

Marina Park Condominium
Association

Rules & Regulations

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Marina Park Condominium Association Regulations

These regulations are designed to assure maximum comfort for all residents and maintain the integrity of our condominium complex. They apply to all residents, their guests, lessees, employees and agents. Cooperation and responsible action by all residents will make this possible.

Periodic revisions will be printed in the Breeze. Owners and residents should keep their copy of the manual current.

The information contained in this manual is abbreviated and arranged alphabetically by subject for your convenience. For more complete information please refer to the Association Bylaws and Covenants, Conditions & Restrictions (CC&Rs) of the Marina Park Condominium Association.

Extra copies of this manual, the Bylaws and CC&Rs may be obtained from the Association Office (233-0553) for the cost of printing and mailing. Please do not remove the forms from the manual. Copies of the forms may be obtained from the lobby Attendant or Association office.

ADDRESSES

Marina Park consists of two residential buildings with identical Unit numbers but different building addresses. It is important to use the correct address and unit number to avoid problems and delays with mail and/or package deliveries.

The proper Marina Park addresses are:

Homeowners/Residents Name
750 State Street #- - -
San Diego, CA 92101

Homeowners/Residents Name
850 State Street #- - -
San Diego, CA 92101

ARCHITECTURAL CHANGES (see form A on last page)

1. Before any action is undertaken an application for architectural modifications, accompanied by plans and specifications for all proposed exterior and all interior structural modifications of a unit, must be submitted to the Board of Directors. The request will be forwarded to the Architectural Committee for their review and recommendation.
2. Such proposed modifications include changes to all exterior surfaces of buildings, grounds, patios, exterior sliding doors or windows, altering interior bearing walls or the installation of interior hard surface floor covering.
3. Forms for Architectural modification requests are available through the Association office or Lobby Attendant.
4. Any major renovations require a deposit of a refundable \$500.00 fee to the contractor and a non-refundable \$200.00 elevator use fee.

BALCONIES AND PATIOS

1. Nothing shall be dropped, shaken or thrown from balconies, patios, windows or doors. This includes overflowing water.
2. No clothing or other items shall be draped over balcony or patio railings or hung from balcony or patio ceilings.
3. No bicycles, household furniture, appliances or unscreened boxes shall be stored permanently on patios or balconies.
4. No permanent folding or roll-down screens shall be allowed on balconies or patios.
5. Electric charcoal fire starters should be used for starting barbecues. No chemical fire starters are permitted.

BOARD OF DIRECTORS

Marina Park is administered by a five member Board of Directors elected by Association homeowners at their annual meeting. The Board selects their officers, makes policy decisions, supervises the financial affairs of the Association, attends to the proper maintenance of grounds and

buildings and oversees the smooth operation of the premises. They hold regular and special meetings to which all homeowners are invited. The President and Directors appoint various advisory committees to assist them.

CHANGE OF ADDRESS

All homeowners are required to notify the Board in writing of any change in mailing or resident address. This information is necessary for conducting the business of the Association and will be kept confidential.

COMMUNICATIONS

Bulletin boards are located adjacent to the four elevators in the garage and elevator lobbies for posting news of activities, meetings, etc. of interest to residents. The four bulletin boards in the garage outside the elevator lobbies are for the use of residents. Notices should be dated and will be removed after two weeks or when the event has taken place.

The Breeze is an in-house newsletter advising residents of Board actions, providing news of social functions and items of interest to homeowners and residents. A copy is delivered to each unit after the monthly Board Meeting and mailed to non-resident owners.

COMPLAINTS AND ENFORCEMENT

1. When differences between residents pertaining to the rules and regulations cannot be independently settled, a dated and signed written complaint containing the full particulars can be submitted to the Board for mandatory arbitration.
2. Complaints may cite policy violation on the part of owners, residents, guests, employees or agents or may relate to the general operation of the Association.
3. After investigation the Board will deal with the complaint at a special executive committee meeting and notify, by U.S. mail, the concerned parties of any action including the levying of fines and/or penalties.

EMERGENCIES

For medical, fire or police emergency first call 911 – then provide the Lobby Attendant (234-5777) with pertinent information regarding the

location and type of emergency. Emergency communication to the Lobby is available from all elevators, pool areas, recreation and exercise rooms.

In the event of a **fire** the following procedure is recommended:

1. Dial 911
2. Notify the Lobby Attendant
3. Pull the hallway fire alarm mechanism to alert other residents
4. Avoid tying up the telephone
5. Use the stairways – not the elevator
6. If the fire is in your unit, leave immediately, closing the door to the hallway. If unable to exit your unit, place as many closed doors as possible between you and the fire. If possible seal cracks and vents.

Please also see “Pre-emergency/Disaster Notice Suggestions”

ENTRY KEYS AND CARDS

It is important that Medeco keys (common area keys) bear no Marina Park identification on the key or key ring. Only owners will be issued Medeco keys and plastic garage cards. The loss of any Medeco keys or garage cards must be reported immediately to the Lobby Attendant to maintain security. A fee is charged for replacement of lost keys and cards.

FIRE SAFETY

Fire safety features include:

1. Heat activated overhead water sprinkler heads in each unit and common areas. When the sprinkler head releases water the line pressure drops and sounds the general fire alarm (the small black knob on chrome face plate in each unit) – **they should never be painted or altered.**

2. Electrically operated smoke detectors in each unit. If sound is not produced by periodically gently pushing the glowing red light, immediately notify the Association office.
3. Fire resistant doors with automatic closing devices from the hallway exit doors to the stairwells and to each unit. These closing devices must be connected and operational at all times. It is a fire safety violation to disconnect them.
4. Fire alarm mechanisms, small red metal boxes, in common area hallways.
5. Hand held fire extinguishers behind glass in common area hallways and on red painted posts in the garage.
6. Battery operated emergency lights in common area hallways which come on automatically in the event of a power failure.
7. Each resident should have an operating flashlight available in the event of a prolonged power failure and the possibility of having to use safety equipment in the dark.

RESIDENT GARAGE REGULATIONS

1. All residential garage parking spaces are assigned to designated units. These spaces are known as "exclusive use common areas." Their use is reserved for motorized passenger vehicles only.
2. Driving speed is not to exceed 5 miles per hour.
3. Repairing vehicles in the garage is prohibited.
4. Unit assigned parking spaces are restricted to use by residents and guests of residents with their permission. They may not be rented to or used by non-residents.
5. Guest parking spaces may not be used by residents for their vehicles. Violators will be towed at owners expense.
6. Any vehicle encroaching on an unauthorized parking space will be towed away provided the person authorizing the tow adheres strictly to the provisions of the California Vehicle Code and San Diego Municipal Code. Only the owner (or his agent) may call the

towing company and sign the towing order. Lobby Attendants are not authorized to sign this order.

7. No gasoline or other flammables are to be used anywhere in the garage or common areas. Violators will be fined.
8. Residents are responsible for keeping their assigned parking space(s) clean at all times. Sawdust or kitty litter may not be used on oil spills. Oil and liquids should be cleaned from metal drip pans frequently. Solvent soaked rags may not be disposed of in the trash dumpsters. Violators will be fined. Failure to keep parking spaces clean will result in assessment of fines to the owner.

GROCERY CARTS

Carts stored in garage elevator lobbies are for the use of residents and must be returned immediately after their use. **They must not be left in elevators, hallways or individual floor trash rooms.** They may not be used for moving heavy items.

GUEST PARKING

Owners and residents should notify their guests that they must register with the Lobby Attendant immediately when parking or relocating in the guest parking area.

Long term guest parking may not exceed a maximum of **ten days**. Guests and residents must sign a long term parking form, available from the Lobby Attendant.

Non-compliance may result in a car being towed.

HOMEOWNER FEES

All members of the Association are required to pay the monthly fee due the first day of each month and delinquent on the 15th day. A late charge of 10% of the monthly fee will be imposed on fees received after the 15th. Processing for liens and foreclosure begins on the 20th day of each month and will result in additional legal fees charged to the homeowner.

INSURANCE

The Association carries substantial fire, liability and property insurance on all common areas, furnishings and structures. Each homeowner is

responsible for coverage for their unit, personal property and/or personal liability.

LOBBY ATTENDANTS

The Association has a contractual agreement to provide Lobby Attendants on a 24 hour basis. They monitor guests and deliveries, observe possible unauthorized entries, reporting them to civil authorities, when deemed necessary or advisable. The Lobby Attendant can be reached at 234-5777 and should be advised when you expect guests, deliveries, etc. Visitors are announced via the video-intercom system in each unit.

MAINTENANCE

1. Each owner is responsible for the upkeep and repair of his/her unit and patio or balcony. This includes plumbing, air conditioning/heating system, TV and phone outlets and those parts of the intercom system not part of the common area.
2. Each owner is responsible for damage caused by water leaking to other units and/or the common area. Frequent inspection for leaks around washers, bathtubs, showers, toilets and dishwashers can prevent major damage.

MANAGEMENT

The Board employs a management company who supervise the common area maintenance employees and oversee the independent contractors in the performance of their contractual agreements with the Board. The management company can be reached Monday through Friday, 8:30 A.M. to 4:00 P.M., by calling 233-0553.

A maintenance office in the 850 building may be reached at 235-4676. If no maintenance personnel are present, please leave a message on the answering machine.

In case of an emergency, call the management company and notify the Lobby Attendant.

MEMBERSHIP AND MEETINGS

Each legally recorded owner of a Marina Park condominium is a member of the Marina Park Condominium Association and each has equal rights and responsibilities.

Annual meetings are held in February. Special meetings may be called by Board resolution or written request of at least five percent (5%) of the total voting membership of the Association.

MOVING IN OR OUT (form M)

1. One elevator in either building may be reserved for use in moving in or out provided arrangements (completion and approval of moving forms and payment of fees) are made with the management company at least one week in advance and the desired elevator stipulated. Three day advance notice is required for furniture deliveries.
2. Moves must take place between the hours of 7:00 A.M. and 7:00 P.M. Elevator protective padding and carpet cover must be in place during the move. A security guard must be in attendance at the gate during the move.
3. Since elevators are used for moving people and goods it is imperative that discretion be exercised to avoid undue tie-up. Loads must be accumulated in such a manner as to intermittently release the elevator for passenger use. Hallways must remain open enough for residents to pass.
4. Appropriate precautions must be taken when moving objects on the elevator, walkways, stairs or hallways to avoid damage, dirt or unnecessary noise. Dollies with wheels likely to cause damage to carpets, etc. are not permitted.
5. Owners are financially responsible for any damage to the building or contents or excessive trash left in the dumpsters and dumpster rooms during a move in or out. All moving boxes must be torn down and placed outside the dumpster in the trash room.
6. A fee must be paid to the Association each time an owner or tenant moves in. This fee is to offset administrative cost, wear and tear on carpets, elevators, etc. and hiring the security guard during the move.
7. Only one move per building per day is permitted without prior written approval of the management company.

NOISE

No resident shall use or permit the use of any musical instrument, phonograph, radio, television or any other item in such a manner as to cause excessive noise to disturb other residents.

Construction within units is allowed Monday – Saturday between the hours of 8:00 A.M. to 5:00 P.M. There is no construction allowed on Sundays. Please notify surrounding residents prior to your construction project beginning.

PACKAGE DELIVERIES (form P)

1. Unless there is a signed form to the contrary, the Lobby Attendant will accept and sign for packages delivered for residents.
2. Small packages will be placed in locked storage lockers and large packages near the Lobby Desk.
3. Notice of a package delivery will be left in the resident's mailbox or by verbal contract from the Lobby Attendant.
4. Packages should be claimed the same day notice is received of their arrival. Unclaimed packages will be stored in a locked closet.

PET REGULATIONS

1. Each unit shall be permitted the maximum of two cats or two dogs and/or birds and fish appropriately confined. Animals used for breeding or commercial purposes are not allowed.
2. **AT ALL TIMES ANIMALS MUST BE CONFINED TO THE UNIT OR ON A LEASH.**
3. **IT IS THE OWNER/RENTER RESPONSIBILITY TO CLEAN UP AFTER HIS/HER PET IF IT HAS DEPOSITED DROPPINGS OR SOILED ANY COMMON AREA.**
4. Pets creating a noise nuisance will not be tolerated.

RECREATION AND EXERCISE ROOMS

1. The Recreation Room is available for the use of residents and their guests. Children under the age of 16 must be accompanied by a resident adult.

2. The Recreation Room Key may be obtained by signing it out with the Lobby Attendant. It must be returned to the Lobby Attendant when done with use.
3. Damage to the room and contents will be the financial responsibility of the resident.
4. The exercise rooms are available for use by residents and their guests. Children under the age of 16 must be accompanied by a resident adult. Use of the exercise equipment is at user's risk.

RECREATION ROOM SOCIAL FUNCTIONS

1. Residents may reserve the Recreation Room only for social events.
2. Owners in arrears in monthly homeowners fees and their tenants are not permitted to reserve the facility.
3. A security deposit check of one hundred dollars (\$100.00) payable to the Association is required at the time of reservation. The deposit shall be forfeited if the Recreation Room is not satisfactorily cleaned by 10:00 A.M. the day following its use. Any required repair, replacement, clean-up or excessive soiling of furnishings, carpets or rugs, equipment or fixtures shall result in forfeiture of the security deposit. Should the repair costs exceed the deposit the balance will be due and payable on demand.
4. Only one function at a time will be allowed with the first qualified applicant having priority.
5. The Recreation Room is available from 7:00 A.M. to midnight Sunday through Thursday and until 1:00 A.M. Friday and Saturday.
6. The resident reserving the Recreation Room is solely responsible for the conduct of all guests and must be present during the entire time the social event is in progress, including decoration setup and cleanup of event.
7. Strict noise level control must be maintained at all times.
8. The use of pools and Jacuzzis are not included in the rental agreement.

9. All guests should enter and exit through the main Lobby. Rest room doors and common area gates may not be propped open. Number of persons per event is limited to

RENTING/LEASING

1. An owner may lease his/her unit for any term not less than six months subject to all provisions of the CC&Rs and the Policy Manual. A signed copy of the lease agreement is to be delivered to the management company prior to the move-in.
2. An owner who has elected to lease his/her unit has made a delegation of rights and is not entitled to the use or enjoyment of any recreational or other facilities for as long as the delegation remains in effect.
3. It is each owner's responsibility to furnish a copy of the Bylaws, CC&Rs and Policy Manual to each lessee or buyer. The owner must submit to the management company a completed Transfer of Policy Manual, Bylaws and CC&Rs form.

RESIDENCE DEFINED

A "residence" is defined as a unit together with any restricted common areas reserved for the benefit of such unit (patio, balcony) for the use of a single family. The units of this condominium complex are to be used solely as private family residences. **The use of units for commercial activities is strictly prohibited.**

SECURITY

The Association cannot guarantee anyone's security. Lobby Attendants provide intermittent camera monitored surveillance and report problems to the management company or civil authorities. Perimeter locked gates and monitored cameras are not absolute measures against unauthorized entries. It is therefore imperative and necessary that each resident take steps to protect his/her person and property.

Please observe the following rules:

1. When entering the secured parking garage area closely followed by another car whose driver does not exhibit a gate card, do not allow them to follow you in. Stop on the other side of the gate until it has closed behind you. This should be done for your protection.

2. Do not buzz and open the front door of the building for visitors unless you are positive of their identity via the video- intercom system.
3. Visitors should remain in the Lobby until announced by the Lobby Attendant and the resident has given permission for entry.
4. Do not allow strangers to follow you through common area doors or gates unless they show their Medeco key.
5. Any suspicious individual or activity on the premises should be immediately reported to the Lobby Attendant.
6. Be sure exterior doors and gates are firmly closed and securely latched when exiting and entering. Do not leave them ajar or propped open.
7. Keep all windows and doors in your unit locked and secure your personal property.
8. Unit door locks should be re-keyed by the owner when there is a change of ownership or tenancy.
9. Execute an "access" form and leave a unit key with the Lobby Attendant if you wish anyone to enter your unit.

SIGNS

No sign, poster, display or advertising of any type shall be erected or maintained on the property or shown or displayed from any unit except for a printed sign or notice advertising "for sale" or "for rent." Such sign shall not exceed 18" x 24" in size and may not be placed on any portion of the common use area.

Small security protection signs posted by security system installer on windows, patios or balconies are permitted at all times.

SMOKING

Smoking is not permitted in any common enclosed area including the elevators and stairways.

SOLICITATIONS

No solicitation for any purpose is allowed on the premises without the express written permission of the Board.

SWIMMING POOLS AND SPAS

Use of the swimming pools and spas is at individuals own risk. No lifeguards are provided.

Residents, their families and guests may use either pool and/or spa with the following restrictions:

1. Pets are prohibited.
2. Glass, china or other breakable objects in the pool/spa area are prohibited.
3. Children less than 4 feet tall and under the age of 14 are excluded from the spa at all times. Babies, in particular, are never allowed in the spa.
4. Children under the age of 14 must be accompanied by a resident adult in the pool area.
5. Ball playing, running, general horseplay, yelling, splashing water, rafts and floats in or around the pool are prohibited.
6. No diving or jumping into the pool is allowed.
7. Babies without diapers and rubber/plastic pants are not allowed in the pool.
8. No playing with pool safety or cleaning equipment is allowed.
9. The pool/spa areas may be used only at the regularly scheduled posted hours.
10. Residents and guests should avoid yelling or other loud, boisterous or objectionable conduct. Residents should notify the Lobby Attendant of such behavior and request corrective measures. If such request is not honored the resident may file a formal complaint with the Board.

TELEVISION SERVICE

The Association provides residents with television coverage via Cox Cable. The cost for this service is included in the monthly homeowner fee. Cable problems and requests for pay channels should be addressed directly to Cox Cable.

TRASH CHUTES

All bottles, trash and garbage must be properly wrapped before being deposited in the trash chutes. Trash chute rooms on each floor must not be used as storage or disposal places. Objects too large for the trash chutes and all recyclable materials must be taken to the garage level trash rooms.

UNIT KEY ACCESS

A resident may provide the Lobby Attendant with a duplicate key for use in emergencies by executing a written agreement holding the Board, its members and agents, exempt from any liability. Forms are available from the management company or Lobby Attendant. A completed "access" form must be on file if a resident leaves a key and permission for anyone to enter the unit.

INTERCOM SYSTEM

A video-intercom system permits the Lobby Attendant to view visitors in the guest parking area and the paged resident to communicate with visitors when they are at the front entrance to either building. The front entrance door can be opened electronically by the resident. Be sure to identify the visitor before releasing the door latch. The visitor should carefully replace the hand receiver.

WINDOW TREATMENT

All window treatments must be white or off-white when viewed from the exterior. Any alternative treatment request must be submitted to the Board for review and recommendation by the Architectural Committee. Window tinting is prohibited except by written approval of the Board.