



The Terraces At  
Corona del Mar  
Community Association  
\*Rules & Regulations, January 2018

\*Also included are excerpts from CC&R's and ByLaws, and 'Useful Information' and current policies covering frequently asked questions – *all of these excerpts are printed in italics* to differentiate them from approved Rules & Regulations.

Refer to the complete **CC&R's, ByLaws, Architectural Committee Development Standards, Delinquency Policy and Violation & Fine Policy** for details.

**This booklet is to be kept in each unit, by either the Homeowner or Tenant**  
Replacement cost: \$5.00 from Cardinal Property Management

## INTRODUCTION

The Terraces is a Common Interest Development (CID) built by The (Donald) Bren Company in 1986/87. It is a 100-unit community comprised of 25 individual buildings plus the clubhouse, and is a senior community for people 55 years and older, in Corona del Mar.

The **Covenants, Conditions & Restrictions (CC&R's)** are the Association's "constitution" and are the basis for the Association's enforcement actions and the **Rules & Regulations**. The CC&R's have been amended twice, in 1986 & 1987, since originally drafted. These amendments require that all floor surfaces in upper units must be carpeted. The Association's **ByLaws** govern the workings of the Association for its members. An amendment to ByLaws was made in 2014 to set the length of the term of office for Board members at two years.

Modifying the CC&R's or ByLaws requires a vote of the membership and generally involves legal counsel and can be quite expensive. The text of any proposed CC&R or ByLaw amendment must be sent with a ballot to homeowners so they can see what they're being asked to vote on. Modifying the Rules & Regulations requires only a vote by the Board of Directors. The text of any proposed rules change must be distributed to the membership at least 30 days prior to being voted on by the board. The CC&R's and ByLaws supersede the Rules & Regulations.

If you observe abuses of community rules and facilities, you are encouraged to bring the matter to your neighbor's attention. Homeowners who have problems with neighbors, are urged to first have a talk with those neighbors. Remember, he/she may not be aware that such a rule exists and a friendly reminder may correct the problem. If such informal communication does not resolve an issue, any resident may report a violation, in writing, to Cardinal Property Management and the Board of Directors. If a reminder in writing does not correct the problem, the Board may use all available legal remedies, including but not limited to injunction, fines, damages and property liens

The Association currently contracts with **Cardinal Property Management** to perform duties and services authorized by the Board of Directors. Cardinal can be contacted at 714-779-1300, or in an emergency (for example: in-wall plumbing leaks) at 714-459-0477. If the problem calls for action by the **Newport Beach Police**, call 9-1-1 for emergencies or 644-3717 for non-emergencies.

## TABLE OF CONTENTS

<b>Title</b>	<b>Page</b>
1. (The) Association.....	4
2. Architectural.....	4
3. Cardinal Property Management.....	5
4. Clubhouse.....	5
5. Communications.....	6
6. Courtesy Rules.....	7
7. Coyotes.....	7
8. Dryer Vents.....	7
9. Flooring Restrictions.....	7
10. Garage/Estate Sales.....	8
11. Landscaping.....	8
12. Lights, Holiday, Security and Address Boards.....	8
13. Mail Theft.....	9
14. Nuisances.....	9
15. Parking.....	9
16. Pets.....	10
17. Plumbing, Special Handling For Epoxy-Lined Pipes.....	10
18. Policies, Financial - Delinquency Policy.....	10
19. Policies, Financial - Violation Procedure and Fine Policy.....	11
20. Recreation/Pool Area.....	11
21. Refuse and Recyclable Collection.....	12
22. Reserve Fund/Funding Reserves.....	13
23. Residents and Renters.....	13
24. Resource List.....	13
25. Satellite Dish.....	14
26. Short Term Rentals.....	14
27. Signs.....	14
28. Termite Control.....	14
29. Use of Property/Commercial.....	15
30. Water Leakage/Damage From Water.....	15
31. Water Heaters.....	15
32. Work Hours.....	15

**1. (The) ASSOCIATION (referred to as HOA - Homeowner's Association)**

- a. Regular meetings of the Board of Directors are held in the Clubhouse on the third Thursday of each month, beginning at 3:00 p.m. The October meeting is for the election of Board Members. Everyone is encouraged to take their turn in serving on the Board.
- b. The Association feels that any rule worth making is worth enforcing. The cost of enforcement will be borne equally by all homeowners. It is therefore each person's obligation not only to comply with the rules but also to encourage the compliance of others.
- c. The *Board of Directors and current officers are:*
  - President – Dennis Gage*
  - Vice President - Steve Jelnick*
  - Treasurer – Jackie Landreth*
  - Secretary - Bobbie Kuhlmann*
  - At Large Member – Ken Nisbet*

*(Useful Information)*

**2. ARCHITECTURAL**

- a. The Architectural Committee, specifically provided for in Article IV of the CC&Rs, is responsible for maintaining the Architectural integrity of the community,
- b. Any proposed changes and/or improvements to the exterior of the unit, or affecting the structural integrity of the unit, must be approved in advance, in writing by the Architectural Review Committee.
- c. Approval request forms may be obtained from the Chair of the Architectural Review Committee (forms are also available in a binder in the clubroom).
- d. The Committee will consider aesthetics, consistency with the CC&Rs, and overall benefit or detriment of the proposed improvement and/or change to the community in its decision.
- e. Strictly interpreted, the CC&R's state that nothing is to be attached to the building or fences; however, it is not your committee's intention to prohibit the hanging of a pot or similar. As property owner you will be responsible for any damage caused by such action.
- f. Trellis's must have architectural approval and not to be placed on common property.
- g. DO NOT place live plants on Deck Columns. Water can destroy the cap, resulting in water seepage to condominium below and any damage will be the owner's responsibility. Be equally aware that water from live plants can deteriorate the deck causing serious damage to the surface of the deck and can begin to cause wood rot as water penetrates and spreads causing costly repairs.
- h. As currently applied, exterior colors of buildings, fences, walls, structures and patio covers for new constructions, additions and alteration shall not be changed or altered without the approval of the Committee.

- i. Unapproved changes may result in the homeowner incurring all costs to return the structure to the original condition including but not limited to the change. Any structural changes or modification either exterior or interior must have written consent of the Architectural Committee and the required city permits. Changes, which affect the design or integrity of the complex, must have written approval by the Architectural Committee and the Board of Directors.
- j. Owners who obtain approval for deck awnings will in addition be responsible for extra costs in maintenance of the Unit. Applicants for patio changes might incur fence repair costs due to improper wood contact with soil or water, extra cost will be assessed to the responsible homeowner. Repairs would be done at the same time the building is maintained or when a unit changes ownership.
- k. Air Conditioning. The Architectural Review Committee must approve, in writing, any proposed changes or improvements to your unit, and air conditioning compressors that are visible to other home owners. It is required that an enclosure be built around these air conditioning compressor units for aesthetic reasons and/or sound suppression. The City of Newport Beach also requires permitting for installation of Air Conditioners.
- l. Exterior Lights. The exterior of each unit (front of yard/patio area on all units; includes balcony light fixture on upper units) has light fixtures that match the design of the 2-bulb light fixture on the front of each garage. These light fixtures are visible from the street and must remain on the unit. However, bulb replacement on these light fixtures is the responsibility of the resident.

**3. CARDINAL PROPERTY MANAGEMENT (Useful Information)**

- a. *Cardinal Property Management Company may be contacted at 825 N. Park Center Drive, Suite 101, Santa Ana, CA 92705, 714-779-1300.*

**4. CLUBHOUSE**

- a. The right to reserve the Club House for private parties is restricted to resident/owners. Rental of the club House does not include the Pool/Spa or Deck and does not preclude their use by residents and their guests.
- b. Reservations are on a first come, first served basis. Commercial ventures, merchandise or service sales are not permitted.
- c. Scheduling the use of the Club House requires a signed agreement, a rental fee, and a security deposit of \$1000 in advance. Current rates are: \$25 for 1-15 persons, \$45 for 16-26 persons, \$75 for 27-43 persons. Groups and fees for groups of 44 persons and over are at Board discretion and must have Board approval.
- d. The Facilities will be inspected both prior and subsequent to an event, if the Clubhouse is left clean and undamaged by the hour specified by the Clubhouse Rental Manager, the deposit will be refunded. (More time may be available for cleanup if another use is not imminent, at the discretion of the Clubhouse Rental Manager)

- e. A reservation date cannot be considered firm until the application is approved, and the form is signed. Private parties are restricted to groups or organizations of which the resident is a member in attendance.  
In the event of damage to the Club House, its furnishings or anywhere in the recreation area, a damage report with an estimate of the dollar amount will be prepared and submitted to the Board for disposition.
- f. The sale of liquor is prohibited by cash or ticket.
- g. Music, noise and conversation should be at a level so as not to be obtrusive to others. Amplified sound requires a City Permit. No breakable items (glass, ceramic, etc.) are allowed in the pool/spa/deck area.
- h. To use the fireplace, be sure the flue damper is OPEN prior to lighting and that it is CLOSED again after extinguishing the fire. Do not leave the Club House unattended while the fireplace is in operation.
- i. Bridge groups using the Clubhouse for Bridge games must be open to all residents of the Terraces.
- j. It is the responsibility of the last person leaving the Clubhouse to turn off all lights and air conditioner or heater, close all windows and securely lock all doors, including the restrooms.
- k. Clubhouse furnishings and accessories are not to be removed except by approval of the Board.
- l. For clubhouse rentals, the user must dispose of all trash in containers located at/behind the metal shed (not in the concrete containers), and if these trash containers are full, the user must take the excess trash back to their residence for disposal.
- m. Please refer to the "Rental Guidelines for the Club House" for additional details and regulations (copies are located in a folder on the shelf below the thermostat, in the clubhouse).
- n. Homeowners, resident tenants or guests may not conduct parties in the recreation area/clubhouse without prior approval.

##### **5. COMMUNICATIONS (Useful Information)**

- a. *The Association president currently maintains an email list of Terraces' homeowners, residents and interested parties such as relatives and adult children.*
- b. *This list is confidential and used only for Association business including a 'Terraces Today' monthly newsletter that is distributed by email only.*
- c. *Email communications is NOT used for required, mandatory or legal notification to homeowners and/or residents, such information is sent by regular or registered mail, as required.*
- d. *Contact any board member to have your email address included on the HOA's confidential email list.*
- e. *The HOA's "official" meeting agendas are posted on the HOA bulletin Board at the pool entrance 4 days prior to the meeting and may include items in addition to those emailed in the newsletter. Minutes of the prior month's General Meeting are also posted. You may obtain a copy of the agenda by contacting Cardinal Property Management.*

## 6. COURTESY RULES

- a. In upstairs units, trash compactors, garbage disposals, washers, dryers and dishwashers should not be used before 8 am or after 8 pm. Because of the noise transmission to the lower unit.
- b. Please keep garage doors closed when not in use for security as well as aesthetic reasons.
- c. Television/radio should be kept at a level that is not disturbing to your neighbor.

REMEMBER THE "GOLDEN RULE" THIS IS YOUR HOME.... ENJOY

## 7. COYOTES (Useful Information)

- a. *Our closeness to Buck Gully means we live in coyote country, several small dogs and cats have been attacked or gone missing in our neighborhood.*
- b. *Coyotes are often seen roaming Terraces' streets, especially at dawn and dusk, California Fish & Wildlife reports that they can jump over 6 to 7 foot high fences.*
- c. *Don't leave your pets out unattended in your yard and don't leave food or water out which could attract coyotes. If your garbage contains a lot of foodstuffs, put it out in the morning rather than the night before.*
- d. *Noise may scare away Coyotes, if approached by a coyote make a lot of noise, a police type whistle, small air horn (available at sporting goods stores) is good to keep with you when walking pets. Don't run away. Instead, wave your arms, yell, and make yourself appear larger than you are.*

## 8. DRYER VENTS (Useful Information)

- a. *In order for your dryer to function efficiently, lint MUST exit the vent completely and venting is impacted by the distance from the dryer to the outside.*
- b. *While Terraces' upper units vent directly outside with lint traveling less than 3', lower unit vents are 30' from the dryer, and make several turns. This thirty-foot distance makes it VERY important that the dryer vent duct be clean, for efficiency and to prevent fires. Nationally 32% of all dryer fires involve a buildup of lint in the dryer and duct.*
- c. *Residents are advised to have dryer vents professionally cleaned every 1 to 2 years...your dryer will work more efficiently and you reduce the chance of fire by cleaning.*

## 9. FLOORING RESTRICTIONS (a. b. & c. are from CC&R Amendment dated May 26, 1987, 'd'. is from Flooring Addendum)

- a. Sound Insulation Requirements. As provided for in the recorded CC&R's, there shall be no hard flooring surfaces (such as, without limitation, tile wood, marble or vinyl) allowed on any of the floors on any of the uphill (second story) Units in the Project.
- b. Carpeting must be installed on all flooring surfaces of the uphill Units, in order to reduce sound transmission from the uphill Units to the downhill Units.

- c. *The Board shall have the right of entry to each uphill (upstairs) unit at any reasonable time, following at least 48 hours advance notice, to inspect the units for possible violations of the provisions of this Section.*
- d. *A copy of "ACKNOWLEDGEMENT AND ACCEPTANCE OF FLOORING RESTRICTIONS FOR UPPER UNITS" must signed by seller and/or buyer. If a violation is indicated, either the seller or buyer must assume responsibility for curing the same. If the seller agrees to cure violation(s) prior to close of escrow, the buyer, to avoid responsibility for compliance, should request Architectural Committee inspection once the property is brought into compliance with this CC&R requirement.*

## **10. GARAGE SALES/ ESTATE SALES**

- a. Residents may conduct garage (estate, yard, rummage) sales at their locations subject to the following rules:
- b. Requests must be submitted to the Board for approval at least 7 days prior to the scheduled sale. Approval forms are available in the Clubhouse. Residents may not have more than ONE sale in a calendar year.
- c. Sales may be held only on Saturday and may not begin prior to 8:00 AM and must be complete by 3:00 PM.
- d. Only Terrace occupant items from the sale location may be sold. No merchandise from other locations may be brought in and no commercial products may be sold.
- e. Persons holding the sale are responsible to enforce Terrace parking Rules and Regulations.
- f. All sale signs must be removed immediately at the conclusion of the sale, on-site and off-site.

## **11. LANDSCAPING**

- a. Residents shall not plant shrubs, trees, bushes, flowers, etc., on common areas without the permission of the Architecture and Landscape Committees.
- b. All trees and shrubs within homeowner's yard or patio are to be trimmed, pruned and topped as necessary to remove any lateral or vertical excess growth.
- c. Trees should be planted far enough away from any adjacent property to not cause damage to plumbing, drainage and foundations.
- d. The Architectural Committee, in consultation with the Landscape Committee has the authority to require any homeowner to remove, trim or prune any tree, hedge or shrub on his/her property that unreasonably impedes any view or invades an easement between properties or into the common area.
- e. The use of Plastic Plants should not be visible from any of the common areas.

## **12. Lights, Holiday, Security & Address Boards (Useful Information)**

- a. *Security Lights. The 2-bulb light fixtures that provide added security on the front of each garage are common property and are maintained by the association. The bulbs in these two light fixtures have been replaced with long-lasting energy-efficient LED's.*



- b. *Address Boards. Bulbs in the backlit address number boards on each garage are also maintained by the Association.*
- c. *Resident volunteers replace burned out bulbs in the above (a. & b.) light fixtures. Contact Cardinal or any board member to report burned out light bulbs in these fixtures. Bulb replacement in all other exterior light fixtures is the responsibility of the resident.*
- d. *Holiday Lighting. Decorations add to the festive atmosphere of the community during the holidays. As a courtesy to your neighbors, residents are encouraged to turn out lighted holiday decorations by 10 p.m. and to install and remove them within a reasonable period before and after the holidays.*

**13. MAIL THEFT (Useful Information)**

- a. *Thefts from mailboxes and theft of packages from entrance gate areas has occurred in our neighborhood. Residents are encouraged to:*
  - 1. *Empty your mailbox shortly after your mail is delivered,*
  - 2. *Never leave mail including checks or sensitive material (social security or other account numbers, etc.) in your mailbox for pick up,*
  - 3. *Have packages delivered while you are at home, or delivered to (or picked up by) a neighbor.*
  - 4. *If you don't receive a check, bill or other mail you are expecting contact the issuing agency.*
  - 5. *Report any mailbox or package thefts to **Newport Beach Police Department** at 644-3717.*

**14. NUISANCES (From CC&R's Section 8.03)**

- a. *No loud noises, noxious odors, noisy or smoky vehicles, large power equipment or large power tools, unlicensed off-road vehicles shall be located, used or placed on any portion of the property or on any public street in the property.*
- b. *No person shall commit or permit any nuisance on the Property.*

**15. PARKING**

- a. **There shall be no continuous, repeated, or long-term parking; or continuous, repeated overnight parking in or on the Terraces' streets or driveways.**
- b. *In addition, there are 30 properties that share driveways and thereby create additional issues that need clarification. These 'shared driveways' when blocked or impeded pose a greater inconvenience and safety concern than in the single driveways. Therefore, for those having 'shared driveways' residents are encouraged to ask their guests and or employees to use street parking so as not to interfere with access to the other units utilizing the common driveways.*
- c. *Garage doors should be closed when the garage is not in use.*
- d. *Garages must accommodate at least one vehicle and, if the owner has more than two vehicles, the third must be stored away from the community.*
- e. *The CC&Rs give each new resident 90 days to make room in their garages for*

their vehicles. The city code specifies that garages are not to be used for storage to displace vehicles.

- f. Caregivers & Employees. Homeowners/residents must ensure that a vehicle or vehicles belonging to you, and/or to employees or caregivers of yours comply with the above community rules & regulations.
- g. Oversize Vehicles. Vehicles such as commercial trucks, boats, campers, trailers, RVs or similar equipment must not be parked or stored on our streets; except that a resident's motor home may be parked at his/her unit for the express purpose of loading and unloading in preparation for a trip, including overnight parking (24 hours) for an early morning departure if necessary. Motor homes may be parked for up to 24-hours for loading-unloading, but may not be occupied during that period.
- h. Repeated parking violations may result in your being called to a hearing of the Board of Directors and possible fines.
- i. The Terraces is a private community, we own our streets and they are private. We are, nevertheless, under the jurisdiction of the City of Newport Beach which has restricted parking to one side of the street. All Parking and Fire Lane signs must be observed; the speed limit on our streets is 25 MPH.
- j. *The Board shall determine, in its discretion, whether there is noncompliance with the parking and vehicular restrictions. (From CC&R's Section 8.02)*

#### **16. PETS (also see "Coyotes")**

- a. A limit of two usual domestic pets (dogs, cats, caged birds) may be kept per residence.
- b. The Board may prohibit the keeping of any animal that is judged to be a nuisance to any other resident (barking dogs, etc.).
- c. Animals must not roam; dogs must be kept on a leash.
- d. Pet droppings must be cleaned up immediately from ALL common areas. PROPERLY DISPOSE ALL DROPPINGS IN A TRASH CAN. Pets are not allowed in the pool area.

#### **17. PLUMBING, EPOXY-LINED PIPE SPECIAL HANDLING (*Useful Information*)**

- a. *If you have a need to use a personal plumber or contractor please notify them — BEFORE they make any repairs or changes — that the inside of **all** interior water supply lines in **all** units at The Terraces have been coated with a hard layer of epoxy. A mechanical connection should be used rather than the more common solder connection on the lines. Solder involves heat which would cause the epoxy to lose adherence and clog your water supply line.*

#### **18. POLICIES, FINANCIAL-- DELINQUENCY POLICY**

- a. The Board of Directors of your Association has an obligation to collect all Association Assessments (dues) in a timely manner. The following billing policy is in effect.
- b. The assessment due date is the first day of each month.
- c. At 15 days past due a late charge of \$10, or 10% whichever is greater.

- d. At 30 days past due interest accrues on all late charges.
- e. At 45 Days Past Due: Homeowner receives a letter stating the intent to lien the property if the total delinquent amount and fees are not paid within 10 days.
- f. At 60 Days Past Due: A title search will be conducted and a lien will be prepared and recorded against the property by the Association. The cost of the title search is \$60.00 and the cost of the lien is \$175.00.
- g. At 90 Days Past Due: Attorney package is prepared with the breakdown of the delinquency, copies of correspondence, legal description of property, and any miscellaneous information helpful to the attorney in locating and serving the owner if necessary. The Association attorney will initiate foreclosure proceedings. The initial cost to begin these proceedings is an additional \$400.00.
- h. Specific fees for each item above are contained in the annual collection policy, mailed to each owner yearly. As provided for in the Declarations, all collection costs incurred, including legal and title fees are a charge to the account of the delinquent owner and are subject to change.

#### **19. POLICIES, FINANCIAL --VIOLATION PROCEDURE AND FINE POLICY**

- a. As provided in the CC&Rs, violation of any provision of the CC&Rs, Architectural Guidelines or Rules & Regulations may result in fines. The Following is the Schedule of Fines.
- b. A penalty in the amount of \$75.00 for the first thirty (30) day period of any continuing infraction; \$125.00 for the second thirty (30) day period; \$175.00 for the third thirty (30) day period, \$225.00 for the fourth thirty (30) day period and each month thereafter.
- c. Architectural violations will be assessed in the amount of \$150.00 for the first thirty (30) day period, \$200.00 for the second thirty (30) day period, \$250.00 for the third thirty (30) day period, \$500.00 per month for a continuing infraction.
- d. In compliance with California Civil Code, the Association's current property management company, Cardinal Property Management, mails an Annual Policy Statement each year to Terraces' homeowners.
  - i. This A.P.S. includes the current: **Approved Budget, Violation & Fine Policy, Alternative Dispute Resolution, Internal Dispute Resolution, Architectural Guidelines, Annual Insurance Disclosure, Reserve Study Summary & Disclosure, Assessment Collection Policy, and Notice of Assessment and Foreclosure.**

#### **20. RECREATION/POOL AREA (also see 'Clubhouse')**

The Recreation Area is the area inside the fence at 820 Poppy Avenue and includes the Pool, Spa, Deck, Barbecue, Bathrooms, Shower, Club House and all common area.

- a. Only residents and their invited guests may use the Recreation Facilities.

- b. Guests must be limited to four (4) per household, 4 passes are issued to each household. Pool passes can be obtained from the property management company. (Larger group usage requires prior approval of 2 Board members).
- c. Residents should help monitor the pool area and not hesitate to ask someone if they live in our community.
- d. Keys to the Recreation area are not to be given out to guests without a pass. There is a \$50.00 charge to replace a lost or misplaced key. To replace a lost key, contact the management company.
- e. Guests must use pool passes when not accompanied by resident host. Guests without a pass may be asked to leave the area by any resident.
- f. The entire Recreation Area is "No Smoking".
- g. The gate must be kept locked at all times by California State Law, do not prop the gate open.
- h. Music, noise and conversation should be subdued so as not to disturb others. For everyone's safety, running and horseplay anywhere in the facility is prohibited
- i. For the comfort and safety of all, no pool toys, surfboards, bodyboards, skateboards, wheel vehicles, are to be put into the pool/spa.
- j. Air mattresses may be used by adults as long as they are not a bother to others in the pool. Children using swimming aids are to be under adult supervision.
- k. Food consumption should be confined to the clubhouse, gazebo area and tables. No breakable items (glass, ceramics, etc.) are allowed in the pool/spa area. Broken glass at or near the pool/spa would mean draining either one.
- l. Diapered persons are not permitted in pool/spa for sanitary and health reasons.
- m. If the pool is contaminated and is required to be drained, the offending person will be held responsible for all costs involved.
- n. Children under the age of 14 should not use pool/spa without adult in attendance.
- o. Please close all umbrellas if you are the last to leave the pool area to prevent damage or loss by wind.
- p. No animals allowed anywhere in the Recreation Area.
- q. Please do not enter the Clubhouse in wet clothing or bare feet.
- r. Do not turn off Jacuzzi timer. It is on a wind-up timer and forcing it will damage the mechanism. The buddy system is recommended when swimming or using the spa.
- s. Rules are for the safety of all and therefore, if violated, passes will be revoked for that person or persons.

**21. REFUSE & RECYCLABLE COLLECTION (Useful Information)**

- a. *Containers shall be set out for a reasonable time, not to exceed 12 hours, before and after scheduled trash collection. (excerpted from CC&R's Section 8.10)*
- b. *Please have your containers out by 7:00 a.m. on the morning of your collection. Containers can be placed out for pick up no earlier than 7:00 p.m. the evening*

*before collection, and all containers must be returned to storage area by 7:00 p.m. the night of collection.*

- c. Refuse collection occurs between the hours of 7:00 a.m. and 7:00 p.m., each Friday at The Terraces.*
- d. If the observed holiday falls on a weekday, refuse collection will be delayed by one day for the remainder of the week. If the observed holiday falls on a weekend, refuse collection will be on a regular schedule. Refuse is not collected on the following holidays:*
  - New Year's Day*
  - Memorial Day*
  - July 4th*
  - Labor Day*
  - Thanksgiving*
  - Christmas*

*Newport Beach has outsourced trash collection to CR&R Environmental Services requiring standardized carts for collection. The new trash carts are FREE are available in 3 sizes. The City of Newport Beach's website, [www.newportbeach.org](http://www.newportbeach.org) has info on the home page. The City is required by State law to recycle at least 50% of all trash generated. (above b, c, d and e, from Newport Beach website)*

## **22. RESERVE FUND/FUNDING RESERVES (Useful Information)**

- a. In addition to an Operating Fund, the Association maintains a Reserve Fund for capital improvements, replacements painting and repairs of the common property (which cannot normally be expected to occur on an annual or more frequent basis).*
- b. An on-site Reserve Study is conducted every 3 years, and undergoes a "No-Site-Visit" update in each of the 2 years in between.*
- c. Reserves are currently funded at 85% and are contributed to monthly. Reserve funding at this level "means the association's special assessment and deferred maintenance risk is low".*

## **23. RESIDENTS AND RENTERS**

- a. Only persons meeting the Residents requirements in the CC&R's Section 1.45 and 8.01 shall be entitled to occupy, visit or reside in any residence for no more than 60 days in any calendar year.**
- b. For rentals, homeowners must provide their tenant with a copy of the Rules & Regulations, to comply with the terms of the CCR'S. Non-resident homeowners must notify management with the name and phone number of the resident tenant within 15 days of the change in occupancy and include verification of age of all those residing at the rental address.**

## **24. RESOURCE LIST (Useful Information)**

- a. To conserve Association operating funds, the HOA requested and maintains a confidential Resident Resource List of homeowners who have volunteered to provide professional advice TO THE BOARD involving HOA business ONLY in*

*such areas as: accounting, construction, legal (we even have an arborist). If you have special skills and are willing to answer questions or provide informal, non-binding advice to the Board of Directors on HOA business only, we would greatly appreciate your contacting the HOA president to have your name and specialty added to the short list.*

## **25. SATELLITE DISH**

- a. Installation of Satellite Dish requires architectural permission. The homeowner is responsible for any damage incurred to the building.
- b. The only approved location for satellite dish installation is low on your chimney at the point where the chimney meets the roof. The wire should be affixed to a nearby downspout or inside corner and painted to match.

## **26. SHORT TERM RENTALS**

- a. No condominium unit in The Terraces at Corona del Mar may be leased or rented for a period less than thirty (30) days. Any lease agreement between an owner and lessee must provide that the terms of the lease shall be subject in all respects to the provisions of the Association's governing documents and Rules and Regulations including, but not limited to, Age and Qualifying Resident requirements; Animal Regulations; Courtesy Rules; Common Area use provisions covering any and all common areas including recreation area, pool and clubhouse; Nuisance provisions; Parking and Vehicular Restrictions; Single Family Residences provisions. Violations of governing documents and/or Rules and Regulations may subject the homeowner to Association fines ranging from \$75 and up to \$500 per month for a continuing infraction after notice and hearing.

## **27. SIGNS**

- a. One FOR SALE, FOR LEASE OR FOR RENT sign may be placed in a window or on the front gate of a unit. Sign size shall not exceed the City of Newport Beach code for residential signs. (1½ by 2 ft. overall).
- b. No other signs are permitted to be attached to any building or fence.
- c. Permanent signs such as security logos must be placed inside the front fence of a unit. The height of a security logo sign should not exceed three feet.

## **28. TERMITE CONTROL (Useful Information)**

- a. *Termites are endemic to Southern California and are constantly doing damage to our homes occasionally requiring 'tenting' of entire buildings and/or the entire Terraces' community for eradication.*
- b. *Terraces' residents are encouraged to be on the lookout for termite droppings or other evidence of termite infestation and to notify the property management company IMMEDIATELY so local treatment and repairs can be performed as necessary to minimize long-term damage.*

## 29. USE OF PROPERTY/ COMMERCIAL

- a. No business or commercial activity may be conducted on the property, except Professional and Administrative occupation that is carried on within the unit and there is NO external evidence of them.

## 30. WATER LEAKAGE/DAMAGE FROM WATER

- a. Any plumbing or sewer leakage should be reported promptly to the Cardinal Property Management. Do not call vendors except for personal repairs.
- b. Any damage to common or personal property of the Association or property of another owner caused by children or other family members shall be repaired at the sole expense of the owner of the unit where such persons are residing or visiting.
- c. Homeowners are responsible for repair from water and other damage to their own and other units caused by such things as leaking or blown water heaters, water leaking from ice-makers, dishwashers, washing machines or connection hoses, leaky faucets, etc.
- d. In the event of damage to any property in the Terrace, the Association may do corrective work, after notifying the offending party in writing, that the party is responsible for corrective work, legal fees and all costs involved.
- e. The board will determine responsibility for repair costs, association or owner.
  - i. ***TO BE DETERMINED....The board's current policy regarding water damage is as follows: When damage to a unit is caused by water from Association-owned pipes, the Association will assume responsibility for repairing or replacing the failed section of pipe or part(s), as well as any common or other area structure that is damaged when accessing the failed section of the pipe or part(s) to repair/replace the failed section. Additionally, the Association will reimburse the homeowner for the cost of repairs of 'collateral' damage, (i.e. for such things as flooring, carpets, cabinets, etc.) in the amount of the lower of, 1) homeowner's insurance deductible, or 2) \$2,500.***

## 31. Water Heaters (Useful Information)

- a. *If your water heater is more than 8-10 years old it's time to replace it. If you have rubber hoses connecting your washing machine to the wall, you are encouraged to replace them with stronger steel hoses to avoid water damage and liability.*

## 32. WORK HOURS

- a. All unit repair work and renovation is to be done between 8 AM and 6 PM Monday through Saturday only.