

**CRESTA PALOS VERDES HOMEOWNERS ASSOCIATION
RULES AND REGULATIONS – Approved Nov 2019**

rev Nov 2019

Our Cresta Palos Verdes (CPV) Homeowners Association (HOA, or the Association) community consists of owners and residents who enjoy advantages of living in a quality environment. By sharing expenses, we enjoy lower costs such as landscaping and exterior maintenance. In obtaining these benefits, and because we live closely together, we must conduct our activities in consideration for our neighbors. The Board of Directors hopes all residents' familiarity with our governing documents will help us to maintain our quality of life by abiding by these Rules & Regulations (R&Rs) and other governing documents ("Governing Documents"), including the Covenants, Conditions, & Restrictions (CC&Rs) and Bylaws.

The Board of Directors may change, delete or add to the Association Rules & Regulations with due notice to homeowners. State, county, and city laws and ordinances also are binding. Should any conflict arise, public law and the Association's CC&Rs take precedence over these Rules & Regulations.

It is the responsibility of every homeowner to ensure compliance with the CC&Rs, Bylaws and these Rules & Regulations by all members of their household, and by any tenant and all members of their household, any pets, guests, and hired workers or contractors. These documents and any required CPV forms are available from the management company, and on the Association's website at www.crestapvhoa.com. Homeowners and residents are encouraged to use the website frequently to stay informed.

Our CPV community is governed by a Board of Directors made up of five homeowners elected to staggered terms. The Board is responsible for, among other things, maintaining the Association's fiscal health and its common areas and facilities, setting policy, hiring vendors, and ensuring that all homeowners, residents, guests and tenants abide by the Governing Documents.

To assist in the daily running of the community, the Board hires a property management company, which reports to the Board. The management company is responsible for resolving routine and some emergency problems and initially answering questions that might arise.

Board meetings are held monthly, January through November, and otherwise as needed. All homeowners and residents are entitled to attend open Board meetings. The Board strongly encourages homeowners to attend these meetings, become informed, and participate in the affairs of the Association, including on volunteer committees. Board meeting agendas and minutes are posted on the website and in the clubhouse. The Board also holds executive sessions, which are limited to members of the Board and the management company, to deal with personnel matters and protect homeowners' private information.

The committee and Board has tried to cover many topics of CPV life in these R&Rs, which answer many questions that could arise. Should you have additional questions or comments, please contact the management company or a Board member, or come to a Board meeting.

Sincerely,

The Cresta Palos Verdes HOA Board of Directors

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1.0 ENFORCEMENT OF THE CC&RS, BYLAWS, AND RULES & REGULATIONS

a. In accordance with the Covenants, Conditions, & Restrictions (CC&Rs), the Association, acting through the Board of Directors, shall have responsibility and authority for maintaining and managing the common areas of the community and enforcing the CC&Rs, Bylaws and Rules & Regulations.

b. For the benefit of all homeowners, residents, and guests, the Board or a committee acting for the Board, shall investigate all alleged violations. The following procedure shall be followed.

1.1 VIOLATIONS OF THE CC&RS, BYLAWS, RULES & REGULATIONS

If the management company, a Board Member or any member of the Association receives notice or is informed of a potential violation, the Board shall review the allegation in light of the CC&RS, Bylaws and Rules & Regulations, and if a violation appears to have occurred, the following procedure shall be followed.

1. Prior to imposing any penalty against a homeowner, member(s) of the Board shall conduct a hearing. Prior to the hearing; the homeowner shall be given fifteen (15) days written notice of the hearing.
2. The notice will contain the date, time and place of the hearing as well as the nature of the alleged violation. The notice will advise the homeowner of their right to be heard at the hearing and to have the hearing held in executive session. The homeowner may send a representative.
3. Following the hearing, if the Board decides to impose a fine or other penalty, the Board shall advise the homeowner of its decision in writing within fifteen (15) days of the hearing.
4. The fine schedule for violations is:

First Violation..... \$100 to \$145
Second Violation \$150 to \$245
Subsequent Violations \$250 to \$500
Ongoing Violations..... \$100 to \$145 per day

The Board reserves the right to impose fines in excess of the schedule, impose other penalties or take legal action as deemed necessary, for violations determined particularly egregious or which compromise the safety and security of other residents or the Association's facilities.

5. In the case of parking violations, best efforts shall be made by the Association to contact and notify the vehicle's owner. City code (move after not more than 72 hours) applies on public property. On CPV private property the vehicle may be red-tagged by the police or immediately towed without prior notice, as authorized by the California Vehicle Code.
6. All owners, residents, household members, tenants, guests, invitees, hired workers or contractors shall comply with all county and city laws and regulations code. Refer to city documents for required licenses or permits for business, pets, alarms, park use, long-term on-street parking, etc. Refer to city and county documents for building permits and fees.

2.0 GENERAL COMMUNITY RULES

1. Each homeowner within 45 days after becoming a member of the HOA shall be responsible for filing their contact information (homeowners' address, telephone number, email address, preferred method of contact, as well as the equivalent contact information of homeowner (if applicable), with the management company for the purposes of receiving notices, documents, and billing, and for emergencies. Any changes of contact information shall also be reported to the management company within 45 days. Each homeowner shall be responsible for filing the lease agreement and contact information for their tenant(s), if any, not later than 5

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days before the tenant(s) occupy the homeowner's unit. Any changes of contact information or amendments to such leases shall also be reported to the management company within 30 days of such changes.

2. Residents shall be responsible at all times for anyone on the premises with their permission, including guests (which include non-resident relatives), children, tenants, pets, and workers.
3. Damage to buildings, recreational facilities, equipment, landscaping, or any other common area property caused by a homeowner, their tenants, guests, pets, or workers/contractors shall be the responsibility of the homeowner. Homeowners shall be responsible for any and all costs or resulting repairs and/or replacements needed.
4. Residents shall not borrow or remove any equipment, plants, furniture, or other property from the common areas.
5. Residents shall not destroy, remove, or modify the landscaping in the common areas, regardless of the condition of plants. (See also R&R, Section 2.0, paragraph 2; Section 4.0, paragraph 5).
6. Littering of common areas is prohibited.
7. Safety shall be an utmost consideration. Use of any device in a manner that could cause harm or affect another's privacy shall be prohibited in or about Association property. Such devices include: motor vehicles, skateboards, go-carts, bicycles, tricycles, motorcycles, hoverboards, ball games, electronics or remote-controlled or autonomous items (for example, cars, planes or drones). Other areas of particular concern are the private property of others and common areas, including common garages, driveways and landscaped areas. Entering, exiting or storing of motorcycles or bicycles is permitted in the common garages.
8. Courtesy and common rules of safety shall be practiced at Cresta Palos Verdes at all times in the treatment of others and in use of facilities and equipment by residents, guests and workers.
9. The speed limit within the community shall be 15 mph. For the safety of children, pedestrians, pets and other vehicles, all vehicles shall slow down and exercise special caution at all intersections between driveways and the street. Vehicles shall not be parked facing opposite the direction of travel on the wrong side of the street.
10. Individual unit garage doors shall be kept closed when not in use. Homeowners shall be responsible to keep the door in working order.
11. Guests shall be permitted to use recreation areas or equipment *only* when accompanied by an adult resident.
12. No clothing, household fabrics or laundry or similar articles shall be hung from windows, doors, balconies, or aired in such a way as to be visible to other residents or from the street.
13. Each home shall be used as a residence and not for a commercial purpose. However, individual non-manufacturing business use is permitted as long as it complies with the laws and regulations of the City of Rolling Hills Estates ("RHE").
14. Non-guests shall be considered trespassers. Exceptions are workers, contractors or agents who are acting on the request of a resident. Soliciting shall not be permitted within CPV property.
15. Landscaped areas, ponds, waterfalls, and the putting green shall be off-limits as children's play areas. Parents shall be responsible for children's behavior and any damage caused by children to common areas.
16. Comments, suggestions, complaints and requests shall be acted upon where necessary only when submitted in writing (postal or email), from a resident, and sent to the management company. Telephone communications are discouraged except for emergency situations.

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17. Smoking shall be prohibited in the common areas. Any butts shall be safely put out and properly disposed of, and not discarded on any property as litter.
18. No feeding of animals shall be allowed outside of any unit. This action can attract undesirable animals and insects which could pose a health hazard to people and damage property.
19. If a homeowner elects to rent, lease, etc. the homeowner's unit, and gives rights of access to CPVHOA property and facilities, the owner relinquishes their access rights.
20. Homeowners shall not at any time personally instruct or interfere with the work or workers of any Association contractor. The property manager or a designated member of the committee or Board member should be contacted if a resident has an issue.

TRASH AND UPKEEP

21. Unsightly items shall not be stored on the porch or patio of any unit.
22. All trash or recyclable items shall be placed *only* in the appropriate trash or recycle bin provided by the trash company. The trash company does not pick up items left outside of the dumpsters or bins. Green items shall be placed in a green bin, if provided, or otherwise in the trash bin (not the recycle bin). Trash bins for individual units shall be located in appropriate areas, screened and concealed from view.
23. Units with individual trash bins, for scheduled day(s) of service, may leave bins on the street for a reasonable time, not to exceed twenty-four (24) hours, including the evening before pickup. Residents who will be absent during the period of trash pick-up shall make appropriate arrangements for bins to be replaced to their storage area within a reasonable time after trash pick-up.
24. No trash shall be left outside individual unit bins or the common garage dumpsters.
25. For large, bulky, or other special trash items (including moving or other large boxes or for a large number of items), residents shall prearrange pickup by calling the trash company, currently Waste Management at 800-774-0222. There may be a fee, which shall be paid by the resident.
26. *After* receiving authorization from the trash company, items shall only be left on the street the day *before* the pick-up and *must be labeled* (with unit number, pick-up date, and pick-up authorized tag number). See trash company instructions for further details.
27. All city and state laws apply regarding the disposal of hazardous waste (e.g. paint, engine oil, electronics, etc.). Such items shall not be left in or near a trash or recycle bin.
28. Large trash and recycle bins (i.e., dumpsters) in common garages are for the exclusive use of residents of the units attached to the common garages. All individual unit residents shall use their individual bins obtained from the trash company.
29. The trash and recycle bins near the clubhouse shall not be used by individual households. The trash bin there is for dog waste and minor scraps of trash to avoid littering; the recycle bin there is for junk mail.
30. Paint, spackling or other material that hardens shall be disposed of according to RHE city guidelines and *never* be placed into drains anywhere on CPV property (inside units or any common areas).
31. No plants, pots, vines or other material that could cause deterioration shall be placed on or near wood (to include, but not limited to fences, railings, window sills, etc.)
32. No nails, screws, or other intruding object shall be placed into wood for lights, plants, trellises, or other accessories. Any damage from such action shall be the responsibility of the homeowner.

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33. Any plumbing blockages or leaks, excessive watering, wood damage from watering, or other damage or maintenance issue shall be reported to the property manager immediately.

3.0 ARCHITECTURE

0. The Board and Architecture Committee, if standing, shall be responsible to maintain the integrity and aesthetic quality, design, and uniformity of Cresta Palos Verdes *by reviewing, monitoring and enforcing* the CC&Rs, Bylaws and Rules & Regulations. If there is no standing Architecture Committee in place then all requests shall go to the management company for forwarding to the Board.
1. Modifications shall be requested by written application (email is acceptable) to the management company, who shall forward to the Architecture Committee (if standing) for their recommendation and then final approval of the Board *before* any such modification is made.

A modification is *any* alteration, addition, or deletion to the exterior or infrastructure of any unit (such as home, yard or fencing, or infrastructure), *any* modification (internal or external) to a unit that could affect another unit (including but not limited to structure, plumbing, electrical, venting, views, and noise), and any modification that requires a building permit. Modifications include, but are not limited to: awnings, windows, skylights, air conditioners, home exterior (including satellite dishes), fencing, and landscaping.

2. Air conditioners shall be submitted for approval according to the following instructions.

Window-mounted air conditioners are generally not permitted because of noise, visual effects, and discharge. Guidelines for externally-mounted air conditioners follow. Noise cannot unduly disturb other residents. Equipment, plumbing, and electrical connections shall not be significantly viewable to other residents or from the street or other common area, and connections shall be made through an external wall and not through the roof. Plumbing shall be provided such that discharge does not stain or damage buildings or other structure or landscaping.

3. Failure to obtain necessary Board approval constitutes a violation of the Governing Documents (emergencies excepted). Unauthorized modifications may result in the owner being liable for the cost of restoring the said modification(s) to the previously existing state within a specific period of time.
4. The procedure for obtaining approval for proposed modifications shall be as follows.
- a. Homeowner shall submit an Architectural Request Form to the management company with a description of the proposed modification(s) in writing, sufficient for the Committee and Board to understand what is being proposed. Include a detailed list of materials, colors, and construction plan(s), including debris disposal. For any and all contractors proposed to be used, include names and evidence of contractors' license, bonding, and insurance, as well as contract language holding CPV HOA harmless. Photographs or printed catalog materials can help, also description or evidence (such as marked up photos, drawings, or catalog images) of how similar the mods would be to neighboring units, how the modifications would appear from other units, from the street or other common area(s).
 - b. The management company shall forward the application to the Architecture Committee, if in place, for review. Final approval or denial of all modifications rests with the Board.
 - c. Homeowner shall receive written notice of the Board's decision from the management company within 45 days to 60 days (longest if the submission occurs just after a Board meeting). To accomplish their decision process, the Architecture Committee or Board may require a homeowner to provide further information and resubmit, so appropriate lead time should be allowed for review.
 - d. The requesting homeowner shall be responsible for any future repair and maintenance of any modifications and shall inform any future owner of this responsibility.

GARAGE DOOR REPLACEMENT

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5. Individual unit garage doors may be replaced at a homeowner's discretion. The required guidelines that shall be followed can be found in Appendix B.

4.0 LANDSCAPING

1. The Association shall have the duty and power to maintain and otherwise manage all of the common areas, including recreational facilities and landscaping. Such maintenance shall not include landscaping within the private balconies, decks and patios except as to maintain the physical integrity of the property. **Any debris resulting from work in or on private areas shall not be deposited in Association bins or common areas.** Removal of all such debris shall be the responsibility of the homeowner or their contractor.
2. Any modification (change, addition, deletion, or alteration) to landscaping in the common areas shall not be allowed without Board approval. The landscape company contracted by CPVHOA shall make all such modifications, unless approved by the Board. Any work shall be supervised by a Board-designated member of the Landscape Committee or the Board who did not request such work. Other homeowners shall not personally instruct, direct, or interfere with the work of the contracted landscape company's staff at any time.
3. It is the responsibility of the Landscape Committee and Board to maintain the aesthetic integrity, design and uniformity of Cresta Palos Verdes by reviewing, monitoring and enforcing the CC&Rs, Bylaws and Rules and Regulations of the community. If there is no Landscape Committee in place, then the management company shall send requests to the Board.
4. Failure to obtain required approval(s) may constitute a violation of the Governing Documents. Unauthorized changes may result in the owner being liable for the cost of restoring the said changes to the previous state.
5. The procedure for obtaining approval for proposed alterations shall be as follows:
 - a. Homeowner shall submit a written request (email is acceptable) of the proposed modification (change, addition, deletion, or alteration) to the management company, with sufficient information for the committee and Board to understand what is being proposed. Include a detailed list of vegetation, tree or plant materials, colors, and construction plan(s), including debris disposal. For any and all contractors proposed to be used, include names and evidence of contractors' license, bonding and insurance, as well as contract language holding CPVHOA harmless. Photographs or printed catalog materials can help, also description or evidence (such as marked up photos, drawings, or catalog images) of how similar the mods would be to neighbors, how the modifications would appear from other units, from the street or other common area(s).
 - b. The request will be forwarded first to the Landscape Committee, if in place, for review. The Landscape Committee will make a recommendation to the Board. Final approval rests with the Board.
 - c. Homeowner will receive a written notice of the Board's decision from the management company.
 - d. The Landscape Committee and Board shall use the following list of priorities when considering landscape requests:
 1. Safety of people and structures
 2. Health of the trees and plants
 3. Budget
 4. Views (CPV homeowners)
 5. Privacy
 6. City of RHE code*
 7. Environmental Concerns
 8. Shade and sunlight
 9. Landscape company expertise
 10. Noise reduction

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*Includes requests from other properties

5.0 DISTURBING NOISE AND NUISANCES

1. No homeowner shall permit anything to be done on, in, or around their unit that could disturb neighbors by unreasonable noise. Construction noise shall be limited to 8 a.m. to 5 p.m. weekdays and 9 am to 5 pm on Saturday. No construction shall be allowed on Sundays.
2. Quiet hours shall be from 10:00 p.m. to 7:00 a.m.

6.0 TENANT RULES AND REGULATIONS

1. Homeowners shall have the responsibility to inform tenants about the Association's CC&Rs, Bylaws and Rules and Regulations, and to require tenants to comply with the Governing Documents in the homeowner's lease with the tenant.
2. A tenant is defined as anyone in possession of a homeowner's unit in exchange for consideration or at the will of the homeowner.
3. If fines or penalties are assessed, they shall be the responsibility of the homeowner, even though a tenant or guest committed the violation.
4. Homeowners shall not permit their unit to be used on a short-term basis of less than 30 days (or one month), i.e., rental arrangements through platforms such as AirBnB or VRBO are prohibited. Pro-rating or other means to circumvent limits shall not be allowed.

7.0 SIGNS

1. Only Real Estate 'For Sale,' 'For Lease' or 'For Rent' signs may be displayed.
2. Such signs shall have a maximum face area of 12 inches by 18 inches and be professionally prepared on weather resistant material in plain block letters advertising the subject unit. (See also CC&Rs, XII.2)
3. Only one (1) sign shall be permitted per dwelling unit and shall be displayed in the area directly in front of the unit being advertised and not attached to any structure such as building, door, garage door, window, etc. One additional such sign shall also be permitted at the curb in front of Level A upper units only (odd-numbered units 1 through 79).

8.0 PETS

1. No more than four (4) usual and ordinary household domesticated pets (caged birds excluded) shall be allowed.
2. Dogs shall not be allowed to be unattended in the common area. All dogs shall be maintained on a leash when in common areas.
3. Residents shall be responsible for removing their pets' defecation from common area or neighbors' property.
4. See Los Angeles County and RHE Municipal Code for further pet details.
5. Pet noise or behavior may be declared a nuisance in the following manner.

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- a. Residents shall in a neighborly manner first contact the resident of the unit where the noise occurs prior to requesting action from the Board. If a formal complaint is necessary, the resident shall document in writing the details (date & time, what was said, etc.) of: the disturbance, the neighbor-to-neighbor request, and the response of this interaction. If unresolved and a formal written complaint to the management company is necessary, include detailed (description, dates, place, etc.) justification.
- b. The Board shall decide appropriate action to abate the nuisance, which can include warning, censure, fine, or request that the pet(s) be permanently removed from Cresta Palos Verdes.

9.0 PARKING AND VEHICLES

1. Vehicle codes shall be strictly enforced.
2. Residents shall park vehicles in designated garages and parking spaces. Mopeds, motorbikes, and other wheeled vehicles are subject to vehicle code and restrictions (such as both driver and motorbike must be licensed).
3. Homeowners shall be responsible for parking violations of homeowner, guests, tenants, invitees and workers. Guests shall park in front of the unit visited if possible; otherwise guests shall use unassigned parking spaces near the clubhouse.
4. Common garages shall not be used for any purpose other than to park vehicles owned, operated or within the control of a resident in their designated space.
5. Residents sharing a pedestrian gate to a common garage shall be responsible for closing that gate each evening around the time the vehicle gates close automatically.
6. Recreational vehicles, campers, and non-self-propelled vehicles shall not be parked on Cresta Verde Drive streets, in parking spaces, or in common garages. A short-term, temporary exception (i.e., a few days) for a dumpster when remodeling or a pod when moving may be granted by petitioning the Board. Vehicles may be declared a nuisance in the following manner.
 - a. A complaint to the management company to forward to the Board in writing signed by a resident to provide for notice and hearing.
 - b. The Board shall take appropriate action to abate the nuisance, which could include warning, censure, fine, or request that the vehicle(s) be permanently removed from Cresta Palos Verdes.
7. Rental of garages or parking spaces to nonresidents shall not be permitted.
8. Residents using common garage parking shall only store items in their assigned lockers. Bicycles may be in a resident's parking space.
9. Engine noise shall be kept to a minimum.
10. Parking on CPV HOA streets overnight requires a special permit, which may be obtained from the City of Rolling Hills Estates.
11. Vehicles shall not be serviced or overhauled on streets or in the common area.
12. No garage, trailer, camper, motor home, or recreational vehicle shall be used as a residence or business within Association property, either temporarily or permanently.
13. Common area parking shall not be used on a long-term basis.

10.0 PUTTING GREENS

1. The putting green shall be for putting only (chipping to the green from a few feet away is also permitted). No croquet, bike riding or dog walking shall be permitted in this area.
2. The putting green shall be off limits to children 12 and under without adult supervision.

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3. No one shall walk on the putting green unless they are putting or participating in a putting contest.
4. Only flat-soled shoes or tennis shoes shall be permitted.
5. Players shall stay on concrete walkways when going to and from the putting green.
6. Divots shall be replaced.

11.0 EXERCISE ROOM & SAUNAS

1. Residents shall keep these areas neat and clean at all times and to use discretion regarding equipment.
2. After a sauna, showers shall be required before swimming,
3. No one under 14 years of age shall use the lower floor of the clubhouse (exercise and sauna areas) without adult supervision.
4. Food, drinks (other than water) and smoking shall never be permitted in the exercise area, saunas and restrooms.
5. No loitering shall be allowed.
6. Guests shall be accompanied by a resident at all times.

12.0 SWIMMING POOL & JACUZZI

A. PRIVILEGES

1. Residents and their guests shall be entitled to use the swimming pool and Jacuzzi during normal operating hours. Guests shall be accompanied by a resident at all times. Out of consideration for others, residents shall use discretion in the number of guests, especially during peak use periods such as around holidays. Resident hosts shall be responsible for ensuring that all wishing to use the facilities have equal opportunity for access. (This may mean asking if people on the side are waiting.)
2. Normal pool and Jacuzzi hours shall be 6:00 am to 12:00 midnight. Users of the pool/Jacuzzi past midnight may be asked to leave if residents are disturbed. (See also R&R Section 14, par.15).
3. Children under fourteen (14) years of age shall be accompanied at all times by a responsible resident at least 16 years of age.
4. Commercial use of the pool and Jacuzzi and surrounding area shall be prohibited. Any use of the pool and Jacuzzi shall be at the person's own risk as there is no guard on duty at any time. CPVHOA assumes no responsibility for those using these facilities.
5. All users shall shower before using the pool and/or Jacuzzi.

B. SAFETY

0. All persons shall abide by the following safety rules.
 1. Boisterous conduct, such as running, or throwing others into the pool shall not be allowed.
 2. Give swimmers a clear lane at all times.

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3. When suffering from an infectious disease, nasal or other discharge, or any type of infection, a person shall not use the swimming pool or Jacuzzi.
4. All rubbish or waste material shall be placed in proper receptacles.
5. No pets are allowed in the pool areas. No animals are to be tied to trees or fences outside the pool area.
6. No glass, breakable or harmful objects shall be allowed in the swimming pool and Jacuzzi area.
7. Before entering the Jacuzzi, elderly persons, pregnant women and those with health conditions should consult with a physician and shall abide by their advice.
8. Gates to the pool/Jacuzzi area must be kept locked at all times.
9. No diving in the Jacuzzi

C. GENERAL POOL USE

1. No flotation devices of any kind shall be in the Jacuzzi.
2. Furnishings, furniture, or equipment shall not be removed from the pool area.
3. Appropriate swim attire shall be worn.
4. Any activity creating undue noise such as yelling or loud electronics, foul language, running, pushing, shoving, fighting, standing on pool ladders or other behavior that could endanger others shall not be allowed at any time.
5. Adults shall have first preference on use of the Jacuzzi.
6. No babies or toddlers shall be in the Jacuzzi at any time. Infants using the pool shall use special diapers approved for this use.
7. Bikes, skateboards, roller skates and all wheeled toys shall be prohibited in the pool area.
8. Residents shall assume complete responsibility for the conduct and safety of their children and guests.
9. Soaps, bath oils, suntan lotions, etc. shall be removed by showering before entering the pool and Jacuzzi.
10. A resident or guest's conduct shall not deprive any other resident or guest from using the pool, Jacuzzi or surrounding common areas.
11. Poolside emergency equipment (such as life preservers and poles) shall be for **EMERGENCY USE ONLY.**
12. When present, pool and Jacuzzi covers shall be completely removed; and at the end of the day they shall be returned to cover the pool/Jacuzzi.

13.0 TENNIS COURTS

A. COURT USE & CARE

1. Tennis courts shall be for tennis activities only.

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2. Tennis shoes shall be worn at all times. No black soled jogging shoes are permitted.
3. Players shall never deliberately drive balls into windscreens or tennis nets or strike them with rackets.
4. Players shall wipe their shoes before using courts.
5. Pets, food, beverages (except water), or radios or other electronics shall not be permitted on the court at any time.
6. When done, the responsible resident shall ensure the gate is locked and lights are off.

B. WHEN PLAYERS ARE WAITING AND/OR BOTH COURTS ARE IN USE

1. Two players shall be physically present and ready to play to take a court. One person alone has no rights. When playing doubles all four (4) players shall be physically present.
2. Singles players shall be limited to practice, and one set of singles shall not exceed a one-hour time limit. (if others are waiting)
3. Doubles players shall be limited to practice, and two sets of doubles shall not exceed a two-hour time limit. (if others are waiting)
4. A nine (9) point tiebreaker shall be played at six (6) all.
5. Warm ups shall be limited to five (5) minutes.
6. Waiting players shall respect player's right to complete their sets with minimum interruption, disruption and distraction, if any.
7. If a player chooses to practice and/or take a lesson, the total time for lessons and practice shall not exceed sixty (60) minutes.

C. GUESTS

1. Guests shall be accompanied by a resident.
2. Residents shall be responsible to see that guests abide by the rules.

D. RESERVATIONS AND PLAYING RIGHTS

1. The maximum number of reservations from one residence shall be two (2) per week. After 5:00 p.m. from November through April, and after 7:00 p.m. from May through October, reservations for the lighted court shall be limited to one (1) hour.
2. Any child 6 years old or under shall be accompanied by at least one resident at least 16 years old. An adult resident shall be responsible for ensuring any child is responsible enough to be unaccompanied.
3. Blocks of reservations may be made occasionally for special events sanctioned by the Tennis Committee and approved by the Board of Directors for the enjoyment of residents and their guests.
4. Members of one (1) family or household shall not occupy both courts when others are waiting for a court.
5. If three (3) players are occupying a court, play shall be limited to one set or thirty (30) minutes (not including practice).

E. GOOD SPORTSMANSHIP CONDUCT

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Good conduct shall be expected from all players and guests at all times. There shall be no profanity or argumentative behavior permitted when using the tennis court facilities.

14.0 CLUBHOUSE

A. GENERAL RULES

1. The clubhouse shall be used by Cresta Palos Verdes resident(s) and guests for private functions only. Commercial use of Cresta Palos Verdes property or facilities shall be prohibited. No commercial solicitation of funds, sales, collections, or donations shall be permitted at any private function. Note: certain types of gambling is illegal in the state of California.
2. Guests shall be permitted to use Cresta Palos Verdes facilities only when accompanied by a resident. Nonresident relatives shall be considered guests.
3. No invitation (such as written, printed, electronic, verbal, etc.) shall solicit or encourage unknown people to attend functions.
4. Children 14 years of age and younger shall have adult resident supervision in the clubhouse at all times.
5. Smoking shall not be permitted in the clubhouse.
6. Pets shall not be permitted in the clubhouse.
7. A resident shall reserve the clubhouse and pay the fee and deposit before any use. Kitchen facilities (other than sink and counters) shall not be used unless declared on the reservation request.
8. A written reservation request shall be submitted to the management company at least two (2) weeks prior to the function. Confirmation of availability and approval to use the clubhouse may take as long as ten (10) days; hence residents are advised to plan ahead. Reservation forms are available from the management company and the Association's website.
9. Clubhouse use shall require the following fee and deposit per single function use.
 - a. \$200.00 non-refundable use fee for utilities, normal wear and tear, cleaning, etc.
 - b. \$150.00 (refundable) deposit subject to forfeit per B.2 of this Section 14, including cleaning of carpeting, if necessary. The refundable deposit shall be refunded *if* no further cleanup is required *and all* clubhouse use rules are followed. The Board may decide that part of the deposit may be forfeited depending on the seriousness of the violation(s), conditions, or actions. Excessive damage or cleaning shall require the resident to further reimburse the Association.
10. Any set-up time shall also be scheduled, and set-up and required cleaning shall not interfere with any prior function reservation.
11. The clubhouse shall be vacated by 1:00 a.m.
12. **Clubhouse reservations shall apply only to the main floor and upper balcony. Function guests are *not* entitled to use the pool/Jacuzzi, exercise, sauna, or other common areas.**
13. Individuals properly reserving the clubhouse have the right to restrict others from using the main floor and upper balcony during the reserved time. A sign may be posted to inform others that a private function is in progress.
14. Association functions shall have priority over any private function request. Residents may not request clubhouse use during times of Board or General meetings or other times held for CPV community

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activities. Though generally not allowed, a resident's special request shall be considered by the Board for private functions on New Year's Eve, New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, if sufficient evidence is provided that such private functions will not disturb or disrupt the community nor be likely to cause damage to common areas or property.

15. No excessive noise or electronics that disturbs others in the neighborhood unduly shall be permitted.
16. All refreshments shall be kept within the confines of the clubhouse. No drinks or food, cooking equipment or activities for the function shall be in the pool or in or on any other common area at any time. A hired food truck may be parked temporarily on the street during the function.
17. If there are more than 75 people and/or alcohol is present, the resident reserving the clubhouse shall procure and provide proof of liability insurance to the property manager prior to the function.
18. Note – Two maximum capacity numbers are posted to be obeyed; the larger number is with only chairs set up, the smaller number is with tables (approx. 10 persons at a table).

B. CLUBHOUSE CLEAN-UP

1. The resident reserving the clubhouse shall be responsible for ensuring that all used clubhouse space and property shall be cleaned as follows.
2. Clean-up for daytime functions shall be completed by the end of the reserved time period. Clean up for evening functions shall be completed by noon the following day. Noncompliance shall result in forfeiture of the refundable deposit.
3. Clean the living room and balcony areas, including fireplace, counter, furniture, etc.
4. Floors: Hardwood floors shall be swept and mopped as necessary; carpet and stairs shall be vacuumed and any stains removed as necessary.
5. All areas used for the function shall be left clean: all trash picked up, floors and counters clean. No standing water or other liquids shall be left on counters or floors. This includes restroom sinks, toilets, counters, and floors, which shall be cleaned and left free of any mess, trash, or debris.
6. All trash (such as garbage, paper, and any other trash) shall be removed from all clubhouse areas and placed in the responsible resident's own trash bins (individual or common garage dumpsters), or carted away. No trash shall be left in the clubhouse or the small trash/recycle bins outside the clubhouse.
7. The entire kitchen area shall be left clean, including stove, oven, refrigerator, sinks, floor and counters.
8. Any function items brought in shall be removed.
9. All furniture shall be returned to its original position.
10. All windows and doors shall be closed and locked.
11. All lights, heating and ventilation (fan) shall be turned off.

APPENDIX A: CODE OF CONDUCT

This code of conduct and behavior is required of every person (residents, guests, household members, tenants, invitees) when in CPV. If you have any questions or observe violations, contact the property manager or a Board member.

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- Physical violence or threat of violence, or malicious behavior towards persons or property shall not be tolerated.
- Offensive language or gestures, even in reference to oneself, shall not be acceptable behavior.
- All individuals shall wear appropriate attire and footwear.
- Theft or damage, or threats of same, shall not be tolerated.
- Harassment and discrimination of any kind shall not be tolerated.
- No open weapons of any kind shall be allowed in common areas.
- All individuals shall treat other individuals with courtesy and respect.
- No individual shall endanger another by their actions or language.
- No individual shall be intoxicated or under the influence of drugs when present in the common areas. No illegal drugs shall be in or around common areas.
- Children shall not be left unattended at any time in common area spaces, including recreational facilities, as stipulated in the Rules and Regulations.
- Common areas shall be a smoke-free, tobacco-free environment.

Note. The above code includes some duplication with the R&Rs in the body of this document. This duplication has been left purposefully for emphasis.

Additionally, as a homeowner I have responsibilities to the community, too. I will strive to:

1) Be engaged. Provide the management company with current contact information for myself and any tenants. Attend meetings, read meeting agendas and minutes. Ask what you can do to help your community. When asked—to vote, to respond to a request for information, or to volunteer for a committee or the Board—I will do it willingly. When many are engaged, your association benefits from the wisdom of diverse voices and opinions.

2) Read my governing documents. Boring as it may seem, you must read and live by your CC&Rs, Bylaws, Rules & Regulations, and other correspondence you receive from your Board or management company.

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3) Comply with my governing documents. Make sure your own property is attractive and well maintained. Even when you disagree, follow the rules so that everyone can be safe and enjoy the community. And following the rules also helps your case when a neighbor's rule breaking and you ask the Board to intervene. You can't expect the Board to enforce rules against your neighbor if you're not following the rules yourself. If you're not sure whether something you'd like to do is permissible, ask a Board member or your property manager *before* you act.

4) Pay my assessments and on time. You are a member of a not-for-profit business with fiscal obligations. Delinquent payments affect the community's operations and limits maintaining and enhancing the community. All the benefits you get—from lighting on streets and pathways to beautiful landscaping—come to you because the association pays for them. Missing assessments causes services to suffer and everybody loses.

5) Not personally benefit from my Association. An example. Say your Board will be voting on a roofing contract. Your brother owns a roofing company and will bid. Make sure the Board knows your brother's is one of the companies that will bid and don't attempt to improperly influence the vote. Never accept something of value in exchange for recommending a vendor.

6) Support my Board. This may sometimes be hard, and in some communities an us-versus-them mentality can develop. A successful community has a "we" mentality. A Board may have to make decisions that inconvenience a few homeowners, but they're made based on the *long-term good of the entire* community. If you disagree on an issue, explain your side in a polite face-to-face conversation with a Board member. You may not have been able to do this before because of Board meeting time constraints or because you weren't able to attend meetings.

7) Always be professional. Follow whatever communication protocols are set up. Contact your property manager when a gate malfunctions; don't call Board members at work. Or, if you're having a run-of-the-mill dispute with a neighbor, don't ask the Board or property manager to take sides. Treat your neighbors, the Board, and property manager with respect and decency. Many problems don't happen when there's open dialogue within a community. Never make personal attacks on your Board or fellow homeowners. Don't harass Board members or other residents, and refrain from defaming anyone in the community, including your Board and property manager. Even when you disagree, there's no need to be disagreeable.

8) Extend common courtesy toward my neighbors. Little things can make everyone's life easier. Be considerate about things like noise and leaving cardboard boxes or other trash outside bins. Don't do things that will impose a burden or expense on your community or other residents; don't throw remodeling debris in the community trash.

9) Get to know everybody. Be on a first-name basis with your Board members, property manager, and neighbors, so that you're comfortable reporting problems or maintenance, asking questions, and offering help. Knowing what's going on with your neighbor is the first step toward knowing what's going on in your community.

10) Keep things in perspective. Help to organize a social function at least once a year. To save money it can be potluck. Get to know your neighbors and have fun so that you don't take association life too seriously.

(Derived from articles in the Daily Breeze and at www.HOAlleader.com)

APPENDIX B: INDIVIDUAL UNIT (TOWNHOME) GARAGE DOOR REPLACEMENT

The CPV garage door committee worked long and hard to develop proposed guidelines. Because this affects the aesthetics of our entire community, not just units with individual garage doors, the board directed that several steps be taken to collect feedback. The proposed guidelines were posted in the clubhouse for several weeks, followed by a community review in the clubhouse on Sep 14, 2019 with the opportunity to provide feedback. A community-wide survey was also held

Cresta Palos Verdes HOA
Single-unit Garage Door Replacement Regulations
Approved October 2019

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All garage door replacements require prior written Association approval. Owners must file an architectural request with the property manager. See CPV Rules & Regulations section 3.

The Board reviews architectural requests at the monthly Board meetings.

1. Manufacturer: Unique
2. Installer: Christianson (310-323-3764) or ABC (310-373-3946)
3. No windows are permitted.
4. Color: only Almond or Sandtone; owner's choice.
Please try to a) vary a bit from your neighbors along the street, and b) be consistent with color palette of your unit.
5. Panel style: Short, Long, Lexington, or Flush; owner's choice, 1 of 4.
6. Backing (inside): None, Non-insulated, Poly-board/back,
Thick-insulated metal back; owner's choice, 1 of 4.
7. All garage doors replaced (including original wood garage doors) to be sectional/roll up style only.
8. Owners may choose to keep their existing wood garage doors subject to the following rule.
However, existing wood garage doors a) must be maintained per CC&Rs by the owner in the existing published color scheme, *and* b) *all* wood garage doors remaining *must* be repainted at owner's expense by October 1, 2024 in the existing published color scheme (next page).
9. Additional options or repairs to be at owner's expense (such as backing, new opener, framing repairs, etc.).

These regulations are also posted on the website

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CPV R&Rs Appendix B. Single-unit Garage Door Replacement Regulations

Manufacturer: Unique Garage Door

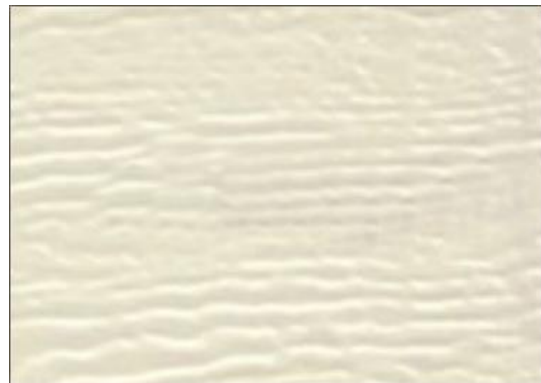
www.uniquegaragedoor.com

Owner requests one design (of four):

Raised Short Panel, Long Panel, Lexington Panel, or Flush (all simulated wood-grain surface)



Short Panel



Flush

(enlarged to show grain effect
that all doors have)



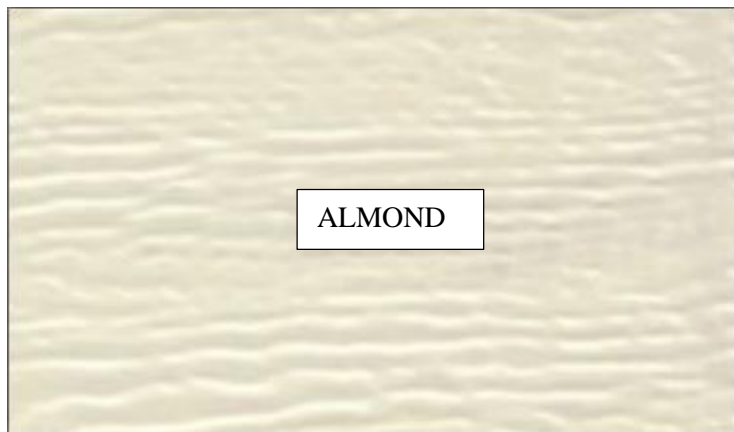
Long Panel



Lexington Panel

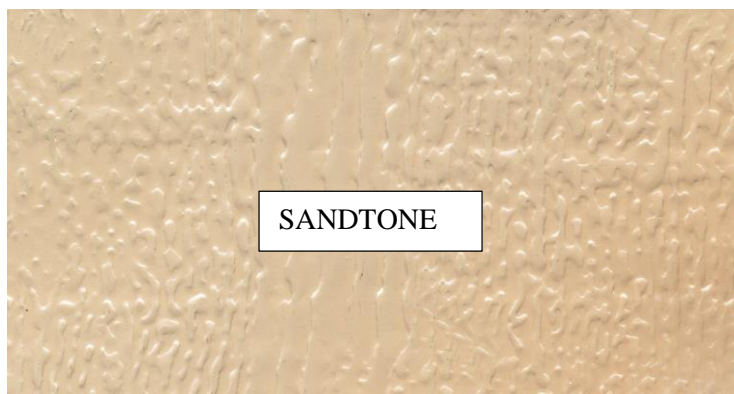
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CPV R&Rs Appendix B. Single-unit Garage Door Replacement Regulations



Colors

Owner requests one color (of two colors)



Other options (1 of 4 backings, opener, additional framing, etc.) are owner choice and at additional owner expense.

For reference, below are all baked-on colors covered by warranty. The difference between Almond and Sandtone is very visible. Incorporating community feedback, the committee recommended and board approved only the two above; other colors were deemed too dark, too light, or not in our CPV color palette.



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CPV R&Rs Appendix B. Single-unit Garage Door Replacement Regulations

Approved Existing Individual Garage Door Colors

Door Colors				Door Colors			
Unit	Door	Trim	Siding	Unit	Door	Trim	Siding
2	ADOBE	Brittlebush		102	LOST SUMMIT	Brittlebush	
6	LOST SUMMIT	Brittlebush		104	RIVERBED	Brittlebush	
10	EUREKA	Brittlebush		106	AUTUMN CLIFF	Brittlebush	
14	AUTUMN CLIFF	Brittlebush		108	LOST SUMMIT	Brittlebush	Lost Summit
18	TURFSIDE	Brittlebush	Turfside	109	TURFSIDE	Brittlebush	
22	LOST SUMMIT SHOPPING	Brittlebush		107	EUREKA	Brittlebush	
26	SPREE	Brittlebush		105	EUREKA AUTUMN	Brittlebush	
30	ADOBE	Brittlebush		103	CLIFF	Brittlebush	
34	LOST SUMMIT	Brittlebush		101	ADOBE	Brittlebush	
38	RIVERBED	Brittlebush		99	RIVERBED AUTUMN	Brittlebush	
42	AUTUMN CLIFF	Brittlebush		97	CLIFF	Brittlebush	
46	RIVERBED	Brittlebush		95	LOST SUMMIT	Brittlebush	
50	LOST SUMMIT	Brittlebush		93	TURFSIDE	Brittlebush	
54	LOST SUMMIT	Brittlebush		91	RIVERBED AUTUMN	Brittlebush	
60	ADOBE	Brittlebush		89	CLIFF	Brittlebush	
68	TURFSIDE	Brittlebush		87	LOST SUMMIT	Brittlebush	
72	LOST SUMMIT SHOPPING	Brittlebush		85	ADOBE	Brittlebush	
76	SPREE	Brittlebush		83	TURFSIDE	Brittlebush	
80	AUTUMN CLIFF	Brittlebush					
82	AUTUMN CLIFF	Brittlebush					
84	ADOBE	Brittlebush					
86	LOST SUMMIT	Brittlebush	Eureka				
88	LOST SUMMIT	Brittlebush	Eureka				
90	TURFSIDE	Brittlebush					
92	LOST SUMMIT	Brittlebush					
94	RIVERBED	Brittlebush					
96	AUTUMN CLIFF	Brittlebush					
98	LOST SUMMIT	Brittlebush					
100	ADOBE	Brittlebush	Adobe				

Dunn-Edwards
Paint Colors
as of Dec, 2018

Note added July 2020
Stucco is Dunn Edwards
Navajo White. If painted,
metal chimneys & flashing
also, with paint type for
metal.

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CAVEAT

These Rules and Regulations are subject to modification by the CPVHOA Board of Directors. Any proposed changes to this document which might materially affect the rights and obligations of homeowners, tenants, or others, conduct within CPV common areas, or the manner in which CPV HOA property or facilities may be used, will be communicated for members' review and comment in the most expeditious manner possible, with twenty eight days (28) minimum public review period prior to a Board decision.

Last complete revision October 2019

Change Record

Date approved	Paragraph & text	notes	
Nov 14, 2019	Complete revision	Previous 2013	
Jan 6, 2020	Updated Pya's email address <i>only</i>	Rev e.6	