendering: _____ Cross Section: _____ Photo: _____

ARCHITECTURAL CONTROL COMMITTEE

Date Received: _____ Approved: _____ Disapproved: _____

Conditions of Approval/or Reason for Disapproval: _____

Date: _____ Signature: _____

BOARD OF DIRECTORS APPEAL REQUEST

Request the Architectural Control Committee to place you on the agenda of the next Board meeting.

Approved: _____ Disapproved: _____ Reason for Approval of Disapproval: _____

Date: _____ Signature: _____