

**RULES**  
**&**  
**REGULATIONS**

**WHITTIER GREENS**  
**HOMEOWNERS**  
**ASSOCIATION**

Revised January 21, 2021

# WHITTIER GREENS HOMEOWNERS ASSOCIATION RULES AND REGULATIONS

## INTRODUCTION

This brief guidebook is being published and distributed to all units to assist and guide Homeowners, renters and their guests to better understand the Rules and Regulations governing this community. It is the hope of the Board of Directors that each resident will keep this guidebook in a prominent place in their household for easy reference to the basic areas of each resident's responsibility. Please bear in mind that this guidebook is not intended to replace the CCRS, but rather is a condensation of the most important parts contained in this document, together with the Rules and Regulations which the Board of Directors is empowered to establish. Please familiarize guests and relatives of the general Rules governing their use of the facilities in our complex. The major responsibility of a community association and the objective of all Rules is to ensure the safety of its members and to protect property values.

The most important thing to remember about a community association is that it is a business. To be successful, it must be operated like one.

To live in a condominium complex is a unique experience. It is not an apartment complex, nor does it have a private single dwelling atmosphere. When you buy in a complex you are given a copy of the CC&Rs and the Rules and Regulations. You have moved into a corporation. You own the unit in which you live in addition to sharing ownership in the common area, the streets, spas, lawns, etc. Each unit has a vote and this vote can be exercised at each Annual Meeting. At this Annual Meeting you vote for a Board of Directors, an Annual Budget and any other special matters that may be brought before the meeting. Owners are welcome at all meetings.

This guidebook was prepared by the Board of Directors for the express purpose of helping new residents and renters, as well as established residents, adjust to community living in general, and to understand Whittier Greens Homeowners Association in particular. **IT DOES NOT REPLACE THE CC&RS AND EACH HOMEOWNER/RESIDENT IS REMINDED THAT IT IS HIS/HER RESPONSIBILITY TO READ, UNDERSTAND, AND ABIDE BY THAT DOCUMENT!**

All Homeowners and residents have the right to peaceful enjoyment of their respective properties and common areas. Any activity which interferes with the right to peaceful enjoyment will be considered a violation of the Rules and Regulations and will be subject to grievance and penalty assessment procedures.

## LIVING UNITS

1. No living unit (or surrounding improvements) is to be used in any manner to cause said property to be uninsurable.
2. Not more than two (2) usual and ordinary household pets (exclusive of birds and fish) may be kept in a living unit. **NO REPTILES.**
3. No living unit is to be used in such a manner as to cause unreasonable noise, nuisance or illegal activity.
4. No sign, other than one (1) customary (18" X 24") size "**FOR SALE" or FOR RENT**" permitted on a lot. Sign to be placed in window only. All signs must be removed within ten (10) days of a sale being consummated. Any damage incurred by improperly placed signs will be assumed by Homeowner. Open House signs permitted only on day of Open House.
5. Nothing shall be done in the living unit which will structurally change or damage the building.
6. All rubbish, trash or garbage shall be regularly removed from each living unit and placed in trash bins. Keep bins closed at all times for insect control purposes. trash must be placed inside dumpster and not placed around the bin. When dumpsters are full, trash should be stored in your unit until the next collection day. Liquids should be disposed of in closed containers. Residents should advise their children and visitors to dispose of trash properly. The trash company will not pick up trash left around the dumpster. **IF YOU HAVE LARGE ITEMS, PLEASE DO NOT FILL THE DUMPSTER, BREAK DOWN LARGE BOXES, ETC.** If any item is too large, either take it to the dump or call Community Management Professionals to arrange for a special pickup at your expense. If you leave large items and special pickup is not arranged, you will be assessed for the pickup.
7. The owner of the living unit shall not be permitted to drape the windows inside or out, or doors with aluminum foil or any other material except the usual window covering or professionally applied tinted mylar sunscreen film. aluminum foil may not be used on windows under any circumstances.
8. Screen doors may be installed by owners/residents and must be maintained by the owner at the owner's expense. Screen doors must be approved by Board prior to installation.
9. In the event an owner fails to maintain his living unit, garage or patio in a manner defined necessary in the judgement of the Board of Directors, the Board shall send written notice to the owner stating that work or repairs are required. The repairs shall be carried out within a period of ten (10) days. In the event the owner fails to carry out the maintenance or repairs within the specified period, the Board of Directors shall cause the work to be done and assess the cost to the Homeowner.

## **EXCLUSIVE AREAS**

1. Patio areas visible from common areas shall be maintained in a clean and neat condition at all times. Weeds, dead plants, or debris will not be allowed to accumulate on patios, porches or balconies. Greenery must be maintained in a manner so as not to detract from the overall appearance of the complex. Flowers/plants on balconies or patio walls must have waterproof containers underneath. **ANY WATER DAMAGE WILL BE CHARGED TO THE HOMEOWNER.**
2. No hooks, nails, screws, etc. are to be placed into stucco areas without prior approval of the Board of Directors.
3. Common area planting must have prior approval of the Board of Directors. No vines of any type shall be grown so as to become affixed to the walls, nor should any planting be done which inhibits maintenance in any way. All shrubs, plants and trees **must** be pruned. The Board of Directors reserves the right to determine whether trees/shrubs should be trimmed and/or removed.
4. Wiring for electricity, telephones, antennas, machines, etc. shall not be installed on the exterior of the buildings or garages or protrude through the walls or roof of said buildings, except as authorized by the Board of Directors and the City of Rosemead.
5. No one shall construct or cause to be constructed, fences, walls, or make any alterations to the common areas, except as specifically authorized in writing by the Board of Directors.
6. No exterior clotheslines or drying of clothes on the patios, fences or any other areas of the common area are allowed.
7. No power equipment to be used after 8:00 PM and before 8:00 AM. Such equipment shall not be used for business purposes.
8. Garages must be kept clean and safe. No activity that would be a health, fire or safety hazard and/or noise nuisance is permitted. Flammable products such as paint, thinner or Oil shall be stored in suitable containers and marked as such. Each garage shall be used for parking and minimum storage only.
9. No obnoxious or offensive activities shall be carried on in any living unit or common area, nor shall anything be done therein which would be an annoyance or nuisance to other owners. All patios must be cleared daily of pet droppings on a day-to-day basis and kept odor free.
10. No object may be attached to the exterior of any living unit except that which has been approved by the Board of Directors.
11. Each owner is responsible for any damage to any part of the common area of any individual's unit caused by a member of his/her family, guests, or pets.

12. Any exterior alterations or additions of any kind must be directed to the Board of Directors for written approval.
13. Approval by the Board of Directors does not constitute approval by the City, nor does approval by the City constitute approval by the Board of Directors.
14. Outside garage doors are to be closed at all times except for exiting and entering for the safety and security of all.
15. Garage doors should also be secured and locked at all times for safety and security of all Homeowners and/or renters.

### **MAINTENANCE AND REPAIRS**

1. Every owner must perform promptly all maintenance and repair work within his own unit, which, if omitted, would affect the project in its entirety or in part belonging to other owners.
2. All repairs of internal installations of the unit, such as water, gas, light, power, telephones, air conditioners, sanitary installations, doors, windows, lamps, and all accessories belonging to the unit area, shall be at the owner's expense.

### **RULES OF CONDUCT**

1. Residents shall exercise extreme care about making noise or using musical instruments, radios, stereos, television or amplifiers that may disturb other residents.
2. No unit shall be used in such a manner as to obstruct or interfere with the enjoyment by residents or annoy them by unreasonable noises or otherwise; nor shall any nuisance or immoral or illegal activity be committed or permitted to occur.
3. Dogs, cats or any other household pets may be kept provided that they are not kept, bred, or maintained for any commercial purposes. Noise level of pet's must be kept consistent with good neighbor relations. Pet owners will be held responsible for damage to Homeowner's property. The waste material of these animals does damage to garage roof, as well as individual unit roofs and balconies.

### **GROUNDS AND/OR COMMON AREAS**

**ANY DAMAGE INCURRED DUE TO THE FOLLOWING VIOLATIONS WILL RESULT IN THE HOMEOWNER BEING RESPONSIBLE FOR ALL COSTS OF REPAIR.**

1. No one shall play, ride bicycles, skates, skateboards, trikes or wagons in the greenbelt areas, sidewalks, or street. Toys of any kind cannot be left on sidewalks or common areas. No climbing of trees or buildings is permitted.
2. No sports or games that will damage trees, lawns, or sprinklers are permitted in the common area.
3. Pets will not be permitted to run loose on the common area. Pets must be walked on a leash (City Ordinance). Any droppings must be cleaned up **AT ONCE** by the owner of the pet and deposited into a dumpster in a closed plastic bag. At no time is a pet permitted in the spa area. Violators will be fined.
4. Tampering with common area equipment and facilities is prohibited, including but not limited to:

Circuit breakers, timers, lighting equipment, all utility hook-ups, (water, gas, electric, telephone), spa equipment (heaters, tainers, PUMPS), fences, gates, and entrance phone systems.
5. There will be an automatic fine of \$150 for any of the above violations subject to a Hearing.

### **PARKING REGULATIONS**

1. Parking of oversized vehicles: oversized vehicles or commercial vehicles may be parked in designated parking areas ONLY while being Loaded or unloaded. For these Rules and Regulations, the term "oversized vehicles" shall mean all vehicles more than 18 feet long or 7 ½ feet wide or 7 feet high.
2. Non-powered vehicles - boats, trailers or other vehicles not customarily used as a means of general transportation may be parked for a period not to exceed four (4) hours within any forty-eight (48) consecutive hour period, and only as incidental to loading or unloading therefrom.
3. Display or maintenance - NO vehicle shall be parked in streets or reserved areas for purpose of displays, maintenance, repair or rebuilding, dismantling, painting or servicing of any kind.
4. Oil dripping vehicles - Vehicles with excess oil drip shall not park at any time in any other area than the owner's garage. Violators will be fined.
5. Motorcycles must be parked in designated parking area – **THEY ARE NOT PERMITTED ON SIDEWALKS OR FIRE LANES.**
6. All vehicles in violation of these Regulations are subject to be towed at owner's expense. (Vehicle Code CVC2250.1 2VC22658.a).

7. Vehicles in parking spaces must be operable. No storing of vehicles with flat tires, no engines, etc. are allowed.
8. Guest parking is reserved for the parking of vehicles owned by residents' guests. Residents are not allowed to park vehicles at any time in the areas reserved for guests.

Vehicles owned by a resident's guest parked overnight for three (3) times in a one-month period will be issued a final warning by our patrol service on the third night. on the fourth night the vehicle will be towed. The reason for this Rule is that our parking spaces are limited.

### **BOARD MEMBERS HAVE NO CONTROL OVER TOWING.**

9. Cars being washed inside the complex must not be left unattended.
10. No owner shall park, store, or keep anywhere on the property or on the street abutting the gate or visible from the property, any large or commercial-type vehicles (Including but not limited to, any dump truck, cement mixer truck, oil or gas truck). These vehicles will be towed without warning.

### **TRAFFIC SAFETY**

1. For the protection of all, a five (5) mile per hour maximum speed limit is enforced in the complex. Please drive carefully.
2. Each unit has been issued gate openers. You may also order gate openers from Community Management Professionals for a fee. Homeowners are cautioned to keep their openers and keys in a safe place.

### **SECURITY GATE**

1. Guests visiting residents inside complex must make telephone contact with residents to gain entry. Each resident has been assigned a code number (as shown on telephone directory board) which when dialed by a visitor, will ring the telephone. If you wish to allow entry, simply press single digit 9 and the gate will open. After the guest enters the gate will close.
2. When entering the drive-in gate, a vehicle should never follow another vehicle on its gate cycle. Wait for the gate to fully close and re-open. A vehicle could be damaged and not only is the Board of Directors **NOT** responsible for such damage, but the owner of the vehicle is responsible for damage to the gate. Under no circumstances should a vehicle ever enter the exit gate. Again, any damage to the gate would be the driver's responsibility.

## **SPA REGULATIONS**

1. The spa area may be used from 9:00 AM to 10:00 PM Sunday through Thursday; 9:00 AM to 11:00 PM Friday and Saturday. Discretion is expected during the earlier and later hours. The noise level should be low,
2. Use of spas and spa area is restricted to residents and their guests. Guests **must** be accompanied by a resident always. No persons allowed under the age of fourteen (14) years unless accompanied by a resident eighteen (18) years or older.
3. The spa gates must be closed and locked always, as required by Law, for the safety of small children as well as for security. At no time may gates be propped open or fences climbed to gain access to pool area.
4. Use of the spas is at your own risk. No lifeguard is provided. Everyone should take notice of signs posted at the spa.
5. Overuse of the spa may be physically harmful. Persons with heart conditions, or who are pregnant, or with other medical conditions should consult with their physicians before use of the spa. Persons under the age of fourteen (14) years may use the spa only if accompanied by an adult resident who is responsible for the child's care and safety.
6. Glass is NEVER permitted in pool area. All beverages must be in unbreakable containers.
7. Running and horseplay is not permitted.
8. Smokers - Please be considerate and bring your own ashtrays to dispose of smoking refuse.
9. Please be considerate when playing radios in spa area. Keep the volume at an appropriate level.
10. Animals are NOT permitted in spa area at any time.
11. Remember, you are responsible for Your actions as well as your guest's actions and conduct in the spa area.
12. The spa cannot be reserved for private parties.
13. Proper swim wear must be worn in pool and jacuzzi. No cut-offs, diapers, shorts, etc. allowed.
14. No intoxicated persons or alcoholic beverages are allowed in jacuzzi or spa area.
15. No soap products allowed in spas.
16. **NO DIAPER ARE ALLOWED IN THE SPA AT ANY TIME.**



17. Everyone is responsible for cleaning up after themselves. Whatever you bring into the spa area must be taken out (i.e. cans, plastic cups, towels, chairs, etc.). Please leave the spa area in the same or better condition as when you arrived. Anything left overnight will be discarded. We do not employ janitors.

## **COMPLAINTS**

It is the responsibility of all, residents to issue complaints for witnessed violations of the Association Rules and Regulations. Do not wait for your neighbor to do it. You are the main source. Any member of the Homeowners Association may file a complaint against another Homeowner, renter, and/or guest whom he feels is in violation of the Rules and Regulations. The complaint should be in writing and should clearly state who committed the violation and which Rule was violated. The written complaint should be, mailed to the Board of Directors, C/O Community Management Professionals, 12598 Central Avenue | Suite 114, Chino, CA 91710. Upon receipt of the complaint letter by the Board of Directors, a copy shall be sent to the Homeowner, renter and/or guest who is alleged to be in violation of the Rules. The Homeowner, renter, and/or guest is always entitled to a Hearing on the merits of the alleged Rules violation.

Anonymous complaints will not be recognized by the Board of Directors. All communications will, however, remain confidential if you so request. The written complaint should be mailed to the Board of Directors via Community Management Professionals. **DO NOT COMPLAIN DIRECTLY TO A BOARD MEMBER.**

## **NOTICE OF HEARING**

The Board of Directors will provide Notice of Hearing to all parties concerned at least ten (10) days prior to the Hearing, provided the Hearing is requested by the Homeowner, renter and/or guest accused of the Rules violation. The Hearing shall not be held sooner than thirty (30) days after the written complaint is mailed or delivered to the Homeowner, renter and/or guest accused of the violation.

## **PENALTIES**

If, after hearing all evidence regarding the alleged Rules violation, the Board of Directors fines the Homeowner, renter and/or guest guilty, an assessment of up to \$500 shall be levied against the appropriate Homeowner. No assessment shall take effect prior to fifteen (15) days after receipt of the Notice of Hearing and five (5) days after the Hearing itself.

## **FINES**

For any violations of these Rules and Regulations, the following fines have been established and shall be billed to Homeowner's account concurrent with each month's assessment subject to the following:

- 1<sup>st</sup> Violation - Waning Letter
- 2nd Violation - Final Warning
- 3rd Violation - Fine
- 4th Violation - Will require penalty severity

Established by the Board of Directors

Management Company

**COMMUNITY MANAGEMENT PROFESSIONALS**  
**12598 Central Avenue | Suite 114**  
**Chino, CA 91710-3500**  
**(909) 545-6940**  
**(909) 575-6693 Fax**