

*The Fairway*

*Rules and Regulations*

# *RULES AND REGULATIONS*

## **EMERGENCY NUMBERS**

**Sheriff (562) 866-9061**

**Fire Department (562) 868-0411**

**Our management company is:**

**Transpacific Management Service  
12607 Hiddencreek Way, Suite R  
Cerritos, California 90703**

**Telephone: (562) 926-3372**

**Fax: (562) 926-8555**

THE FAIRWAY HOMEOWNERS ASSOCIATION

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INTRODUCTION

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The Fairway is a very special kind of planned community. We share in a common organization, reside in the same area, and importantly, determine the standards that will promote a peaceful and enjoyable environment, privacy and economic protection of our property.

To assure this level of total community living, your elected Board of Directors has legislated and approved a set of Rules and Regulations which are in accordance with the Covenants, Conditions and Restrictions (CC&R's). Both documents should be in your possession. (Copies may be obtained from Transpacific Management Service.)

The rules contained herein may be updated as required. To remain fully informed, homeowners are encouraged to attend homeowner and Board of Directors meetings, and to read our newsletters and other communications.

Anyone wishing to contact the Board of Directors may do so at any time, through our management company or via the communication box located by the mailbox. Read this booklet carefully. Your cooperation is essential to the interests of the Association at large. Take pride in being a part of the Fairway.

June 2002  
The Board of Directors

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## DEFINITIONS

Please use the following definitions for a better understanding of these rules and regulations:

**HOMEOWNER:** A person(s) who is of record, an owner of a Fairway unit.

**TENANT:** A person(s) who leases or rents from a homeowner.

**RESIDENT:** A homeowner in a residence, a tenant, relatives in residence and any other person who resides primarily in a unit, with the permission of the homeowner or tenant.

**GUEST:** A non-resident who has been invited by a resident, homeowner or tenant, accompanied by the homeowner or tenant or member of their residence, enjoying the facilities of the common area.

**NOTE:** Homeowners are responsible for the conduct and actions of their guests, their tenants and their tenant's guests, at all times.

## VIOLATION PROCEDURES

When a violation of the CC&R's, By-Laws, or Rules and Regulations is observed, a warning citation will be issued to the offending homeowner and/or tenant. If the infraction continues, the homeowner will be notified of the possibility of a penalty assessment. Any penalty assessment is due and payable.

Violations must be rectified according to the following schedule:

### Immediately

- Rights to Peaceful Enjoyment
- General Conduct
- Vandalism
- Swimming Pool Rules
- Common Area Rules
- Pets
- Motor Vehicle and Parking Area Rules
- Architectural Violations

### Five (5) Days

Notification of Sale or Rental of Condominiums

### Ten (10) Days

Sign Regulations

### Twenty (20) Days

Architectural Regulations

## PENALTY ASSESSMENT SCHEDULE

Penalty assessments for uncorrected violations are as follows and can be imposed until the violation is corrected. The seriousness of the offense and the action necessary to correct the violation will be at the discretion of the Board of Directors; however, the following is the maximum penalty that can be imposed per offense:

1st offense:	Reminder letter
2nd offense:	Warning letter advising of possible fine
3rd. offense:	Call to Hearing
4th offense:	Fine imposition
	1st Fine      \$25.00
	2nd Fine      \$50.00
	3rd +          \$50.00 per incident

Any written or verbal complaint by any homeowner shall constitute an offense.

## RIGHTS TO PEACEFUL ENJOYMENT AND GENERAL CONDUCT

All homeowners and tenants have the right to peaceful enjoyment of their respective properties and the common area.

Any activity which is considered a violation of the Right to Peaceful Enjoyment, will be considered a violation of the Rules and Regulations and will be subject to the same grievance and penalty assessment procedures. Conduct, including but not limited to the following, will be considered interference with the Right to Peaceful Enjoyment:

1. Excessive noise from any residence at any time, which disturbs neighboring residents.
2. Disorderly conduct in the common area.
3. Loud or offensive language.
4. Activity which endangers life or property.
5. Noise: A 10:00 p.m. quiet time shall be observed by all residents and guests in consideration of their neighbors' right to Peaceful Enjoyment of their property.
6. Anyone causing a general nuisance within The Fairway, may be subjected to a \$25.00 fine.

All Complaints, suggestions, inquires, and/or recommendations must be in writing to the Board of Directors. Please include your name, unit address, mailing address, and both your home and work telephone numbers. Mail all written correspondence to The Management Trust -Transpacific.

## COMMON AREA

No one may construct, repair, remove, improve, or otherwise affect any portion of the common area, in any manner, unless expressly authorized by the Board of Directors.

## COMMON AREA RULES

Each homeowner has a vested interest in the common area. Please give these areas the same pride of ownership and care that you and your family give your own home. The common area is defined as real property owned by the Association, for the common use and enjoyment of its members. This covers any area outside your individual unit, and includes any landscaping, building exterior, parking area, recreational facility and streets.

1. Any area inside your unit, garage and patio, is to be maintained by the homeowner, commensurate with the CC&R's, By-Laws, and in accordance with the Rules and Regulations of the Association.
2. All common areas must be kept clean and uncluttered. All trash and cigarettes must be put into trash containers. (Also see "Pet Control Rules.")
3. No type of ball games shall be played in the common area.
4. The riding or parking of bicycles, mopeds, motorcycles, vehicles, wheeled toys or skateboards is prohibited on sidewalks, lawns and landscaped areas.
5. The climbing in or upon trees, roofs, fences or perimeter walls is strictly prohibited.
6. Homeowners will be held responsible for any damage caused by their guests or tenants.

DAMAGE TO LAWNS, TREES, SHRUBS AND ANY COMMON AREA PROPERTY WILL BE BILLED FOR REPAIR, REPLACEMENT OR CLEAN-UP COSTS TO THE VIOLATING HOMEOWNER. A PENALTY ASSESSMENT OF \$25.00 MAY BE IMPOSED AS WELL.

## POOL RULES

Pool use is for residents and their guests only. These rules apply to everyone using the pool at any time. Trespassers are subject to legal prosecution.

There is **NO LIFEGUARD** on duty. For your safety, always swim with someone else who knows how to swim.

Destruction of, or playing with, the pool safety equipment is absolutely prohibited. Its misuse or breakage could cost a life. Breakage of equipment and its replacement may be billed to offending homeowner/resident.

Cleanliness of the pool area is the responsibility of all users, as individuals, or as a group. No smoking inside gated area.

1. The use of the pool is expressly limited to homeowners, tenants, and their guests. Homeowners or tenants must accompany their guests at all times.
2. No one group will be allowed to monopolize the pool in any manner that does not respect the rights of others.
3. The hours of the use of the pool are 6:00 a.m. through 10:00 p.m., Sunday through Thursday, and 6:00 a.m. through 12:00 midnight, Friday and Saturday.

4. **NO GLASS CONTAINERS OR BREAKABLE ITEMS** (bottles, glasses, ashtrays, etc.) are permitted in the pool area. Use metal or plastic containers **PLEASE.**
5. No ball playing, toys, etc. are allowed in the pool or pool areas.
6. No running, pushing, horseplay or dunking is allowed.
7. Rafts and other water equipment (except goggles) shall not be used in the pool.
8. All animals are strictly prohibited from the pool areas.
9. Only designated swim wear may be worn in the pool. No nude swimming is permitted.
10. Food and drinks are permitted, provided that trash is appropriately disposed of in covered refuse containers which are provided.
11. Battery operated radios may be played at low listening levels or with earphones.
12. Pool furniture is not to be removed from the pool area. If furniture is moved, please replace it to the original position before leaving the area.
13. Children under fourteen (14) years of age, **MUST** have adult supervision. (California State Law)

## **PET CONTROL RULES**

Dogs, cats, caged birds or other usual and ordinary household pets, may be kept in any condominium unit. No livestock, poultry animals or bird aviaries are permitted within the Fairway complex.

### **LISTED ARE THE ADOPTED RULES:**

1. Dogs and cats must be on a leash when let outside of your home.
2. Residents walking their dogs or cats must have them leashed and they must clean up after their pets.
3. Continuous annoying animal noises (barking, squalling, etc.) must immediately be attended to by the pet owner, so as not to disturb the surrounding residents.
4. Animal refuse must be disposed of daily to eliminate offensive odors to your neighbors.
5. Pets are not permitted to roam free.

## **SECURITY**

Security is everyone's business. Please close and lock all gates behind you, so as not to allow strangers to gain entrance to our community. Also, climbing of gates is prohibited. Soliciting is prohibited within the Fairway complex.

## **VANDALISM**

1. When a resident vandalizes association property, the responsible homeowner will be subject to the cost of repair or replacement of damaged property and may be subject to additional fines or criminal prosecution.
2. If the vandal is a non-resident, but is a guest of a resident, the homeowner will be held responsible.
3. If the vandal is a non-resident and does not have permission to be on the Fairway property, the act will be considered a criminal offense, and the vandal will be reported to the Sheriff's Department, for trespassing.
4. Fines may be levied against the responsible homeowner.
5. Vandalism should be reported to the Sheriff's Department, Transpacific Management Service and the Board of Directors.

All complaints, suggestions, inquiries and/or recommendations must be in writing to the Management Company. Please include your name, unit address, mailing address and both your work and home telephone numbers.

## **ARCHITECTURAL CONTROL REGULATIONS**

Any and all alterations, modifications or additions to the exterior of your unit, must have the **APPROVAL** of the Board of Directors or their authorized designee. Permission to make any exterior modifications must be requested in writing; drawings, sketches and specifications must be attached (in triplicate) with your letter. City of Cerritos Building

Department approval may also be required. Please call Transpacific Management Service for an architectural approval form.

## **PAINTING**

The repainting or refinishing of the exterior surface of any building or other structure, by anyone is not permitted by the Board of Directors

## **PATIOS AND BALCONIES**

1. No enclosed patios are permitted. Patio covers are permitted with Board approval only.
2. You may landscape your patio area to your own taste, as long as trees, plants, shrubs, and other ground cover (both living and solid structural material) do not cause damage to the buildings, fences, etc., and do not disrupt the character of the Fairway. Plants or trees on inside of the patio should not be taller than 3 feet over the top of the fence.
3. No storage is permitted on patios or balconies.



## EXTERIOR ATTACHMENTS

The following exterior attachments are not permitted:

1. Air conditioning units in windows, walls or on the roof.
2. Cyclone attic vents.
3. Window shutters.
4. Wrought iron bars or gates.

The following exterior modifications are permitted with Board of Directors approval:

1. Patio window awnings, permanently attached which do not extend more than 24 inches.
2. Red brick colored ceramic tiles may be installed on front door entry way.
3. TV satellite dish antennas may be installed with the approval of the Board of Directors. Homeowners must submit an architectural approval form depicting the proposed installation method and send to Transpacific Management Service for Board of Director approval.

## SCREEN DOORS

Screen doors are permitted. The approved screen doors are available from the Home Depot, #460-834 "bronze steel breeze".

Security screen doors are permitted. The approved security door is available from the Home Depot, #377-864, Laguna Model 507, black.

## GENERAL

The exterior of each individual condominium and the area surrounding it, are under the jurisdiction of the **Fairway Homeowners Association's Board of Directors** and therefore:

1. No articles of any kind shall be draped over the fences, left in front of units or on the common area.
2. All controls, thermostats, clocks and equipment regulating lights, temperatures, sprinklers, etc., are pre-set. This is under the jurisdiction of the Board of Directors.
3. Only appropriate window coverings such as blinds, drapes, etc. are permitted. Aluminum foil, window tinting, towels, sheets, newspaper, etc. are not permitted.
4. Garages are to be used for parking vehicles, and/or storage use. They may not be converted for living or recreational purposes.
5. No business of any kind is permitted on the properties.

## TRASH CONTAINER AREAS

There are two (2) trash container areas within the Fairway complex. All disposed items **must be placed inside the trash containers**. The trash collection people will not take any items left outside of the containers. If you are disposing of furniture items, they must be broken up to fit inside the trash containers. No furniture, water heaters, boxes, etc. may be left within the enclosed trash areas. **Please help to keep these areas clean.**

## **SIGN REGULATIONS**

1. No sign of any kind shall be displayed to the public view, on or from any unit, or in the common area, without the written permission of the Board of Directors, except as provided below.
2. "FOR SALE" and "FOR RENT" signs erected on a stake are permitted. Signs must be 18 inches by 24 inches, and no larger. (Commonly called stake signs)
3. "POST SIGNS", signs mounted on 6 inches by 6 inches wood posts, are not permitted.
4. No more than two (2) "OPEN HOUSE" signs and (2) real estate flags may be placed in the common areas at any time.
5. All signs must be removed with ten (10) calendar days after the sale or rental is consummated.
6. All signs must be placed along Gridley Road in front of the brick wall.

## **PARKING**

No parking in driveways is permitted. (CC&R's) With the exception of loading and unloading vehicles or washing of vehicles. The vehicle must be attended by a licensed operator, in case an emergency vehicle requires entrance.

## **HOLIDAY DECORATIONS**

All holiday decorations shall be removed within ten (10) days of the close of the holiday. This includes all national, religious or ethnic holidays.

## **NON-OWNER OCCUPIED RESIDENCES**

If you are a homeowner who decides to rent your unit or to otherwise delegate your "Right of Enjoyment", the following rules apply:

1. You are required to report the names of the persons who are living in your unit, to the Secretary of the Board of Directors, via the managing agent (Transpacific Management Service) within ten (10) days; your report should include A and B as follows:
  - A. You are required to acknowledge in writing that your tenant, lessee or contract purchaser fully understands the CC&R's, and has received a copy of The Fairway Homeowners Association Rules and Regulations.
  - B. You are further required to acknowledge that you (as a member of record of the homeowners association) will be held responsible for the actions of your tenants, including any penalty assessments for violations of the Rules and Regulations of the Association, as well as any costs for repairing damage to the common area or other property caused by your tenants.

Forms for the above may be obtained from our property management company.

The Management Trust -Transpacific  
12607 Hiddencreek Way, Suite R  
Cerritos, CA 90703

## **NOTIFICATION OF SALE OF CONDOMINIUM**

Concurrent with the consummation of the sale of any unit, the seller (Homeowner) shall notify the Association's Board of Directors through the management company.

Within five (5) business days, the homeowner shall provide:

1. The name of the new owner.
2. The street address of the condominium purchased.
3. The mailing address of the new owner.
4. The date of the sale.