

Dear Playmor Terrace Homeowner:

Playmor Terrace Condominium Association has been incorporated by law into a California corporation to provide you with benefits that other homeowners do not have. The primary benefit is the preservation and enhancement of your Association. Another benefit is certainly the satisfaction of living in a community that is attractive and well maintained.

The management company of Playmor Terrace works closely with your Board of Directors to oversee the day to day operation of your Association. Working together, we strive to preserve the value and integrity of your Association.

This package contains additional information regarding Playmor Terrace Condominium Association. Please review this information carefully as it will assist you with questions you may have.

Each unit will receive two (2) copies of this manual, one of which should remain in your unit for easy reference. There will be a replacement fee of \$15.00 for each additional manual.

Playmor Terrace Board of Directors

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I. INTRODUCTION

In order to maintain adequate environmental conditions for enjoyable living within the Playmor Terrace Condominium Association, reasonable regulatory policies and guidelines must be established and enforced. This manual provides information concerning regulations established by resolution of the Playmor Terrace Association Board of Directors for the mutual benefit of all property Owners and tenants associated with the complex. Compliance with these regulatory provisions is mandatory in accordance with the Covenants, Conditions and Restrictions, hereafter referred to as the CC&Rs, in order to prevent deterioration of living conditions and property values.

The provisions will be enforced by the Association's Board of Directors, with the assistance of the complex Management Company and the Association's legal counsel by the imposition of a monetary penalty for each violation, or by the appropriate legal action as required.

This manual is supplemental to the Declaration of Covenants, Conditions and Restrictions files in the Office of the County Recorder. If there is a conflict between the CC&Rs, the Bylaws and/or the Rules and Regulations, the CC&Rs shall prevail.

II. PROMULGATION AUTHORITY

This manual is promulgated in accordance with the provisions of the CC&Rs. Delivery of the manual to the last known condominium address or off-site address of each Owner and Tenant, as provided by such Owner or tenant to the Board of Directors, hereafter known as the Board, shall constitute proper notice of the provisions contained herein for enforcement purposes.

III. POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Powers and duties of the Board of Directors to act are outlined in the Playmor Terrace Association Bylaws and CC&Rs, i.e. to govern, adopt and publish Rules and Regulations governing the use of the common area and facilities, and the personal conduct of the members and their guests or tenants thereon, to establish penalties for the infractions thereof, and establish committees and appoint committee chairpersons.

IV. VIOLATIONS OF COVENANTS, CONDITIONS AND RESTRICTIONS, RULES AND REGULATIONS

A monetary penalty will be assessed, after due process, against each Owner violating the CC&Rs, Bylaws or the Rules and Regulations of Playmor Terrace Association. Please see Section XXII for the Violation Procedures and Section XXIII for the Fine Schedule.

V. ASSOCIATION ADDRESS

All correspondence, maintenance suggestions or identification of problems should be sent to the Property Management Company at the address and telephone as specified in the newsletter.

VI. OWNER RESPONSIBILITY

1. The regulatory provisions are applicable to all condominium residents and visitors of Playmor Terrace Condominium Association.
2. Owners will be held strictly accountable to the Association for the conduct of their tenants and guests for any violation of the Rules and Regulations. **OWNERS MUST PROVIDE TENANTS WITH A COPY OF THE RULES AND REGULATIONS.**
3. Should a resident use his dwelling as a business with visible evidence and/or causing external effects detrimental to neighbors or incompatible with the residential zone, a fine will be imposed.
4. Owners will be held liable for all damages to the common area by residents, tenants or guests of their unit. The actual cost of such damage shall be assessed against the owner.
5. Right to Lease: condominiums shall be used only as a single family residence and shall not be rented by Owners for transient or hotel purposes, or as mini-dorms or fraternity/sorority houses.

VII. CHANGE OF ADDRESS OR OWNERSHIP

An up-to-date list of Owners is essential for efficient management of condominium operations. Any change of address or ownership must be promptly reported to the management company.

VIII. ASSESSMENT FEE PAYMENTS

The income from monthly assessment payment provides the only means for the Association to meet its obligations for maintenance of the complex's Common Areas. It is essential that payments be received in a timely manner when due.

IX. ASSESSMENT COLLECTIONS POLICY

Playmor Terrace condominium Association is responsible for managing and operating the common areas of the complex, and for collecting homeowners' assessments. The timely collection of assessments from all homeowners is important to the management and operation of the complex, and to the preservation of property values. Pursuant to California Civil Code Section 1365(d), the Association has adopted a policy for collecting delinquent assessments. The collection policy is sent to all Owners once a year by the Management Company, but it is included in Appendix A of this document for easy reference.

In general, the Association's Board of Directors intends to take whatever actions that are authorized by law and the Associations governing documents to collect assessments. If the Board elects to use practices, procedures or notices which exceed those required by law or under

the governing documents, it does so without waiving the Associations' right to exercise collection remedies to the fullest extent permissible. Any additional notices or time periods the Association might use are extended solely as a courtesy. No owner shall be entitled to expect longer time limits or notices other than those which are required by law or the governing documents. Monthly statements are a courtesy. Owners are responsible for making payments on time, where or not a statement is received.

X. MEMBER SUGGESTIONS OR PROBLEMS FOR BOARD CONSIDERATION

Request for consideration by the Board of suggestions or problems concerning general Association matters should be submitted in writing to the Management Company. However, if time does not permit, Owners may appear at the next regular, monthly Board meeting and each Owner will be allotted three (3) minutes under the Open Forum of the Board's regular business session.

XI. COMPLEX UTILIZATION AND APPEARANCE

1. Patios, balconies, porches and carports are restricted common areas, and are subject to complex environmental controls and in the best interest of all Owners and tenants. Such areas must not be utilized in a manner which creates an annoying condition for other residents. A clean, neat appearance must be maintained in these areas at all times.
2. Common property must not be damaged by any plantings, e.g. vines growing on the stucco or balcony railings. Patio trees/plants must be trimmed away from all balcony/deck wood. ONLY plants in self-contained water pots and patio furniture are permitted on the balcony/deck. No items are permitted on railing tops. Balconies are subject to both structural and surface damage, primarily from drainage problems. Each potted plant shall have drainage provisions under the plant to retain the runoff water. Nothing is to be set on the upper window ledges and only plants in self-contained water pots are permitted on the lower window ledges. Owners are responsible for repair and replacement costs of damage to fences, external walls, balconies, attics, etc., which result from their plantings.
3. The height of all patio plantings must not exceed the bottom of the eaves on the two-story units and the bottom of the eaves on the one-story units in order to preserve the eaves, gutters, etc.
4. Rugs, drapes, towels, wetsuits or other articles shall not be draped or hung on balcony/deck railings or patio fences. No external clotheslines are permitted. All equipment, bicycles, tools, trash containers, wood and/or storage piles and sheds shall be kept concealed from view of other units (below the fence line), the common areas and adjacent streets. No furniture is allowed except for outdoor furniture. No hammocks, barbecues, sporting equipment, bicycles, etc. may be stored on balcony/deck. Only hammocks with self-supporting legs can be used.

5. Nothing shall be hung from/on the vertical posts that support the balcony/deck. Only plants may be hung from horizontal support beams. No objects shall be attached or hung from any eaves unless approved by the Board. No hammocks, barbeques, sporting equipment, bicycles, etc. shall be hung anywhere.
6. The City of San Diego issued black trash and blue recycle containers. They must be stored only in the unit's carport or patio.
7. For security reasons, power to residential front door lights to remain on at all times. Absentee owners must make sure electric power remains on between renters so that their front door light can be on at night.

XII. ANTENNA INSTALLATION GUIDELINES AND PROCEDURES

Please contact the management company for the current policy and the latest regulations and procedures.

XIII. CARPORTS, PARKING SPACES AND STREETS

1. Carports must not be used for storage.
2. Carport spaces must only be used to park one standard non-commercial vehicle. A standard vehicle is any standard size passenger automobile, motorcycle, van or minivan. Any such vehicle must not extend beyond the carport space. Open bed trucks, including trucks with camper shells that exceed 3/4 tons in gross carrying capacity, and/or bear obtrusive or offensive commercial signage are not allowed. Any such vehicle must be parked on the city streets and not in assigned spaces. Carports must not be used to park any abandoned, inoperable or stored vehicles.
3. One covered parking space and one uncovered space is provided for each unit. Each space is identified by the appropriate unit number and shall be used exclusively by the unit's Owner, resident or their guests.
4. Vehicles must not be backed into parking spaces.
5. Riding or parking bicycles, motorcycles, or skateboards is not permitted on sidewalks, planted areas, or in the fenced pool areas.
6. Private vehicles parked in violation of these Rules and Regulations are subject to tow-away for impound storage at the vehicle Owner's expense. Any Owner may initiate this action when a vehicle infringes upon the Owners rights and privileges.
7. Vehicle maintenance, repair, and overhaul work is not allowed within carports or other areas of the Complex.
8. Washing vehicles is not permitted. Violators will be fined.

9. The driveways to carports are FIRE LANES, as well as common means of entry and exit. Therefore, NO vehicle is to be parked in a manner that even partially blocks any driveway. To do so would create additional hazards in an emergency. Cars parked in RED emergency areas will be towed away immediately, and/or the Owners will be fined. Owners of vehicles parked illegally in NO PARKING areas, sidewalks, or planted areas will be towed and/or fined for each occurrence, and will incur any and all related expenses.
10. Guest parking spaces are for guests ONLY and are not to be used by residents. A guest vehicle is limited to 48 hours in guest parking. Violators will be subject to tow-away and/or a fine.
11. Any vehicle trailer, camper, motor home, commercial vehicle, truck, pick-up or van, inoperable automobile, boat or similar equipment shall be not permitted to remain more than 72 hours on the city streets inside the complex. They will be considered abandoned and shall be towed. No noisy, smoky, off-road, or unlicensed motor vehicles shall be operated within the complex or left on city streets inside the complex. These vehicles will be towed at their owner's expense.
12. Owners are responsible for ensuring their assigned parking spaces are free of oil and grease drippings. If the Owner does not clean the spaces, they will be cleaned by the Association and the costs charged to the responsible Owner. A fine may also be assessed.
13. No inoperable vehicle shall be stored in any assigned or guest parking spaces for more than 72 hours. These vehicles will be towed at their owner's expense and the Owners will be fined.
14. Shopping carts must not be abandoned in the Complex. Owner or residents should call the store that owns the cart or the Management Company to request their removal.

XIV. PETS

1. No livestock, poultry, or animals of any nature shall be kept in any unit, except caged birds, and/or up to two domesticated household pets, such as dogs or cats, provided they are not kept or maintained for any commercial purposes, e.g. breeding per CC&Rs, Article 5, Section 3.12.
2. All provisions of the San Diego County Code for regulation of animals apply to Playmor Terrace Condominium Association.
3. Dogs must be controlled by a leash, attached to each dog and the leash must be held by the dog's handler at all times when outside individual patio enclosures and living quarters. Any litter deposited by dogs or cats on lawns, sidewalks, or other complex common areas must be removed immediately by the Owner of the animal involved.

Owners should carry waste material containers or a scoop when walking dogs. In order to prevent damage to landscaping, dogs are not permitted to be tied to trees or to other exterior building structures within the Association's common areas. Violators will be fined.

4. Unknown dogs and cats found roaming around free within the Association's common areas will be assumed to be stray animals. Such animals will be subject to pickup by the county Animal Shelter. Additionally, continuing leash violations must be reported by a resident to personnel at the County Animal Shelter. Litter violations must be reported to the County Environmental Health Department. Any continuous, offensive noise, such as barking dogs must be referred to the city Noise Abatement Department, or the police. The phone numbers for these departments can be found inside the front cover of this manual.
5. Outside bird feeders using seed are not allowed as they attract rodents (mice and rats) and other animals (e.g. snakes, possums, raccoons) as well as cats that feed on rodents.

XV. TRASH PICKUP (Amended 10-25-12)

1. The San Diego Municipal Code Sec. 66.010 reads, "Trash cans must not be placed in the designated pickup area before 6:00 PM on the day prior to pickup and the cans must be removed from designated pickup area by 6:00 PM the day of pickup."
2. **THE ASSOCIATION HAS EXTENDED THE HOURS, FOR YOUR CONVENIENCE: TRASH CANS MAY BE PUT OUT AT 5:00 PM THE NIGHT BEFORE PICKUP AND MUST BE PLACED BACK BY MIDNIGHT THE DAY OF PICKUP.** You are in violation if your trash container is in the designated pick-up area at any other time. Trash pickup is handled by the City of San Diego. Trash must be placed in the containers required by the City. No other trash containers are permitted other than those provided by the City of San Diego.
3. ***Owners will receive an automatic fine/hearing letter to appear before the Board of Directors for each offense. No warning letters will be issued prior to the fine/hearing letter.***

Trash Container Violation Fine Schedule:

- \$50.00 fine per trash/recycle container
 - and
 - \$10.00 per container for each additional day left out
4. Bulky items which do not fit in the containers must be disposed of by the resident at the City dumpsite or other offsite disposable locations. Trash containers are to be placed at the curb on the streets. (Do not place them in curbed areas going into cul-de-sacs.) Improper placement of trash containers or leaving trash which will not be

picked up by the City will result in a fine being assessed against the Owner. If the Association incurs any costs as a result of the Owner/resident improperly discarding or disposing of bulky items or any other trash, the Association will obtain reimbursement from the responsible Owner. Do not leave furniture or other non-trash items on the streets, carports or other common areas.

5. Trash containers must be stored only in carports or patio areas. ***Each homeowner is responsible for numbering their trash containers with their unit/carport number. The City will be contacted to remove unmarked containers from the property.***

XVI. NOISE AND PARTIES

1. Radios, televisions, stereos, musical instruments, party activities, and other noise sources must be restricted at all times to a level that is NOT disturbing to residents. Should a resident create a nuisance as defined in San Diego City Codes and California Civil Code, Section 34/9, a fine will be imposed for each said nuisance. Should the Board of Directors determine, after due process, that the legal remedy is inadequate; proceedings for abatement shall be commenced. Additionally, noise problems should be reported by any resident to the San Diego Police Department “corrective action”. The relevant phone numbers can be found inside the front cover of this manual. Also, report incidences with date, time, length and what happened to the management company for disciplinary action. Please note a permit is needed to amplified music. Be considerate!
2. All remodeling and/or construction noise is permitted only during the hours of 8:00 AM to 5:00 PM Mondays through Fridays, and during the hours of Noon to 4:00 PM Saturdays and Sundays.
3. **PARTY RULES – The following applies to all parties:**
 - Ensure your guest remain inside your home and keep windows and doors closed to contain the noise level. Bring people in from the patio, sidewalks and streets.
 - City Code states: No noise after 10:00 PM on Sunday through Thursday and after 12:00 AM on Friday and Saturday.
 - To report a loud party in progress, please call the San Diego Police Department and San Diego Patrol. If the police do not arrive call them again at 8:00 AM the next morning to receive an “incident number” and to request that they come out and talk to the residents. For recurring problems, please check the CAPP program with Eastgate Mall SDPD. The phone numbers are listed inside the cover of this manual.
 - Owners will be summoned to the Board for a hearing.
 - It is the Owners’ responsibility to remind their tenants/guests about these rules.
 - Party givers are to clean up the exterior (e.g. cups, cigarette butts etc.) the day after the party.
 - Heavy fines will be imposed for party noise violations. See section XXIII for the current fine schedule.

XVII. ARCHITECTURAL CONTROL

1. All proposed changes to the exterior surface of buildings and grounds must be approved by the Board and/or its authorized committee. Replacements must be the same style, type and color as the exterior view.
 - a. Each written request for approval of a planned exterior addition or change must include five (5) items: general description, detailed specification drawings, color, and type of materials to be used, and the name, license number, address and phone number of the contractor of individual doing the work,. In some instances, a San Diego city building permit will be required. This includes new window(s) and door(s) such as kitchen, sliding, French door replacements.
 - b. Plans should be submitted through the Management Company or to the Board.
 - c. At the time your plans are submitted and approved, you will be given thirty (30) days to complete the specified work. If more time is needed, please contact the management company.
 - d. Before any work is started, the Owner must sign the “Restrictive Use and Maintenance Agreement” (RUMA). Owners are required to pay the recording fee for the RUMA at the time the agreement is completed. (This is because Matrix states these are Owners’ responsibilities). New window(s) and door(s) replacements are included. You may submit the RUMA yourself and show proof to the property manager or have the property manager record it for a fee.
 - e. The Management Company must be contacted within ten (10) days after completion for final inspection and approval.
2. Unauthorized additions will be subject to removal at the Owner’s expense and subject to a fine.
3. Owners are responsible for installation costs and maintenance of any approved exterior additions.
4. Architectural restrictions are:
 - a. Patio covers cannot extend beyond the original patio fence line and must conform to standard patio cover drawings and specifications on file with the management company.
 - b. Balcony railing areas must not be modified, except for the approved modifications on file at the management company.
 - c. Front door screen doors shall be of extruded aluminum (not roll-formed) for strength and rigidity. The surface finish shall match the metal trim of the building, bronze (dark brown) or black. Security doors must be installed of the

same colors (above). Specifications are on file at the Management Company. Any other door may be approved by the Board and/or its authorized committee. Owners are responsible for continued maintenance, e.g., painting and repair. (This policy was adopted in September 1990.) Security doors must remain closed at all times to maintain a neat appearance. Violators will be fined.

- d. Other security items: No bars or grills can be installed on the second floor window(s) or sliding doors of the living units. No metal shutters or roll-down security devices can be installed. No exterior alarm devices can be installed. This policy was adopted in September 1990. Owners must request approval from the Board or its committee.
 - 1. Window Bars: All security window bars and grills must be installed on the inside of the living units. All bars on first floor bedrooms must be equipped with quick-release openers for emergency situations. All bars on living room and kitchen windows must be equipped with locking devices, which will allow them to be unlocked and opened in emergencies. All bars must be either black, bronze (dark brown) or trim color. Policies on the security screen door, window bars, patio doors and “other security items” were made September 1990.
 - 2. Patio doors: Security door can be installed on either the inside or the outside of the sliding glass or French doors, on the ground level. The color of the security door should match trim color on French doors and be either bronze (dark brown) or black on sliding doors.
- e. All covered windows shall have facing the exterior, either draperies drapery linings, casements, shutters, or shades of a light neutral color (CC&Rs Article 7, Section 3.5). This includes the small vertical window in the master bedroom. Others must have approval from the Board and/or its authorized committee. All windows must be fully covered. No noticeable patterns are allowed.
- f. No stickers or other decorations shall be placed on the interior or exterior of any window except for safety on sliding glass doors or security systems. Suitable holiday decorations must be placed on the interior of window one (1) week prior to a holiday. Such decorations must be removed no later than three (3) days after the holiday. An exception is the Christmas season, when decorations can be put up the first (1st) weekend after Thanksgiving and must be removed by the first (1st) weekend after New Year’s Day.
- g. If the patio porch light fixture needs to be replaced, please call the management company for the approved model(s). No other large lights are allowed. Only the small clear string type lights may be put up inside the patio i.e. under the fence line or above on the inside of the fascia board. Make sure that the light bulbs are not visible from the street or to neighbors.

- h. No signs shall be displayed to the public view on any units or any portion of the project unless they are approved by the Board, except FOR SALE or FOR RENT signs of customary and reasonable dimensions. The Board has determined that signs are to be no larger than 12" x 12". A maximum of two (2) signs are permitted. One sign may be posted on the carport fence and one sign on the ground level window of the unit.

XVIII. LANDSCAPING FOR COMMON AREAS

All proposed changes in landscaping of common areas require prior written approval of the Landscape Committee and/or the Board. All replanting of common areas requested by specific Owners or group of Owners must be approved by the Board. Donated plants/trees of suitable type may be accepted for the use within areas specified by donors at the discretion of the Landscape Committee or the Board. Any such plants/trees must be properly planted by a qualified licensed professional.

Stepping stones place outside patio gates can only be installed by an Owner after prior approval of the Board. Any stepping stone must be a minimum size of twelve (12) inches in diameter (round or square), be of a cement material (can have inset pebbles), be of a light neutral color, and must be properly place in pathway safely to prevent trip hazards. The Owner should request current installation guidelines from the Management Company. After proper installation, the owner shall be responsible for maintaining the stepping stones. Patio slabs must not extend past the fence line nor patio gate into the common areas without submitting a plan to the Board for approval. The Landscape Committee and/or Board can request the Owner to repair or replace such items as necessary.

XIX. POOL RULES

1. All persons using the pool do so at their own risk.
2. Observe all pool safety precautions at all times.
3. NO diving or running
4. The Association does not provide lifeguards. It is the responsibility of parents to assure that children (14 years or younger) are under the DIRECT pool side supervision of a designated, responsible adult (18 years or older) who must oversee their activities at all times (California State Law).
5. Any guest fourteen (14) years or younger using the pool must be accompanied by an adult (18 years or older) resident, and be under direct supervision at all times. Bo more than six (6) guests per unit must use the pool at any one time unless attending a private party.
6. NO glass is permitted in the pool area; only plastic and/or metal containers

7. Animals are not permitted in pool or pool area. (California State Law).
8. No flotation devices except for small paddle boards will be allowed inn the pool unless specifically approved by the Board.
9. Pool gates must be kept locked before and after entering or leaving the pool area. Only those with authorized pool cards are entitled to use the pool. Please notify management if the pool door or buzzer is broken or malfunctioning.
10. Everyone must take a shower before entering the pool.
11. Persons intoxicated, physically dirty, or suffering from a contagious or infectious disease is not permitted use of the pool. (California State Law).
12. Life saving equipment is for emergency use only. (California State Law)
13. NO wheeled vehicles are allowed in pool area except for the handicapped, i.e. wheelchairs and walkers.
14. All replacement pool cards will cost \$50. No second cards will be issued.
15. Noise at the pools should be kept at a low level for the enjoyment and relaxation of all. Use headsets/earphones when using radios or other music source without Board of Directors approval for specific party. No amplified music is allowed. Keep voice low when using a cell phone.
16. No barbecuing is allowed in the pool area unless approved by the property manager or the Board for a specific event (party).
17. All pool violations are subject to fines.
18. **POOL HOURS**
The swimming pool hours are as follows:
7:00 AM to 10:00 PM on Sunday through Thursday
7:00 AM to 11:00 PM on Friday and Saturday

XX. RULES FOR POOL AREA RESERVATIONS

1. The pool area may be reserved for the exclusive use of parties by residents ONLY, for a maximum of four (4) hours. The resident must request the reservation at least seven (7) days inn advance to the Management Company, along with a deposit of \$100, which will be refunded if the reservation rules are observed. Only one pool can be reserved at any one time.

2. Private parties are considered to be a gathering of more than twelve (12) people for a social event. These gatherings are not to be related to business, political, or religious activities, the solicitation of funds or admission charges are not permitted. Gambling or other illegal activities are also not permitted.
3. The host/hostess is held responsible for the proper conduct of his/her guests. NO ONE under 21 years of age will be served alcoholic beverages.
4. Closing time for parties is 9:00 PM on Sunday through Thursday and 10:00 PM on Friday and Saturday.
5. Complaints about parties will be resolved by the Board. Penalties involve fines and/or restriction of the use of the recreation facilities. Any complaint will require the resident who made the reservation to appear before the Board.
6. All rules and regulations affecting the pool area contained in the Rules and Regulations for Playmor Terrace must be complied with in addition to all posted rules at the pool.
7. Residents should inform guests of parking rules. Guests must park in the spaces designated for "guests" or on the street. All other cars, besides residents and their guests, parked in residents' spaces are subject to towing.
8. The authorized host is responsible to cleanup immediately following the party and for the complete removal of all trash. (The host will provide the trash bags).
9. Parties are limited to 25 people
10. Party givers must keep the music to a reasonable level for the area, and be considerate of pool neighbors. No amplified music is allowed.
11. Any violation of these rules will result in the immediate cancellation of the party at the discretion of a Board member, or employee of the Management Company. Violators will be fined.
12. Proper attire must be worn in the pool area at all times. Babies must not wear diapers in the pool at any time.

XXI. ENFORCEMENT

1. Except where municipal and state statutes are cited, these rules call for self-regulation. In cases of abuse, the Board will notify the Owner, by letter, requesting compliance with the specified rules. If the problem continues, the Board will schedule a hearing with the Owner by giving "due process". Fines will be imposed, after due process, and as decided by the Board.

2. Any previous violations of the Rules and Regulations which have not been enforced does not set a precedent. All Rules and Regulations are subject to enforcement.
3. The Board will be the final arbitrators on the interpretation of the Rules and Regulations.

XXII. VIOLATION PROCEDURES

The following procedure will apply to all violations and infractions of the governing documents and rules and regulations. Owners must report violations to the Management Company or the Board by submitting a written notice describing the violation. The Board of Directors, Management Company, or a committee appointed by the Board may also note any violations discovered during walkthroughs or by personal knowledge of any of its members or representatives.

At the time a violation is noted or reported, action will be as follows:

1. A first notice to correct the violation will be sent by the management company giving two (2) weeks to correct the violation.
2. If the violation is not corrected, a second notice will be sent by the management company giving an additional two (2) weeks to correct the violation.
3. If the violation is still not corrected a notice of a fine will be sent and a hearing will be scheduled. The owner must either appear at the hearing or submit written testimony.
4. If the violation is not corrected even after the imposition of a fine, the Board may impose additional or continuing fines until such time as the violation is satisfactorily corrected.
5. If the violation continues, the Board of Directors will refer the matter to the Association's legal counsel. If a lawsuit is filed, the homeowner will be liable for the Association's legal costs and fees if the Association prevails in that lawsuit.
6. Notwithstanding the foregoing, under circumstances involving conduct that constitutes:
 - a. an immediate and unreasonable infringement of, or treat to, the safety or quiet enjoyment of neighboring residents;
 - b. a traffic or fire hazard;
 - c. a threat of material damage to, or destruction of, the Common area;

- d. a violation of the governing documents that is of such a manner that there is no material questions regarding the identity of the violator or whether a violation has occurred (e.g. delinquent assessment payment or parking violations); the Board and/or its agents must undertake immediate corrective or disciplinary action and conduct a hearing as soon thereafter as reasonably possible, if either (1) requested by the offending Owner within five (5) days following the Association's actions, or (2) its own initiative.

XIII. FINE SCHEDULE

Fines for first time violations shall be levied in accordance with the following schedule:

Hazardous Activities	\$100.00
Use Restrictions	\$ 50.00
Trash	\$ 50.00 For each can (blue or black) plus \$10 per day after designated return time
Vehicle & Parking Restrictions	\$ 50.00 plus \$10.00 per day
Any violation of the Bylaws, CC&Rs or Rules & Regulations not specifically mentioned	\$100.00 First month, and an additional \$100 every two weeks until the infraction is remedied per Board's instructions
Unauthorized improvements to Common Area property per discretion of the Board of Directors	\$100.00 Plus any Association cost to repair back to original state. Add \$100 for every week of non-compliance
Noise/Parties	\$250.00 First violation \$500.00 Second violation \$1000.00 Third violation \$1000.00 Each occurrence after the third violation

Fines shall be in addition to an assessment equal to any applicable cost of repair. Fines for continuing or repeated violations may be increased in \$50.00 increments at the discretion of the Board of Directors.

